

Academic Policy for Swayam / Online Courses
Office of Dean Academics
Shiv Nadar Institution of Eminence Delhi NCR

This policy applies to full-time regular undergraduate programs offered by Shiv Nadar Institution of Eminence. It excludes joint-degree programs and dual-degree programs with partner institutions. This policy supersedes all previous policies related to online / MOOC / Swayam courses taken by regular undergraduate students. This policy applies to all Online courses offered by third-party MOOC platforms like Swayam, Coursera, etc. In this document, Swayam courses/platforms should be read as all third-party MOOC platforms accepted for credit transfer by Shiv Nadar University currently or in the future. Coursera courses taken by Batch of 2025 in their first year and any online courses offered by the respective department are excluded from this policy.

In line with the UGC recommendation to integrate online credits into the university curriculum, Shiv Nadar Institution of Eminence recognises the potential of Online learning as a pivotal force in promoting multi-disciplinarity and flexibility in the curriculum. While multidisciplinary is at the core of the forward-looking curriculum at Shiv Nadar IoE, online courses offer a unique opportunity for our students to enrol in courses across disciplines, many of which currently are not offered by four schools or are in high demand. This enables students to transcend boundaries and explore diverse subjects beyond their core discipline, fostering creativity, critical thinking, and holistic skill development among students. Further, through a wide array of online offerings, each student can create a customized curriculum meeting their aspirations and goals. Additionally, integrating online courses into university curricula enhances flexibility, empowering students to customize their learning paths and pace according to their individual needs and preferences. This can help students devote more time to experiential learning, internships, live projects, industry immersion, and so on to have a more holistic understanding of the chosen discipline. However, at the same time, there is a need to ensure that all such offerings are in sync with the broad learning outcomes aimed by the Shiv Nadar Institution of Eminence, keeping academic rigour in check.

The following policy aims to help UG students take advantage of the range of courses available online while at the same time ensuring that students can meet their individual program-level learning goals as well as university-level learning outcomes.

1. Students can only claim credits against the 'Regular' courses offered on the Swayam or any other MOOC portal notified by the University, where there is evaluation and a certificate is awarded with marks. Self-paced courses and courses with no evaluation component offered by Swayam and other MOOC platforms are excluded from credit claims.
2. Students must enrol for credits with the University in the same semester they enrol on the Swayam portal. Swayam credits earned in previous semesters are not allowed for enrollment and credit transfer in the current semester.
3. Swayam credits are unavailable for first-year undergraduate students except for CCC courses in the second semester.

4. Within the Swayam portal, students can take courses from a list of courses selected and notified by the Office of the Dean of Academics.
5. Second-year students can only take courses at the undergraduate level. Third & Fourth-year students can additionally enrol in Postgraduate level Swayam courses.
6. The maximum number of Swayam / Online credits that can be claimed for the entire duration of a B.Tech. program is 16, and for other UG programs, it is 15. Online courses offered internally by SNU are outside this cap.
7. Credits are mapped as below.

Number of Weeks	Number of Credits
4 – 7 Weeks	1 Credit
8 -11 Weeks	2 Credit
12 – 15 Weeks	3 Credits
16 or More Weeks	4 Credits

Courses with less than four weeks duration are ineligible. Courses with more than 16 weeks duration can be considered with approval from the Dean of Academics; however, the maximum number of credits that can be earned from such courses is capped at four credits each.

8. Courses through Swayam will only be available for CCC, UWE & Major Electives. If notified by the department, minor credits can be claimed against select Swayam UWE courses.
9. **CCC Courses (SWC):** The Office of Dean Academics will announce the list of courses available for CCC every semester. A student can claim credits for CCC only against those courses. The maximum number of CCC credits a student can take for BTech is 16 credits, and for non-BTech, 15 credits. CCC courses are available for enrollment from the second semester onwards.
10. **UWE Courses (SWE):** A student will be free to choose any course from the list of courses notified by the Office of Dean Academics as long as:
 - a. The course is outside the core/major area of the degree program pursued by the student.
 - b. The student has not taken an equivalent course offline (defined as courses with 40% or more overlap in the curriculum) or has not already claimed credits for an equivalent online course.
 - c. A student is required to ensure that the course meets the above criteria.
 - d. The University reserves the right to strip the credits for duplicate and equivalent courses at any point in time. The University also reserves the right to withdraw UWE credits awarded for courses belonging to the core/major area at the time of Degree Audit.

