

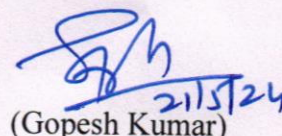
F.No.8-1/2015-TEL
Government of India
Ministry of Education
Department of Higher Education
(TEL Division)

106-D, Shastri Bhavan, New Delhi,
Dated: 21 May, 2024

Subject: Guidelines of SWAYAM Guidelines 2024 for developing of Online Courses - reg.

The undersigned is directed to refer to Minutes of Meeting of 24th SWAYAM Board held on 05.03.2024 wherein revised SWAYAM Guidelines, 2024 has been approved by the SWAYAM Board.

2. Accordingly, revised SWAYAM Guidelines 2024 for developing and delivery of MOOC courses of SWAYAM, are at Annexure for information and necessary action.
3. This issues with the approval of competent authority.


(Gopesh Kumar)

Under Secretary to the Government of India (TEL)
Tele: 2338 5159

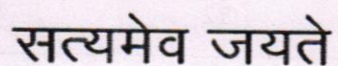
Encl: as above

To,

All National Coordinators (NCs) of SWAYAM

Copy to:

1. PPS to Secretary (HE), MoE
2. PPS to Joint Secretary (TEL), MoE
3. PPS to Director (EduTech), MoE



Government of India

Swayam Guidelines 2024

Table of Content

S. No.	Particulars	Page Number
1	Introduction	3
2	Definitions	3
3	SWAYAM Board	5
4	Virtual Coordinators	6
5	SWAYAM Academic Framework	7
6	Scope of SWAYAM	8
7	Course Lifecycle on SWAYAM	9
8	SWAYAM Platform	12
9	Learner Enrollment	12
10	Assessment and Credit Acceptance	13
11	Nodal officer and University Engagement	13
12	Expenditure Approved in EFC for SWAYAM	14
13	Outcome Based Budgeting of SWAYAM Activities	14
14	Evaluation Stages of Outcome Based Budget Model	16
15	SWAYAM Schedule for Higher Education Courses	17
16	Guidelines for preparation of question papers	19

Swayam Guidelines 2024

1. Introduction

SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) is a National one stop umbrella platform for high quality structured courses in Engineering, Management, Law, and Humanities & Social Sciences for school to Post Graduation level enabling certification or grant of credits for degree.

It seeks to bridge the digital divide, by providing **high quality** personalized and interactive knowledge module to learners including the most **disadvantages**. It aims to achieve **universal access to education**, a key principle of NEP2020, with a focus to reach last mile by providing learning content at their doorstep access.

SWAYAM was started in July 2017 to provide anytime, anywhere learning opportunities for all learners.

SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) covering High School till all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT.

SWAYAM Courses are planned to be offered in 11 Languages (Hindi, Bengali, Telugu, Marathi, Tamil, Gujarati, Kannada, Malayalam, Odia, Assamese, and Punjabi).

Up to 40% credit transfer is available for SWAYAM Courses enabled through "Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds, Regulations, 2021" issued by UGC.

Till date (July 2023 semester), about 3087 Courses have been created, of which 10,514 course deliveries has been made and witnessed more than 3.78 Cr enrollments in these courses.

Around 35 Lakh students enroll for the ~1200+ SWAYAM Courses that are run during a semester. The objective is to increase the number of Courses to cover a full programme and enhance the enrolment to 50 Lakh per semester, in the next couple of years with a course completion rate of 20% w.r.t. final examination.

2. Definitions

- 2.1. **'Course Coordinator (CC)'** means be a Subject Matter Expert (SME) belonging to a reputed educational institution or a specialist in the field identified and entrusted with the task of developing online course in each area by the Virtual Coordinator
- 2.2. **'Academic Credits'** mean credits awarded by academic institutes/universities which are recognized by education regulatory bodies such as UGC/AICTE and can be used by learners for credit redemption purposes (e.g., as a bridge to academic programs)

