

# **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.

  
PRINCIPAL

GOVERNMENT COLLEGE (AUTONOMOUS)

RAJAHMUNDRY  
**PRINCIPAL**  
Government College (A)  
RAJAMAHENDRAVARAM



## MOOC Workflow – Stages

