

# SWAYAM User Manual

Its home page contains sort information regarding website so, user can get easily information about what exactly SWAYAM for.

Home Page contains total 5 parts

1. Introduction
2. Scope of work
3. Eligibility
4. Guidelines
5. Submission of proposal

All 5 parts images share below:



## Proposal

### Expression of Interest

Proposals are invited from eligible faculty for the development and offering of online courses through SWAYAM for different Undergraduate and Postgraduate programs.

INTRODUCTION	SCOPE OF WORK	ELIGIBILITY	GUIDELINES	SUBMISSION OF PROPOSAL
<p>1. Expression of Interest (EOI) is invited from the eligible faculty members for developing and running of the courses on SWAYAM. Courses are to be developed as per the UGC Curriculum for UG/PG. For ensuring the credit transfer seamlessly, it is required to adhere to the syllabus prescribed in UGC curriculum, amended/updated from time-to-time.</p> <p>2. SWAYAM teaching and learning pedagogy is based on four quadrant approach, as given below: -</p> <ul style="list-style-type: none"> <li>◦ <b>Quadrant-I:</b> Teaching content which could include teaching video and audio in organized form, animation, simulations, video demonstrations, virtual labs, interviews and soon etc, along with transcription of videos. All these depend on the concerned subject and the pedagogical strategy adopted by the teacher.</li> <li>◦ <b>Quadrant-II:</b> The second quadrant is references or further learning resources, which typically is a webpage with curate dhyper links to relevant quality contents across the internet. This may include self-instructional materials, e-Books, illustrations, case studies, open source content on internet, research papers &amp; journals, anecdotal information, historical development of subjects, articles etc.</li> <li>◦ <b>Quadrant-III:</b> This is a Discussion Forum for raising doubts by learners and providing clarification on a near real time basis by the Course Coordinator or his team members.</li> <li>◦ <b>Quadrant-IV:</b> Assessment, which shall contain problems and solutions, could be in the form of MCQ, fill in the blanks, matching questions, short answer questions, long answer questions, quizzes, assignment and solutions, clarification on general misconceptions.</li> </ul> <p>5. Similar to classroom courses that are divided into various units, SWAYAM courses are divided into various modules. Each module covers a section of the syllabus. A module consists of about 25-30 minutes of video, broken into three to four smaller length videos. Continuous video lecture of longer duration may be avoided, as it is difficult for a student to keep concentrated for more than 10-15 minutes in one stretch. To make the lecture more engaging, some activities/quizzes etc. may be included with a pause during video play. Duration of SWAYAM course is usually 8 to 12 weeks. Total video hours in a course, including all modules, should not exceed 20 to 25 hours of videos. Depending on the subject and teacher's style of teaching, these modules are distributed over weeks, covering the entire course. Each week will begin with a brief introductory video of around Two minutes in duration introducing contents of that specific week. Module videos and assessments of the week will be released on scheduled days. Each week would conclude with a brief sum-up video of around 3 minutes reviewing concepts that are covered in that specific week.</p> <p>6. The technical specification for production of videos and other finer details may be seen in SWAYAM Guideline attached at Annexure -II</p>				

[NEXT](#)

#### About UGC-MOOCs

SWAYAM is an instrument for self-actualisation providing opportunities for a life-long learning. Here learner can choose from hundreds of courses.

Virtually every course that is taught at the university / college / school level.

#### Quick Links

- » [UGC](#)
- » [CEC](#)
- » [NPTEL](#)
- » [IGNOU](#)
- » [NCERT](#)
- » [NIOS](#)

#### Important Links

- » [List of Courses\(Uploaded\)](#)
- » [Guidelines of MOOCs](#)
- » [UGC Courses on SWAYAM \(July-December 2018\)](#)
- » [UGC Courses on SWAYAM \(January-May 2019\)](#)

#### Contact Us

- » [University Grants Commission \(UGC\)](#)  
Bahadur Shah Zafar Marg,  
New Delhi-110002.
- » [diksharajput@gmail.com](mailto:diksharajput@gmail.com)
- » [ugcswayam@infibnet.ac.in](mailto:ugcswayam@infibnet.ac.in)
- » [+91 79 23268286](tel:+917923268286)

## Proposal

### Expression of Interest

Proposals are invited from eligible faculty for the development and offering of online courses through SWAYAM for different Undergraduate and Postgraduate programs.

