



STANDARD OPERATING PROCEDURES

NPTEL LOCAL CHAPTER





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Introduction

When it comes to the overall development of students, **Madhav Institute of Technology & Science** leaves no stones unturned. The Institute started NPTEL local Chapter on **30th Oct 2017** in association with **IIT BOMBAY** to provide e-learning through online Web and Video courses in Engineering, Sciences & Technology among students.

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., **access, equity and quality**.

SWAYAM comprises of nine National Coordinators (NCs) which are

1. **AICTE** (All India Council for Technical Education) for self-paced and international courses
2. **NPTEL** (National Programme on Technology Enhanced Learning) for Engineering
3. **UGC** (University Grants Commission) for non-technical post-graduation education
4. **CEC** (Consortium for Educational Communication) for under-graduate education
5. **NCERT** (National Council of Educational Research and Training) for school education
6. **NIOS** (National Institute of Open Schooling) for school education
7. **IGNOU** (Indira Gandhi National Open University) for out-of-school students
8. **IIMB** (Indian Institute of Management, Bangalore) for management studies
9. **NITTTR** (National Institute of Technical Teachers Training and Research) for Teacher Training programmes

The NCs offer online courses in the MOOC format through funding received from SWAYAM. **To better adopt MOOC integration to curriculum, MITS formed a Local Chapter of SWAYAM.**

Academic Work Flow of SWAYAM (NPTEL) in MITS

- Since 2013, through an online portal, 4-, 8-, or 12-week online courses, typically on topics relevant to students in all years of higher education with exposure to relevant tools and technologies, are being offered by NPTEL.
- The enrolment and learning from these courses involves no cost. An in-person, proctored certification exam (optional) will be conducted at Rs. 1000/- per course and a certificate is provided through the participating institutions and industry, when applicable.
- As per Flexible curriculum scheme (admitted batch 2019) of institute, the academic work flow of implementation of SWAYAM (NPTEL) within the institute are as follows:

Semester	Objective	SWAYAM(NPTEL) Institute Guidelines
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I	First step towards self-learning	Students willingly choose any basic/skill-based course of their own choice from SWAYAM/NPTEL/Any other MOOC platform (Not Mandatory)
II	(Familiarization stage)	Students willingly choose any basic/skill-based course of their own choice from SWAYAM/NPTEL/Any other MOOC platform (Not Mandatory)
III	Motivation for profile building	Students have to compulsorily enroll in any one (4week/8week) course from SWAYAM/NPTEL offered by respective department against a self-study and seminar course in the scheme
IV	(Preparatory stage)	Students willingly choose any basic/skill-based course of their own choice from SWAYAM/NPTEL/Any other MOOC platform (Not Mandatory)
V	Motivation for earning additional degree/specialization (Consciousness stage)	<ul style="list-style-type: none"> ✓ Permitted to select maximum two additional courses for the award of <ul style="list-style-type: none"> (i) Honors in parent discipline or (ii) Minor Specialization in allied discipline other than the parent discipline & ✓ Students have to register compulsorily in any one (4week/8week) course from SWAYAM/NPTEL offered by respective department against a self-study and seminar course in the scheme ✓ <i>Note: Students can earn 20 additional credits from V semester onwards via SWAYAM (NPTEL) platforms for receiving Honor and Minor Degrees (Not Mandatory)</i>
VI	Motivation for earning additional degree/specialization (Selection stage)	<ul style="list-style-type: none"> ✓ Permitted to opt for maximum two additional courses for the award of <ul style="list-style-type: none"> (i) Honors in parent discipline or (ii) Minor Specialization in allied discipline other than the parent discipline & Student has to choose one Departmental Elective (DE) Course from SWAYAM(NPTEL) (Mandatory)

<p>VII</p>	<p>Motivation for earning additional degree/specialization</p> <p><i>(Appreciation stage)</i></p>	<p>✓ Permitted to opt for maximum two additional courses for the award of</p> <p>(i) Honors in parent discipline or</p> <p>(ii) Minor Specialization in allied discipline other than the parent discipline</p> <p style="text-align: center;">&</p> <p style="text-align: center;">Student mandatory have to choose one Departmental Elective Course from SWAYAM(NPTEL)</p> <p style="text-align: center;"><i>(Mandatory)</i></p>
<p>VIII</p>	<p>Offering career choice, flexibility and provision for learning from remote location</p> <p><i>(Maturation Stage)</i></p>	<p>✓ Permitted to opt for maximum two additional courses for the award of</p> <p>(i) Honors in parent discipline or</p> <p>(ii) Minor Specialization in allied discipline other than the parent discipline</p> <p style="text-align: center;">&</p> <p style="text-align: center;">Student mandatory have to choose one Department Elective (DE) and one open elective course(OC) from SWAYAM(NPTEL)</p> <p style="text-align: center;"><i>(Mandatory)</i></p>

