

Himachal Pradesh University, Summer-Hill, Shimla-5.  
(NAAC Accredited "A" Grade University)  
Academic Branch

No. 7-1/2024-HPU (Acad)

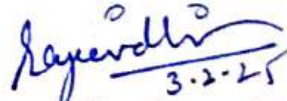
Dated: 03 FEB 2025

**NOTIFICATION**

On the recommendations of the Deans' Committee vide item No. 7 in its meeting held on 02-12-2024 and further approved by the Standing Committee of Academic Council vide item No. 4 in its meeting held on 15-01-2025 is as under:

**"Adoption of SWAYAM policy of H.P.University prepared by the subcommittee constituted vide Notification No. 1-10/2022 (NEP)-HPU (DS)- dated 19-04-2024 as per annexure A&B."**

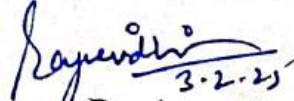
Encls. As above.

  
3.2.25  
Deputy Registrar (Acad)  
H.P.University, Shimla-5.  
Dated: 03 FEB 2025

Endst. No. Even

**Copy for information and further necessary action to:-**

1. The Dean of Studies, H.P.University, Shimla-5.
2. All the Deans, H.P.University, Shimla-5. with the request to download the annexures from the University website [www.hpuniv.ac.in](http://www.hpuniv.ac.in).
3. The Chairmen/Chairpersons/Directors of the Teaching Departments, H.P.University, Shimla-5. with the request to download the annexures from the University website [www.hpuniv.ac.in](http://www.hpuniv.ac.in).
4. The Web Admin, H.P.U. Shimla-5 with the request to kindly upload the notification alongwith its enclosures in the University website immediately.
5. Guard file.

  
3.2.25  
Deputy Registrar(Acad)



## PROPOSED HPU-SWAYAM Policy 2024

### Definitions

- **HPU-SWAYAM Policy:** The policy of the Himachal Pradesh University to consider online learning courses available on the SWAYAM Platform for credit transfer.
- **SWAYAM:** Study Webs of Active Learning for Young Aspiring Minds
- **MOOCs:** Massive Open Online Courses (MOOCs) are such online courses which are developed and made available on the SWAYAM platform of Government of India.
- **MOOCs Guidelines:** Mean guidelines on online learning issued by the MHRD vide its orders dated 25 March 2021 and subsequent addendums issued by the MHRD.
- **MHRD:** Ministry of Human Resource Development
- **NME-ICT:** National Mission on Education through Information Communication Technology
- **NPTEL:** National Programme on Technology Enhanced Learning
- **Course:** A paper which is taught for at least one semester as a part of a subject.

There shall be of two types: credit courses and non-credit courses.

1. A). Credit Course shall mean a course which is taught for at least one semester as a part of a subject/programme.
  2. B). Non-Credit Course shall include courses like awareness programme, continuing education programme or training of specific skill set as independent course, which are not part of any set curriculum. It can be of shorter duration.
- **CBCS:** Choice Based Credit System
  - **Credit:** One credit will be equivalent to 13-15 hours learning designated for the course.
  - **Sector:** A particular level of learning such as high school, engineering / non-engineering diploma/ degree/ post-graduation.
  - **Subject:** A discipline (Example: Physics) taught in an educational institution consisting of specific programme/courses, resulting in the award of a certificate/diploma/degree.

### SWAYAM-Background

Whereas, with a view to providing access to the best quality learning resources across the country, the project 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) has been started by the Government of India. SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering High School till all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT. SWAYAM is a:

- one-stop web and mobile based interactive e-content for all courses from High School to University level.
- High quality learning experience using multimedia on anytime, anywhere basis.
- State of the art system that allows easy access, monitoring and certification.
- Peer group interaction and discussion forum to clarify doubts
- Hybrid model of delivery that adds to the quality of classroom teaching.



Whereas, SWAYAM involves development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

### **Himachal Pradesh University SWAYAM Policy (HPU-SWAYAM)**

- The online learning courses available on the SWAYAM Platform will be considered for credit transfer in the UG Programmes of the Himachal Pradesh University.
- The Single Point Of Contact (SPOC) of Himachal Pradesh University in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- The student/university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/Internal exam and end-semester/external exam.
- Any student will be permitted to opt for only up to 40% of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter and it is mandatory for her/him to take prior approval to undergo for an online course/paper.
- It will be mandatory for students to inform the college/ university/institute and potential employer.
- While allowing the online learning courses offered by SWAYAM, Himachal Pradesh University shall provide free and adequate physical facilities like laboratories, computer facilities, library, etc. essential for pursuing the courses, if available with the University and feasible.
- Himachal Pradesh University designate a SPOC, Mentor/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.

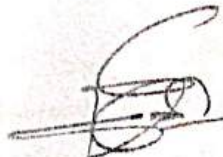
### **Credit Transfer for MOOCs**

- Himachal Pradesh University shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program.
- Credit transfer policy will be applicable to-
  1. A). All UG programmes offered by the Himachal Pradesh University.
  2. B). Capability Enhancement Courses, Skill Enhancement Courses, Elective Courses, Elective Courses (Intra/Inter).

