Recommendations of the Committee regarding offering Online/MOOCs Courses

Date: 27.09.2021

Ref.: Order No.67 Dated 22.06.2021

With above cited reference, meetings of the committee constituted to provide the recommendations/Guidelines for offering the online/MOOCs courses to UG/PG students of the Institute, was held on 25.08.2021 and 27.9.2021. Following were present in both the meetings:

1.	Prof. D. A. Mehta	Chairman
2.	Prof. S. Manepatil	Member
3.	Prof. Girish Thakar	Member
4.	Prof. J. T. Andrews	Member
5.	Prof. A. Dalpati	Member

Prof. Rakesh Khare, Dean Academics was also present in the meeting and he provided his valuable suggestions. After due discussion in the matter, keeping in view the Guidelines provided by AICTE/UGC, the Committee recommended the following for offering the Online/MOOCs Courses:

1. Courses (Subjects) in the schemes of UG/ PG Programs may be taught through Online/ MOOCs Courses available on SWAYAM/NPTEL/other similar platforms or being offered by Institutes of repute in the country or abroad.

2. Max 40% courses per semester may be offered as online courses, from amongst the core/ elective/open elective courses (Credit courses) and other courses (audit courses), if any, taken together.

3. Normally the courses offered as online courses should be advanced/specialized courses for which required expertise may not be available with the concerned department.

4. For a three credit courses an online course of min.12 weeks/36 hrs. duration, and for a two credit courses, an online course of min. 8 weeks/24 hrs. duration has to be offered.

5. The online courses must be running approximately in the same time duration as that of the semester in the Institute. The nomenclature of the online course may be slightly different, however, at least 75% of our syllabus must match with that of the online course's syllabus.

6. (a) Courses under Elective/ Open Elective category may be offered in certification/credit mode, i.e., the students have to register for online/ MOOC course and after studying the course, appear in the end semester exam conducted by the host Institute (Institute/ agency offering the online course).

   After passing the exam / obtaining the grade, students have to submit the application for credit transfer, to Dean Academics, through respective Head of the Department.

   (b) For a particular course, if conduction of the end-semester examination or its result is delayed beyond a limit, appropriate decision regarding end-semester assessment of the students registered for that course, will be taken by the Examination Committee of the Institute.

   (c) If a student fails in the end-semester examination, he has to re-appear in the examination in the next semester/next year when the same online course is again offered and its end-

semester examination is conducted. However, if that course is not offered again, the decision about end-semester assessment of the student, will be taken by the Examination Committee of the Institute.

(d) All courses under a particular Elective should not preferably be offered as online courses.

7. Core courses may also be offered in online/MOOC mode, however, they can be offered in non-certification/audit mode only, i.e. students have to study the course through online platform, but the end-semester examination will be conducted by the Institute.

8. If any credit course is being offered in online mode then all the students enrolled for that course have to register for the same.

9. After registering for an online course if a student does not attend the course/classes regularly and is not able to perform up to the mark in internal assessment (condition equivalent to Detention), he/she has to register for the course next year. If the online course is not available next year, he can register for the course being taught in the Institute. In case of the electives, if that particular elective is not offered in the Institute also, student will be permitted to opt for any other elective course being offered.

10. Head of the Department will send the list of courses to be offered as online courses in a particular semester, along with the relevant details, to Dean Academics for approval well in advance before the commencement of the semester. After the approval, the list of the courses should be announced for the students.

11. Head of each department will appoint a Faculty Advisor for each online course being offered, who will-

    (i)   Interact with the students, at least once in a week, and discuss about the topics covered/taught in online mode in the last week. He/she will also address the problems, if any, being faced by the students in learning the subject in online mode.

    (ii) Teach the portion of the syllabus not covered in the online course offered.

    (iii) Do the internal evaluation and assessment (conduct the midterm tests and evaluate the assignments).

    (iv) Award the CW (Theory Sessional) marks by giving appropriate weightage to his/her assessment and the assessment done by the online course instructor.

12. Students in pre-final year of UG and PG may be allowed to study the courses of their final year in advance (while being in the pre-final year), provided the pre-requisite requirement, if any, is met. This will facilitate the students to go for internship of one full semester/year, in the Industries.

13. To look after the operational/implementation issues related to online/MOOCs based teaching, a MOOC Coordinator should be appointed at Department level and a Committee, at the Institute level.

Signatures of the Committee Members:

Prof. A. Dalpati .... Prof. J. T. Andrews .... Prof. Girish Thakar ....

Prof. S. Manepatil .... Prof. D. A. Mehta ....
27/9/2021