



डॉ० शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय, लखनऊ
Dr. Shakuntala Misra National Rehabilitation University, Lucknow
उत्तर प्रदेश सरकार

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दिनांक - 11/04/2025

Notification of DSMNRU (SWAYAM) based (MOOCs) Regulation-2025

In order to adhere and cohere to the guidelines of UGC (Credit Framework for Online Learning Courses through study Webs of Active learning for Young Aspiring Minds) Regulations, 2021 and Framework for Universities to Conduct Examination for SWAYAM Courses issued by UGC vide DOFN.I-8/2017 (SWAYAM) dated 27 August, 2024, the Study Webs of Active learning for Young Aspiring Minds (SWAYAM) based Massive Open Online Courses (MOOCs) Regulation – 2025 of Dr. Shakuntala Misra National Rehabilitation University, Lucknow is hereby notified for information and compliance.

(Rohit Singh)
Registrar

C.C

1. P.S. to Honourable Vice Chancellor.
2. Dean, Academics.
3. All Deans of the Faculty.
4. All Heads of the Departments.
5. Controller of Examination.
6. System Analyst with instruction to upload it on University website.
7. Guard File.

(Rohit Singh)
Registrar

**DR. SHAKUNTALA MISRA
NATIONAL REHABILITATION
UNIVERSITY, LUCKNOW**



**Study Webs of Active learning for Young
Aspiring Minds (SWAYAM) based
Massive Open Online Courses (MOOCs)
Regulation - 2025**

[To adhere and cohere to the guidelines of UGC (Credit Framework for Online Learning Courses through study Webs of Active learning for Young Aspiring Minds) Regulations, 2021 and Framework for Universities to Conduct Examination for SWAYAM Courses issued by UGC vide DOFN.I-8/2017 (SWAYAM) dated 27 August, 2024]

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Dr. Shakuntala Misra National Rehabilitation University, Lucknow

Study Webs of Active learning for Young Aspiring Minds (SWAYAM) based Massive Open Online Courses (MOOCs) Regulation-2025

This Regulation shall be known as “Dr. Shakuntala Misra National Rehabilitation University, Lucknow Study Webs of Active learning for Young Aspiring Minds (SWAYAM) based Massive Open Online Courses (MOOCs) Regulation-2025” and cohere to the guidelines of UGC Credit Framework for Online Learning Courses through Study Webs of Active learning for Young Aspiring Minds Regulation, 2021 in suppression of the UGC (Credit Framework Online learning courses through SWAYAM) Regulation, 2016 and Framework for Universities to Conduct Examination for SWAYAM Courses issued by UGC vide DOFN.I-8/2017 (SWAYAM) dated 27 August, 2024 and shall come into effect from the date of it is duly notified by the University.

1. Short Title and Application:

1. This Regulation shall be called as DSMNRU SWAYAM based MOOCs Regulation-2025.
2. This Regulation shall come into effect from the date it is duly notified by the University and shall be applicable for the MOOCs offered through SWAYAM platform in UG, PG and Ph.D. programmes.

2. Definitions –

In this regulation, unless the context otherwise requires, -

- (a) “academic session” means the duration of twelve months commencing either in the month of January or in the month of July, as the case may be, of every calendar year;
- (b) “course” means a paper which is taught for at least one semester as a part of a subject;
- (c) “National Coordinator” means a National level agency or institution designated as such by the Central Government, for the purpose of coordinating the production of the online courses and for overseeing their quality and delivery in a designated discipline or level of learning;
- (d) “course-coordinator” means a faculty member and subject matter expert belonging to an higher education institution, identified and entrusted with the task of developing and delivering SWAYAM Course in a given subject by a National Coordinator;
- (e) “Credit” means a unit by which the weightage of course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture/ tutorial) or two hours of practical work/ field work per week.

