



Department of Biotechnology

ONLINE COURSE REGISTRATION FORM

(For Batch 2020 onwards)

Register No. _____ Name: _____

Class: _____

No. of online Courses Completed, Certificate Submitted & got approved
(Check with mentor)

| | | | |
|--|--|-----------------------------------|------------------------------|
| Course Code & Duration | | | |
| Name of the Course | | | |
| Platform | <input type="checkbox"/> NPTEL | <input type="checkbox"/> Coursera | <input type="checkbox"/> edx |
| | <input type="checkbox"/> Other specify _____ | | |
| Relevance to Respective Professional Elective (Name & Code) - Ref: Karunya Curriculum | | | |
| Signature of the Student with date | | | |
| Name & Signature of the Mentor | | | |

**Recommended by
Curriculum Coordinator**

Approved by HoD

| | | |
|---------------------|--|--|
| Signature with date | | |
|---------------------|--|--|

- Attach the course content / Modules of respective online course
- On completion submit the certificate and Grade sheet to the Mentor and Online Course Coordinator
- Refer the attached guidelines.

ONLINE COURSES – GUIDELINES

1. At the beginning of every semester, the list of Online Courses equivalent to Electives prescribed in the curriculum will be circulated by Academic Coordinator.
2. Online Courses offered by MOOCS (SWAYAM/ NPTEL/ COURSERA/edX) shall be announced to the students by the Departments Academic Coordinator. The equivalent Course Code and the Title of the Course offered by the Department also will be informed to the students by respective Mentors / Academic Coordinator / Online Course Coordinator well in advance. Only those Online Courses shall be considered for credits and grade points transfer.
3. Each Online Course Code will be mapped to only ONE Karunya Course Code and each Online Course will be assigned a unique Code considering the duration and credits of the Online Course by the CBCS Coordinator/Office for the approved Online Courses.
4. There is no internal assessment and End Semester Examination, Examination fee and attendance for these Online Courses.
5. After completing the Course, students shall submit the hard and soft copy of the certificates to the Online Course Coordinator and Mentor for verification. After verification, the Course Code, Course Title, duration of the Course, credits, percentage of marks and the name of the agency as per the certificates shall be registered in Eduserve.
6. While registering for Online Courses in Eduserve, the Mentor has to ensure that students have not registered/studied the equivalent Course in the previous semesters or in the semester during which the Online Course is registered.
7. From the academic year 2020-21 every student is required to earn a minimum of 5 credits through MOOC during the course of study. Registration for Online Courses in the first and final semesters is not permitted. However, they may earn a maximum of 20 credits if they desire. The Online Courses registered from the even semester of 2020-2021 will only be considered.
8. The marks and credits mentioned in the certificate issued by SWAYAM/ NPTEL/ COURSERA/edX will be taken into consideration for the award of grades.
9. **1 credit will be awarded for 4-6 week Online Courses, 2 credits for 7-8 week Online Courses and 3 credits for 9 to 12 week Online Courses.**
10. Absolute Grading will be followed for Online Courses.
11. In the statement of marks, the Course Code, Course Title, credits, percentage of marks and the name of the agency will be printed.