



## SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

### Process for Credit Transfer of MOOC against Open Elective courses of B.E. Semesters IV, V and VI for session 2020-2021

The credit transfer of MOOC (Offered by SWAYAM/NPTEL / COURSERA) against Open Elective at RCOEM shall be allowed subject to the fulfilment of following conditions.

1. The student shall be required to submit an Application Form **APPLICATION FOR FINAL APPROVAL for Credit Transfer of MOOC against Open Elective 2020-2021** along with the photocopy of MOOC completion certificate (with pass grade/percentage in it's examination) to Chairman, Interdisciplinary Board of Studies (IDBoS) (routed through Head of parent department and Incharge, Interdisciplinary Courses) before the allotment of open elective to the students.
2. Only those MOOC courses are allowed for Credit Transfer which have credits more than or equal to the credits assigned to Open Elective course at RCOEM OR the MOOC course should be of minimum ten weeks duration. The student can also choose to register and complete more than one MOOC (of same or different subject areas) each of lesser duration. However, the total number of weeks of all such individual courses should be more than or equal to ten and should either belong to SWAYAM-NPTEL OR otherwise COURSERA **But Not Both**.
3. The MOOC which is identical (in terms of contents, 20% overlapping is permissible) to any course including Open Elective courses, Minor/Honors courses, etc (If student opt for it) offered by any department at RCOEM for UG students, shall not be allowed for credit transfer if such a course offered by RCOEM is accessible to the concerned student.
4. Head of Parent department will verify and comment on whether the MOOC requested by the student is satisfying criteria mentioned in point 3 or not.
5. Head of allied department with whom the discipline of MOOC is matching will verify and comment on whether the MOOC requested by the student is satisfying criteria mentioned in point 3 or not.
6. For MOOC Courses on the platforms where proctored exam will not be conducted, student can take the credit transfer of such courses only if the department to which the MOOC belongs is ready to conduct the examination for that course at RCOEM at departmental level and declare the results of it well prior to the allotment of respective Open Elective for that semester. Marks scored by the student in this examination will be considered for the award of the grade for Open Elective. In this case, student also needs to submit the successfully course completion certificate issued by the corresponding platform to his/her parent department.
7. Scores of the MOOC courses completed by the students on permitted platforms satisfying all above conditions are valid till 1 year. Only such MOOC courses/Scores will be considered for credit transfer.

**The following process will be followed before registration and after completion for MOOC**

- Step 1.** Student will submit an application '**Application for Permission to Opt MOOC for Credit Transfer against Open Elective of session 2020-2021**' addressed to Head of parent department clearly mentioning his desire to complete MOOC along with, title of MOOC, name of host institution and credits. The detailed syllabus of MOOC for which the student wants to register should be attached to the application.
- Step 2.** After getting written permission from HoD of parent department, the student will submit the same Application to Departmental Interdisciplinary Incharge.

**Step 3.** If the MOOC course in which the student is interested does not fall in the parent discipline of the student and belongs to other Engineering disciplines existing at RCOEM / Basic Sciences/Humanities/Management, the Departmental Interdisciplinary Incharge will seek opinion of concerned HoD to verify the matching of content of MOOC with that of Open Elective courses/Minor courses, etc (if student opt for it) offered at RCOEM.

However, if the MOOC belongs to branches/areas which do not exist at RCOEM (Example :- Medical Sciences, Agriculture, Fire Engineering, Arts, Commerce, etc), Incharge, Interdisciplinary Courses will verify the case in consultation with chairman IDBoS.

**Step 4.** If the above mentioned conditions are fulfilled, the Departmental Interdisciplinary Incharge will recommend the case to Incharge, Interdisciplinary Courses for final approval and accordingly notify to the students.

**Step 5.** After getting approval from Chairman IDBoS, the student may register for the MOOC course he/she is allowed for and complete the same as per the requirements of Host Institute.

**Step 6.** In case the MOOC platform doesn't conduct proctored exam, department to which such MOOC belongs will conduct test and submit the marks to the Departmental Interdisciplinary Incharge of student's parent department.

**Step 7.** Proposed ranges for award of grades for credit transfer of MOOC against Open Elective

Grade	Range of score (%) in MOOC (Absolute)	Proposed Grade point
AA	≥ 90	10
AB	≥ 75 and <90	9
BB	≥60 and < 75	8
BC	≥ 40 and < 60	7

**Step 8.** On satisfactory completion, if students accepts above grade structure **then only he/she** will submit an application **APPLICATION FOR FINAL APPROVAL for Credit Transfer of MOOC against Open Elective 2020-2021** to Departmental Interdisciplinary Incharge along with photocopy of MOOC completion certificate(s) OR certificate indicating score secured by him/her from head of the department at RCOEM who has conducted exam (if platform doesn't conduct proctored exam) of MOOC for Credit transfer prior to the allotment of Open Elective.

**Step 9.** Departmental Interdisciplinary Incharge will prepare the list of students with the details of the MOOC(s) students have completed.

**Step 10.**For the verification of the certificates, Departmental Interdisciplinary Incharge will send certificates of the SWAYAM-NPTEL courses to SPOC, SWAYAM-NPTEL Local Chapter, RCOEM and for MOOCs on other platforms to the Head of student's parent department for in person verification.

**Step 11.**Departmental Interdisciplinary Incharge will accordingly forward the cases to Incharge, Interdisciplinary Courses who will then recommend it to Chairman IDBoS for final approval.

**Step 12.** Departmental Interdisciplinary Incharge will take student's signature on the sheet prepared which indicates the **Acceptance** of the student for credit transfer as per mentioned details (**Grades secured by student, Course Code & Course Name to be printed on college Grade Card**) in the final sheet prepared.

**Step 13.** Departmental Interdisciplinary Incharge will take signature of the students on the 'UNDERTAKING' where it is mentioned that 'students have not applied and will not apply for / nor

availed (will not avail) incentive marks/grades/same MOOC course as a part of Honors scheme', credits of the MOOC(s) mentioned against his/her name for credit transfer.

**Step 14.** Head of student's parent department will verify and put remark whether the student has taken or applied for incentive marks/grades/ same MOOC course as a part of Honors scheme' for credits of the MOOC(s) mentioned against his/her name for credit transfer.

**Step 15.** Head of student's parent department will inform student and Dean IDBoS if any discrepancy observed.

**Step 16.** Departmental Interdisciplinary Incharge will submit final list of the students who are recommended credit transfer against Open Elective of IV / V / VI semester to Incharge, Interdisciplinary Courses.

**Step 17.** Incharge, Interdisciplinary Courses, will consolidate the lists from all departments and submit the same to the Chairman IDBoS for final approval.

**Step 18.** Chairman IDBoS will submit the list to the Dean Academics who will send the same to Respected Principal / Chairman, Academic Council for final approval and notify the final list to the concerned department/student and request the Controller of Examination for further action.

**Step 19.** Departmental Interdisciplinary Incharge will submit all original documents to the Incharge, Interdisciplinary Courses.

**Step 20.** Chairman IDBoS / Incharge, Interdisciplinary Courses will submit all original documents in a bound volume to Controller of Examination for preserving as a record for all future purposes and maintain the photocopies with the office of Dean Academics, Chairman IDBoS.

**Dr. Asmita D. Deshpande**  
**Incharge, Interdisciplinary**  
**Courses, RCOEM**

**Prof. D. J. Dahigaonkar**  
**Chairman , IDBoS**  
**RCOEM**