SWAYAM Policy

(Credit Framework for online learning courses through SWAYAM)

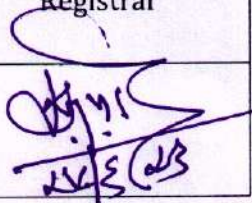*Version:1.0, June 2023*

Sankalchand Patel University

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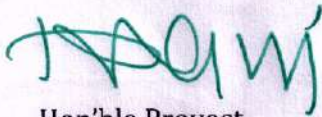Visnagar-384315. Dist: Mehsana, Gujarat (INDIA)

"SWAYAM POLICY"

at

Sankalchand Patel University

from the Academic Year 2023-24

Prepared By (Name and Sign)	Verified By (Name and Sign)	Registrar
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Hon'ble Provost

Version 1.0, June 2023

SWAYAM POLICY FOR FACULTY MEMBERS

Introduction:

The University Swayam Policy is designed to promote continuous professional development, enhance teaching and research skills, and foster a culture of lifelong learning among faculty members at our esteemed university. This policy aims to empower faculty members to expand their knowledge and expertise, thereby contributing to the overall academic excellence of the institution. The policy outlines the guidelines, provisions, and benefits available to faculty members who participate in the Swayam (Study Webs of Active-Learning for Young Aspiring Minds) initiative.

Eligibility Criteria:

1. All full-time faculty members, including tenured, tenure-track, and contract-based instructors, are eligible to participate in the SWAYAM/MOOCs initiative.
2. Faculty members must have completed at least one year of service at the university before they can avail themselves of the benefits provided by this policy.
3. Faculty members should demonstrate a commitment to their professional growth and continuous learning.

Swayam Course Enrolment:

1. Faculty members can enroll in SWAYAM/MOOCs courses offered by recognized Indian and foreign institutions.
2. Course selection should align with the faculty member's area of expertise, research interests, and teaching requirements.
3. Faculty members are encouraged to consult with their respective department heads or deans for guidance in choosing relevant Swayam courses.

Funding and Support:

1. The university will allocate a dedicated budget to support faculty members' participation in SWAYAM/MOOCs courses.
2. Faculty members can apply for financial assistance to cover course enrolment fees, study materials, and other related expenses.

3. The amount of financial assistance provided will be subject to the availability of funds and the relevance of the selected course to the faculty member's professional growth.

Course Completion and Certification:

1. Faculty members are expected to complete the SWAYAM/MOOCs course within the specified duration.
2. Upon successful completion of the course, faculty members will receive an official certificate from the respective Swayam course provider.
3. Certificates of completion will be recognized and acknowledged by the university, promoting professional growth and career advancement opportunities for faculty members.

Integration of Learning Outcomes:

1. Faculty members are encouraged to incorporate the knowledge and skills acquired from Swayam courses into their teaching, research, and academic responsibilities.
2. Departments and academic units should support faculty members in integrating relevant course content and methodologies into the curriculum.
3. Faculty members can collaborate with colleagues to share their learnings and experiences through seminars, workshops, or other appropriate platforms.

Recognition and Incentives:

1. The university will recognize faculty members' active participation in SWAYAM/MOOCs courses through formal acknowledgment in their annual performance evaluations.
2. Faculty members who complete SWAYAM/MOOCs courses with exceptional performance or demonstrate a significant impact on teaching and research may be eligible for additional incentives or rewards.

Reporting and Documentation:

1. Faculty members are required to submit a report detailing their Swayam course participation, learning outcomes, and integration efforts to their respective department heads or deans.
2. The university will maintain a record of faculty members' SWAYAM/MOOCs course completion and related documents for future reference.

Review and Evaluation:

1. The university will periodically review the effectiveness and impact of the SWAYAM/MOOCs Policy on faculty development.
2. Feedback from faculty members and relevant stakeholders will be solicited to assess the policy's implementation and identify areas for improvement.
3. The policy will be subject to revision based on emerging trends, changing needs, and feedback received during the evaluation process.

