Academic Policy for SWAYAM / MOOC Courses

Policy # SWAYAM V1.2

SHIV NADAR UNIVERSITY

Release Control

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POLICY ASSURED BY:

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Office of:	Represented By:	Date
Dean of Academics	Professor Partha Chatterjee	March 28, 2025

SHIV NADAR UNIVERSITY

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Policy Details

1. **INTRODUCTION**

   1.1. In line with the UGC recommendation to integrate online credits into the university curriculum, Shiv Nadar Institution of Eminence (hereinafter referred to as the "University") recognises the potential of online learning as a pivotal force in promoting multi-disciplinarity and flexibility in the curriculum. While multidisciplinary is at the core of the forward-looking curriculum at the University, online courses offer a unique opportunity for students to enroll in courses across disciplines, many of which currently are not offered by any of the four schools or are in high demand. This enables students to transcend boundaries and explore diverse subjects beyond their core discipline, fostering creativity, critical thinking, and holistic skill development among students.

   1.2. Additionally, integrating online courses into university curricula enhances flexibility, empowering students to customise their learning paths and pace according to their individual needs and preferences. This may support students to devote more time to experiential learning, internships, live projects, industry immersion, and so on to have a more holistic understanding of the chosen discipline. However, at the same time, there is a need to ensure that all such offerings align with the broad learning outcomes aimed at by the University, and promoting academic rigor.

   1.3. This policy may be referred to as "Academic Policy for SWAYAM / MOOC Courses" and attempts to streamline the process of offering SWAYAM/online courses for credit and maintenance of the academic records from SWAYAM/online courses undertaken by students

2. **SCOPE**

   2.1. This policy supersedes all previous policies related to online / MOOC / SWAYAM courses taken by regular undergraduate

   2.2. It excludes joint-degree programs and dual-degree programs with partner/host institutions.

   2.3. This policy applies to all online courses offered by third-party MOOC platforms like SWAYAM, Coursera, etc. and any other platforms as notified by the Office

of the Dean of Academics

2.4. Coursera courses taken by Batch of 2025 in their first year and any online courses offered by the respective department are excluded from this policy.

3. DEFINITION(S)

3.1. SWAYAM courses/platforms should be read as all third-party MOOC platforms accepted for credit transfer by the University currently or in the future.

4. GENERAL GUIDELINES

4.1. SWAYAM credits are unavailable for first-year undergraduate students except for CCC courses in the second semester.

4.2. Second-year students can only take courses at the undergraduate level. Third & Fourth-year students can additionally enroll in SWAYAM courses at the postgraduate level.

4.3. As notified by the Office of the Dean of Academics, Academic credits can be claimed only against 'Regular' courses offered on the SWAYAM or any other MOOC portal. All such courses will have an evaluation component, and a certificate will be awarded with marks.

4.4. Self-paced courses and courses with no evaluation component offered by SWAYAM and other MOOC platforms are excluded from credit transfer.

4.5. Students must enroll for credits with the Office of the Dean of Academics in the same semester they enroll on the SWAYAM portal. SWAYAM credits earned in any previous semesters are not allowed for enrollment and credit transfer in the current semester.

4.6. Within the SWAYAM portal, students can take courses from a list of courses selected and notified by the Office of the Dean of Academics for a particular semester.

4.7. A maximum of 16 and 15 credits may be claimed through SWAYAM/ online courses for the entire duration of the B. Tech and other UG programmes, respectively.

4.8. The credit limits mentioned in 4.7 above exclude the credits claimed by a student through online courses offered by the University.

4.9. The Credits are mapped based on the duration of the course as below:

Number of Weeks	Number of Credits
4 – 7 Weeks	1 Credit
8 -11 Weeks	2 Credits
12 – 15 Weeks	3 Credits
16 or More Weeks	4 Credits

    i.   Course(s) with less than four weeks duration are ineligible for enrollment and credit transfer.

    ii.   Course(s) with more than 16 weeks' duration may be considered for enrollment with the approval of the Dean of Academics. The maximum number of credits that can be claimed from such course(s) is capped at four credits.

