Standard Operating Procedure

Evaluating MOOC Courses as 4-Credit Full Course in Undergraduate Programs

1. Introduction

This Standard Operating Procedure (SOP) outlines the process for evaluating Massive Open Online Courses (MOOCs) taken from various online portals such as NPTEL, SWAYAM, Coursera, edX etc. to be considered as a 4-credit full course in Undergraduate (UG) programs being offered under NEP-2020 implementation.

2. Objective

The objective is to establish a standardized procedure to assess the academic rigor and equivalence of MOOC courses with regular UG courses to ensure quality and consistency in credit transfer.

3. Course Eligibility Criteria

- Only courses offered by recognized online portals such as NPTEL, SWAYAM, Coursera, edX etc. will be considered to award the credits.
- The course must be relevant to the UG program curriculum.
- The course duration should not be more than a standard semester.
- The course should have a clearly defined assessment mechanism, including quizzes, assignments, exams, etc. online.
- Students will register for those courses that are approved by the concerned HoD/Vice Principal/Principal/Dean.

4. Course Evaluation

4.1 The MOOC coordinator or designated faculty member evaluates the course syllabus, content, assessment methods, and accreditation status to determine its suitability for credit transfer.

4.2 The coordinator may consult with subject matter experts or relevant departments for a comprehensive evaluation.

4.3 If the MOOC course meets the eligibility criteria and is deemed equivalent in academic rigor and content to a Standard 4-credit UG course, it will be considered for credit transfer only after the successful completion of the MOOC course. In case when MOOC available on portal is of 2 credits in that case two MOOC courses would be appropriate to complete the requirement of 4 credit.

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4.4 The UG program coordinator shall verify and assigns a credit value to the MOOC course based on its alignment with the UG program curriculum and standard credit-hour allocation in consultation with HOD and Principal/Dean of the college.

4.5 In case, no suitable MOOC course is available for the program, the College will conduct MCQ based examination (i.e. fifty questions from the domain) for the evaluation process.

5. Procedure

5.1 **Suggestive list of MOOCs:** At the beginning of the semester concerned HoD/Vice Principal/Principal/Dean will display the list of courses with details such as offering portal, duration, start date, end date etc.

5.2 **MOOC Selection by Student**

A student will select a MOOC course from the approved list that align with their UG program requirements.

The student will submit the MOOC selections form **(Annexure-1)** to UG program coordinator/designated faculty member/HoD about his/her decision to enroll in the MOOC course for credit transfer.

6. Enrollment and Completion

Upon approval of the concerned College/University, the student enrolls in the MOOC course through the respective online portal. The student completes the course within the stipulated timeframe and fulfils all the assessment requirements as per the MOOC platforms and university guidelines.

7. Credit Equivalence Determination

7.1 For a 4-credit MOOC course, there should be a minimum 40 Hrs of online Teaching/Training/Study Material/Quiz/Assignments/Assessments etc. The minimum duration for completion of the course must be 8 weeks.

7.2 There would be a 60% weightage to the Marks/Grades obtained by the students in MOOC and 40% weightage for the viva-voce conducted by a panel of two Internal/external examiners.

8. Transcript and Credit Transfer

After successful completion of the MOOC course, the student provides evidence of completion and achievement to the MOOC/UG program coordinator.

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The MOOC/UG program coordinator will verify the completion and assesses the student's performance as per the University guidelines.

The credits earned from the MOOC course will be recorded in the student's academic transcript and be considered equivalent to completing a 4-credit UG course.

In case of failure to complete/Pass the MOOC Course, the student will be considered for a re-appear examination.

9. Documentation

All correspondence, evaluations, and approvals related to MOOC course credit transfer are documented and maintained by the UG program coordinator or designated authority.

The award list includes details of the MOOC course, assessment criteria, credit equivalence determination, student enrollment details, completion status, and credit transfer as per **annexure -2.**

10. Conclusion

This SOP provides a structured framework for evaluating and transferring credits for MOOC courses taken by undergraduate students, ensuring academic quality, equivalence, and transparency in the credit transfer process.

This SOP is subject to institutional policies and may be adapted as per specific program requirements and guidelines.
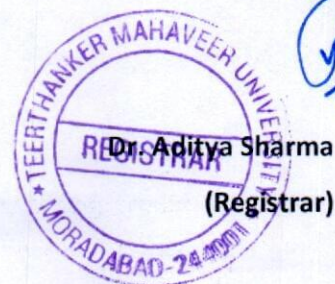
Dr. Aditya Sharma
(Registrar)

Annexures enclosed

1- MOOCs opted in the Current Semester
2- Award List of MOOC Course

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Annexure-1

Date: ………………..

To,
The Principal/Dean
College Name
Teerthanker Mahaveer University

Subject- MOOCs opted in the Current Semester

Respected Sir,

I have opted for the following MOOC(s) course in the current semester as per the details given below.

S. No.	Title of MOOCs Course	Last date of Registration	MOOC Platform	Duration of Course	Date of Commencement	Course Completion Date	Offering University/ College

Signature of Student: ………………………..
Name of Student: ………………………..
Enrollment No.: ……………………………
Programme/Semester: ………………………..

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Annexure-2

Award List of MOOC Course

College: ………………………………………………….
Programme/Semester: ………………………….

S. No.	Enrollment No.	Student Name	MOOC Title	Date of Commencement	Last date of Registration	MOOC Platform	Duration of Course	Course Completion Date	Date of Examination	Result		Total Marks (100)	Date of Submission of Certificate
										Internal Marks (40%)	External Marks through Certificate (60%)		

Signed by:-

UG program coordinator or designated authority