- e. If a student has already claimed credit for a Swayam Course, a student will not be allowed to enrol in an equivalent offline course unless they drop the Swayam course from their ERP.
 - f. If in doubt, students must reach out to their respective UG Advisers to ensure the above to avoid unpleasant surprises.
 - g. Swayam courses are eligible for UWE credits from the Second year onwards.
 - h. Every semester, the Office of Dean Academics will pick a certain number of courses from Swayam as UWE offerings. These courses will be a mix of past popular courses, courses proposed by departments, and new Swayam courses that are in line with the learning goals of Shiv Nadar Institution of Eminence.
 - i. Students can take courses outside of the list of offered UWE/CCC courses every semester that are out of their interests; however, no program credits can be claimed against those courses.
11. **Major Elective (SWM):** Each department will announce the list of Swayam courses eligible for Major Elective every semester via the Office of Dean Academics. Any course beyond it cannot be claimed as a Major elective. Major electives will not automatically qualify as UWE for other departments.
12. **Minor Credits (SWE):** Each department will notify every semester whether select Swayam UWE courses are eligible for Minor credits every semester for non-departmental students. Departmental students will not be allowed to take these courses as Major Electives unless allowed by the Department.
13. **Core course** credits cannot be claimed via Swayam courses.
14. **Credit Cap per Semester:** Each semester, a student can claim a maximum of 9 Swayam Credits across CCC + UWE + Major Elective as approved by the Department. This credit cap is within the overall credit cap of 25 credits per semester. No request for extension of credits will be entertained except for exceptional circumstances.
15. **Course Replacement:** An in-person course cannot be replaced with an online course. However, a student is allowed to replace an online course with an offline course or replace an online course with another online course. Over the entire tenure, a student is allowed a maximum of two online course replacements.
16. **Course Drops:** Swayam credits, once registered with the University, cannot be dropped or removed from the records. They can only be replaced as above.
17. **Attendance:** As these are Online courses, Shiv Nadar Institution of Eminence's attendance norms are not applicable to these courses.

18. **Grading:** Uniform absolute grading with normal letter grades will be followed for all Swayam courses.

The applicable grading scale is given below:

Min Range	Max Range	Grade
86	100	A
76	85	A-
68	75	B
61	67	B-
54	60	C
47	53	C-
40	46	D
0	39	F

19. Submitting the course completion certificate from Swayam is mandatory for the transfer of credits.

20. Improvement: A student securing an 'F' grade can register for improvement if the same Swayam course is again notified by the Office of Dean Academic in the subsequent semester. In the case the course is not notified in the subsequent semester, the student can go for course replacement subject to an overall replacement cap of 2-course replacements. Course improvement, as applicable for in-person courses, applies to Swayam courses as well.

Swayam Registration Process:

1. Before the start of each semester (July for the Monsoon Semester & December for the Spring Semester), the Office of Dean Academics will share the list of Swayam courses eligible for CCC credits, Departmental Major Elective, UWE, and Departmental Minor Credits.
2. Students will fill out a form for soft interest in pursuing select courses floated by the Office of Dean Academics before the start of the semester, subject to the conditions listed above.
3. Students will fill out the hard interest form by filling out the form again and submitting proof of exam registration. This list will form the basis for student enrollment on the ERP. Students will be able to see the courses on ERP within 15 days of the last date of the hard interest form. Only those students who fill out the form and submit proof of exam registration will be eligible to claim credits.
4. It will be the responsibility of the final-year student to ensure that they will be able to submit the Swayam course certificate before the date of the university result declaration. Students in the

final year should not that a delay in the Swayam result declaration will delay their graduation.

Further, note that the university may impose additional restrictions on the number and type of Swayam courses a final-year student can enrol in.

5. After the course completion, students will submit the course completion certificate by Swayam to the Office of Dean Academics for verification and credit transfer within the date announced by the Office of Dean Academics.
6. **Swayam Certificate Submission:** For each Swayam course, registered students will be enrolled on the Blackboard. Swayam certificates will be accepted for submission via Blackboard only. No other form of Certificate submission will be accepted.
7. **Swayam Certificate Verification:** Each Swayam Certificate will be verified by the Office of Dean Academics. Any malpractice will be taken as a case of academic dishonesty, and the student will be promptly reported to the Proctorial Board. Malpractice includes but is not limited to:
 - a. Submitting fake certificates
 - b. Editing marks obtained in the certificate for a higher grade
 - c. Claiming the credits for the same Swayam course more than once across different categories
 - d. Submitting another student certificate using your Blackboard account
8. If the student fails to submit the certificate within the deadline, the student will be awarded an 'F' grade in the course.
9. An 'F' grade can be replaced with another course in the subsequent semester, subject to the overall cap of two Swayam course replacements.
10. For Swayam courses awaiting result declaration at the time of regular result declaration date, students' results for such courses will be withheld. Subsequently, students will be required to submit the course certificate within a pre-announced extended deadline for those courses as decided by the Office of Dean Academics. Failure to do so will result in an 'F' grade.

Swayam Fee Reimbursement Process:

After successful completion and grading of the SWAYAM course, the data will be sent to the Finance Department, and reimbursement will be processed as follows:

1. For fourth-year students, the amount will be reimbursed with the caution money.
2. For students (excluding fourth-year), the reimbursement will be adjusted in their fees.

Duties of UG Advisors:

1. Share the list of eligible courses for Major Elective with the Office of Dean Academics from the list of Swayam courses shared by the Office of Dean Academics as per the shared timeline, clearly identifying equivalent courses to be on the negative list.
2. Share the list of recommended courses for UWE credits along with clearly stating whether they are eligible for Minor credits with the Office of Dean Academics as per the shared timeline, clearly identifying equivalent/duplicate courses to be on the negative list.
3. Clearly mark the Major/Minor Electives that are recommended as UWE from the list shared by the Office of Dean Academics.
4. Carefully review the complied list of Swayam Courses for the semester and ensure that all entries are correctly mapped and all equivalent courses are in the negative list.

Duties of CCC Committee:

1. To share the list of CCC courses eligible for credits each semester under each pre-defined category.
2. Identify equivalent/duplicate courses offered in the Offline mode and put them in the negative list.