### **Procedure for Credit Transfer**

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- During the current semester, the candidate while filling up her/his exam form will have to submit an undertaking for credit transfer forwarded through SPOC and Director/Principal of the Affiliated College/ Institute.
- Once due permission is granted by the Controller of Examination/Registrar of the University, the student need not appear for University examination for the exempted course(s).





- The Local chapter (School/College/institute) will intimate the exam section about the completion of a course by a letter from the SPOC and the Director/Principal of the affiliated College/ Institute along with the certificates of completion and the list of students, who have passed MOOC in the current semester.
- On successful completion of each course, the institution offering the MOOCs would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his marks certificate issued by his parent institution.
- The conversion of marks from grade points awarded in the certificate issued by the institution offering MOOCs shall be as per the Himachal Pradesh University Ordinances and Regulations for UG, if not specified in the certificate.
- If a 4 credit course is not available as per the choice of the student then he/she can opt for a 3 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- If a 3 credit course is not available as per the choice of the student then he/she can opt for a 2 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- Students who have qualified in the proctored examinations conducted by the SWAYAM-NPTEL and apply for credit transfer as specified are exempted from appearing in the continuous and semester and evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student opts for additional MOOC course above 40%, it will be considered as add-on credit and will be reflected on the marks sheet or separate certificate but will not be taken into account for tabulating CGPA.
- In case of delay in SWAYAM results, the university can withheld the results of such candidates and upon declaration of results of MOOCs, the university will issue the marks sheet for such students.
- The university will not remain responsible for any kind of delay in the results, ambiguity in the results and/or declared results for such students.

### Anticipatory Measures

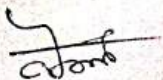
The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- The university shall constitute the university level credit transfer committee (CTC) for transferring credits earned by the students through SWAYM-NPTEL-MOOCs.
- The university level credit transfer committee shall resolve any issues that may arise in the implementation of this ordinance/ rules/ Regulations/ policy from time to time.
- The university shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government through the existing university level credit transfer committee.

### Credit Transfer Committee

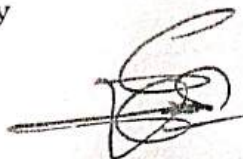
The University level credit transfer committee shall have following structure.

- Controller of Examinations – Member Secretary











- The University level MOOCs Coordinator (SPOC)
- Deans of Studies
- Dean (CDC)
- Three to Five Deans of faculty nominated by the Vice Chancellor. (Due weightage is to be given to various faculties.)
- Three to Five Principals of the affiliated colleges nominated by the Vice Chancellor. (Due weightage is to be given to various faculties.)

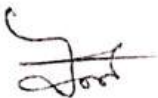
The Credit Transfer Committee shall identify the list of the courses offered by MOOCs which shall be offered to the students in an academic year / semester/term.

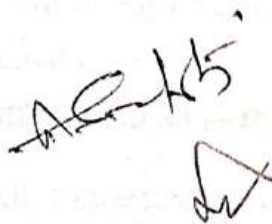
The university level MOOCs Coordinator (SPOC) shall give wide publicity of the identified courses, provide proper guidance, educate, and encourage the students to opt MOOCs.

The Controller of Examination - Member secretary shall convey the meeting twice in an academic year preferably each in a semester/term, record minutes of each meetings, do the necessary formalities to take approval of various university bodies (if required) and take all measures to implement the policy. It shall be obligatory for the controller of examination to inform the rules/policy of SWAYM-NPTEL-MOOCs-MHRD to the CTC.

The above Ordinances/ Rules/ Regulations/ Policy shall be applicable also for the candidates undergoing the programmes in Self-Financing / Higher payment Stream.

The University/ The Vice Chancellor may from time to time revise, amend and change the Ordinances/ Rules/ Regulations/ Policy and the Curricula, if found necessary.









**PROPOSED GUIDELINES for IMPLEMENTATION and ADOPTION of SWAYAM MOOCs  
in H. P. University Campus and AFFILIATED COLLEGES**

SWAYAM is an indigenous platform of Government of India which provides repository of interactive electronic learning resources under a single window. It provides credit and non-credit Massive Open Online Courses (MOOCs). It enables the students to virtually attend courses taught by the best faculty and earn credits as per the UGC Regulations, 2021. The credits earned by students in SWAYAM MOOCs are transferable in any Indian University/Institute. Therefore, university students can opt for MOOCs through SWAYAM and seek transfer of credits from the university.