The University Swayam Policy aims to foster a vibrant and intellectually stimulating academic community by empowering faculty members to engage in lifelong learning and professional development. By actively participating in SWAYAM/MOOCs courses, faculty members can enhance their teaching and research skills, thereby benefiting students and contributing to the overall growth and reputation of the university.

SWAYAM CREDIT TRANSFER POLICY FOR STUDENTS

Introduction:

The purpose of this policy document is to establish guidelines for credit transfer for SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) which has emerged as a viable model for Blended learning involving conventional and online education. SWAYAM is an Indian version of online learning platform offered by the Government of India. This involves the recognition of learning outcomes achieved through these platforms and their conversion into academic credits that can be transferred to a degree program.

The SWAYAM shall cover the following:

1. Curriculum based course contents covering diverse disciplines such as science, commerce, design, social sciences and humanities, engineering, medicine, Computer, Management, allied sciences, homeopathy, Ayurveda, nursing, physiotherapy etc. in higher education domain (all courses to be certification-ready).

2. Skill based courses, which cover both post-higher secondary school skills that are presently the domain of polytechnics as well as industrial skills certified by the sector skill councils of various Ministries.

3. Advanced curriculum and professional certification under a unified scheme in higher education domain that can be tailored to meet the demands of NEP 2020 currently being implemented in India at Undergraduate Level.

4. Curricula and courses that can meet the needs of life-long learners.

5. Independent courses which may not be part of any set curriculum and may be taught as awareness courses, continuing education programmes and for training of specific skill sets.

There is a need to put in place a regulatory mechanism that would allow seamless integration between online learning and regular classroom learning. These Regulations shall be called the **SPU (Credit Framework for online learning courses through SWAYAM/MOOCs).**

The competent body of the university BoS, Academic Council will make required regulations to incorporate transfer of credit, rules, and regulations to incorporate provisions for transfer of credits for SWAYAM/MOOCs Courses in line with UGC Regulations, 2021.

The policy will cover the following aspects:

1. Eligibility criteria for credit transfer
2. The process of credit transfer for SWAYAM/MOOCs.
3. Academic Support and Infrastructure
4. Quality assurance and monitoring mechanisms

1. Eligibility criteria for credit transfer

1. To be considered, only if received from candidates registered /admitted in regular programs of the University.
2. Only SWAYAM/MOOCs courses that have been accredited by recognized accrediting bodies will be considered for credit transfer. The accreditation should be recognized by the University Grants Commission (UGC) or any other recognized authority.
3. The course content and learning outcomes of the SWAYAM/MOOCs course must be equivalent to that of the corresponding course offered by the University.
4. The student must have completed the SWAYAM/MOOCs course and passed the examination conducted by the platform with the required grade.
5. The credit transfer should not exceed a certain limit, which should be specified by the concerned BoS and Academic Council of the University.
6. Equivalent credit weightage based on duration of SWAYAM/MOOCS course would be considered by the University for Credit Transfer.

2. The process of credit transfer for SWAYAM/ MOOCs

The process of credit transfers for MOOCs and SWAYAM typically involves the following steps:

1. **Communicate the credit transfer policy to students:** Make sure that students are aware of the credit transfer policy for **SWAYAM/MOOCs** .This would be done by providing information on the University/Constituent College's website, in form of course catalogs.
2. **Notification:** SWAYAM courses are announced every year on 1st June and 1st Nov. The schedule of the SWAYAM credit courses shall be aligned with the conventional education semester. All constituent colleges shall within four weeks from the date of notification of the SWAYAM based online credit courses under sub-regulation (5), (UGC Regulations, 2021) shall be considered and offered keeping in view academic requirements shall decide upon the courses which they shall permit for credit transfer.