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- (f) “credit course” means a course which follows an academic curriculum and for which credit transfer is permissible under these regulations;
- (g) “four quadrant approach” means the e-learning system that has the following components, namely:-
- i. Quadrant-I, which shall be an e-Tutorial containing video and audio content in an organized form, animations, simulations, virtual labs;
 - ii. Quadrant-II, which shall be an e-Content containing e-Books or glossary, case study, frequently asked questions transcriptions of video lectures and any other study materials;
 - iii. Quadrant-III, which shall be a discussion forum, for discussion of doubts, opinions and comments with course-coordinators and others;
 - iv. Quadrant-IV, which shall be a self-assessment process that shall contain multiple choice questions, problems, quizzes, assignments and solutions;
- (h) “Host Institution” means the higher education institution duly recognized or approved by the regulating authority, to which the course-coordinator offering the course belongs;
- (i) “parent institution” means the higher education institution where the student is enrolled;
- (j) “Massive Open Online Courses (MOOCs)” mean such online courses which are developed as per the pedagogy following the four quadrant approach;
- (k) “proctored examination” means the examination conducted under the supervision of approved person or technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode or in computer based testing mode or in full- fledged online mode, as may be permissible;
- (l) “programme” includes a diploma, undergraduate or postgraduate degree programme;
- (m) “SWAYAM Board” means the board constituted by the Government of India in the Ministry of Education to oversee Massive Open Online Courses, SWAYAM and SWAYAM Prabha programmes;
- (n) “SWAYAM guidelines” means the guidelines for developing online courses for SWAYAM programmes issued on the 1st June, 2017 by the Government of India in the *erstwhile* Ministry of Human Resource Development and as amended from time to time;
- (o) “SWAYAM platform” means an Information Technology platform developed and made functional by the Government of India in the Ministry of Education, for the purpose of offering online learning courses.
- (p) “NPTEL” stands for National Programme on Technology Enhanced learning (NPTEL).

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3. Procedures for implementation of MOOCs course through the SWAYAM platform (www.swayam.gov.in)

Step-1: Approval of University Statutory Bodies to adopt SWAYAM

1. This Regulation incorporates the provisions for the transfer of up to 40% of the total courses in a semester to be taken through online learning via the SWAYAM Platform as per University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.
2. The University shall inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
5. The details of the Nodal Officer shall be published on the University website.
6. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

Step-2: SWAYAM Course Selection and Awareness by University

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1st June and 1st November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall approve SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/Social Media.

Step-3: SWAYAM Course Registration and registration for SWAYAM Exam

1. The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University/College Level.
2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
3. The Nodal Officer shall conduct an awareness and sensitization program related to SWAYAM courses at the beginning of every semester (January and July) as per the SWAYAM academic calendar.
4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.
5. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator.

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Step-4: Examination Process and declaration of results for SWAYAM Courses

1. The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -
 - A. The Universities conduct the end term SWAYAM Examination.
 - B. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.

Step-5:

A. The SWAYAM Courses for which the end term examination is conducted by University:-

1. University shall be responsible for setting the Questions papers, evaluation of answer scripts declaration of examination results.
2. The University shall ensure that students who have completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM shall only be allowed to appear for the end term examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard. The University shall give 70% weightage to end term examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal.
3. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students' in the end term examination, conducted by the University.
4. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students University Mark-sheet/Transcript.
5. University to ensure that marks of all students who have appeared in the SWAYAM examination are mapped and visible to the students in their Academic Bank of (ABC) account.

B. The SWAYAM Courses for which the end term examination are conducted by NTA/NPTEL:-

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll. number, course name, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the CoE and the credits of the courses as indicated

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in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Mark sheet.

4. **For the Colleges:** The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the college shall review SWAYAM Certificates and course names to ensure that they match the University's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University CoE.

5. **Mark sheet Transcript:** The office of the Controller of Examinations of the University shall ensure that the mark sheet of students should incorporate the name of the course taken from MOOCs.

6. **Function of the University Nodal Officer:**

1. To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.
2. To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam.
3. To conduct the end-term examination and upload the marks on the SWAYAM portal.
4. To ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their Automated Permanent Academic Account Registry (APAAR) id and visible to the students with their login credentials.
5. To prepare the list of students who could not pass/appear in the end- term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

7. **Responsibilities of the SWAYAM Mentors in the University Department:**

The SWAYAM Mentors shall identify MOOCs courses available through the SWAYAM platform. While selecting the course, the mentors shall ensure that the credits of the course may be equivalent to the course offered by the University in regular mode.

However with the permission of the concerned department, reallocation of the credits to higher or lower level than those prescribed by the MOOCs may be affected based on the actual students efforts involved and as allowed by the respective National coordinator.

1. The SWAYAM Mentors in each University Department shall inform the CoE's office with the permission of Head of Department regarding the online courses taken by the students at the Semester so that the names and codes of the course shall be included in the mark sheet for students.
2. To synchronize the course from SWAYAM and the University, the Mentors from University Department shall take note of the examination date at the beginning of the course so that there will be no clash of dates of examination in the two modes of examination.
3. The SWAYAM mentor shall encourage students to register for the selected MOOCs course and monitor their progress in the course.
4. The Mentor shall ensure students' registration for examination once the SWAYAM portal is open for examination registration.

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5. The Mentor shall motivate students for timely completion of internal assesment.
6. The mentor shall also address the grievances of the students and shall take the help of the Head of the Department and Dean of the Faculty in this regard, if necessary.
7. The marks of the online course shall be collected by the SWAYAM Mentors and submitted to the office of the Controller of Examinations (CoEs) for preparing mark sheets and declaring results.

