

Call for Proposal for Submission of Online Courses on the India National Platform- SWAYAM

Process for submission of proposal for Self-Paced course on SWAYAM Platform

UK Education institutions**Stage 1: Submission of proposal**

- Complete the proposal template provided and include a three-minute introductory video of the course. Proposal to be submitted to British Council

**British Council****Stage 2: Preliminary review of the proposal**

- British Council will review and seek clarification if required. The Proposal will be submitted to AICTE for further review. (AICTE is a National coordinator for development of Self-Paced Courses as per SWAYAM MOOCs Guidelines 2017)

**AICTE****Stage 3: Submission of three minute introductory video for evaluation by Academic Advisory Council (AAC) at AICTE**

- AICTE expert committee will review the proposal. For the shortlisted proposals AICTE may provide recommendations for any required changes.

**UK universities, colleges and schools****Stage 4: Incorporation of recommendation**

- The UK institutions would need to incorporate the recommendations into the proposal and make necessary changes as required. British Council will facilitate this process and resubmit the final introductory video with proposal to AICTE

**AICTE****Stage 5: Uploading of course**

- After the approval, AICTE will provide login credentials to the Course Coordinator to upload the course on the SWAYAM MOOCs Platform and to make it live for students to access.

Pre-submission checks

Please make sure that you have filled in all required fields before proceeding.

Have you obtained permission to submit this application on behalf of your institution?

Does the UK Freedom of Information Act apply to your institution?

None of the applicants' institutions are bankrupt, being wound up, or having their affairs administered by the courts.

I confirm the above

None of the applicants' institutions have entered an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations

I confirm the above

None of the applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify.

I confirm the above

Please confirm that none of the applicants have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the British Council and partner organizations' financial interests.

I confirm the above

Please confirm that none of the applicants are guilty of misrepresentation in supplying the information required as a condition for participation.

I confirm the above

To comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders are listed:

·as an individual or entity with whom national or supranational bodies have decreed organizations should not have financial dealings.

- as being wanted by Interpol or any national law enforcement body in connection with crime.
- as being subject to regulatory action by a national or international enforcement body.
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Before continuing, please confirm you have read and understood the above notice.

I confirm the above

1. Contact details

2. Course title

3. Instructor profile

4. Course level

 School Certification Diploma Undergraduate Postgraduate

5. Course discipline

6. Language of instruction

7. Learner profile

8. Course overview

9. Course duration

10. Start date and end date

11. Learner commitment
(no. of hours/week)

12. Weekly plan

Week	Video length	Number of Video's	Reading engagement	Practice exercise/ Assignment	Assessments/ Tutorials	Total Commitment hrs/min
Week 1						
Week 2						

13. Assessments**14. Certification****15. Introductory
video** Yes No**16. Discussion forum****17. Audio/Video
transcript** Yes No **Remarks****18. Audio and Video
compression
format** .wav .wma .mov .avi MPEG 264
 MPEG-4 MPEG-2 .mov Any other **19. Downloads** Yes No **Remarks****20. User reviews
& ratings****21. Course policy** Yes No**If yes, give
details****22. Frequently asked
questions** Yes No**23. Course link**

Guidance Note

1. Contact details

Give the name of the University proposing to offer the course along with the name of the key contact person, address, phone number and email address.

2. Course title

Mention the title of the course and the subtitle where necessary.

3. Instructor profile

(Max 200 words)

Give the profile and details of the instructor(s) such as name, designation, work experience area of specialization etc.

4. Course level

Indicate the level of the course as school / certificate / diploma / undergraduate / postgraduate depending on the learner profile.

5. Course discipline

Indicate the discipline of the course whether it's from engineering, humanities, science etc.

6. Language of instruction

Indicate the language of the course whether English, French etc.

7. Learner profile

(Max word limit upto 250)

Provide profile of the typical learner at whom the course is targeted. Mention if any kind of pre-qualification is required for a learner to enrol for the course.

8. Course overview

(Max word limit 200 words)

Provide the course overview such as course objective, content covered, expected learning outcomes and skills developed.

Duration

9. Course duration

Mention the complete duration of the course.

10. Start date and end date

Indicate the start and the end date of the course.

11. Learner commitment

State the level of commitment required from the learners in terms of total number of hours over the duration of the course.

12. Weekly plan

Indicate the nature and amount of content that will be given to the students on weekly basis through video, reference text material and assignments. Also indicate the nature of assessment planned and total hours of study required.

Certification and Assessment

13. Assessments

(Max word limit upto 500)

Indicate the nature and process of assessment and evaluations. State whether these will be formative or summative and also provide details of the tools planned for assessment (e.g. multiple choice questions, essay type questions, project work etc.)

14. Certification

The Course will be free of cost. If the University wants then they can give the participation certificate to the students.

Technical Details

15. Introductory video

Indicate if the course has an introductory video or not. A short introductory video of the course is a mandatory requirement for acceptance of the course on SWAYAM.

16. Discussion forum

(Max word limit upto 200)

Indicate if there is a provision for a moderated discussion forum. Also state whether learners can engage.

17. Audio and video transcript

Indicate if the transcript of all the audio and videos are available to learners and if all audio and video have subtitles.

18. Audio and video compression format

Indicate the format of the audio and video. Give remarks in case of any other format.

19. Downloads

Indicate if there is a provision for the learner to download videos, e-text and/or transcription texts. In the remarks section state if the videos are available on any other platform like YouTube and do not have a transcript.

Administrative Details

20. User reviews & ratings

Indicate if the course reviews and ratings are available to potential learners to assess the course.

21. Course policy

Indicate if there is any particular legal or policy restriction or conditions related to the course, and If yes, give details.

22. Frequently asked questions

Indicate if the course has a section on frequently asked questions.

23. Course link

Provide the link to the course with password, if any, for the review committee to access the course. Course will be uploaded on Youtube and link will be available on the SWAYAM portal.

Timelines

Last date to put your queries is

7 January 2023

Last date to apply is

17 January 2023.

Contact details

Megha Sharma

Manager, Newton Fund

British Council Division, India

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Policy and Procedures

1. Transparency and reporting

As a part of the government's commitment to transparency and in line with DFID's reporting requirements, there is a requirement to publish information via the International Aid Transparency Initiative (IATI) registry and DFID's national statistics.

The purpose of publishing information via the IATI registry is to make information regarding development related projects easily accessible to governments, stakeholders and other relevant groups in beneficiary countries. All funded projects from this programme will be published in this way. Please, therefore, write your project title and summary in such a way that they are meaningful and accessible to non-specialist audiences, following publication.

It is expected that the project title and summary are written in plain English and avoid use of jargon, acronyms, puns and play on words.

2. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council's approach. See our Equality Policy here:

<https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

3. Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see:

<https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

4. Data protection

How we use your information:

The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and reviewing of any grants. The legal

basis for processing your information is agreement with our terms and conditions of application (contract).

We may share application data with the agency appointed by the Ministry of Education, Government of India in order to assist with management of the application process. We may share data with agencies responsible for monitoring and evaluation as and when the agency is procured.

The British Council comply with the General Data Protection Regulations 2016/679 (GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used for the processing of your application. The information will be viewed by British Council staff and those who are part of the decision-making process. Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and agency appointed by Ministry of Education, Government of India reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information.

If you want more information about this, please contact your local British Council office or the Data Protection Team infor@governance@britishcouncil.org or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. [We will keep your information for a period of seven years after the project.](#)

5. Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors, shareholders is listed:

- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.
- If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches. Please read the text to this effect on the application form and tick the box to show that you understand this.