



CMRCOLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad

CMRCET/PRIN/SMC/AY-2017-18/CIR 01

DATE: 9th July 2017

CIRCULAR

All the members of SWAYAM MOOC Courses (SMC) of the college are requested to attend the meeting scheduled on 10.07.2017 at 2.30 PM in the Central Lab, Block II, and Department of CSE. The following points are on the agenda:

AGENDA

1. To discuss about the fore coming dates for enroll the courses to be register.
2. To discuss about the modality in the formation of groups of SMC.


CONVENER


PRINCIPAL

Copy Submitted to: (1) The Secretary Garu - For your kind information PI

Copy to:

1. IQAC coordinator
2. Deans
3. Examinations Branch
4. AII HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Concerned Faculty
10. SMC members
11. Medical officer
12. Student Notice Board


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PRE FACE

CMR College of Engineering & Technology (CMRCET for short) is sponsored by MGR Educational Society, established in 2002, with concept of equal opportunities to one and all. SMC, CMRCET is to grab the opportunity by maximum faculty and students to learn e-learning courses offered by MHRD from anywhere remotely.

SWAYAM MOOC Courses Committee established in CMR College of Engineering & Technology on 15th June, 2017 to grab the opportunities provided by the government MHRD as part of SWAYAM MOOC Courses such as NPTEL, AICTE, UGC etc. This initiation is very much helpful for both faculties and students from all the disciplines of engineering, management, humanities to enhance their technical and other disciplinary knowledge by using E-Learning videos projected by major professors from various reputed institutions in their respective domains for the free of cost. In case any individual wanted to do certification on the course, college is reimbursing charges imposed by the SWAYAM.



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Academic Year: 2017-18

**SWAYAM MOOC COURSES (SMC)
MINUTES OF MEETING**

Date: 10-07-2017 Time: 2.30-3.30 PM Venue: Dept. of CSE (R.No.302)

Chaired By: Dr. V.A.Narayna, Principal, CMR College of Engineering & Technology

The chairman welcomed all the committee members.

Item 1: Standard operating procedures(SOP) are finalized during the meeting and communicated for the same will be issued to the concerned.

Introduction:

CMR College of Engineering & Technology (CMRCET for short) is sponsored by MGRI Educational Society, established in 2002, with concept of equal opportunities to one and all. SWAYAM MOOC COURSES (SMC), CMRCET is to ensure that all the teaching, non-teaching and students from all the braches can utilize to enroll E-Learning courses from SWAYAM MOOC Courses offered by the MHRD.

Objectives

1. To inculcate E-Learning approach for both faculty and students.
2. To utilize the world class E-Resource towards advanced course in respective branches for career sustainability.
3. To provide weightage to academic or placement for faculty and students.

Target Group

SMC motivates the faculties and students in multidisciplinary branches in all over the college for enhance in higher level courses for the free of cost. The faculties and students who have cleared their certifications by paying certification charges, would be reimbursed by the college.

Composition

1. Principal act as a Chairman of the SMC Committee.
2. One senior faculty member to be appointed as a program Convener by the head of the Institution.
3. Faculty and student members from each department

Roles and Responsibilities

1. Single Point of Contact between UGC MOOCs & College for SWAYAM


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2. Brand ambassador of SWAYAM for popularising SWAYAM courses at college for both students and faculty
3. Encourage more students & Faculties across College to participate in SWAYAM
4. Identify University SWAYAM Mentors (USMs)
5. Disseminate information about the courses to students
6. Ensure that the students are actively participating in the Course
7. Submitting their Assignments on time
8. Clarify their doubts
9. Conduct workshops in college for students & Faculty to provide awareness
10. Identify student volunteer to convey information about courses with time deadline
11. Make announcements through posters on notice boards
12. Provide hyperlinks in college websites to publish course related info
13. Make announcement through social media such as face-book, twitter, linkedin, etc.. About SWAYAM courses
14. Send press releases
15. Publish through TV's local channel, FM radio, etc.

Frequency of Meetings

1. Starting of every semester first meeting will be conducted to discuss the activities to be conducted in that semester.
2. At the end of the semester meeting will be conducted to review all the activities and action plan for next semester of the academic year.
3. We may conduct the meetings as and when required.

Item 2: Proposal of activities to be conducted for the teaching faculty, non-teaching staff and students in the A.Y 2017-18 under SMC. It is to convey information about MOOC Courses branch wise along with deadline to enroll the courses and register for the certifications.

Following are the agenda items and actions to be performed by the committee members of SMC for the Academic Year 2017-18

1. To convey the information about deadline registration time for enroll the SWAYAM MOOCS NPTEL Courses to the students and faculties.
2. To convey the assignments to be submitted within stipulated time given by the SWAYAM.]
3. To convey the certification registration information
4. To convey information to keep remainder about examination date for certification according to their convenient location].
5. To plan about workshop to be conducted for awareness towards MOOC.
6. To track the status of the earlier actions taken place in this regard.



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Action items	Owner(s)	Deadline
[Deadline dates for registration course]	[Dr. Anand Raj Kumar, S.Suvarna]	06/08/2017
[Assignment submission dates]	[Mr. Ravi Chandra, Dr. Srinivas Rao]	06/08/2017
[Certification registration]	[Mr. K.P.V.Krishna Varma, B. Chakradar]	06/08/2017
[plan to conduct workshop]	[S.Swarna, Neelima]	06/08/2017
[Convey remainder about exam for certification]	[Ms. Pooja]	12/09/2017


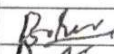


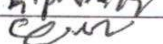

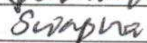


Item 3: From each department one person will be they group member for any activity to taken up by SMC.


The Committee made the following Resolution


All the committee members agreed to on the agenda points and responsibilities to convey information to the teaching faculty, non-teaching faculty and students about SMC.

The meeting concluded with the Chairman of SMC thanking the committee members for their valuable time.

List of Committee Members:

S. No	Name of the Faculty	Designation	Role	Signature
1	Dr. V.A.Narayana	Principal	Chairman	
2	Dr. Anand Raj Kumar	Assistant Professor	Convener	
3	Mr. Ravi Chandra	Assistant Professor	Member	
4	Dr. Srinivas Rao	Assistant Professor	Member	
5	K.P. V. Krishna Varma	Assistant Professor	Member	
6	Mr. B. Chakradar	Assistant Professor	Member	
7	Ms. N. Suvarna	Assistant Professor	Member	
8	Mrs. S. Swapna	Assistant Professor	Member	
9	Mrs. Neelima	Assistant Professor	Member	


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Dr. V.A. Narayana
(Chairman, SMC)

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