MGM's College of Engineering, Nanded

Near Airport, Off. Hingoli Road, Nanded 431 605

Standard Operating Procedures

For implementation of online mode of learning through courses offered on SWAYAM -NPTEL platform and Software Trainings offered by Spoken Tutorial Platform of IIT, Bombay

SWAYAM (Study Webs of Active–Learning for Young Aspiring Minds) is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality.

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative 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.

A **spoken tutorial** is an audio-video tutorial that explains an activity performed on the computer.

Introduction:

Our Institute is **Local Chapter** of **SWAYAM-NPTEL [LC 3300] and Spoken Tutorials – IIT, Bombay.** We offer e-learning in a variety of engineering and technology courses through web and video courses that are accessible on the SWAYAM-NPTEL Portal through this local chapter. LC offers software training offered by Spoken Tutorials – IIT, Bombay to build in the competencies in academics as required by the industrial world. The objectives of LC are;

- To encourage students to opt out several professional or certificate courses in SWAYAM for the advancement of their career.
- To mentor and guide the students to learn domain specific core courses.
- To encourage students to find internship, Soft-skill training in SWAYAM- NPTEL Platform and get certified.

Administration of LC

Institute has constituted SWAYAM-NPTEL Committee to ensure effective working of the LC. The committee comprise 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 disseminates the information of courses and training offered by the SWAYAM-NPTEL and Spoken Tutorials – IITB 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 and Spoken Tutorials – IITB 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 **Dr. Babasaheb Ambedkar Technological University, Lonere.** University curriculum has offered some courses 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.

Head of department 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.

Software training sessions are offered to the students from IIT, Bombay spoken tutorials mapping with content of syllabus and skill development. Experts in the domain as allocated as mentors for individual training programs. Assigned mentor engages training and hands on

session for students. Examination session is training are planned by mentor under supervision of SPOC. Table 1 illustrates the academic planning of LC for a semester;

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 and software training to be offered in the upcoming academic sessions. SPOC decimates the course list declared by SWAYAM-NPTEL and Spoken Tutorial for current session.
II	Head of departments, Academic cell coordinator and Department LC coordinator reviews the syllabus and prepare the course list mapping with SWAYAM-NPTEL and Spoken Tutorial Courses. Mentor are allocated by head of department and detail list is submitted to SPOC LC.
III	Institute level online courses and training calendar is prepared by the SPOC LC and decimated among the students through department notice board and allocated mentors.
IV	Regular monitoring of enrolment, registration, attendance to training session, assignment submission and continuous assessment are monitored by departmental coordinator (LC) and mentors.
V	Schedule of final examination of all courses is decimated to the student through SPOC LC and Departmental coordinators.
VI	Results of qualified students are communicated to mentors and students through SPOC and Department coordinators (LC)
VII	With the approval of Chairperson LC, SPOC communicates these results to the university for possible credit transfer.
VIII	Certificates of passing, Merits, Topper in the courses, Domain experts and Best Mentor are made available to students and mentors by SPOC LC
IX	Awards and rewards for the best performance and mentor is declared by Chairperson LC
X	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 and Spoken Tutorial training sessions
- Students must choose YES option for the question "Are you a part of Local chapter" during course registration and select the LC 3300.
- 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 and Permanent Registration Number (PRN) allotted by the University during course and examination registration.
- 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 has a practice to present award on 15th August, 26th January, 2nd Oct (Mahatma Gandhi Jayanti) and Annual Social Gathering to the students and faculty members who have received certificates in various categories viz. Gold/ Topper 1% /Topper 2%/Topper 5% or the Topper of the course and also for the special category certificates like NPTEL Domain specialization. The information of this achievement is decimated among all students and faculty through **"congratulation and appreciation banners"** displayed throughout the Institute Campus.
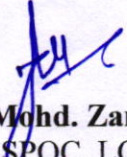
Contact Details:

Name of SWAYAM Local Chapter:	MGM's College of Engineering, Nanded (LC 3300)
Name of SPOC SWAYAM LC:	Dr. Mohd. Zameeruddin
Email Id of SPOC SWAYAM LC:	mgmcen.nptelspoc@gmail.com
SPOC SWAYAM LC: Mobile No.	9822913231

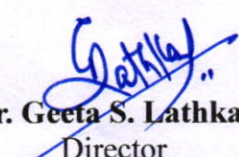## Role and Responsibilities of Departmental Coordinators LC

- Departmental Coordinators LC will compile the list of department courses to be offered under MOOCs of each session after finalization from head of department and PAC.
- 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 mgmcen.nptelspoc@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 and Academic Cell Coordinator.
- Regular interactions with mentors to ensure timely submission of assignments by the students before due date.
- Keep a record of students who could not enrolled /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 (2Hrs/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.

Dr. Mohd. Zameeruddin
SPOC, LC 3300

Dr. M. G. Harkare
IQAC Coordinator

Dr. Geeta S. Lathkar
Director