3. **Designate a SWAYAM coordinator**: The constituent college shall designate a SWAYAM coordinator as a facilitator to guide the students from registration till completion of the credit course.

4. **Identify the courses:** Identify SWAYAM/MOOCs courses to be considered for transfer of Credits at constituent college level. This may involve reviewing course content, syllabus, and other relevant materials. The academic council may allow the Chairman -Board of Studies/Dean of Faculties to approve the online credit courses of SWAYAM/MOOCs.

5. **Determine the credit value of each course:** Decide how many credits will be awarded for each eligible SWAYAM/MOOCs course. This may involve comparing the course content to similar courses offered at college/faculty. The Constituent college/faculty may allow only up to forty percent of the total courses, being offered in a particular program in a semester, through the online credit course, through the SWAYAM/MOOCs platform.

6. **Disseminate Course information:** The University/college should widely disseminate information about selected courses to the students through faculty members, Swayam Coordinators/Mentors, notice boards, student forums, workshops, posters, social media platforms and university website etc

7. **Required Credit Transfer Eligibility Norms:** Before enrolling in the course, the learner needs to check whether the course is eligible for credit transfer at their Constituent college/faculty. They can do this by consulting their SWAYAM/MOOCs coordinator or checking the university's credit transfer policy.

8. **Enrol and complete the course:** Once the course's eligibility for credit transfer is confirmed, Students should enrol in the selected SWAYAM/MOOCs course and complete all the required coursework, including assignments, quizzes, and exams.

9. **Request for credit transfer**: After completing the course, students should request for credit transfer from the university or institution where the student has enrolled for course. This may involve submitting passing certificate/transcripts and other documents to demonstrate the learning outcomes achieved through the SWAYAM/MOOCs course.

10. **Assessment of learning outcomes:** The university or institution where the student wishes to transfer their credits will assess the learning outcomes achieved through SWAYAM/MOOCs course to determine their equivalency to the courses offered in the degree program.

11. **Conversion of credits:** If the learning outcomes achieved through the SWAYAM/MOOCs course are deemed equivalent to the courses offered in the degree program, the credits

earned through the SWAYAM/MOOCs course will be converted into academic credits that can be transferred to the degree program. The concerned college shall, incorporate the marks/grade obtained by the student, as communicated by the Host Institution through the PI of the SWAYAM/MOOCs course in the marks sheet of the student that counts for final award of the degree/diploma by the University with the provision that the programs in which Lab/Practical Component is involved, the university will evaluate the students for the practical/Lab component and accordingly incorporate these marks /grade in the overall marks/grade.

12. **Monitor and evaluate the credit transfer policy:** Regularly review the credit transfer policy to ensure that it is working effectively and making a positive impact on student success.

13. **Fees:** Institutions may charge a fee for evaluating credit transfer requests and/or for transferring credits.

3. Academic Support and Infrastructure

1. Universities should provide necessary infrastructure, such as access to computer labs, high-speed internet, and other technical resources required to access SWAYAM/MOOCs courses.

2. Adequate academic support, such as mentoring, counselling, and guidance, should be made available to students undertaking Swayam courses.

3. Universities should encourage faculty members to promote the SWAYAM/MOOCs initiative by incorporating relevant course content or references into their regular classroom teaching.

4.Quality assurance and monitoring mechanisms

Quality assurance agencies are responsible for ensuring that the courses offered through SWAYAM/MOOCs meet the required quality standards. They evaluate the course content, delivery, and assessment methods to ensure that they meet the required academic standards.

SWAYAM Reference: University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021. UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016

BLENDED LEARNING/FLIPPED CLASSROOM TEACHING AND LEARNING POLICY

Introduction

This policy outlines the guidelines and framework for implementing blended learning and flipped classroom methodologies at Sankalchand Patel University. Blended learning combines traditional face-to-face instruction with online learning, while the flipped classroom approach involves the reversal of traditional teaching methods by delivering content online and using class time for interactive activities.

