MGM's
College of Computer Science and IT, Nanded

MGM Campus, Off. Hingoli Road, Nanded 431605

Standard Operating Procedures

For implementation of online mode of learning through online courses offered on SWAYAM –NPTEL platform.

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds)
The Indian government launched the SWAYAM portal, which provides college and university students with free open online courses (MOOCs). Its goal is to provide free, excellent e-learning instruction to students of Class under-graduation and post-graduation. SWAYAM aims to accomplish the three guiding principles of education policy i.e. access, equity, and quality.

NPTEL (National Programme on Technology Enhanced Learning)
NPTEL is a venture by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science. It is a online learning platform which provides STEM (science, technology, engineering, and mathematics) courses.

Introduction:

Your college has been established as **SWAYAM -NPTEL Local Chapter [LC ID 4608].** Through this local chapter we motivate students to take part in the online courses offered by NPTEL courses through web and video lectures that are available on the SWAYAM-NPTEL Portal. Student can enroll for Computer Science, Biotechnology and Bioinformatics courses.

The objectives of LC are;

- To integrate MOOCs into traditional classroom instruction through NPTEL courses.
- To promote and increase awareness of NPTEL courses
- To encourage students to enroll in a number of NPTEL professional or certificate courses in order to achieve their career goals.
- To mentor and guide the students to learn domain specific core courses.

Administration of LC

Institute has constituted SWAYAM-NPTEL Committee to ensure effective working of the LC. The committee comprises of different working heads as; Chairperson (Director; MGM's College of Engineering, Nanded) SPOC (Nominated by the Director) and departmental coordinator (nominated by heads of department and approved by the Director).

SPOC decimates the information of courses and training offered by the SWAYAM-NPTEL to all department heads and departmental coordinators. Master time-table is prepared at institute level for selected courses and training suggested by the department. Mentor for each course/training session is allotted by respective department heads. Allocation of mentors on SWAYAM-NPTEL platform is done by SPOC. SPOC executes the planning of software training session. The enrolment of students for online courses, examination registration and tutorial session by mentors are observed by SPOC and department coordinators.

Allotment of Courses and Mentors

Our college is affiliated to Swami Ramanand Teerth Marathwada University Nanded**.** University curriculum has offered NPTEL courses as open elective on the credit transfer basis. These courses are offered to the students through LC. Based on the credits defined in curriculum courses with different course duration are offered. Viz.,

- 4-weeks course - for 1 credit,
- 8 weeks course - for 2 credits and
- 12 weeks course - for 3 credits.

SPOC allocates mentor for each offered course. Mentorship ratio of 1:60 is maintained for each course. Assigned mentor monitors the academic advancement of individual student through mentoring session, assignment and doubt clearing sessions.

Table 1: Academic Planning of Local Chapter

Stages	Activities
I	SPOC calls a meeting under the mentorship of Chairperson LC with head of department, LC coordinator and T&P In charge to plan the online courses to be offered in the upcoming academic sessions. SPOC decimates the course list declared by SWAYAM-NPTEL current semester.
II	Head of departments, Academic cell coordinator and Department LC coordinator reviews the syllabus and prepare the course list mapping with SWAYAM-NPTEL. Mentor are allocated by SPOC.
III	Regular monitoring of enrolment, registration, assignment submission and continuous assessment are monitored by departmental coordinator (LC) and mentors.
IV	Schedule of final examination of all courses is decimated to the student through SPOC LC and Departmental coordinators.
V	Results of qualified students are communicated to mentors and students through SPOC and Department coordinators (LC)
VI	With the approval of Chairperson LC, SPOC communicates these results to the university for possible credit transfer.
VII	Certificates of passing, Topper in the courses and Mentor are made available to students and mentors by SPOC LC
VIII	Awards and rewards for the best performance and mentor is declared by Chairperson LC
IX	SPOC call end session meeting under the mentorship of Chairperson LC with head of departments, LC coordinator and T&P In charges for review of session outcomes and start of new session.

General Guidelines for students during Enrolment/Registration

- Students are advised to use college official email id for registration in SWAYAM-NPTEL courses.
- Students must choose YES option for the question "Are you a part of Local chapter" during course registration and select the LC ID 4608.
- Students must choose YES option for the question "Do you want to share the data with the college" during exam fee registration.
- They must enter correct name , email address , contact no
- Student must provide Academic Bank of Credit (ABC) ID during course registration.
- A clear and good quality photo of the students to be uploaded during examination registration

Awards & Recognition for NPTEL Toppers/Gold Medals/Domain specialization

Institute present award in Annual Social Gathering to the students and faculty members who have received certificates in various categories like the Topper of the course, Elite certificate for scoring more than 60% and also for the special category certificates like Mentorship certificate, Active SPOC certificate. The information of this achievement is decimated among all students and faculty through "**congratulation and appreciation banners**" displayed throughout the Institute Campus.

