



J.C. Bose University of Science & Technology, YMCA, Faridabad

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)

UNIVERSITY COMPUTER CENTRE & DIGITAL AFFAIRS

Ref No: CE/2022/344

Dated:15.12.2022

Subject: Regarding uploading MOOCs details of students of Affiliated Institutions on ERP.

This is for the information that the university ERP portal is now open for the affiliated institutions to upload the MOOC course details of their students for credit transfer into their degree. All the affiliated Institutions are requested to upload the details of the MOOC courses completed by their students till date along with the MOOC certificate on their college ERP login **latest by 10th January, 2023.**

The help manual for uploading details on ERP is attached herewith for guidance.

The affiliated Institutions must ensure to upload the details of each student of their institutions correctly and also requested to approve the MOOC details filled by them from their login on ERP.

NOTE:

- 1. Institutions must ensure that for B.Tech Degree, completion of *one MOOC course of minimum duration 12 weeks per year is mandatory (From Session 2019-20 Onwards).* For detailed information, refer to Credit Transfer Policy of University.**
- 2. In cases, if the Institutions is not able to find the name of MOOC completed by their students on ERP, the request to add/include the MOOC name can be directed to official e-mail moocs@jcboseust.ac.in.**


15/12/2022
Director, UCC & DA


MOOC Coordinator

- Principals of Affiliated Institutions

CC:

- PA to Hon'ble VC for kind information to Hon'ble VC
- PA to Registrar for kind information to Worthy Registrar
- Dean Colleges
- COE
- System Analyst (to upload the information on University affiliation link)



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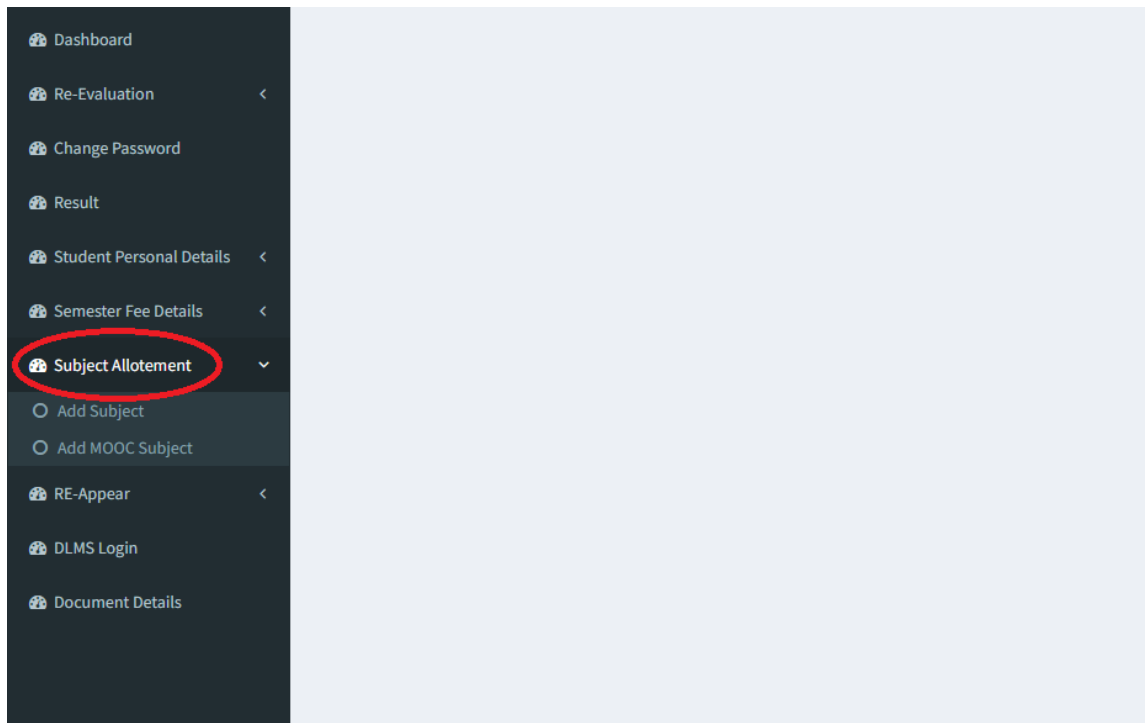
Accredited 'A' Grade by NAAC



Step by step guidance for filling the MOOC Course details on University ERP portal

Steps to follow:

1. Go to Subject allotment tab on your ERP and click on Add MOOC Subject.



2. After clicking on Add MOOC subject a window will appear asking you to select student's MOOC subject details from dropdown menu.

***If the student doesn't find their subject details in dropdown menu bar then contact to your Chairperson or departmental MOOC Coordinator to resolve the issue. In case of affiliated colleges, the request to add/include the MOOC course names and the course code can be directed to official email moocs@jcboseust.ac.in or contact to COE branch of the University for the same issue.**

Student MOOC Subject Details

Can View Subject Information after Selection of Semester

Roll no	<input type="text" value="Enter your roll no."/>	<input type="text" value="Semester in which MOOC was Completed"/>	<input type="text" value="Select the semester carefully in which MOOC was completed"/>
Name of Applicant	<input type="text" value="your name"/>	Father's Name	<input type="text" value="your father's name"/>
Mother's Name	<input type="text" value="your mother's name"/>		

Subject name

Year in which MOOC was Completed	<input type="text" value="Select the MOOC Completed year"/>	Session in which MOOC was Completed	<input type="text" value="Select the MOOC Completed Session"/>
Course Credit	<input type="text" value="Select Course Credit"/>	Grade	<input type="text" value="Fill the grade you attained"/>
No of weeks	<input type="text" value="Enter no. of weeks"/>		

Upload (Certificate) * No file chosen [view](#)

- Fill all the details correctly and upload the certificate of the specific MOOC Course whose details you entered on the page.
- After entering all the requisite details, you are required to submit information to complete the entire process.