



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.:	9837933666	Email :	jointregistrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/05(R)	Date:	28.02.2025
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Standard Operating Procedure

Evaluating MOOC Courses as 4 credit Full Course in Under graduate & Post graduate Programs

1. Introduction

This Standard Operating Procedure (SOP) outlines the process for offering and evaluating Massive Open Online Courses (MOOCs) taken from various online platforms such as NPTEL, SWAYAM, SWAYAM Plus, Coursera, edX etc. to be considered as a 4-credit full course in Under Graduate (UG) and Post Graduate (PG) programs.

2. Objective

The objective is to establish a standardized procedure to assess the academic rigor and equivalence of MOOC courses with regular UG & PG courses to ensure quality and consistency in credit transfer.

3. Course Eligibility Criteria

- Only courses offered by recognized online platform such as NPTEL, SWAYAM, SWAYAM Plus, Coursera, edX etc. will be considered to award the credits.
- The course must be relevant to the UG & PG program curriculum.
- The MOOC coordinator evaluates the course syllabus, content, assessment methods, and accreditation status to determine its suitability for credit transfer.
- The coordinator may consult with subject matter expert(s) of relevant departments for a comprehensive evaluation.
- The course duration should not be more than a standard semester.
- The course should have a clearly defined assessment mechanism, including quizzes, assignments, exams, etc.

4. Procedure for MOOC offering

4.1 Approval of MOOC by Vice - Chancellor - Concerned Principal/Dean will prepare the list of all the MOOC courses being offered in the semester in all programs/ semester and send it to Dean Academic office for recommendation and final approval of the Vice - Chancellor.
(Annexure -1)

4.2 Approved list of MOOCs: At the beginning of the semester, concerned HoD/Vice Principal/Principal/Dean will display the approved MOOC against each course code with



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details such as offering platform, duration, start date, end date, number of credits offered, offering institution etc.

4.3 Assigning MOOC Course coordinator (s)

Concerned Dean/Principal will also assign a faculty coordinator for monitoring each course. He/she will ensure that all the assigned students have opted for concerned course and his/her performance is satisfactory. He will also evaluate the assignments (if any) submitted by the students.

5. Enrollment and Completion

- The student shall be enrolled in the approved MOOC course displayed by the concerned department/college through the respective online platform. The student completes the course within the stipulated timeframe and fulfils all the assessment requirements as per the MOOC platforms and University guidelines.
- **While selecting the MOOC course from SWAYAM platform student will select Teerthanker Mahaveer University as NPTEL local chapter where ever it is asked. (It is compulsory for credit transfer).**

6. Course Evaluation

- 6.1 If the MOOC course meets the eligibility criteria and is deemed equivalent in academic rigor and content to a Standard 4-credit UG course, it will be considered for credit transfer only after the successful completion of the MOOC course as per the University Norms. In case when MOOC available on portal is of 2 credits in that case the concerned MOOC Coordinator/Principal/Dean after the due approval of Dean Academics/Vice-Chancellor will give assignment (an assignment equal to each deficit credit). This is to be coordinated by MOOC Coordinators of that course.
- 6.2 For a 4-credit MOOC course, there should be a minimum 40 Hrs of online Teaching/Training/Study Material/Quiz/Assignments/Assessments etc. The minimum duration for completion of the course must be 8 weeks.
- 6.3 There would be a 50% weightage to the Marks/Grades obtained by the students in MOOC Exam conducted by MOOC platform (External Assessment) and 50% weightage for the exam conducted by the University consisting of 50 Multiple-Choice Questions (MCQs), each worth 1 mark, for the respective course (Internal assessment).
- 6.4 In any circumstance where the MOOC platform fails or delays in conducting the exam, the marks obtained by the student in the internal assessment of MOOC will be considered as 100% for computing the result for the MOOC. For example, if a student correctly answers 35 out of 50 questions, his/her percentage $(35/50 \times 100 = 70\%)$ will be



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considered for evaluation.

- 6.5 In case student fail /absent in that exam conducted by the University, he/she will be re-appeared in the exam conducted by the University in future.
- 6.6 (i) COE will share the marks of internal assessment to the concerned Principal/Dean.
(ii) Concerned Principal/Dean will get the final award list compiled through the MOOC coordinator. **(Annexure-2)**
(iii) The list would be signed by MOOC Coordinator & Principal/Dean and to be submitted to COE along with the MOOC certificate submitted by the students.
(iv) if student fails in the MOOC exam, he / she will have to reappear in forthcoming theory /MOOC semester end examinations.
(v) In case, if a student fails in any MOOC external exam and that course has not been offered by MOOC platform after that, in that case, he /she will appear for MCQ based 50 marks assessment equal to external assessment to be conducted by the University and the internal marks will remain same.

7. Conclusion

This SOP provides a structured framework for evaluating and transferring credits for MOOC courses taken by under graduate and post graduate students, ensuring academic quality, equivalence, and transparency in the credit transfer process.

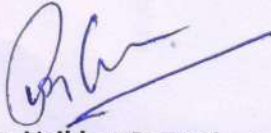
This SOP is subject to institutional policies and may be adapted as per specific program requirements and guidelines.

This SOP will be implemented to all Programs where in MOOC is offered.

This is issued with the approval of Hon'ble Vice Chancellor.

Annexure enclosed

- 1- List of MOOCs for Approval
- 2- Award List of MOOCs


Dr. Vaibhav Rastogi
(Joint Registrar)
Teerthanker Mahaveer University
Moradabad



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Annexure-1

List of MOOCs for Approval
(To be submitted 15 days before start of a Semester)

College:
Programme/Semester:

S. No.	Name of Program-Semester	Name of Course as per TMU PSES	Course Code	Credits (as per TMU PSES)	Title of MOOC Proposed	Offering Platform	Offering Institution	Start Date	End Date	Credits (as per MOOC)	Assignment to be given in lieu of credit (if MOOC course credits are less than the TMU PSES)	Expected Number of Students to be Enrolled
1												
2												
3												
4												

Signed by: -

MOOC Coordinator

HOD

Principal/Dean

Asso. Dean Academics/Dean Academics

Vice- Chancellor



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Annexure-2

Award List of MOOCs

College:
Programme/Semester:

S. No.	Enrollment No.	Student Name	MOOC Title	Date of Commencement	Last date of Registration	MOOC Platform	Offering Institution	Duration of Course	Course Completion Date	Date of Examination	Result		Total Marks (100)	Date of Submission of Certificate
											Internal Marks (50%)	External Marks through Certificate (50%)		
1														
2														
3														
4														
5														

Signed by: -

MOOC Coordinator

HOD

Principal/Dean