Swayam Guidelines 2024

- 2.3. **'Non-Academic Credits'** mean credits awarded by learning institutes that do not carry any academic credit value and therefore, cannot be used for credit redemption purposes to fulfill requirements for academic programs (e.g., BA or MA/B. Tech).
- Course shall be of three types:
 - **'Academic Credit Course'** means a course taught by an accredited academic university/institute (credit awarding body) for at least one semester as a part of a subject/programme (e.g., BA or MA/B. Tech). Assessment is mandatory for such courses.
 - **'Non-Academic Credit Course'** means a course taught by a learning institute that awards *non-academic credits* based on the number of learning hours covered (as per National Credit Framework (NCrF) guidelines). Assessment is mandatory for such courses.
 - **'Self-Paced Course'** means an independent course taught solely for learning purposes which does not award any credits to learners. Assessment is not mandatory for such courses.
- 2.4. **'SWAYAM Academic Framework'** includes a new multi-dimensional learning system which have 6 major components (as opposed to the previous 4 quadrant approach) - e-Tutorial, e-Content, Interactive platform, Assessment, Blended Learning Ecosystem, Industry Vertical
- 2.5. **'Host Institute'** means the Educational Institute to which the Course Coordinator (CC) offering the course (MOOC) belongs and is responsible for awarding credits and certification after the SWAYAM final proctored examination
- 2.6. **'MOOCs'** means massive open online courses which are developed as per the pedagogy dictated in Swayam guidelines
- 2.7. **'Virtual Coordinators (VCs)'** means the Institutions/agencies that have been so designated by the Ministry and assigned a specific sector for coordination/ creation/ development of online courses for SWAYAM
- 2.8. **'Parent Institute'** means the institute in which a student registered for MOOC is enrolled.
- 2.9. **'Sector'** means a particular level or discipline of learning, allotted to a Virtual Coordinator by the MoE
- 2.10. **'Subject'** means a specific area/domain for a course (Example: Physics) taught in an educational institution, resulting in the award of a certificate/ diploma/ degree subject to assessment
- 2.11. **'SWAYAM Board'** means the authority/governing body control and overseas the SWAYAM Policy, Platform management, crafting overall vision of MOOC platform, course quality, electing overseeing virtual coordinators & course coordinators and exam conduction
- 2.12. **'Integrated Command and Control Center'** (ICCC) means a centralized monitoring unit for tracking and evaluating the functioning/effectiveness of SWAYAM courses based on the performance of various outcome metrics

Swayam Guidelines 2024

- 2.13. 'Swayam Nodal Coordinator' means a nodal person appointed from each of the Universities for Swayam outreach. The Nodal person at each University who is an ex-officio employee preferably second-in-command, responsible for coordinating with stakeholders for better propagation and faster resolution of conflicts on SWAYAM

3. SWAYAM Board

Project approval board of NMEICT will be responsible for managing the SWAYAM and SWAYAM Prabha platforms by ensuring effective coordination between various technical and academic bodies for smooth delivery of high-quality online education.

3.1. Composition of the Board:

- Secretary (Higher Education) – Chairperson
- Chairperson UGC
- Chairperson AICTE
- (5) Bureau heads from the Ministry of Education (ex-officio) looking after: Technical Education, Management Education, Higher Education, School Education, Open/Distance Education
- All National Coordinators of SWAYAM and SWAYAM PRABHA
- JS&FA of MoE
- Mission Director NMEICT (Member Secretary)

3.2. Functions of the Board:

- Take decisions for smooth running of SWAYAM and SWAYAM PRABHA platforms.
- Lay down policy regarding implementation aspects including, cost payable for course development and delivery, examination fees, introducing content from foreign/private institutions/universities, within parameters laid down by the competent authority.
- Review the progress of each Virtual Coordinator pertaining to sanction, progress, development, and delivery of various online courses.
- Any other matter that arises during the operation and delivery of SWAYAM and SWAYAM Prabha.

3.3. SWAYAM Board Secretariat:

Swayam Board secretariat shall be located in MoE and will be responsible for overall management of SWAYAM related activities. The composition of the SB secretariat will be decided by the SWAYAM Board.

Composition:

- Head of Secretariat -Mission Director
- Director (Tel) – Nodal officer
- PMU

Swayam Guidelines 2024

Core activities:

- Exam Lifecycle Management
- Management of SWAYAM Command and Control Center
- Local chapter activity management
- Publicity and outreach
- Fund disbursement for timely content/course development

4. Virtual Coordinators

Virtual coordinators are responsible for facilitating the development of e-content, course delivery and overseeing assessment procedures of courses offered on SWAYAM for their respective sectors. However, the Ministry may add Virtual Coordinators in future depending on course expansion requirements.

