CHECK LIST TO PROCESS PROPOSAL FOR DEVELOPING SWAYAM MOOCs

1. **A covering letter** addressed to the Registrar by the applicant duly forwarded by the HOD (in case of UD) or Principal (in case of colleges) as the case may be.

    In the covering letter, please mention:
    (1) The title of the SWAYAM MOOCs they propose to develop
    (2) Number of credits for the SWAYAM MOOCs
    (3) Program (MSc/MA/MBA) for which the syllabus is approved
    (4) Discipline

    ● In the covering letter, the applicants must clearly certify that the syllabus for this SWAYAM MOOCs has been approved by Board of Studies of Bharathiar University/College in _____ (name of the discipline) for _____ (UG or PG) program for the year _____ for _____ credits.
    ● Note: If it is a Board of Studies of autonomous college that may be duly mentioned in the covering letter.

    ● A certification as given below must be made by the applicant in the covering letter.

    "I hereby certify that I have developed the MOOCs cited above in four quadrants as per the UGC guidelines and having met the requirements of MOOCs as envisaged in MHRD guidelines dated 11 March 2016 and 1st June 2017".

    ● The covering letter should also provide the list of the documents and CD enclosed under "Enclosures"

    ● The applicants may also write their Name in full, complete mailing address (official), email ID and mobile number on the cover letter for the SWAYAM office to contact them in case of any need for further clarification.

2. **Consent letter for being the Host University** (as per the proforma suggested by CEC to be printed on the University letter head). The applicant may fill in the details in the proforma and enclose the filled in form.

3. **Proforma for Inviting Expression of Interest for Developing MOOCs** duly filled

4. **Detailed MOOC Proposal** as per the proforma suggested by CEC

5.   **Weekly Course Plan as per the proforma**

6.   **Short text for 240 words on the Course**

7.   **Video for 3-5 min. based on the Short Text above (in a CD)**

8.   **Syllabus copy with details of the BOS that has approved it for a particular program (Xerox).** Note: Please include the first page of the syllabus booklet where the list of all the courses, their credits, etc., along with the name of the program is mentioned.