Details of SWAYAM -NPTEL Local Chapter [LC ID 4608]

Name of Local Chapter:	MGM's College of Computer Science & IT Nanded.
Name of SPOC :	Dr. Smita A Bhopi
Email Id:	sab.mgmccsitn@gmail.com
Mobile No.	9881961903

Role and Responsibilities of Departmental Coordinators Local Chapter

- Departmental Coordinators LC will compile the list of department courses to be offered under MOOCs of each session after finalization from head of department.
- Departmental Coordinators LC will present the course content, duration prerequisite/intended audience of MOOC Courses before head of department and PAC for finalizing any course. The data may be collected from NPTEL repository https://nptel.ac.in/noc/
- The detail list of offered courses, their durations and allotted mentors must be sent to SPOC LC sab.mgmccsitn@gmail.com and duly signed hard copy submitted to SPOC for records.
- Encourage students of the department for course and training registration from the approved lists through counseling sessions, disseminating information on department notice board and department web pages/Official WhatsApp groups.
- Departmental Coordinator LC will ensure the mentor allocation to the students via SPOC LC.
- Ensure the maximum enrolment of students in assigned courses as per the scheme and registration in exam before due deadline.
- Compile the record of mentoring session conducted in each course by the allotted mentors and share the record with SPOC LC.
- Regular interactions with mentors to ensure timely submission of assignments by the students before due date.
- Keep a record of students who could not enroll /registered in exam of the allotted courses.
- Ensure the separate mentoring session for such students to make them prepared for university level exam.
- Arranging regular doubt sessions with the students so that their queries may be solved.
- Coordinate with SPOC LC for dissemination of information and timely compilation of data as and when required.

Role and Responsibilities of Mentors

- All mentors must enroll in the respective course and training session allotted to him.
- Encourage more and more students from their respective departments for Course and training registration and spread awareness by displaying the Institute Online courses and training calendar on the department notice board /Official WhatsApp groups etc.
- Coordinate from time to time with students to ensure timely submission of assignments before the due date
- Monitor student progress by conducting the mentoring sessions (1Hrs/week) assigned in the time-table
- Maintain the complete record of mentoring sessions and share it with the Academic cell coordinator, SPOC LC and head of department.
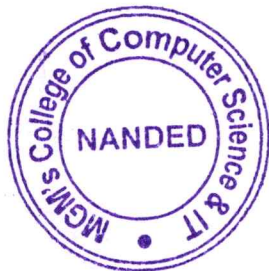

SPOC, LC 4608
Dr Smita A Bhopi

IQAC Coordinator
Mr Vishal M. Pathak

Principal
Prof Shirish L. kotgire

SWAYAM-NPTEL LOCAL CHAPTER – LC4608

Our Institute is **Local Chapter** of **SWAYAM-NPTEL [LC 4608]**– **IITB.** Through this local chapter we are offering an online mode of learning through courses and software training offered by **SWAYAM-NPTEL IITB** to compete with the requirements of academics and industry.

For this institute has constituted **SWAYAM-NPTEL committee**. The committee includes Chairperson, SPOC and members. Principal of the institute is the chairperson of this committee, SPOC is nominated by the chairperson and departmental coordinators identified by the department head and approved by the Principal are the members of this committee. The committee functioning starts from the start of the academic year.

SPOC decimates the information of courses and training offered by the SWAYAM-NPTEL to all department heads and departmental coordinators. Master time-table is prepared at institute level for selected courses and training suggested by the department. Mentor for each course/training session is allotted by respective department heads. Allocation of mentors on SWAYAM-NPTEL platform is done by SPOC. Enrollment of students, examination registration and tutorial session by mentors are observed by SPOC and department coordinators.

Our college is affiliated to **Swami Ramanand Teerth Marathwada University, Nanded.** University curriculum has offered some courses on the credit transfer basis. These courses are offered to the students under the mentorship of SWAYAM-NPTEL. Based on the credits courses of different s are offered. Viz., 4-weeks course - for 1 credit, 8 weeks course - for 2 credits and 12 weeks course - for 3 credits. The results of qualified students is forwarded by mentors to department coordinators, later approved by the head of department and sanctioned by the Principal, communicates these results to the university for possible credit transfer.

Our local chapter has been tagged twice with **"Active Local Chapter"** (Jan-Apr 2022 and Jul-Dec 2023). Many faculty members have got the mentorship certificates and one of our mentors has received appreciation as a **"Top Performing Mentor"**. Few of our faculty members have completed SWAYAM -NPTEL courses. As of today 133 students have received their certification in SWAYAM -NPTEL courses.

Name of SWAYAM Local Chapter:	MGM's College of Computer Science & IT Nanded			
Name of SPOC SWAYAM LC:	Dr. Smita A Bhopi			
Email Id of SPOC SWAYAM LC:	sab.mgmccsitn@gmail.com			
SPOC SWAYAM LC: Mobile No.	9881961903			
Whether the SWAYAM schedule is circulated to students:	Yes, SWAYAM Committee circulates the same			
Maintenance of SWAYAM viewer's register:	Yes, each departmental coordinator maintains the records course-wise and mentor-wise			

	AY 2021-2022	AY 2022-2023	AY 2023-2024	AY 2024-2025
July-Dec (Odd Semester)				
Number of students Enrolled	LC started from Jan 2022	658	1764	1682
Number of students registered for examination		35	61	123
Number of students certified		11	19	50
Number of courses offered		51	47	34
No. of mentor allocated		8	23	23
Jan-April (Even Semester)				
Number of students Enrolled	1240	1416	1405	
Number of students registered for examination	129	40	45	
Number of students certified	30	9	12	
Number of courses offered	99	44	26	
No. of mentor allocated	21	18	23	

159

SPOC, LC 4608
Dr Smita A Bhopi

PRINCIPAL
Prof Shirish L. Kotgire