8. Role of the Students:

1. The credit courses can be selected by the students in such a way that the credit is equivalent to the course offered by the University. Otherwise, notified by the concerned department and permitted by the CoE for a credit transfer.
2. Enrolment and successful completion of a course are entirely the responsibility of the student concerned and University is not responsible for any lapses.
3. Students shall take responsibility for learning and completing the course within the stipulated period.
4. Students shall take responsibility for timely submission of assignments on or before the due date which is required for internal assesment.
5. Students shall fill up the examination form and pay the required examination fee in case of obtaining certificate from the MOOCs source.
6. In case a student is unable to complete a course successfully, she/he will clear the paper in subsequent semester.
7. Upon successful completion of the course, the copy of the certificate awarded to the student should be submitted to the concerned SWAYAM Mentors by the students for further reporting to the CoE office and also for the purpose of record keeping.

9. SWAYAM based online credit courses -

1. The schedule of the SWAYAM based online credit courses is aligned with the conventional education semester commencing in the month of January and July of every year.
2. The SWAYAM based online credit courses is developed & delivered by the course-coordinator.
3. The course and course-coordinator is identified by the National Coordinator in accordance with the SWAYAM guidelines with the prior approval of the SWAYAM Board.
4. The course-coordinator offers the SWAYAM based online credit courses through the Host Institution which shall issue the certificate with grades after the end term proctored examination for credit transfer.
5. The list of SWAYAM based online credit courses for the ensuing semester is notified on the SWAYAM platform before the 1st November for the January semester and before the 1st June for the July semester, every year.
6. SWAYAM Mentor's shall within four weeks from the date of notification of the SWAYAM based online credit courses float the online learning courses after the approval

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of the SWAYAM Advisor Committee of the University which may be offered through the SWAYAM platform; and keeping in view their academic requirements shall decide upon the courses which they shall permit for credit transfer.

7. The University may allow only up to 40% of the total courses, being offered in a particular programme in a semester, through the online credit course, through the SWAYAM platform.
8. The University Nodal Officer may expedite the process of transfer of credit earned by the student at their parent institution.
9. For proper and smooth conduct of the online learning of credit course offered on SWAYAM platform, the University shall ensure that the physical infrastructures viz, computer facilities, library, etc, essential for pursuing such courses are made available for free and in adequate measure.

10. Structure of the SWAYAM Advisory Committee (SAC) of the University:

The SWAYAM Advisory Committee of the University shall consist of the following:

- | | | | |
|------|--------------------------------------|---|-------------|
| i. | Vice – Chancellor or his/her nominee | – | Chairperson |
| ii. | Dean, Academics | – | Member |
| iii. | Deans of the Faculty | – | Member |
| iv. | Controller of Examination | – | Member |
| v. | University Nodal Officer | – | Coordinator |

11. **Removal of Difficulties:** Notwithstanding anything contained above, the Vice-Chancellor shall be authorized to take appropriate decision to remove any difficulty faced during implementation of the above regulation.
12. **University Dash Board User Guide:** The document which describes the features of University dash board on SWAYAM portal is attached here with **Appendix-A**.

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(Dr. Ashok Kumar Mishra)
Officer on Special Duty, Academics
Dr. Shakuntala Misra National
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Prof. V.K. Singh
Dean Academic
Dr. Shakuntala Misra National
Rehabilitation University



University Dashboard User Guide

Swayam 2.0
Swayam 2.0

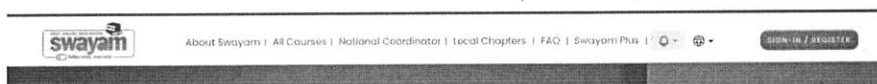
This document describes the features of university dashboard on Swayam.

<u>University Dashboard:</u>	<u>3</u>
1.1 <u>Pre-requisites for SWAYAM Nodal Officer Creation:.....</u>	<u>4</u>
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1.3 <u>University Dashboard View:.....</u>	<u>7</u>
1.4 <u>Course Details Tab.....</u>	<u>8</u>
1.5 <u>Student Details Tab</u>	<u>9</u>

- University Dashboard is created for University Nodal Officer to view the data such as enrollments, eligible users and assignment submissions related statistics.
- This dashboard will help universities to get data about course-level student enrollments and their performance to help identify eligible students for end term examination.

