Swayam Guidelines for MOOC Creation

The detail guideline is available at GIAN (gian.iitkgp.ac.in) and Swayam portal (swayam.gov.in). As per this guideline, the MOOC courses can be either credit (must run as credit course in a semester) or non-credit course. These courses are to be created using four quadrant approach:

Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video. **Quadrant-II** is e-Content; which shall contain; self instructional material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc. **Quadrant-III** is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team. **Quadrant-IV** is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum.

GIAN to MOOC conversion

Since GIAN courses can be both credit and non-credit courses, the following methodology will be implemented to convert GIAN to MOOC courses:

GIAN courses will delivered in such a way so that **Quadrant-I** mentioned above is completed. The Course Coordinator under the supervision of Local Coordinator, GIAN will be responsible for creating this Quadrant as per Swayam guidelines and also the following guidelines:

1. GIAN courses will be delivered jointly by the foreign faculty and at least one host faculty as per the existing guidelines of GIAN.
2. The foreign faculty should be made aware of the copyright issues as mentioned in the copyright section below and written consent in this regard should be obtained.
3. The course brochure should be uploaded in the GIAN portal and participants will register and attend the course.
4. The course structure should be based on half hour lecture module as per MOOC (NPTEL).

5. The video recording of the courses should be done during the class in presence of the participants with the recording quality as per Swayam Guidelines. The extra funding, if needed, for video recording may be provided by the National Coordinator, GIAN.

6. The contents created in the Quadrant-I will be sent to the National Coordinator, SWAYAM through Natonal Coordinator, GIAN for arriving at a decision of running the course either as credit or non-credit course.

7. The National Coordinator Swayam, based on the decision to run a course as credit or non-credit course, will instruct the host faculty to complete the other three quadrants of the course.

8. The host faculty will be responsible for completing the other three quadrants and offer the completed GIAN course as MOOC course, conduct examination and award credits to the students.

9. Once this is completed, the GIAN course will be offered as MOOC course as per existing SWAYAM MOOC framework.

Copyright

a) The Course Coordinator and the resource faculty of the GIAN course shall follow copyright laws for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used and submit an undertaking to that effect to the LC, GIAN.

b) All contents (text, audio, video, animation, quiz etc.) developed with the funding of GIAN will be the property of GIAN and SWAYAM.

c) All courses and contents posted in GIAN and SWAYAM will be copyrighted to SWAYAM. Ministry will, from time-to-time, announce policies for access and charges, if any (for certification) and will also publish appropriate Open Educational Resources policy in consultation with other national and international bodies.

d) The Course Coordinator and the resource faculty shall be given explicit permission for creating books and other distribution materials ever for commercial purposes with the explicit undertaking that contents published in SWAYAM shall remain there.

e) The terms of service should be clearly laid out so as to address the following key points by the CC:

- Any disclaimers should be clearly spelt out.
- User /student/ institutions should be informed about the usage rights of the course content available on SWAYAM.