Dear Sir/Madam,

Faculty members interested to submit proposal for developing SWAYAM MOOCs to CEC, New Delhi may submit the following:

1. **A covering letter** addressed to the Registrar by the applicant duly forwarded by the HOD

In the covering letter for the proposal to develop SWAYAM MOOCs, the applicants need to mention:

1. The title of the MOOCs they propose to develop
2. Number of credits for the MOOCs

In the same letter, the applicants must clearly certify that the syllabus for this MOOCs has been approved by Board of Studies of Bharathiar University/College in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the discipline) for \_\_\_\_\_\_\_\_\_ (UG or PG) program for the year \_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_ credits.

The applicants may also write their Name in full, complete mailing address (official), **email ID and mobile number** on the cover letter for the SWAYAM office to contact them in case of any need for further clarification.

1. **Consent letter for being the Host University** (as per the proforma suggested by CEC to be printed on the University letter head)
2. **Proforma for Inviting Expression of Interest for Developing MOOCs** duly filled
3. **Detailed MOOC Proposal** as per the proforma suggested by CEC
4. **Weekly Course Plan as per the proforma**

**All proforma cited above (#2 to #5) are given in the file attached with the email sent to the faculty from SWAYAM Office on 22 May 2020.**