#### INTRODUCTION SCOPE OF WORK ELIGIBILITY GUIDELINES SUBMISSION OF PROPOSAL

1. Applicant should be a Faculty member in a duly recognized institute/university/college holding PhD and having a minimum of 5 years of teaching experience in the concerned discipline.
2. The Faculty employed in University/College would be required to submit a consent letter of the Host University to offer the online course through SWAYAM.

[NEXT](#)

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## Proposal

### Expression of Interest

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#### INTRODUCTION SCOPE OF WORK ELIGIBILITY GUIDELINES SUBMISSION OF PROPOSAL

- SWAYAM Guidelines
- Financial Norms

[NEXT](#)

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## Proposal

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[INTRODUCTION](#) [SCOPE OF WORK](#) [ELIGIBILITY](#) [GUIDELINES](#) [SUBMISSION OF PROPOSAL](#)

#### Courses

This is ongoing process Currently, more than 170 courses have been identified among six subjects. More subjects / courses will be added.

Level

Select Level

Subject:

Select Subject

Course:

Select Course

If you are eligible and interested to offer an online course through SWAYAM , you may please proceed to submit the proposal .

[Registration for submitting the proposal](#)

#### About UGC-MOOCs

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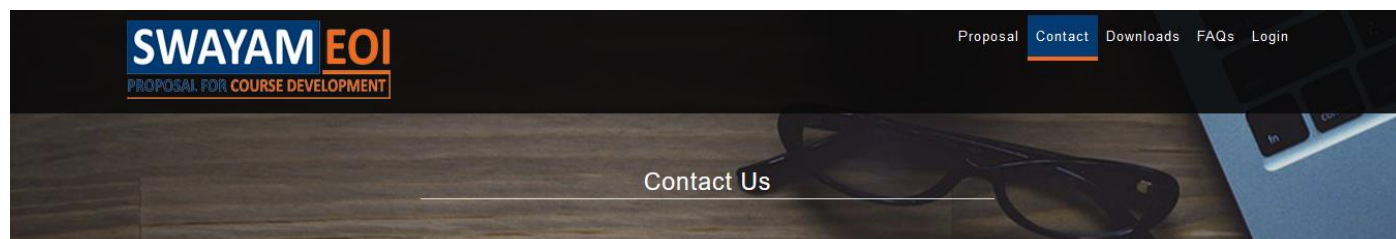
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Apart from this 5 parts website provided.

Contact Us, Downloads and FAQs for user queries.



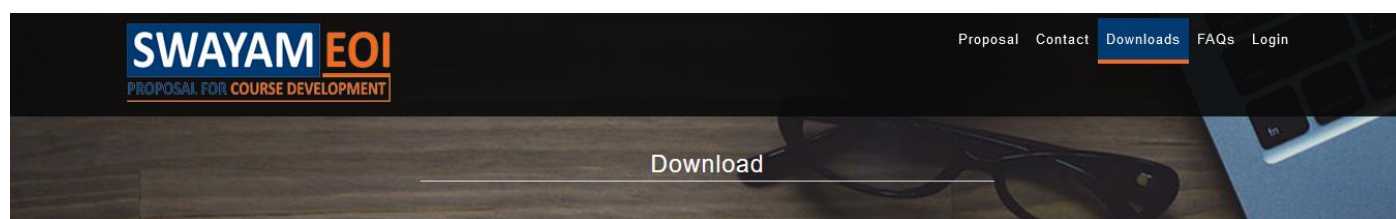
## Contact Us

### For Technical Support

- Information and Library Network (INFLIBNET) Centre, Infocity,  
Gandhinagar -382007.
- [mooocswayam@inflibnet.ac.in](mailto:mooocswayam@inflibnet.ac.in)
- [www.inflibnet.ac.in](http://www.inflibnet.ac.in)
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## Documents

-  SWAYAM Guidelines
-  Financial Norms
-  Guidelines for developing online courses for SWAYAM
-  Format of consent letter

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## FAQs

01. Format of consent letter from universities.



Format of consent letter available in [Downloads page](#).