4.10. Courses through SWAYAM will only be available for CCC, UWE & Major Electives. If notified by the department, minor credits can be claimed against select Swayam UWE courses.

4.11. CCC Courses (SWC): The Office of the Dean of Academics will announce the list of courses available for CCC every semester. A student can claim credits for CCC only against those courses.

4.12. UWE Courses (SWE): A student can choose any course from the list of courses notified by the Office of the Dean of Academics with the following conditions:

4.12.1. The course is outside the core/major area of the degree program pursued by the student.

4.12.2. The student has not taken an equivalent course offline with 40% or more overlap in the curriculum or has not already claimed credits for an equivalent online course.

4.12.3. A student must ensure that the course meets the above criteria.

4.12.4. The University reserves the right to revoke the credits for duplicate and equivalent courses at any time. The University also reserves the right to withdraw UWE credits awarded for courses belonging to the core/major area while auditing the degree.

4.12.5. If a student has already claimed credits for a SWAYAM course, they will not be allowed to enroll in an equivalent offline course unless they replace that SWAYAM course from their ERP with the offline course.

Students are encouraged to reach out to their respective UG/PG Advisors for any assistance.

4.12.6. Students are eligible to take SWAYAM courses for UWE credits from the Second year onwards.

4.12.7. Every semester, the Office of the Dean of Academics will identify a certain number of courses from SWAYAM as UWE offerings. These courses may be a mix of past popular courses, courses proposed by departments, and new SWAYAM courses that are in accordance with the learning goals of the students at the University.

4.13. While students can take courses of their interest besides the list of offered UWE/CCC courses every semester from SWAYAM for self-learning, no programme credits can be claimed against such courses.

4.14. Major Elective (SWM): At the beginning of every semester, each department will announce the list of SWAYAM courses eligible for major electives through the Office of the Dean of Academics. Only the announced courses can be claimed as major electives. A major elective will not automatically qualify as UWE for other departments. It is not compulsory for a department to offer major electives via SWAYAM.

4.15. Minor Credits (SWE): At the beginning of every semester, each department will announce the select list of SWAYAM UWE courses that are eligible for minor credit for non-departmental students. Departmental students will not be eligible to take such courses as major electives unless approved by the Department.

4.16. Credits for core courses cannot be claimed through the SWAYAM course.

4.17. Credit limit per semester: Each semester, a student can claim a maximum of 9 SWAYAM credits across CCC + UWE + Major Elective as approved by the Department. This credit limit is within the overall credit limit of 25 credits per semester. Unless, under exceptional circumstances, no request for an extension of credits will be approved by the Dean of Academics.

4.18. Course Replacement: Over the entire tenure of the student in the University, a student may replace a maximum of two SWAYAM courses. An in-person course cannot be replaced with a SWAYAM course. However, a student may replace a SWAYAM course with an on-campus course or with another SWAYAM course.

4.19. Course Drops: SWAYAM credits, once registered with the University, cannot be dropped or removed from the records. They can only be replaced as mentioned in 4.17 above.

4.20. Attendance: The University's attendance policy does not apply to these courses.

4.21. Grading: Uniform absolute grading with standard letter grades will be followed for all SWAYAM courses. The applicable grading scale is given below:

Range of marks	Grade
86-100	A
76-85	A-
68-75	B
61-67	B-
54-60	C
47-53	C-
40-46	D

4.22. Submitting the course completion certificate from SWAYAM is mandatory to transfer credits.

4.23. Improvement: A student securing an 'F' grade can register for improvement if the Office of the Dean Academic again notifies the same SWAYAM course in the subsequent semester. If the course is not notified in the subsequent semester, the student can go for course replacement, subject to an overall replacement limit of 2-course replacements over the tenure of the student at the University in the enrolled programme. Course improvement, as applicable for offline courses, also applies to SWAYAM courses.

4.24. SWAYAM Registration Process

    4.24.1. Before the start of each semester (typically in the month of July for the Monsoon Semester & month of December for the Spring Semester), the Office of the Dean of Academics will announce the list of SWAYAM courses eligible for CCC, Departmental Major Elective, UWE, and Minor.

