



ज्ञान-विज्ञान विमुक्तये

University Grants Commission

## **Operational Guidelines for SWAYAM Coordinator/Mentor**

**SWAYAM Coordinator/Mentor are requested to undertake the following :-**

1. Provide the link of SWAYAM Portal ([www.swayam.gov.in](http://www.swayam.gov.in)) on the university/College website.
2. Kindly check whether your university has adopted MOOCs Courses for Credit Transfer. If not, then request the university to adopt the MOOCs Courses offered on SWAYAM Platform as per the UGC (Credit Framework for online courses through SWAYAM) Regulations 2016. A step by step procedure involved in adoption of MOOCs course by University is enclosed for your reference.
3. Encourage more and more students from your respective University/College for MOOCs Course registration and spread awareness by displaying the list of UG & PG MOOCs Courses at prominent places i.e. University/college Notice Board, Canteen, Mess, Hostel, Main gate of University/college.
4. Monitoring the progress of students who have registered on SWAYAM Platform from your University/College.
5. Ensure timely submission of assignments by the Students before due date.
6. Ensure students registration for examination once the SWAYAM Portal is open for exam registration.
7. Provide the link of ([http://ugcmoocs.inflibnet.ac.in/ugcmoocs/video\\_gallery.php](http://ugcmoocs.inflibnet.ac.in/ugcmoocs/video_gallery.php)) soft copy of the poster , radio jingles & TVCs (in 10 Indian languages) prepared by UGC on the University Website.
8. Create awareness about the UG & PG MOOCs Courses being offered on the SWAYAM Platform, through the Social Media:-
  - i. Create a Facebook/twitter/ Instagram Page of your university for SWAYAM Courses, and provide the link of Facebook/twitter/ Instagram Page on your university notice board and other prominent places so that it reaches students. along with UGC official twitter account : @ugc\_india and MHRD official twitter account: @HRDMinistry.
  - ii. Share the SWAYAM Courses details on these Social networking pages by tagging along UGC official twitter account : @ugc\_india and MHRD official twitter account: @HRDMinistry.
  - iii. Send Press releases to your local news papers regarding the SWAYAM Courses.