02. Whether retired professor is eligible?



03. PG courses are not appearing.



04. When I will get the response of my proposal?



05. Can I apply more than one course?



### About UGC-MOOCs

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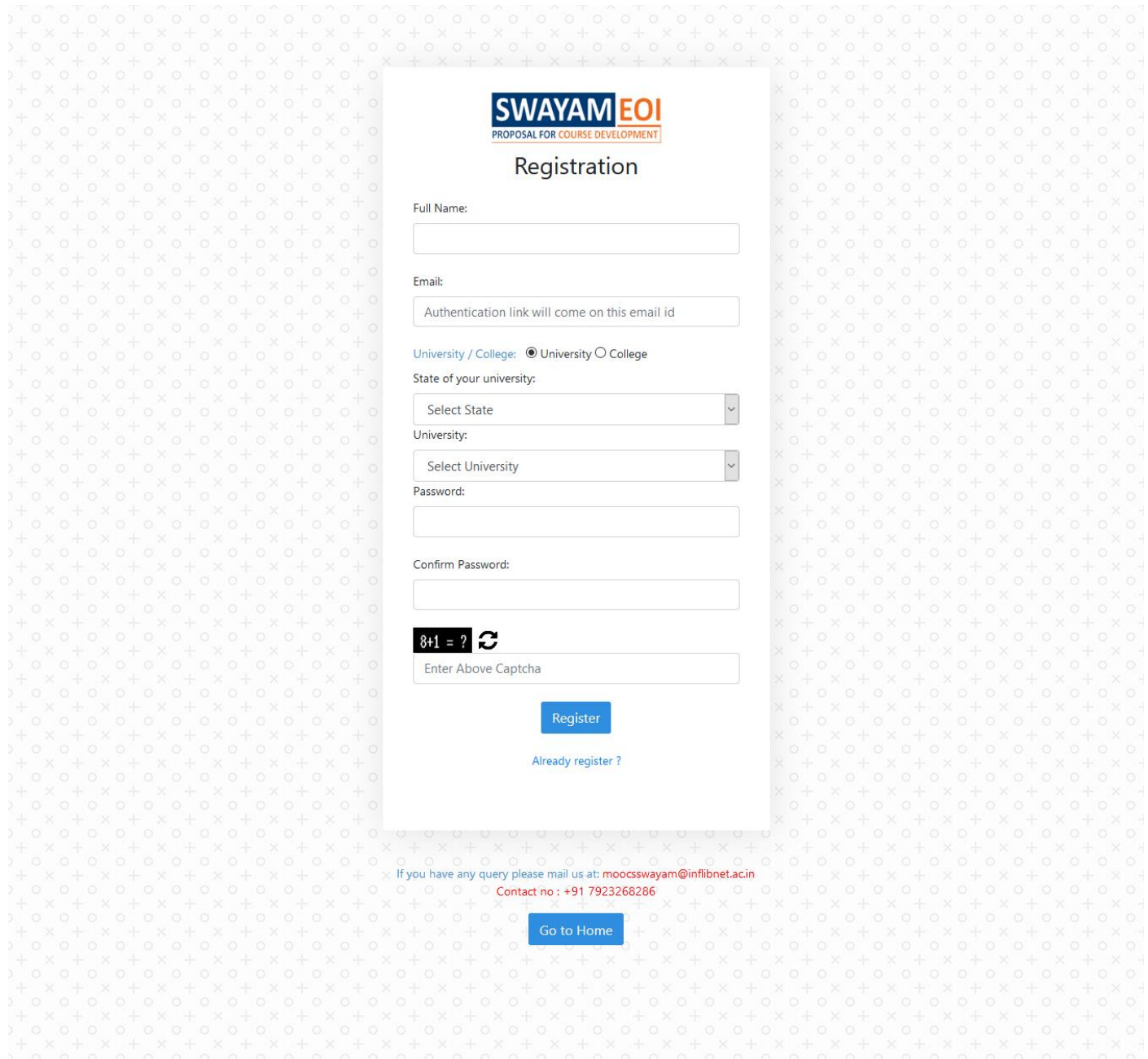
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Now we begin with registration process.

