NETAJI SUBHAS OPEN UNIVERSITY
Standard Operating Procedure
(SOP)
Credit Transfer for SWAYAM courses
[Applicable for UG Programmes]

[Approved at the 15th meeting of the CIQA committee on 13th March 2023 and approved by Academic Council]

Centre for Online Education
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1. Preamble:

This document is proposed in view of an advisory from the Secretary, UGC [D.O.F.No. 1-812017 (SWAYAM) dated 3rd June, 2022] with a request to adopt University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021. UGC has also shared a survey report on the status of credit transfer for non-technical courses for July 2021 Semester. It reveals that 72 students enrolled with 13 state/private universities/HEls in West Bengal have sought credit transfer on the basis of credits earned through SWAYAM. But most important is the fact that amongst these 72 students, there is one NSOU student who has sought credit transfer. On receipt of MOOCs completion certificate from Host Institute, the University to give equivalent credit weight (up to 40%) for the credits earned through SWAYAM. As per UGC mandate, no University shall refuse any student for credit mobility for courses earned through MOOCs.

In this backdrop, an SOP for integration of SWAYAM-MOOCs at NSOU has been framed to address not only the above matters but also to implement the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 along with NEP 2020 Guidelines in letter and spirit. This SOP will be applicable for UG-CBCS programmes for the time being.

2. General Principles:

2.1 SWAYAM-MOOCs Courses/Credits will be accepted for GE courses across all the Schools, subject to mapping of Course Content and Engagement Hours.

2.2 SWAYAM-MOOCs Courses/Credits will be accepted for AECC-1 [Bengali/ English] across all the Schools.

2.3 SWAYAM-MOOCs Courses/Credits should be accepted for AECC-2 [ENVS] across all the Schools.

2.4 Acceptance of SWAYAM-MOOCs Courses/Credits for Core Courses (CC)/ Discipline Specific Courses (DSEC)/ Skill Enhancement Courses (SEC) may depend upon the respective Schools subject to other conditions applicable from time to time.

2.5 SOP for Inbound Credit Transfer mechanism-(a) application for inbound Credit Transfer to be submitted to the Controller of Examinations by the incumbent; (b) these applications to be routed to appropriate Schools; (c) Credit Equivalence/ Weightage/marks to be finalised/proposed by the appropriate department in consultation with the Board of Studies under the aegis of respective Schools.

2.6 Directors of the Schools may publish a list of MOOCs under SWAYAM applicable for courses/programmes offered in a particular semester on the website and share the same with the Controller of Examinations, the Director, CIQA, and the Officer-in-charge, Centre for Online Education.

2.7 At the time of filling up the examination form, the Controller of Examinations may collect the data of such students who want to transfer their SWAYAM credit to NSOU course.

2.8 SWAYAM issues mark sheet/results with the assignment and final examination marks.

2.9 As SWAYAM-MOOCs have an in-built assignment component, the Assignment weightage in the students' mark sheet will be shown as NOT APPLICABLE.

2.10 The mark sheets of NSOU will reflect APPROVED SWAYAM-MOOC as the Paper Name.

3. Equivalence and Conversion of SWAYAM MOOCs for NSOU

The following formula will be considered for a 4-credit SWAYAM MOOC recognized for transfer of credit in NSOU result:

3.1 Equivalence: A 4-credit SWAYAM MOOC carries total marks of 100 [30 for Assignments & 70 for Proctored Examination] => **Mark Load per Credit** for SWAYAM MOOC is 25 [100/4]------**(A)**

NSOU prescribes 70 marks [20 for Assignments & 50 for TE Exam.] for a 6-credit course => **Mark Load per Credit** for NSOU is 11.67 [70/6]------**(B)**

Comparing (A) & (B), we can say that the Load Value of SWAYAM MOOC is 2.4 times [(A)/(B)] the Load Value of NSOU course, which is compatible in terms of CBCS content => SWAYAM MOOC has a **Load Quotient** of 2.14 per credit compared with NSOU------**(C)**

Hence a 4-credit SWAYAM MOOC may be treated as EQUIVALENT to 8.56 credit score at NSOU [4 x 2.14 = 8.56].