4.1 Sector Allocation for Virtual Coordinators (VCs):

Category 1: VCs overseeing development of Academic Credit Courses. These include:

- **NPTEL:** Technical/Engineering UG & PG degree programmes
- **Consortium for Educational Communication (CEC):** Non-Technology UG & PG Full Degree programmes
- **Institutes of National Importance (INIs):** Non-Technology courses (facilitated by IIT Madras)
- **IIM Bangalore:** Management, Social Science and other program areas under the ambit of IIM Bangalore
- **IGNOU:** Degree, Diploma and Certificate programmes

Category 2: VCs overseeing development of Non-Academic Credit courses*/Self-Paced Courses/Teachers Training Programs and Standalone courses. These include:

- **AICTE:** Non-Academic credit courses (Technical Education), ARPIT/Self-paced university courses and standalone courses
- **UGC:** Non-Academic credit courses (Non-Technical) and Standalone courses
- **NITTTR, Chennai:** Technical Teacher Training programmes (Degrees, Diploma, Certificates)

*Note: Non-Academic Credit courses at a maximum shall be only 10% of the total courses sanctioned in the particular semester.

Category 3: VCs overseeing development of courses for school education (Class 9th-12th). These include:

- **NCERT:** School educational programmes (class 9th- 12th) & other areas under the ambit of NCERT
- **NIOS:** Out of school children educational programmes (class 9th- 12th)

Swayam Guidelines 2024

Category 4: MOOC courses for competitive examinations:

- To democratize the access to competitive examinations and ensure appropriate representation of all categories of students in the Engineering and Medical entrance examinations, SWAYAM will also offer MOOC courses developed by subject matter experts in the field. This vertical will be coordinated by IIT Kanpur.
- MOOC courses development, software development, maintenance and cloud charges will be supported through the SWAYAM component of NMEICT scheme.

4.2 Functions of Virtual Coordinators (VCs):

- VCs will provide overall administrative support to institutes for course development, delivery, exam conduct and other related activities.
- VCs will explain SWAYAM guidelines and related SOPs/process documents to SWAYAM course coordinators from universities/institutes.
- VCs will ensure reduction of course duplication through effective coordination and planning with course coordinators.
- VCs shall encourage self-governance for the universities/HEIs developing/delivering MOOCs as much as possible. VCs will migrate to a process where declaration from Universities/HEIs on course quality will suffice.
- A course quality control framework shall be developed by NETF in coordination with UGC, to be utilized by VCs.
- **INIs will work in a unique manner** wherein all course-related proposals will be submitted to Swayam board directly for approval, **IIT Madras** will facilitate the entire course development process and **NTA** will support the assessment of developed courses.

5. SWAYAM Academic Framework

The new academic framework of SWAYAM has moved from a 4-quadrant approach to a multi-dimensional employment focused approach. Below are the new focus areas:

- **e-Tutorial** includes Video and Audio Content in an organized form, animations, simulations, video demonstrations, Virtual Labs, etc., supported with language transcription.
- **e-Content** includes self-instructional material, illustrations, case studies, presentations etc. and contains Web Resources such as references, Related Links, Open- source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
- **Interactive platform** which will include Discussion Forum for doubt clarification on a near real time basis by course coordinators or their teams. Course Coordinators may also use web-conferencing platforms or SWAYAM Prabha DTH Channels for Live classes/Interactions.

Swayam Guidelines 2024

- **Assessment** includes Problems and Solutions, which could be in the form of Multiple-Choice Questions, fill in the blanks, Matching Questions, Short and Long Answer Questions, Quizzes, Assignments, Discussion forum topics and setting up FAQs, Clarifications on general misconceptions.
- **Industry Vertical** will be an add-on facility that will help learners to add Industry ready skills, making them well equipped to be a part of the job market as well as upskill themselves with trending technological and industrial skills for better employment opportunities.
- **Blended Learning Ecosystem** will provide learners with in-person interaction with faculty, mentors, and guides along with the online learning facility to smoothen the learning journey.

5.1 Course Mapping

SWAYAM courses will be mapped to the model curriculum of AICTE/UGC/IIT/IIM to facilitate easier identification by learners and institutions, in a manner that they are semester and discipline linked. The mapping of courses will lead to higher adoption of SWAYAM courses by learners as well as smoothen the process of credit acceptance in Institutes.

