

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAHMUNDRY

Standard Operating Procedure (SoP) for MOOC (SWAYAM/NPTEL) Implementation and Monitoring

Objective:

To facilitate, monitor, and document the enrolment, mentoring, assessment, certification, and reimbursement process related to SWAYAM/NPTEL MOOCs for UG and PG students.

I. Workflow for MOOC Implementation

- 1. Identification of Mentors**
 - HoDs identify prospective mentors for each department.
- 2. Course Selection**
 - Mentors suggest suitable courses aligned with the curriculum.
- 3. Course Verification**
 - Information is sent to the **SPOC** for credential verification of the selected courses.
- 4. Student Enrolment**
 - Students enrol in chosen courses with mentor support.
- 5. Mentor Enrolment**
 - Mentors enrol in the same course as students to provide guidance.
- 6. Mentor Addition**
 - Request sent to **SPOC** for mentor addition on the NPTEL/SWAYAM platform.
- 7. Mentor Allocation**
 - Students are informed to choose their mentors accordingly.
- 8. Exam Registration**
 - Students are encouraged and supported to register for examinations.
- 9. Mentoring Phase**
 - Mentors monitor students' progress, clarify doubts, and offer academic support.
- 10. Examination**
 - Students appear for the MOOC exams.
- 11. Documentation**
 - Students submit:
 - Certificates of Completion
 - Exam Fee Receiptsto the **SPOC** for reimbursement.

II. Role of SPOC (Single Point of Contact)

- Disseminates MOOC-related information via college social media, notice boards, and student groups.
- Verifies course credentials and processes mentor addition.
- Resolves technical and enrolment issues during registration stages.
- Collects certificates and fee receipts from students.
- Submits statistics (enrolment, completion, credits earned) to the **Academic Cell**.

III. Role of Academic Cell

- Acts as the liaison between **SPOC, Controller of Examinations (COE), and Office**.
- Verifies the documentation submitted by SPOC.
- Forwards eligible students' data to **COE** for credit transfer and recognition.
- Coordinates reimbursement processing with the Office.

IV. Role of Controller of Examinations (COE)

- Adds earned **credits to the students' academic records and certificates**.
- Sends **acknowledgement to the Academic Cell** regarding the number of credits added for each student.

V. Reimbursement Process

- Reimbursement proposals for the students who clear the exam and earn a certificate are processed based on the following:
 - **UG Students:** 50% exam fee reimbursed from **Skill Development Fund**.
 - **PG Students:** 100% exam fee reimbursed from **PG Restructured Fund**.
- The **Academic Cell** verifies eligibility and forwards reimbursement requests to the Office for final disbursement.

VI. Documentation & Audit

- All documents including enrolment data, mentor details, fee receipts, certificates, and credit records are filed semester-wise.
- Regular audits are conducted to ensure transparency and compliance with funding norms.



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MOOC Workflow – Stages