Website provide Registration for new User after registration user can get Login Credential of this website.

## Registration Page

The registration page features a central form titled "Registration" under the "SWAYAM EOI" logo, which includes the text "PROPOSAL FOR COURSE DEVELOPMENT". The form is set against a background of a repeating pattern of small plus and cross symbols. The form fields include: "Full Name:" with a text input box; "Email:" with a text input box containing the placeholder "Authentication link will come on this email id"; "University / College:" with radio buttons for "University" (selected) and "College"; "State of your university:" with a dropdown menu showing "Select State"; "University:" with a dropdown menu showing "Select University"; "Password:" and "Confirm Password:" with text input boxes; a CAPTCHA section showing "8+1 = ?" with a refresh icon and a text input box labeled "Enter Above Captcha"; a blue "Register" button; and a link "Already register ?". At the bottom, there is a line of text: "If you have any query please mail us at: moocsswayam@infiibnet.ac.in" followed by "Contact no : +91 7923268286" and a blue "Go to Home" button.

**SWAYAM EOI**  
PROPOSAL FOR COURSE DEVELOPMENT

### Registration

Full Name:

Email:


University / College: ☒ University ☐ College

State of your university:

University:

Password:

Confirm Password:

8+1 = ? 

[Register](#)

[Already register ?](#)

If you have any query please mail us at: [moocsswayam@infiibnet.ac.in](mailto:moocsswayam@infiibnet.ac.in)  
Contact no : +91 7923268286

[Go to Home](#)

After registration user will get link in your email ID which user mention in Registration process without activation of that link user cannot login into Login Page.

## Login Page

User can also use Forgot password to reset existing password.

## Forgot Password Page

SWAYAM

EOI

PROPOSAL FOR COURSE DEVELOPMENT

Forget Password

Please provide your email address. Link to recover your password will be send to your email address

Email:

3+2 = ?

