

A Covering Letter need to be addressed to the Registrar by the applicant duly forwarded by the Head of the Department. Content of the letter may be

From

To
The Registrar
Bharathiar University
Coimbatore-641046

Sub:

Respected Sir,

As I am interested to submit a proposal to develop SWAYAM MOOC on the title -----to Consortium for Education Communication, New Delhi , I request you to issue consent letter to act as the Host University .

Details of the proposed course:

- ◆ Title of the SWAYAM MOOCs course _____
- ◆ No. of credits _____
- ◆ Degree programme _____
- ◆ Discipline _____

“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 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.

Herewith I am enclosing the following documents for your kind perusal and approval.

- ◆ Sample Consent letter for being Host Institute
- ◆ Performa for Inviting Expression of Interest for Developing MOOCs
- ◆ Detailed MOOC Proposal
- ◆ Weekly Course Plan as per the Proforma
- ◆ Short Text on the Course
- ◆ C.D. for Short Video about the course (5-7 mins)
- ◆ Syllabus Copy with details of the BOS that has approved it for a particular program (Xerox).

Name in full, complete mailing address (official)

Email ID and Mobile number

Kindly Note the below Instructions while drafting the covering letter:

- 1. Consent letter for being the Host University would be provided by the 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 sample proforma and enclose the filled in form as required with correct details. (Ref Annexure V)**
- 2. Only syllabus approved by the BoS may be developed for MOOC's ,if your developing a new syllabus, the same has to be approved by your respective BoS)**
- 3. 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 attested by the respective HoD's.**