



College of Social Work (Empowered Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

N.A.A.C. Re-accredited with CGPA
of 3.53 on four point scale at
Grade 'A' 3rd Cycle (2015)

MOOCs Credit Transfer Policy of College of Social Work (Empowered Autonomous), Nirmala Niketan, Mumbai

1. Purpose & Scope: This policy enables students to undertake SWAYAM-NPTEL MOOCs (or other equivalent courses approved by the Government of India) and transfer credits equivalent to institutional courses upon completion and certification. The policy applies to Open Electives (OE) and select theory courses in the undergraduate, PG Diploma, and postgraduate programs offered by the college.

2. Approved Durations:

MOOC Duration	Equivalent Institutional Credits
Minimum 6 weeks	2 credits
Minimum 8-12 weeks	4 credits

3. Approval & Oversight:

- Approved Course Listing: Examination Cell and the ABC Cell jointly approve the list of MOOCs before every semester.
- Student Application: Students apply the form with a pre-approved MOOC, supported by consent.
- Mentorship & Registration Tracking: Faculty mentor /SPOC ensures timely MOOC enrolment, assignment submissions, forum participation, and exam registration.

4. Examination & Certification:

There shall be two exam modes. The first being the priority, but the second method as backup:

- NTA/NPTEL proctored exam: SPOC compiles certificates; CoE transfers credits upon receipt.
- College conducted end-term exams: Those students who miss the NTA/NPTEL proctored exam will appear in the college exam. The result will be declared by college and the marks will be forwarded by CoE will be uploaded to NAD portal by Nodal Officer, Academic Bank of Credits.

5. Credit Transfer & Recording:

- Equivalent credit is awarded only if the student completes the approved MOOC with requisite certification and credits match institutional norms
- CoE records transferred credits in the student's marksheet/ transcript and submits details to the Academic Bank of Credits (ABC)

6. Failure & Supplementary Exams: If a student fails to complete the MOOC, they may take a supplementary exam, or revert to the traditional/elective course offered by the College

7. Waivers & Exceptions: Students with MOOC credit transfer are usually exempt from college exam components for that course only. Additional MOOCs beyond credit limit are treated as extra/add-on courses and may be mentioned in the marksheet as such.

Principal

Dr. Lidwin Dias

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(Autonomous)

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GUIDELINES TO STUDENTS WHILE OPTING FOR SWAYAM CREDIT

COURSES IN LIEU OF COLLEGE-OFFERED OPEN ELECTIVES/ COURSES

Note: If you are not taking up the college offered OPEN ELECTIVE (OE) courses, you can select from Swayam portal for 1st, 2nd, 3rd and 4th semesters respectively. First and second semester required 4 credits worth of Open Electives each. The third and fourth semesters required 2 credits worth of open electives each. The procedure for joining a Swayam course is explained below:

1. Register yourself in <http://swayam.co.in/>
2. You will be led to a login page
3. Click the **Sign up now** option if you are using for the first time, and then in the subsequent times, you can login using your credentials. Save your username and password for future reference
4. A list of approved courses will be announced by the ABC/ Examination Cell. Use the course finder [http://www.colsonline.org](#) to select the right course.
5. The key parameters for selection are as follows:
 - a. The course which you select should be offered in odd semester (June to October) for semester 1 and 3; and even semester (November to April) for semester 2 and 4.
 - b. Choose credit courses worth 2 or 4 credits. Duration of 6 to 12 weeks could be suitable.
 - c. Once you choose a course, check that the NCrF level (4.5 to 5.5) matches the class you are in.
 - d. Check the start date and end dates to see if the course is offered this semester. Check tentative exam dates too
 - e. Once you click the "join" button, you will be led to the course page. The weekly course load will be explained. There may be assignments plus an end term exam or just a term end exam. Carefully read all the examination policies of the course before enrolling in the course.
6. Once the exams get over, you can submit the credits/ course completion details to the Exam Cell/ ABC Cell for notice and incorporation in the marksheet.
7. You can discuss with ABC/ Exam Cell of the college in case of any challenges.

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