

NPTTEL COURSE SUBMISSION GUIDELINES

- The faculty must have **taught the course at least 2-3 times** in the last 5 years with remarkably good teaching ratings.
- The course **must be approved by the Senate** of the faculty's home institute.
- Courses not approved by the Senate or offered less than twice by the faculty at their current institute **will not be considered for review as a credit course**. This requirement is mandatory and must be clearly mentioned in the proposal template.
- The proposed course must directly map to a single Senate-approved course of the institute. Course that comprises of modules taken from multiple Senate approved courses or from courses approved in private institutes will not be considered.
- The recording has to use the **Wacom Tablet** for problem solving and illustrations. Blackboard and sheets of paper are distinctly inferior to the Wacom Tablets.
- The course may be recorded during the regular working hours. Also, it is mandatory to use the **Recording Studios** available at E-Learning Centre to ensure the quality of the video content.
- If there are any allied labs with you, then the lab experiments may also be recorded. **Lab experiments and practical sessions** may enhance the productivity of your course.
- **Project Implementation Committee (PIC)** guidelines restrict the maximum number of courses by a faculty to **4 (Four)**. Also, please look at how well the responses are received for the previous courses from the same faculty before finalizing the proposal.
- For a faculty member offering a course under NPTEL for the first time, it is preferable to start with one course in a semester. Based on the feedback received and the overall conduct of the earlier course, additional courses may be offered subsequently.
- **All course proposals will be further submitted for review process. It** will take considerable amount of time to get it complete. Sometimes it may get late to get the approvals after having multiple modifications in the template.
- Therefore, it is requested to kindly stay in touch with the ELC team and remain available to **respond promptly to the reviewers' comments** in order to expedite the various stages of the approval process.
- Please keep in mind that not all courses are getting approved for creation. Therefore, kindly treat your proposed/approved course as valuable and **ensure adherence to all deadlines and guidelines shared by the NPTEL/ELC office.**