The above IMPLIES, a student who successfully completes a 4-credit SWAYAM-MOOC may be awarded 8.56 credit score for his/her effort. But, since NSOU awards only 6 credits at the maximum, the student may be awarded 6 credits, which will be shown in the Marks-sheet.

3.2 Conversion of Marks: SWAYAM MOOC marks have TWO distinct components adding up to Full Mark [30 for Assignments + 70 for Proctored Examination = 100] but NSOU's full marks per paper is 70[20 for Assignments + 50 TE Examination].

To convert SWAYAM marks, NSOU has to scale down, multiplying marks of all the components by 0.7 and rounded off to the nearest integer.

Marks for each component to be restricted to the maximum in each component prescribed at NSOU, i.e. 20 for Assignments and 50 for TE Examinations. Any mark being excess in one component to be distributed to the other component, so that the total marks and percentage remain unaffected.

EXAMPLE:

Let, a student completes a 4-credit SWAYAM MOOC with 72%, [scoring 30/30 for Assignments and 42/70 in Proctored Examination].

NSOU conversion may be as follows—

Assignment-30 x 0.7 = 21, Proctored Examination-42 x 0.7 = 29.4, Total -72 x 0.7 = 50.4

Maximum marks for Assignments at NSOU are 20. So, NSOU will award only 20 for the student's Assignment, award 30.4 [29.4+1], rounded off to 30, for his/her TE Exam. His/her Total marks will be 50, rounding off 50.4.

The student's Marks-sheet will show the above marks.

3.3 SWAYAM Credit Equivalence Matrix:

SWAYAM Credit	Full Marks	Marks Load/ Credit	NSOU Credit	Full Marks	Marks Load/ Credit	SWAYAM Load Quotient	NSOU Credit Equivalence
2	100	50	2	70	35	50/35=1.43	2x1.43=2.86, **at least 2**
2			2	60	30	50/30=1.67	2x1.67=3.34, **at least 3**
4	100	25	6	70	11.67	25/11.67=2.14	4x2.14=8.56, **at least 8**
6	100	16.67	6	70	11.67	16.67/11.67= 1.43	6x1.43=8.58, **at least 8**

4. Adopting MOOCs for credit transfer:

Step 1: Resolution in the Statutory Committee (Academic Council/ Executive Council):
The university has adopted the credit transfer mechanism for SWAYAM –MOOCs in the 38th meeting of the Academic Council held on 3rd November 2022 (vide Point Y Page 19) as per UGC Regulations.
Step 2: Selection of the Courses (MOOCs):
The University shall select the courses to be permitted for credit transfer through SWAYAM. (e.g. GE, AECC, CC, DSCE etc. for which faculty is not available, elective courses or for supplementing teaching-learning process).
Step 3: Designation of the Course Coordinator:
The University will designate a Course Coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the Lab/Practical sessions/examinations.
Step 4: Dissemination of information:
The University (CC) will widely disseminate information about selected/approved SWAYAM-MOOC courses and motivate the students through faculty members, notice boards, student forums, workshops and university website etc.
Step 5: Course Registration:
University to facilitate registration of students. Every student enrolled for the course in the University should register for the MOOCs course under National Coordinators (NCs) like CEC, NPTEL, UGC, IGNOU etc.
Step 6: Evaluation:
The Host Institution (i.e. the HEI offering the course) shall evaluate the students registered for MOOCs courses based on discussion forums, quizzes, assignments, and sessional and final examinations. The University (as Parent Institution) to assist Host Institution in conducting the final examination. Generally NTA will conduct the proctored examination either in CBT mode or in P& P mode for UG courses.
Step 7: Marks of the students:
The University shall incorporate the marks/grades communicated by the Host Institution (through NTA) in the final mark sheet of the student which counts for the award of degree/diploma. However, if necessary, the University may evaluate the students for the practical/lab component and incorporate these marks/grades in the overall mark sheet of the student.
Step 7: Certificate:
On receipt of the MOOCs completion certificate from NTA/SWAYAM, the University shall give equivalent credit weightage for the credits earned through SWAYAM.

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