Send Mail

Go to Login

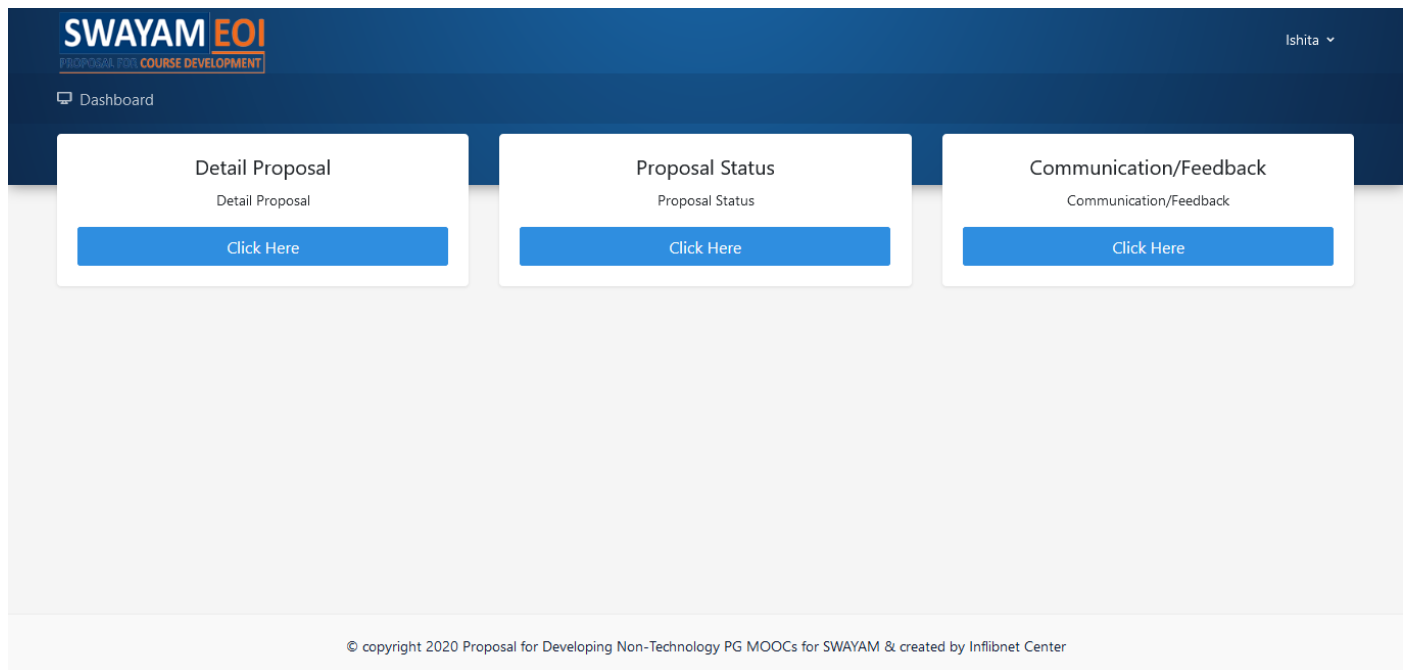
If you have any query please mail us at: [mooocsswayam@infibnet.ac.in](mailto:mooocsswayam@infibnet.ac.in)  
Contact no : +91 7923268286



## Dashboard

It contains 3 parts

1. Detail Proposal
2. Proposal Status
3. Communication/Feedback



### Detail Proposal

It contains all the information regarding User proposal.

In this user filled form with deferent aspects of proposal.

This part divided into 5 parts

1. Course Coordinator
2. Course Details
3. Team (experts) details
4. Course Schedules
5. Declaration

All parts images shared below.

### Proposal Status

In this user can see their proposal status like Edit or download/print proposal

### Communication/Feedback

In this user can sent their queries or feedback.

It contain form for each communication or feedback

# Details Proposal Course Coordinators

## MOOCS PROPOSAL

A CC can apply only one(1) Course with same email id.

### Course Coordinators

### Course Details

### Team(Experts) Details

### Course Schedule

### Declaration

#### COURSE CO-ORDINATOR DETAILS



Name:

Ishita

Email:

ishita@inflibnet.ac.in

Designation:

Designation

Nature of Employment:

Select Nature of Employment ▾

Address:

Address

State:

Select State ▾

City:

Select City ▾

Mobile No:

Phone

Teaching Experience (in years):

PG Teaching Experience ▾

Research Experience (in years):

Research Experience ▾

Consent Letter for being Host University ([PDF only](#), [Sample format of consent letter](#)) :

Browse...

No file selected.

[Download Consent Letter](#)

Experience in developing e-Content/MOOCs : ☐ Yes ☐ No

Date of superannuation / end of tenure of present post:

DD/MM/YYYY

Brief CV of the course coordinator giving relevant experience to be upload ([Upto 2 pages](#), [PDF only](#), [Maximum size 1MB](#)) :

Browse...

No file selected.

[Download CV](#)

Upload Photograph ([JPG/JPEG only](#), [Maximum size 100KB](#)) :

Browse...

No file selected.

Save & Next

# Details Proposal Course Details

## MOOCS PROPOSAL

A CC can apply only one(1) Course with same email id.

