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NPTEL-MOOCs REGISTRATION FORM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: Semester:

Name: Enrolment Number:

Current Semester: Current CGPA:

Credits Completed: Balance Credits:

Assistant Registrar (Academics)

Respected Sir,

I undertake that I am taking the MOOC courses from SWAYAM Platform for credit transfer to complete the Degree. The details of the courses are as under:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Core / Elective | Regular Course Name with Code | Proposed MOOC Course | Swayam Agency | Duration of the course (in weeks) | Name & Signature of the MOOC Coordinator of the Deptt. | Signature of HoD concerned |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

Signature of Student with date

Remarks of Deptt. / University MOOCs Coordinator (if any):

Signature of Deptt. MOOCs Coordinator Signature of University MOOCs Coordinator

Recommended / Not Recommended:

Dean (Academics & Research) Approved / Not Approved

Vice Chancellor

Courses Registered to the System (Yes / No)

Signature of dealing staff of University Division

PROCEDURE TO BE FOLLOWED FOR REGISTRATION OF MOOCs COURSES

1. University MOOCs Coordinator will provide the list of online courses offered by different agencies in a particular semester to the departmental MOOCs Coordinators of the various departments.
2. Departmental Coordinator will float the courses offered in the semester to the students and will finalize the list of courses to be opted by the students.
3. University MOOCs Coordinator will compile the list received from the various department will forward the list to the University Division for generation of the Course codes for the new courses, if any.
4. Students looking for opting online courses and transfer of credits have to download the Registration Form available under the download section of the University Website.
5. Student concerned has to fill the details required in the form and will get the credit completed and balance verified by the Assistant Registrar (Academics).
6. Approach to the Departmental MOOCs Coordinator for content matching of the opted courses with the University course against which MOOC course is opted.
7. Thereafter, opted MOOC course(s) needs to be verified by the University MOOCs Coordinator and University MOOCs Coordinator will verify the course(s) from the list finalized by the departmental MOOCs Coordinator.
8. The such collected MOOCs Registration Form will be sent for approval by the Dean (Academics & Research) for recommendation and recommended Registration Forms will be sent to the Vice Chancellor for his approval.
9. The Registration Forms approved by the Vice Chancellor will be forwarded to the concerned dealing hand of the University Division for registration of the approved MOOC courses to the system for transfer of credits.
10. One copy of the such approved Registration Forms shall be kept in the University Division and one copy of the same has to be retained by the University MOOCs Coordinator for future records.
11. Upon declaration of the result by the course offering agency, the University Coordinator will download the certificates / results from the portal and will forward such certificates / results to the departmental MOOCs coordinator for grading of the courses as per approved grading system and will freeze the grades in the Cypus Lynx system for transfer of the credits.

**Note:** Mere online registration of the course(s) on the portal of online course(s) offering agency shall not be considered for transfer of credits. For transfer of credits, the course(s) needs to be registered in the system after getting all approval as listed above from S.No. 4 to 11.