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Subject : Framework for Universities to conduct Examinations for SWAYAM Courses.

आदरणीय महोदया/महोदय,

I would like to inform you that UGC and MoE have organised state-wise SWAYAM awareness and outreach virtual meetings during October-November 2023, and April- May 2024 . UGC has also conducted two online meetings chaired by the Chairman, UGC with Higher Education Institutions (HEIs) on 8th February, 2024 and 5th March 2024 to deliberate on adopting SWAYAM for credit transfer and gather feedback from HEIs .

These meetings were attended by Vice-Chancellors of Universities, College Principals, SWAYAM Coordinators, and NEP SAARTHIs wherein the state-wise status of participation of students from these Universities on the SWAYAM platform was shared. The queries of the HEIs, such as re-examination for failed students, reduction of examination fees, online doubt-solving classes, and a re-run of the SWAYAM courses were also addressed during these interactions.

During these interactions, universities expressed keen interest in conducting SWAYAM examinations for their students enrolled in SWAYAM courses. Subsequently, this matter was deliberated upon during the 24th SWAYAM Board meeting on 5th March 2024 at the Ministry of Education. To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, the SWAYAM Board decided that the universities may conduct examinations for courses offered on SWAYAM, provided the university has adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and requested UGC to issue necessary framework in this matter.

At present, the end term proctored examinations for SWAYAM courses are conducted by the National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL). In addition to these, students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

In this regard, please find the related documents as under:-

1. Framework for Universities to conduct Examinations for SWAYAM Courses.
2. Steps for Adopting MOOC Courses through the SWAYAM platform (www.swayam.gov.in) for Universities & Colleges.
3. University Dashboard User Guide - for universities to register on the SWAYAM University dashboard to help them benefit from the Framework.

सादर ,

भवदीय,

(मनिष जोशी)

संलग्नक: उपरोक्तानुसार
To,

The Vice Chancellors of all Universities.

Framework for Universities to conduct Examinations for SWAYAM Courses

> **Major Highlights of the Framework:**
>
> 1. To increase the number of students taking SWAYAM Courses for credit accumulation.
> 2. To enhance student flexibility with respect to SWAYAM Examination.
> 3. To permit Universities to conduct SWAYAM Examination provided they have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Purpose of the Framework:

SWAYAM (www.swayam.gov.in) is an online platform of the Government of India designed to achieve the three cardinal principles of Education Policy, viz., access, equity, and quality. Through the SWAYAM platform, students can take online courses from leading Higher Education Institutions to fulfill credit requirements for their university's academic programmes, which can be accessed by anyone, anywhere at any time.

As per the UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021, an institution can allow students to take up to 40% of their total courses online in a particular programme in a semester, through the SWAYAM Platform. The credits/marks obtained by the candidate enrolled in universities for SWAYAM Certificate, will be counted in the transcript of the candidate, only if the University has adopted MOOCs Courses offered on SWAYAM Platform for Credit Transfer.

The SWAYAM courses are aligned with the academic semester commencing in the month of January and July of every year. The courses offered on SWAYAM are mapped by the universities to their regular academic curriculum.

Currently, the end term proctored examination for all the SWAYAM based credit courses are conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) in the their designated centres across the country.

To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, it has been decided in the 24thSWAYAM Board meeting held on March 5, 2024, that Universities who have adopted UGC SWAYAM Regulations 2021 will be permitted to conduct examinations of the SWAYAM courses for their students who enrolled and completed Courses from the SWAYAM Platform.

Students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

Universities would conduct these examinations during the current semester for their students along with the end-term examinations.

Universities would conduct examinations in the subsequent two semesters for their students who could not pass/appear in the end-term SWAYAM Course exams.

All universities shall appoint a Nodal Officer to coordinate with the SWAYAM Technical team in matters related to SWAYAM Courses including registration and credit transfer.

The University shall conduct the examination for students enrolled in SWAYAM courses in alignment with their regular academic calendar.

Eligibility Criteria for Universities to conduct SWAYAM examination: -

All universities which are listed under Section 2 (f) of the University Grants Commission Act, 1956 and have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Steps to be taken by the University:

1. If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.
2. The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.

3. For conducting the end-term examination, the University shall be responsible for setting the Question Papers, evaluation of answer scripts and declaration of examination results.