    4.24.2. Students will fill out the form circulated by the Office of the Dean of Academics and submit evidence of their registration for examination. This list will form the basis for student enrollment on the ERP. Students will be able to see the courses on ERP within 15 days of the last date of submitting the form. Only those students who fill out the form and submit

proof of registration for examination will be eligible to claim credits.

4.24.3. A student who fails to submit the form within the stipulated timeline will receive a penalty of two grade drops subject to receiving a minimum of "D" grade at the time of publication of results.

4.24.4. Students in their final semester are discouraged from registering for SWAYAM course(s); if they register, it will be the responsibility of the student to ensure that they submit the SWAYAM course certificate before the last date of declaration of results at the University. Please note that a delay in the declaration of the SWAYAM results will delay the graduation. The University may impose additional restrictions on the number and type of SWAYAM courses a final-year student may enroll in.

4.24.5. After completing the course, students must submit their course completion certificate (after downloading from the SWAYAM platform) to the Office of the Dean of Academics for verification and credit transfer within the date announced by the Office of the Dean of Academics.

4.24.6. SWAYAM Certificate Submission: For each SWAYAM course, registered students will be enrolled on the Learning Management System (LMS). SWAYAM certificates will be accepted only if submitted according to the process specified by the Office of the Dean of Academics. No other form of certificate submission will be accepted.

4.24.7. SWAYAM Certificate Verification: Each SWAYAM Certificate will be verified by the Office of the Dean of Academics. Any malpractice will be considered academic dishonesty. Such instances will be reported to the Proctorial Board. Malpractice includes but is not limited to:

   a) Submitting a counterfeit certificate.

   b) Alteration of marks obtained in the certificate for a higher grade.

   c) Claiming the credits for a SWAYAM course more than once across various categories.

   d) Submitting the certificate of another student using an LMS account or by any other means.

4.25. If a student fails to submit the certificate within the timeline, an 'F' grade will be awarded in that course subject to 4.24.3 above.

4.26. An 'F' grade may be replaced with another course in the subsequent semester, subject to the overall limit of replacement of two SWAYAM courses throughout the tenure of the student at the University.

4.27. For SWAYAM courses awaiting result declaration at the time of regular result

declaration date, students' results for such courses will be withheld. Subsequently, students must submit the course certificate within a pre-announced extended deadline for such courses as announced by the Office of the Dean of Academics. A student will be awarded an 'F' grade for failure to submit the course completion certificate within the pre-announced extended timeline.

4.28. SWAYAM Fee Reimbursement Process (at present is as follows):

4.28.1. After successful completion and grading of the SWAYAM course, the data on students' enrollment from SWAYAM courses will be sent to the Finance Department, and reimbursement of the examination fee per course will be processed as follows:

4.28.2. For fourth-year students, the amount will be reimbursed with the caution money.

4.28.3. For students (excluding fourth-year students), the reimbursement will be adjusted in their fees.

4.28.4. Any revision in the process of reimbursement of SWAYAM fees will be notified to the students by the Office of the Dean of Academics or the Department of Finance.

5. RESPONSIBILITIES OF UG ADVISORS:

5.1.1. Share with the Office of the Dean of Academics the list of eligible courses for major electives from the list of SWAYAM courses identified by the Office of Dean of Academics within the requested timeline, clearly identifying equivalent courses on the negative list.

5.1.2. Share with the Office of the Dean of Academics the list of eligible courses for UWE credits, clearly stating whether they are eligible for minor credits within the requested timeline and clearly identifying equivalent/duplicate courses to be on the negative list.

5.1.3. Identify the Major/Minor Electives that are eligible as UWE from the list shared by the Office of the Dean of Academics.

5.1.4. Review the list of complied SWAYAM courses for the semester, ensuring that all entries are correctly mapped and all equivalent courses are on the negative list.

6. RESPONSIBILITIES OF THE CCC COMMITTEE:

6.1.1. Share with the Office of the Dean of Academics the list of CCC courses eligible for credit accumulation under each pre-defined category at the beginning of each semester.

6.1.2. Identify equivalent/duplicate courses offered in the Offline mode and place them in the negative list.

7. Please write to dean.academics@snu.edu.in or office.deanacademics@snu.edu.in for any queries and suggestions.