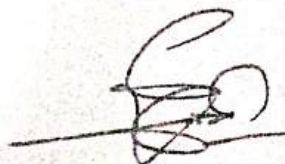
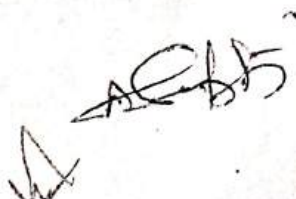
SWAYAM MOOCs for earning credits are offered in each semester in January and July every year. Technical and non-technical SWAYAM-MOOCs approved by SWAYAM Board are offered on SWAYAM platform. The list of courses is widely circulated to all the Chairpersons and faculty members by SWAYAM Local Chapter of the university as soon as these courses are launched on SWAYAM platform in the months of May-June/ November-December. The list is available on SWAYAM official website: [swayam.ac.in](http://swayam.ac.in)

As proposed through proceedings of the meeting of the subcommittee formed by the Hon'ble Vice-Chancellor, at least one compulsory course may be offered by the Departments/Affiliated Colleges for each semester from identified SWAYAM MOOCs and there will not be any parallel course in the department. It will be a compulsory course for all the students through SWAYAM-NPTEL MOOCs. Also, at least one elective course may be offered by the department to be chosen by the students from SWAYAM MOOCs.

The following guidelines are being proposed while implementing the adoption of SWAYAM MOOCs in the HPU/Affiliated Colleges.

**1. Procedure for offering MOOCs by Departments/Affiliated Colleges**

- Chairpersons of all Departments are advised to make a teacher coordinator for SWAYAM MOOCs at departmental level.
- A committee comprising of at least three faculty members including SWAYAM Coordinator of the department should identify the compulsory and elective SWAYAM MOOCs for each semester in the month of June / December. These identified SWAYAM MOOCs can be referred to the concerned faculty members for evaluation of its matching contents and syllabus up to at least 60-75% with that of the University.





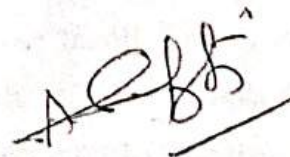
#### 4. UGC SWAYAM Chapter: Single Point of Contact (SPOC) for SWAYAM MOOCs

- UGC has formed Local Chapters in the Universities for creating awareness and promotion of SWAYAM MOOCs. UGC Swayam Coordinator in SWAYAM-UGC Local Chapter is a Single Point of Contact in the university for SWAYAM MOOCs. He/ she plays a pivotal role in disseminating and popularizing SWAYAM MOOCs among students in particular and academic fraternity at large. He/ she will facilitate in various things like sending all important announcements regarding SWAYAM MOOCs, setting up of SWAYAM MOOCs examination centre in the University, fee waiver for economically weaker students etc. List of students opting for SWAYAM MOOCs must be made available to UGC Swayam Coordinator by the concerned department at the start of each semester so that related things can be planned and required support can be provided.
- In order to spread awareness and promote SWAYAM courses, University Swayam Mentors (*from faculty*) and University Swayam Volunteers (*from students*) may also be nominated to act as brand ambassadors for popularization of SWAYAM initiatives.

#### 5. Publicize SWAYAM MOOCs:

The Chairpersons are requested to motivate faculty and students to visit SWAYAM portal and get registered. Faculty and students are also advised to download SWAYAM android mobile app. from Google Play. They may also be encouraged to enrol for non-credit courses of their choice. Every student of the university should register for at least one MOOCs course.

The Chairpersons and Departmental SWAYAM Coordinators are advised to visit official SWAYAM portal time to time for the latest announcements.





The final decision to offer the identified SWAYAM MOOCs may be taken in the departmental council. The list of identified SWAYAM MOOCs should be publicized amongst students through notice board / website etc.

- It will be the duty of the department to ensure that all the students opting for the offered MOOCs register themselves on SWAYAM platform well before the last date.
- The required facilities for the SWAYAM MOOC like laboratories, computer facilities, library etc. will be made accessible to the students by the department/ university for free.
- List of students allowed to opt for Compulsory / Elective credit-SWAYAM MOOCs should be made available to the office of Dean Academic, UGC SWAYAM Coordinator and Controller of Examination at the start of each semester. The Chairperson will also get ratified the offered SWAYAM MOOC from Academic Council of the university.
- Students can pursue 40% of credit courses online through MOOCs.

## 2. Creation of SWAYAM MOOCs

The Chairpersons are also requested to encourage faculty members to produce MOOCs in the subject of their choice. This will give faculty members an opportunity of using ICT Tools for teaching-learning purpose and also instil a global visibility in them. This will help in shaping new benchmark of excellence in professional development of faculty in particular and the university at large. The UGC will provide financial assistance for them. They may apply for production of MOOC through SWAYAM website. Guidelines and procedures for the creation of MOOCs is available on SWAYAM portal.

## 3. SWAYAM -PRABHA Program:

NPTEL Video Contents can be procured and made accessible to all faculty members and students through Campus Wide Network. LED along with DD Free Dish for SWAYAM-PRABHA Program should be installed in the Departments/Affiliated Colleges. The students can visit and watch MOOC lectures as per schedule. The SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting high-quality educational programmes on 24X7 basis. Every day, there will be new content for at least four hours which would be repeated five times in a day allowing the students to choose the time of their convenience. MOOC contents are provided by SWAYAM.