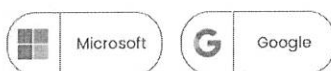
1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:

- University Nodal Officer needs to sign up/ register on swayam.
 - For this they can use the Signin/Register button on SWAYAM



- If the id is either Google or Microsoft enabled, then they can just use the social login option available in SWAYAM

Sign in with your social account



OR

Sign in with your user name

Username

Password

[Forgot your password?](#)

SIGN IN

- If the id is under university's custom domain, they can signup for an account in SWAYAM

OR

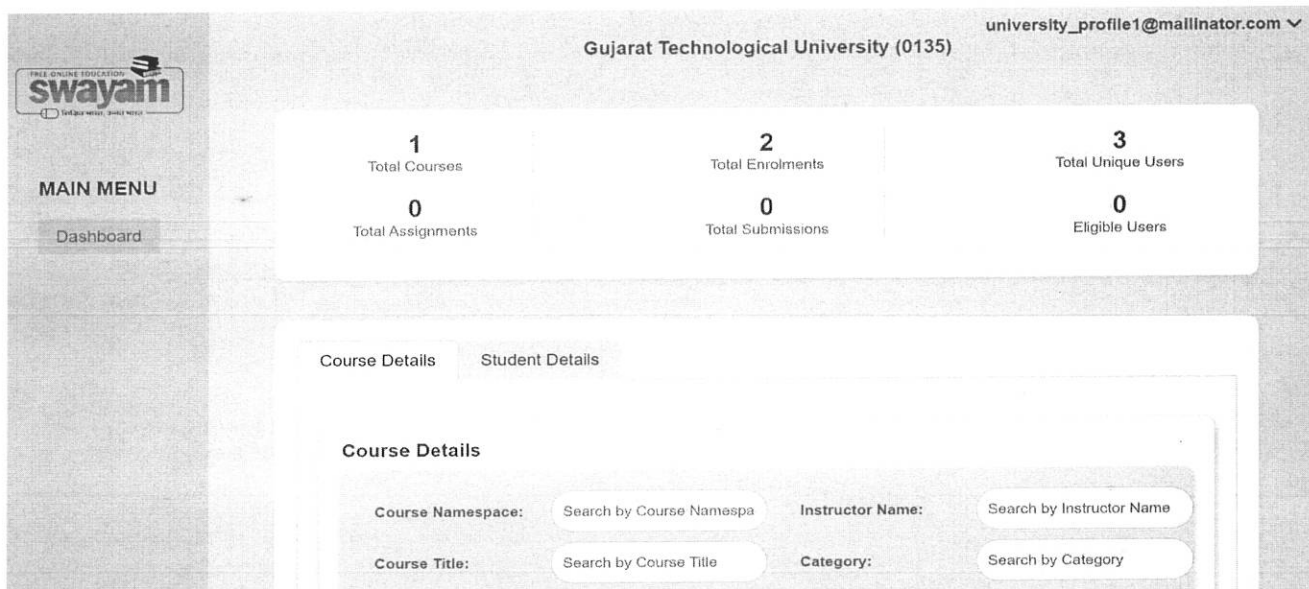
Don't have an account? [Sign up now](#)

- Once registered, they need to share the information with UGC using a form ([form link](#)).
- The form will capture details required for SWAYAM Nodal Officer creation:
 1. University ID (as per AISHE)
 2. University Name

3. Nodal Officer Name
 4. Nodal Officer Email
 5. Nodal Officer Mobile Number
 6. Approval letter from the head of the University (or any other competent authority) regarding the appointment of the Nodal Officer
- An acknowledgement email will be sent from SWAYAM application once the Nodal Officer account gets enabled.
 - The email address provided as SWAYAM Nodal Officer should be of the format swayam-uno-{aishe}@domain. This ensures continuity of information even if the nodal officer changes. E.g. For University 0456 the generic email id is swayam-uno-0456@gmail.com

- SWAYAM Nodal Officers need to login to the Swayam URL (<https://swayam.gov.in/>) with their SWAYAM Nodal Officer ID.
- Only SWAYAM Nodal Officers can see the university dashboard option under the email drop down menu.
- Once SWAYAM Nodal Officers click on the university dashboard, it redirects them to the university dashboard page.





- On university dashboard, SWAYAM Nodal Officers can view the data such as the enrollments, unique users, course details, total submissions and other information associated with the students from their university who have enrolled in the SWAYAM courses.
- University dashboard consists of 2 tabs – **Course Details** and **Student Details**.

- Course details page consists of all the courses associated with the university.
- SWAYAM Nodal Officers can search and view the course details by using filters such as Course Namespace, Course Title, Instructor Name and Category.

Course Details Student Details

Course Details

Course Namespace: Instructor Name:

Course Title: Category:

Show entries

Course Title	Instructor Name (Prof.)	Category	Total Enrollment	Total Assessment	Total Submission	Eli U
spoc_test_course			2	0	0	

Showing 1 to 1 of 1 entries

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- SWAYAM Nodal Officers download student's progress information using the Download CSV functionality.