6. Scope of SWAYAM

6.1. Following courses and initiatives come under the ambit of SWAYAM:

- a) **Curriculum based course content covering diverse disciplines** in higher education, such as arts, science, commerce, performing arts, social sciences and humanities, engineering, technology, law, medicine, agriculture etc., aligned with National Credit Framework (NCrF), National Higher Education Curriculum Framework (NHECF) and Four-Year Undergraduate Programmes. All courses to be certification ready.
- b) **School Education along with learning aids** to improve learners' subject comprehension and make them better prepared for various competitive examinations.
- c) **Industry led skill-based courses**, which cover both post-higher secondary school skills and industrial skills certified by various sector skill councils and industry partners.
- d) **Advanced curriculum and professional certification** under a unified scheme in higher education domain to facilitate students in multiple entry-multiple exit (ME-ME) options as laid out in NCrF, currently being implemented in India.
- e) To **address needs of life-long learners/ learners with education gaps**, curated courses will be offered through the SWAYAM platform
- f) **Independent/Standalone courses** which may not be a part of any set curriculum and may be taught as awareness courses, continuing education programmes and for training of specific skill sets.
- g) The courses on SWAYAM are not only limited to providing students with learning resources but to teachers and faculties as well. The courses on SWAYAM have been

Swayam Guidelines 2024

specially designed to **equip the faculties with necessary training modules** that can be assessed anywhere, anytime through SWAYAM.

6.2 Verticals of SWAYAM:

- The **first vertical** comprises courses primarily as MOOCs with the option of credit transfers at institute level.
- The **second vertical** of SWAYAM provides Learning Management System (LMS) services to universities and institutes.
- The newest addition is the **third vertical** of SWAYAM, empaneled with the vision to provide industry led courses to learners and increase their employability.

Additionally, for lifelong learners, this partnership could offer a unique opportunity to upskill or reskill in response to evolving industry needs. Such a collaboration with industry partners could ensure that the courses provided are aligned with the ever-changing demands of the workforce.

7. Course Lifecycle on SWAYAM

7.1 Content Creation for Academic Credit Courses:

The Virtual Coordinators (VC) will ensure that Swayam courses are created in a comprehensive manner, such that there is a complete coverage of all topics in a subject/programme i.e., there shall not be any Gap areas in any programme.

- The VC shall identify courses where online education is possible and preferred. The Course coordinators for selected courses shall be identified and shall be assigned to create content for these identified courses.
- The Course Coordinator shall be from all types of universities including private/state-govt/any non-govt university provided they are in NIRF 100 in any category.
- Course Coordinator (CC) shall also submit an undertaking from a host University/Institution conveying its willingness to offer the course for credit along with assessment and final evaluation.
- The Universities will have the freedom to assign /accept the credit to the courses offered through CC/VC on Swayam portal as per their credit/marking system. This is to facilitate and expedite the transfer of Swayam credits in universities.
- CCs shall also **fill the Performa online, as prescribed time-to-time by SWAYAM board** and that shall suffice as a course quality parameter.
- The VC shall ensure that **no further courses are allotted** to a CC unless he/she has successfully completed a course allotted earlier.
- In case two or more CCs from the same Institution drop/discontinue courses at a given time (for the same semester), the host Institute shall be **denied further participation** for a period as decided by SWAYAM Board, if no valid reason is communicated by the host institute.

Swayam Guidelines 2024

- For INIs, courses (including exams/assessments) will be identified by SWAYAM **Nodal officer** of the INI. These courses shall be approved by the Academic Council of the Institute. Furthermore, the authority at INI shall ensure the course content and quality is in adherence with SWAYAM guidelines. IIT Madras shall facilitate the course coordination after Swayam Board approval.
- The courses created shall comply with the following **quality standards**:
 - The courses follow the six-dimensional approach.
 - The content will be linked to the UGC and AICTE model curriculum for easier identification of courses as per discipline/semester. This will facilitate higher adoption of SWAYAM courses by students and universities, eventually opening-up avenues for flexible ME-ME options as envisioned by NCrf and NEP.
 - The courses shall be rich in innovative presentation techniques to ensure that learner attention is retained, utilizing AVGC and language translations for higher reach.
- It shall be the responsibility of the CC to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners who must be informed of the distribution policies of SWAYAM.
- The CC will be responsible for **building interactive content to ensure high student engagement**. Course content shall include weekly assignments, live/doubt clearing sessions, discussion forums, etc.
- A four-credit course may have an overall duration of about 20 hours of video lectures and reading Modules (a course may have up to 40 Modules). Content is required to be submitted in a hard disk, the (i) 'Video Edit files' @ 10 Mbps for transmission on SWAYAM PRABHA and (ii) further compressed files @ 2.5 Mbps along with other TLM (in SWAYAM Template) for delivery through SWAYAM. (iii) The VC shall be ready with the list of courses three months before the start of each semester. (iv) Transcription of Video shall be prepared along with the programme, which is needed for translation of the transcript and for sub-titling in other languages.
- Moving forward all SWAYAM certificates will carry the awarding institute's name on them, incentivizing more learners to appear/enroll for SWAYAM exams.
- The financial guidelines contained in this document will only apply for the development of Academic Credit courses.

