

Development and Delivery of Quick Read on MOOCs

Guidelines for Course Coordinator (CCs) : Development of MOOCs

Development of e-text

- Consult/Study the syllabi of several universities before finalising the syllabus of the concerned subject
- Try to Identify Content writers from Universities other than the CCs own university (pan-India approach)
- Textual document should consist of about 3000 words of detailed write-up on the topic of each module.
- The textual description should also be enriched with multimedia supplements (images, hand drawings, maps, graphs etc) wherever applicable

Guidelines for CCs : Development of MOOCs

Guidelines for recording of videos

- No reading from teleprompter. Speak extempore. Body language should not be stiff.
- The Video must not be like a Spoken Tutorial (audio narration / voice-over of text mentioned in presentation slides).
- A clear description of visuals as well as text is required.
- Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable.
- The expert/teacher whose video is being recorded should look straight into the camera lens.
- The audio has to be clear and of superior quality. Make it sure that there is no distracting background noise.
- Video must include:- Multimedia, Animation, Documentary, Simulation, Graphics and Virtual Lab appropriately.

Guidelines for CCs : Development of MOOCs

Guidelines to avoid plagiarism:

- PI to obtain copyright clearance from Content writers for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used.
- Direct references to specific materials should be avoided in video content or other course material till clearance has been obtained .
- PI to ensure that content is not plagiarised and the similarity of the e-text should not exceed 15%.
- UGC/INFLIBNET has provided universities with URKUND software to check plagiarism.
- Online freely available software –plagiarism-detect.com

Guidelines for CCs : Development of MOOCs

Guidelines for Uploading the content to SWAYAM Portal:

- MOOCs Content in all Four quadrant to be submitted to UGC in a hard Disk Drive along with the following forms
 - Content Submission form
 - Copyright Transfer form
 - Undertaking form
 - Plagiarism report
 - Consent letter from the Host University for Credit Transfer
- The Content will be verified by the SMEGs Academic Council of the UGC before Uploading it to Portal.
- After the approval of AAC, the UGC will allow the CC to upload its Content to SWAYAM Portal.
- Video in raw and compressed format required (3.5 mbps bit rate for transmission on SWAYAMPBABHA channel)

UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016

- Issued on 19th July, 2016
- Online learning courses to be made available on the SWAYAM platform, to be eligible for credit transfer.
- SWAYAM to notify online courses on 1st June and 1st November, every year
- up to 20% of the total courses being offered in a particular program in a Semester on SWAYAM , can be earned through SWAYAM.

Development of MOOCs (Work Involved)

- Introductory module: Defining Course design, qualifications for taking the course, introductory video, assessment system, credits to be awarded, starting date/ending date, and expected outcomes.
- Scheduling of course: lectures / reading material / assignments / quizzes/ test into weeks and short modules.
- Instructional videos to be prepared – along with the transcript, multi-media techniques to be used, and the name of the teacher-on-the-camera.
- Details of reading material such as lecture notes / additional readings to be provided.
- Self-assessment modules: The total number of quizzes and assignments to be provided for the course.
- Assessment system: Weekly /biweekly assessments and assignments that would be required to be taken by the students.
- Reading material: Notes/extra readings.
- Self-assessment modules: Quizzes and tests.
- Assessment system: Weekly assessments and assignments.
- Discussion forum: List of Teaching Assistants for handling the discussion forum and answering queries raised by registered Students.

Evaluation and Certification of MOOCs

- The host institution and the CC to evaluate based on predefined norms.
- The evaluation could be online or through pen & paper examination.
- In case of pen and paper final examination, the exam at designated centres.
- CC through the host institution to award marks/grades
- The parent Institution to incorporate the marks/grade obtained by the student, in the final marks sheet
- The parent institution will evaluate the students for the practical/Lab component and incorporate these marks/grade in the overall marks/grade
- A certificate regarding successful completion of the MOOCs course shall be issued through the Host Institution and sent to the Parent Institution.

API scores for e-learning delivery process/material

- University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.
- API scores are proposed for research and academic contributions.
- A maximum score of 10 per module has been fixed for Development of e-learning delivery process/material

Outcome of the Project

- ✓ **Address the problem of faculty shortage and good quality faculty.**
- ✓ **The project would help the students and teachers to update their knowledge and skills, especially for those located in rural/backward/remote areas.**
- ✓ **The project would successfully bridge the digital divide and would help the nation move towards information-rich society.**
- ✓ **The project would result in development of additional e-content and MOOCs courses at PG level to ensure better access and equity in terms of providing quality education.**