4. The University shall ensure that students who have completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM shall only be allowed to appear for the end-term examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard.

5. The University shall give 70% weightage to end-term examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal.

Responsibilities of the University Nodal Officer:

1. To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.

2. To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam.

3. To conduct the end-term examination and upload the marks on the SWAYAM portal.

4. To ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their Automated Permanent Academic Account Registry (APAAR) id and visible to the students with their login credentials.

5. To prepare the list of students who could not pass/appear in the end-term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

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Steps for Adopting MOOC Courses

through the SWAYAM platform (**www.swayam.gov.in**)

for Universities & Colleges

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Step-1:Approval of University Statutory Bodies to adopt SWAYAM

1. The University should make amendments in its Ordinances, Rules and Regulations through its Statutory bodies (i.e. Executive Committee, Academic Council, Board of Studies) to incorporate provisions for the transfer of up to 40% of the total courses in a semester to be taken through online learning via the SWAYAM Platform as per University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.
2. The University should inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
5. The details of the Nodal Officer should be published on the University website.
6. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

Step-2:SWAYAM Course Selection and Awareness by University

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1st June and 1st November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall identify SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/Social Media.

Step-3: <u>**SWAYAM Course Registration and registration for SWAYAM Exam**</u>

1. The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University/College Level.

2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.

3. The Nodal Officer shall conduct an awareness and sensitization program) related to SWAYAM courses at the beginning of every semester (January and July) as per the SWAYAM academic calendar.

4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.

5. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator.

Step-4: <u>**Examination Process and declaration of results for SWAYAM Courses**</u>

1. The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -

    A. The Universities conduct the end term SWAYAM Examination.
    B. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.

4. Universities which opt to conduct the end term examinations for SWAYAM courses may refer to **Framework for Universities to conduct Examinations for SWAYAM Courses** for the detailed procedure.
5. For universities which do not opt to conduct the end-term examinations for SWAYAM courses, the end-term proctored examinations are conducted by the NTA and NPTEL at designated centers across the country. Subsequently, NTA & NPTEL will announce the results.

Step-5: <u>**Steps for transfer of Marks/Credits obtained by students through the SWAYAM Platform to their University Transcript/Marksheet**</u>

A. SWAYAM Courses for which the end-term examinations are conducted by Universities:

1. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students' in the end-term examination, conducted by the University.
2. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students' University Mark-sheet / Transcript.
3. University to ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

B. SWAYAM Courses for which the end-term examinations are conducted by NTA/NPTEL:

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll number, course name, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the CoE and the credits of the Courses as indicated in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Marksheet.
3. The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the College shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University CoE.

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University Dashboard User Guide

Swayam 2.0

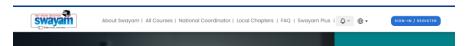This document describes the features of university dashboard on Swayam.
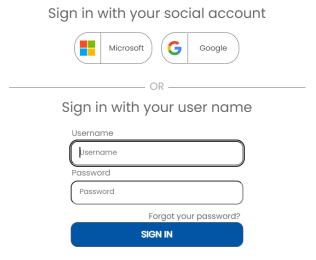
Contents

University Dashboard:

- University Dashboard is created for University Nodal Officer to view the data such as enrollments, eligible users and assignment submissions related statistics.

- This dashboard will help universities to get data about course-level student enrollments and their performance to help identify eligible students for end term examination.

1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:
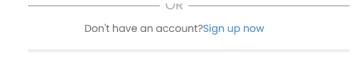
- University Nodal Officer needs to sign up/ register on swayam.
    - For this they can use the Signin/Register button on SWAYAM

    - If the id is either Google or Microsoft enabled, then they can just use the social login option available in SWAYAM