Policy Statement:

Sankalchand Patel University recognizes the importance of incorporating innovative teaching strategies to enhance student learning outcomes. Blended learning and flipped classroom approaches will be encouraged and supported to promote active engagement, personalized learning, and the effective use of technology.

Definitions:

1. **Blended Learning:** The integration of traditional face-to-face instruction with online learning activities, where a significant portion of the course content is delivered online.

2. **Flipped Classroom:** A teaching approach where instructional content is delivered online before class, allowing in-class time to be utilized for collaborative activities, discussions, and application of knowledge.

Policy Guidelines:

1. **Course Design and Delivery**

    a. Faculty members are encouraged to incorporate blended learning and flipped classroom methodologies when appropriate and in alignment with course learning objectives.

    b. Course content should be designed to leverage online resources, such as pre-recorded lectures, videos, interactive modules, and quizzes.

    c. In-class time should be utilized for activities that promote active learning, critical thinking, problem-solving, and collaboration.

    d. UGC guidelines, which allow teaching up to 40% of the syllabus of each course (other than SWAYAM course) through online mode and the remaining 60% syllabus

of the concerned courses could be taught in offline mode. This provision may be created over and above up to 40% of online education permissible for SWAYAM Courses.

2. **Technology and Infrastructure**

   a. The university will provide necessary technological infrastructure, learning management systems, and tools to support blended learning and flipped classroom models.

   b. Faculty members will receive training and support in utilizing relevant educational technologies effectively.

   c. There are many options available to us as far as online contents are concerned, like Coursera, LinkedIn, edx, great learning, Wiley etc. whose contents can be useful in the delivery of our curriculum. Soon we will also start working on developing our own MOOCs in four quadrants. Faculty can incorporate in their session wise plan a column titled "Mode of Delivery" which will have answers like face-to-face (synchronous) or online (asynchronous). By doing this, we will not only be making use of online resources available and save precious faculty time but also bring industry orientation and technology tools to our course. Faculty can focus on research and innovation.

3. **Student Support**

   a. Students will be provided with resources and guidelines on how to navigate and succeed in blended learning and flipped classroom environments.

   b. Adequate technical support will be available to assist students in accessing online resources and resolving technical issues.

4. **Assessment and Feedback**

   a. Assessment methods should align with the blended learning and flipped classroom models, emphasizing the application of knowledge, critical thinking, and problem-solving skills.

   b. Ongoing feedback and evaluation will be provided to faculty members to enhance teaching effectiveness and improve the quality of the learning experience.

   c. Examination for both 40% online and 60% offline teaching can be conducted offline.

5. Faculty Recognition and Support

   a. Faculty members who adopt and excel in implementing blended learning and flipped classroom methodologies will be recognized and rewarded.

   b. Opportunities for professional development and training in pedagogical techniques and educational technology will be provided to support faculty members in enhancing their teaching practices.

Implementation and Review

1. The policy will be implemented at the beginning of the academic year following its approval.

2. Regular evaluation and review of the policy will be conducted to assess its effectiveness, identify areas for improvement, and ensure its alignment with evolving pedagogical practices and technological advancements.

Compliance:

All faculty members and relevant stakeholders are expected to adhere to this policy and actively support the successful implementation of blended learning and flipped classroom approaches.

Quality Assurance:

The university should have a quality assurance mechanism in place to ensure that the blended learning program meets the desired quality standards. The university should regularly monitor the program's performance and take corrective measures if necessary.

Policy Revision:

This policy will be subject to revision and modification as deemed necessary by Sankalchand Patel University to adapt to changing needs and best practices in teaching and learning. By following the strategies and responsibilities outlined in this policy document, our university can successfully implement blended learning and provide our students with a more personalized and collaborative learning experience.

Reference: UGC Guidelines D.O.No.1-9/2020 (CPP-II), 20th May 2021

-Dean (Academics)