Procedure for Opting Honors Degree and Minor Specialization

- For getting an (i) B.Tech. Honors in parent discipline or (ii) B.Tech. Honors with Minor Specialization in other interdisciplinary areas/fields of Engineering, Technology, such as various Engineering domains, Applied Science, Management etc. which are offered by the Institute, the additional Credit requirement is **20** for Engineering & Technology student's i.e. Total **160 + 20 = 180** credits needed by the end of VIII semester.
- For students desirous of achieving additional credits for Honors/Honors with Minor Specialization, there is a provision of selecting maximum 02 courses per semester from V semester onwards. Each such Course must be of minimum 2 credits.
- These additional courses (from recognized SWAYAM/NPTEL/MOOC platforms) can be selected **only** from the pool of courses approved/specified by the Board of Studies of the concerned department (*Parent department in case of Honors degree and the allied department in case of minor specialization*)
- A student is eligible for Honors and Honors with Minor Specialization only if the B.Tech degree is completed within 04 years.

- For getting B.Tech degree with Honors the student must have a CGPA greater than 6.5.

Procedure of selecting Department Electives and Open Category Courses

- At the end of every semester, NPTEL floats a list of courses to be offered for the upcoming semester on official web page (www.nptel.ac.in)
- Respective departments prepare a pool of the appropriate courses from the offered list. After taking feedback from students, the courses to be offered (DEs and OCs) for upcoming semester are finalized (year and branch wise)
- Selected list of courses is approved by the respective **Board of studies** (BoS) of the department and thereafter uploaded on the institute website for enrolment and registration (format is given below)

S.No.	Name of Course	DE/OC	Duration	Offered by	Mentor from the Institute	SWAYAM Link

- Department assigns a department level mentor for monitoring/helping/mentoring students during for conducting mentoring sessions, solving doubts, assignments etc.
- Under DE category of courses students choose the courses offered by their parent department.
- Under OC category of courses students choose courses from any of the other allied departments (*not from parent department*)
- After enrolling, students choose the respective mentor of the particular course on the SWAYAM portal

Credit Requirements & Guidelines for Credit Transfer

- As per institute guidelines approved by the Academic Council of the institute, the credit transfer policy for the courses offered from SWAYAM/NPTEL are as follows:

Duration of Course	Credits
04 Week Course	01*
06 Week Course	02*
08 Week Course	03#
12 Week Course	04#

(*) These courses can be offered only under seminar/self-study/professional development purpose and not permitted under DE/OC category.

(#) These courses can be offered under DEs/OCs and for earning additional credits for obtaining Honours and Minor Degree. A particular course can be offered under different categories, however, it will get credits only once.



- The students have to register for proctored examination conducted by NPTEL for the selected 08/12-week course offered under DEs/OCs categories. The credits earned from NPTEL are directly transferred to the transcripts of students by the examination cell of the institute.
- Qualifying marks in SWAYAM (NPTEL) are as follows:

Criterion	Maximum Marks	Minimum Marks Required
Assignment	25	10
In-person MCQ based Examination (conducted by NPTEL outside institute)	75	30
Total	100	40

Note: If one of the 2 criteria is not met, candidate will not get the pass certificate from NPTEL even if the Final score $\geq 40/100$

Procedure for Institute Level Examination of DE/OC courses in SWAYAM

- There is a provision for those students who failed to secure a pass certificate in SWAYAM(NPTEL) examination under DE and OC category courses as per the following guidelines:
 - Re-examination for such students in the same semester is conducted by the examination cell (in the same mode as the examination conducted by the NPTEL). The credits earned thus are considered for passing/promotion to next class; however, they are not reflected in the transcripts **as 'Credit Transfer from MOOCS'**.
 - The students who failed in assignments have to re-submit the assignment to the department/institute level mentor and also have to appear in the institute level examination to pass the course and earn credits. Credit transfer in this manner are **not treated as 'Credit Transfer from MOOCS'**.

