GUIDELINES FOR ONLINE COURSES OFFERED THROUGH SWAYAM PLATFORM

I.   As per practice, the list of online courses from the Ministry of Education (MOE) to be offered through the SWAYAM online platform is available in June and November/December each year. The SWAYAM coordinator of Panjab University will circulate this list to the Convener BOS/Chairperson of the Departments/Institute/Centre through General Branch, who shall convene a meeting of the BOS within 7-10 days to approve the relevant courses separately for VAC and SEC. The BOS will ensure that the approved courses are not offered as Major, Minor, MDC, or IDC.

In addition, students may opt for any course available in the common basket of VAC/SEC offered by Panjab University on the SWAYAM online platform, if available, provided the college cannot offer that course due to a lack of faculty/infrastructure, etc.

II. The Convener BOS shall send the list of approved courses to the General Branch within two days.

III. The General Branch shall compile the list of approved courses received from the respective BOS and send this list to all the colleges through the DCDC office.

IV. The respective college should send the details of the selected SWAYAM course along with student registration information to the DCDC office, with a copy to the SWAYAM Coordinator, Panjab University, Chandigarh, as per the following proforma (**Annexure-A**).

V.   It is the responsibility of the College/Institution to check the requirement of minimum credits for the students as per the scheme.

VI. The institute and the students shall follow all the guidelines of SWAYAM regulations of UGC/Panjab University and also guidelines issued by the SWAYAM/Course Coordinator from time to time. In case of any negligence on the part of the College/Institute/Student, Panjab University shall not be liable in this regard.

VII. The respective college will appoint a local SWAYAM Coordinator. This coordinator will support the students until the completion of the SWAYAM course. Additionally, they will check the registration of students on the SWAYAM portal and regularly monitor their progress during the course.

VIII. The candidate is required to complete a 02-credit Value Added Course (VAC) and a 03-credit Skill Enhancement Course (SEC) from the list of courses available on the SWAYAM online platform. However, if the candidate chooses courses with more credits than the required credits, their score will be proportionally reduced, calculated and normalized as per the following formula:

The formula for normalization is as follows:
Normalized Score= (score obtained /maximum score)*required maximum score

Here's a step-by-step breakdown of how to apply this:

1. **Score Obtained**: The score that the candidate received in the course.
2. **Total Possible Score**: The maximum score of the course (i.e. 100). of 4 credit
3. Required Maximum score: The Required Maximum score i.e 50 of 2 credit for VAC

Example Calculation: Let's say a candidate takes a 4-credit course for a VAC instead of the required 2-credit course and scores 85 out of 100.

- **Score Obtained**: 85
- **Total Possible Score**: 100
- **Required Credits for VAC**: 2
- **Credits Taken**: 4

Using the normalization formula:

So, the normalized score for the 4-credit course to 2 credit course: (85/100)*50=42.5

Name of the institutions/College Name: _____

    (i)   Type of the course: VAC/SEC

    (ii)   Program: _____Semester: _____

    (iii)   Name of the local SWAYAM Coordinator: _____

            Email ID: _____ Contact Number: _____

S.No.	Name of the Student	Father's/ Mother's Name	PUPIN No. (if available):	Title of the online Course	Course ID on SWAYAM	Score obtained	Max Score	No. of course credits	Remarks