Course Coordinators

Course Details

Team(Experts) Details

Course Schedule

Declaration

### Course Details

Category:

Select Category ▾

Subject:

Select Subject ▾

Course (MOOC Title):

Select Course ▾

Category (Applicant):

Select Category ▾

Course Credits:

Select Credits ▾

Course Duration (in weeks):

Select Course Duration ▾

Course Objective:

Course Objective

Course Curriculum:

Insert hyperlink/URL of the introductory video which must be prepared by MOOC applicant (Hosted on YouTube or any other web server):

Video URL

Pre-requisites:

Prerequisites

In which language you want to develop your content?:

☐ English ☐ Other

#### Evaluation Methodology:

**Grading Scheme (allocation of marks in percentage to various assessments)**

Assignments (%):

Assignments ▾

Practical (%):

Practical ▾

Final Exam (%):

Final Exam ▾

Others (%):

Others ▾

Save & Next

## Details Proposal Team(Experts) Details

### MOOCS PROPOSAL

A CC can apply only one(1) Course with same email id.

Course Coordinators

Course Details

Team(Experts) Details

Course Schedule

Declaration

### Experts List

Course Details saved successfully

You have following experts to add new expert click on add button

Add

Name	Email	Affiliation	Designation	Subject Expert	Actions
ishita	9489273@oiio.com	9898	89987	987987	<a href="#">Edit</a>
Ishita	ishita@infilibnet.ac.in	This area for affiliation details information.	Project Officer (CS)	Compter Science	<a href="#">Edit</a>

Save & Next

## Details Proposal Course Schedule

**SWAYAM EOI**

PROPOSAL FOR COURSE DEVELOPMENT

Ishita ▾

Dashboard

MOOCs PROPOSAL

A CC can apply only one(1) Course with same email id.

Course Coordinators

Course Details

Team(Experts) Details

Course Schedule

Declaration

Week No.	Modules to be covered	Nature of Work	Remarks	
Week 1	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 2	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 3	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 4	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 5	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 6	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 7	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 8	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 9	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 10	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 11	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 12	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 13	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 14	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>
Week 15	<input type="text"/>	<input type="checkbox"/> Videos <input type="checkbox"/> Discussion Forums <input type="checkbox"/> Assessments <input type="checkbox"/> Activities	<input type="checkbox"/> Texts <input type="checkbox"/> Live Chats <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes	<input type="text"/>

Save & Next

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## Details Proposal Declaration

SWAYAM EOI  
PROPOSAL FOR COURSE DEVELOPMENT

Ishita ▾

Dashboard

MOOCS PROPOSAL

A CC can apply only one(1) Course with same email id.

Course Coordinators

Course Details

Team(Experts) Details

Course Schedule

Declaration

Declarations

I hereby undertake/declare that:

- The particulars stated above are true and correct to the best of my knowledge and belief.
- Any information, if found to be incorrect, wrong or misleading, will lead to rejection of MOOCs Proposal/EOI.
- MOOCs Course module comprising of e-Text, Video lectures, Self Assessment & Self Learning are original, free from plagiarism, high quality, and meet the specifications mentioned in the MHRD Guidelines for developing Online course for SWAYAM, June 2017 and are not available/rerun on any digital Media platform earlier.
- Content Writers & Video presenters involved in the development of the course are qualified professors/teachers of the University/college.
- Content Reviewers are eminent academicians teaching experiences & Technical Reviewers are having expertise in their field and ensures the compliance of technical specifications such as video quality, enrichment of multimedia, aspect ratio, audio clarity, etc.
- The developed Modules in MOOCs Course for SWAYAM Portal meets the Guidelines for developing e-Text/Video & MHRD Guidelines for developing Online course for SWAYAM, June 2017.

☒ I agree ☐ I disagree

Save

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## Proposal Status

SWAYAM EOI  
PROPOSAL FOR COURSE DEVELOPMENT

Ishita ▾

Dashboard

Welcome Ishita

Course Title	Actions
Anthropology in Practice	<div>View ProposalPrint Proposal</div>

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## Communication/Feedback

### Feedback

Name:

Email:

Mobile No:

Description

Submit