Note: The end semester marks obtained in NPTEL examination conducted at institute level will be normalized as per the following factor

$$\alpha = \frac{\text{(Average Mark scored in subjects under consideration for pass students in NPTEL only)}}{\text{(Average Marks in the subject under consideration for the examination conducted at Institute level)}}$$

Modified Marks = (marks obtained by a student at the institute level examination) x α

Awards & Recognition for NPTEL Toppers/Gold Medals/Domain specialization

Institute has a practice to present award on 15th August, 26th January and 10th March (MITS Day) to the students and faculty members who have received certificates in various categories viz. **GOLD/ Topper 1% /Topper 2%/Topper 5% or the Topper of the course** and also for the special category certificates like **NPTEL Domain specialization**

Various Categories of certificates offered by NPTEL are as follows:

Score	Types of Certificate
>=90	Elite+ Gold
75-89	Elite +Silver
>=60	Elite
40-59	Successfully Qualified
<40	No Certificate

Topper Certification
➤ Topper of the course
➤ Topper of 1%
➤ Topper of 2%
➤ Topper of 5%

Help Videos for /Enrollment Registration

1.	How to enroll to NPTEL Online Certification courses in SWAYAM portal	View Video
2.	NPTEL Online Certification course - a typical course page	View Video
3.	NPTEL Exam Registration form	View Video

General Guidelines for Students during Enrollment/Registration

1.	Students are advised to use single Gmail id for registration in SWAYAM courses
2.	Students must choose YES option for the question “Are you a part of Local chapter” during course registration.
3.	Students must choose YES option for the question “Do you want to share the data with the college” during exam fee registration.
4.	Students to submit the assignment from the same ID, that they used for course registration.
5.	They must enter correct name and enrolment number during course and examination registration.
6.	A clear and good quality photo of the students to be uploaded during examination registration



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| 7. | Students must not by mistake select the 'cancel option' after paying the examination fee |
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Role and Responsibilities of SWAYAM Coordinators

1. SWAYAM Coordinators of department will compile the list of Department Electives, Open category, Minor specialization and Honors courses to be offered under MOOCs of each session after finalization from BoS and approval from academic council.
2. SWYAM Coordinator will present the course content, duration prerequisite/intended audience of MOOC Courses before BoS committee members for finalizing any course. The data may be collected from NPTEL repository <https://nptel.ac.in/noc/>
3. If department decided to add/delete the courses after BoS, then the full details must be sent to office of dean academics, institute SWAYAM coordinator at nptel@mitsgwalior.in and Examination Cell through proper channel
4. Encourage students of the department for MOOCs registration from the approved lists of DEs, OCs, Honors and Minor specialization courses of the department through counseling sessions, disseminating information on web pages/Official WhatsApp groups.
5. SWAYAM Coordinator will compile the list of mentors of approved MOOC courses and ensure the mentor allocation to the students via SPOC, NPTE Local Chapter.
6. Ensure the maximum enrollment of students in MOOC courses as per the scheme and registration in exam before due deadline.
7. Compile the record of mentoring session conducted in each course by the allotted mentors and share the record with Dean Academics.
8. Time to time coordinate with mentors to ensure timely submission of assignments by the students before due date.
9. Keep a record of students who could not not enrolled /registered in exam of the MOOC courses. Ensure the the separate mentoring session for such students to make them prepared for institute level exam.
10. Time to time take counselling sessions with the students so that their queries may be solved.
11. Coordinate with SPOC and Associate SWAYAM Coordinator for dissemination of information and timely compilation of data as and when required.

Role and Responsibilities of Mentors

1. All mentors must enroll in the respective MOOCs (DE, OC, Minor specialization or Honors courses being offered under their mentorship) on the NPTEL platform.



2. Encourage more and more students from their respective departments for MOOCs Course registration and spread awareness by displaying the final list of approved DE, OC, Honors and Minor courses on the department web pages/Official WhatsApp groups etc.
3. Coordinate from time to time with students to ensure timely submission of assignments before the due date communicated by the NPTEL course mentor.
4. Monitor student progress by conducting the mentoring sessions (2Hrs/week) assigned in the time-table for Honors/Minor specialization/OC/DE ***{reference order no. 1270 dated 07.01.2021 of Dean, Academics}***.
5. Maintain the complete record of mentoring sessions and share it with the Dean, Academics office as and when required for central level monitoring.

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