



Ref: MANUU/Acad./F. I.19(Vol-II)/2026-27/18

15th April, 2026

NOTIFICATION

Sub: Standard Operating Procedure for SWAYAM MOOCs – Reg.

- Ref:
1. The Gazette of India Notification dated 25.03.2021
 2. UGC Framework for SWAYAM Course D.O.f. No. 1-8/2017(SWAYAM) dated 24.10.2024
 3. Resolution in the 44th Academic Council meeting held on 06.12.2021.
 4. Resolution in the Standing Committee of the Academic Council meeting held on 23.03.2026

All the Department of Studies to identify the SWAYAM MOOCs courses from the lists published on the SWAYAM Portal for the January and July sessions each year (<https://swayam.gov.in>).

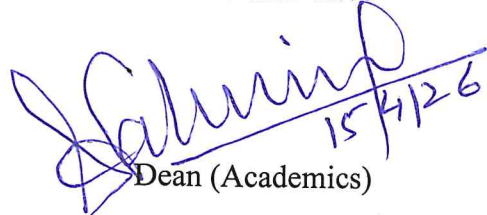
1. The courses to be selected must be *in lieu of the existing courses* for the concerned UG/PG programmes. The SWAYAM courses must match with the University's approved courses in terms of number of credits and levels (UG/PG). Due care to be taken of the course content of the identified courses from the vantage point of students future prospects as well. The department to nominate a concerned subject faculty member as a mentor (**Course Coordinator**) for each course to support the students who opt for it.
2. HoDs to ensure that from the forthcoming sessions each student *must opt at least one SWAYAM course* during the course of study of relevant UG/PG program. Preferably, these courses may be taken from the category of *Generic Electives/Open Electives* where the students have larger flexibility to complete these courses any time during the course of particular UG/PG program. In case the SWAYAM courses are opted in lieu of Core Courses/DSE/Core Electives, then due care must be taken in terms of the course content and compatibility level of the students and the deliberation to this effect must to be recorded for each such course in the Minutes of the BoS.
3. The identified SWAYAM courses are to be duly approved by the Board of Studies of the Department concerned in the Table format given below. The Minutes of the meeting and the soft copy of the Table to be submitted to the **SWAYAM Nodal Officer** who shall place it before the SWAYAM Advisory Board / Academic Council.

MANUU				SWAYAM					MANUU					
Sl. No.	Department	Name of the Programme	Semester	Course Developer (CEC/IGNOU/NPTEL...)	Name of Course Identified	Course Code	Level of the Course (UG/PG/UG&PG)	NCrF Level	No. of Credits	Name of the Course/ Paper against which SWAYAM Course is opted	Existing University Paper Course code	Course Nature: CC/DSE/GE/OE...	No. of Credits	Course Coordinator

Note: In case of the time constraints, the HOD may send the list in prescribed format and later on have the same approved by the BOS and share the Minutes with Nodal Officer

5. The Nodal Officer shall ensure that the approved list of SWAYAM Courses of each department for each programme is seeded and integrated in iUMS.
6. After seeding in iUMS, the same shall be reflected to the students and the Academic Coordinators for the course registration at the beginning of each semester. ***SWAYAM Mentors (Academic Coordinators) to ensure that the students have selected the SWAYAM courses that are duly identified by their department concerned.***
7. After successful registration by the student, the SWAYAM Mentors will monitor and guide the student to ensure the smooth completion of the SWAYAM course and successful appearance in the examination.
 - a. All students shall complete the SWAYAM course ***internal assessment*** from SWAYAM. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM Courses participate in discussion forums, quizzes and assignments conducted by the concerned SWAYAM Course Coordinator.
 - b. For ***External End Semester*** exam for the concerned SWAYAM course, the students may appear in MOOCs exam conducted by related NTA/NPTEL or like centers.
 - c. The University may also conduct the End Semester Exam but for the same CoE is to be informed well in advance by the Academic Coordinator/SWAYAM Mentor through HoD, so that it can become part of MANUU Exam Time Table. HOD shall ensure that this information is provided to CoE as per the time line given by the Exam Branch and also have the Question Paper prepared for the SWAYAM MOOCs Courses.
 - d. Each student shall get only two additional attempts to pass the SWAYAM courses.
8. The HoDs shall collect the result scores of the students appearing from MANUU from the concerned internal evaluator of the SWAYAM courses and forward the same to the Nodal Officer in a sealed cover clearly mentioning as "SWAYAM Marks". Thereafter, the Nodal Officer (CoE) shall upload the (end semester exam) SWAYAM marks on the SWAYAM portal for all students who have appeared in SWAYAM Examination conducted by the University.
9. The Controller of Examinations shall integrate the marks with the result sheet of the concerned end semester exam.
10. The Controller of Examinations shall ensure that the marks of all students who appeared in the SWAYAM examination received from the Departments are mapped with Automated Permanent Academic Account Registry (APAAR) ID.

For better coordination and effective implementation, Dean (Academics) along with SWAYAM Nodal Officer/CoE shall have meetings with Deans of the Schools of Studies preferably in the beginning of January/July sessions. The Deans of the Schools to further have meetings with Heads of the Departments for effective implementation. As per the need, the Office of the Dean (Academics) and SWAYAM Nodal Officer/CoE shall also have interface with SWAYAM Mentors/ Academic Coordinators.


15/7/26
Dean (Academics)