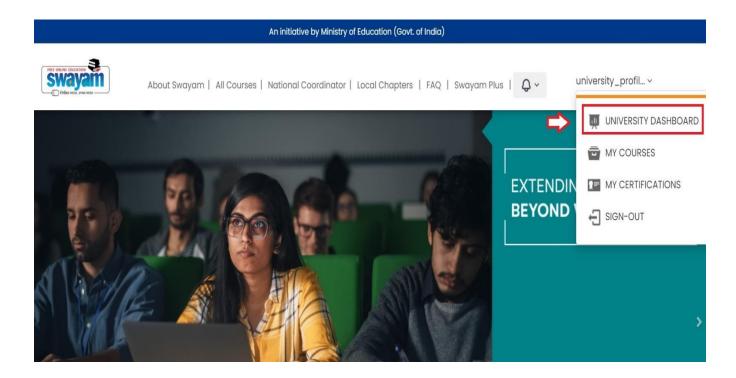   - If the id is under university's custom domain, they can signup for an account in SWAYAM

- Once registered, they need to share the information with UGC using a form ([form link](#)).

- The form will capture details required for SWAYAM Nodal Officer creation:
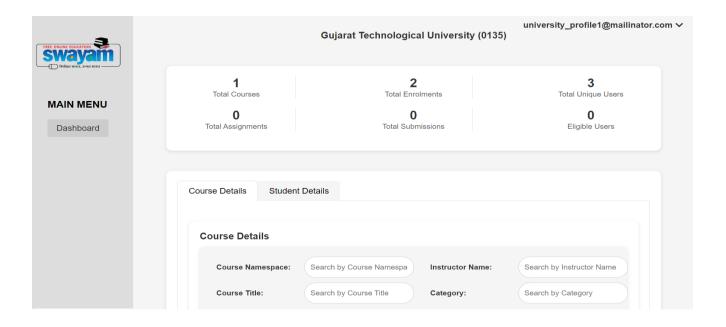   1. University ID (as per AISHE)
    2. University Name

3. Nodal Officer Name
4. Nodal Officer Email
5. Nodal Officer Mobile Number
6. Approval letter from the head of the University (or any other competent authority) regarding the appointment of the Nodal Officer

- An acknowledgement email will be sent from SWAYAM application once the Nodal Officer account gets enabled.

- The email address provided as SWAYAM Nodal Officer should be of the format swayam-uno-{aishe}@domain. This ensures continuity of information even if the nodal officer changes. E.g. For University 0456 the generic email id is swayam-uno-0456@gmail.com

1.2 University Dashboard Login:

- SWAYAM Nodal Officers needs to login to the Swayam URL (https://swayam.gov.in/) with their SWAYAM Nodal Officer ID.

- Only SWAYAM Nodal Officers can see the university dashboard option under the email drop down menu.

- Once SWAYAM Nodal Officers click on the university dashboard, it redirects them to the university dashboard page.
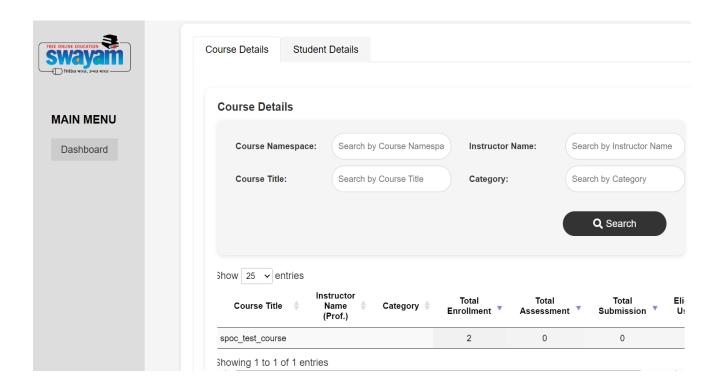
1.3 University Dashboard View:

- On university dashboard, SWAYAM Nodal Officers can view the data such as the enrollments, unique users, course details, total submissions and other information associated with the students from their university who have enrolled in the SWAYAM courses.

- University dashboard consists of 2 tabs – **Course Details** and **Student Details**.

1.4 Course Details Tab:

- Course details page consists of all the courses associated with the university.

- SWAYAM Nodal Officers can search and view the course details by using filters such as Course Namespace, Course Title, Instructor Name and Category.

1.5 Student Details Tab:

- SWAYAM Nodal Officers download student's progress information using the Download CSV functionality.