



# जम्मू केंद्रीय विश्वविद्यालय

## Central University of Jammu

राया - सूचानी (बागला), जिला सांबा - 181143, जम्मू (जम्मू एवं कश्मीर)

Rahya - Suchani (Bagla), District: Samba - 181143, Jammu (J&K)

संख्या- CUJ/Acad/II-17/8/2019 /0062/00068

14 अगस्त, 2019

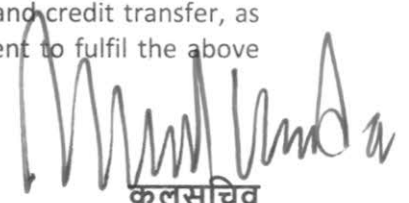
### NOTIFICATION No. 62 of 2019

**Sub:** Guidelines for MOOC – Selection of the Course, Registration Process, Assessment and Credit Transfer– Reg.

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The Vice Chancellor is pleased to approve the guidelines for adoption of MOOC by the Departments in the University. The selection of the Course, Registration Process, Assessment and Credit Transfer is as follows:

1. The selection of the MOOCs will be responsibility of the Department based on the needs and requirements of the course structure and subject to availability of MOOC(s) on SWAYAM Portal.
2. The MOOC course(s) selected should be approved by the Board of Studies (BoS). The department must notify, to the students, Controller of Examinations and UGC-SWAYAM Coordinator (CUJ), the list of MOOC courses that are being offered to the students by the department along with their credits.
3. The list of MOOCs notified by SWAYAM is 'dynamic' in nature and therefore while selecting the MOOC course(s), the faculty of the Department must take into account the viability and relevance of the course(s).
4. The department should nominate atleast one faculty coordinator to advise the students attached to them, monitor their progress and assist the Department in proctoring the tests, uploading the marks / grades, and collecting and submitting the graded certificate(s) to the Controller of Examinations, within the stipulated timeframe and accordingly reflect the work load in the time table of the department.
5. The MOOC courses selected / opted will be of Qualifying Nature in terms of weightage of credits to be reflected in the Awards Certificate / Marks Certificate of the students. The Grade attained (Credit earned) by the student will not be affect the credits of the Programme of the University in which the student has been enrolled. However the enrolment and completion of the MOOC course shall be mandatory for every student of the Department.
6. The Department / Centre of the University should widely disseminate information about selected MOOC courses and motivate the students through faculty members, notice boards, student forums, workshops and University website etc.
7. The Department / Centre of the University should facilitate registration of the Students for MOOC. Every student enrolled for the course in the University must register for the MOOCs course.
8. The student must submit the Certificate of Completion as well as the final overall Marks and / or Grade within the stipulated time for effecting the grade conversion and credit transfer, as per the regulations. It is solely the responsibility of the individual student to fulfil the above condition to earn the credits.

  
कुलसचिव

**Copy to:**

1. All Deans of Schools / Heads of the Departments
2. All Wing Officers / Branch Officers
3. ICT Cell-With request to upload the Notification on University Website
4. P.S. to Vice Chancellor
5. P.A. to Registrar
6. All Notice Boards