7.2. Content Creation for Self-Paced/Non-Academic Credit Courses:

- Universities may offer self-paced courses provided they are a private/state-govt/any non-govt university in NIRF 100 overall category. No exams will be conducted for these courses. This will enable more private universities to contribute to the Swayam knowledge ecosystem.
- Universities/institutes will have the freedom to create courses for SWAYAM and host it on SWAYAM platform. To encourage university participation in building SWAYAM courses.

Swayam Guidelines 2024

- **Non-academic credit courses** shall include a mandatory assessment component and will assign course credits as per NCrF guidelines.

7.3. Approval and Notification of Course to All Universities

The SWAYAM Secretariat after examining the proposal from all the VCs, shall place the course before the SWAYAM Board for approval. The list of all the courses approved by the SWAYAM Board shall be communicated to all members of the SWAYAM Board as well as all regulators by the SWAYAM Secretariat. All stakeholders will communicate the same to all Universities/Institutes under their jurisdiction. Universities will be instructed to notify about the improved courses to their respective departments and affiliating institutions. This will promote Swayam course adoption, and transfer of credits by students enrolled with them.

7.4 Running of the Course:

- The entire course lifecycle will be monitored through a **command-and-control center** (CCC) which will facilitate to keep track of entire lifecycle of learners/students to ensure the optimal usage of resources
- CCC will identify high-demand courses and suitable course coordinators developing relevant courses. This will also resolve issues surrounding the subjectivity of national coordinators in course selection
- The CC will be responsible for running the course, observing the timelines strictly in terms of loading of videos, giving assignments, evaluating assignments, answering discussion forums, conducting periodic assessments etc.
- The CC will announce, before starting the course, the schedule for assignments, internal assessments, and the method of evaluation for internal assessment.
- The VC will monitor all the CCs regularly to ensure that the activities connected with the courses such as uploading videos, giving, and evaluating assignments, answering discussion forums and conducting internal assessments, submitting question papers and answer keys for final examination etc. are being done in time by all CCs.
- Every CC shall submit a **course wise monthly report** to SWAYAM Board regarding the status of performance of each course.
- Among rerun courses with less than **500 enrolments**, the courses which fall under the following criteria will only be allowed to run:
 - Research Oriented courses
 - High-End Specialization for Employability courses
 - Aligned to IKS (Indian Knowledge System)
- The universities are allowed to have self-paced courses with no credit award, but no financing would be provided for the same. If these self-paced courses show enrollment levels of **more than 5000**, they may be graduated as academic credit course and subsequently financed after due-diligence and approval from the respective VCs (applicable to only **Category 1 VCs**).

Swayam Guidelines 2024

- All the courses offered through SWAYAM Portal need to be reviewed and updated **every 2 years** as per market demand, to address quality concerns raised by universities during outreach. Budget for the same can be availed from the repurposing fund.
- Academic Credit courses with **less than 100 exam registrations** will not be allowed for re-run (applicable to only **Category 1 VCs**). These courses, if to be delivered as re-runs, will not be eligible for any financial benefits from the SWAYAM Scheme. They may be offered as self-paced courses and if the **enrolment is less than 5000** the same may be withdrawn.

7.5 Intellectual Property Rights /Copyright Handling

- The CC shall follow copyright laws for any readings, images, and video clips used as core and supplementary readings in case of licensed material if used and submit an undertaking to that effect to the VC.
- All contents (text, audio, video, animation, quiz etc.) developed with the funding of NMEICT will be the property of SWAYAM.
- All courses and contents posted in SWAYAM will be copyrighted to SWAYAM. The Ministry will, from time-to-time, announce policies for access and charges, if any (for certification) and will also publish appropriate Open Educational Resources policy in consultation with other national and international bodies.
- The CC shall be given explicit permission for creating books and other distribution materials ever for commercial purposes with the explicit undertaking that contents published in SWAYAM shall remain there.
- The terms of service shall be clearly laid out so as to address the following key points by the CC:
 - Any disclaimers need to be clearly spelt out.
 - Users/students/institutions must be informed about the usage rights of the course content available on SWAYAM.

7.6 Faculty Capacity Building

The faculty in Educational Institutions across the country needs to be trained in developing and running high quality online courses. UGC, through the Local Chapter, shall promote and organize such capacity building programmes in educational institutions across the country.

8. SWAYAM Platform

- The UI/UX of the platform will be assessed by an eminent institute every year to keep the platform up to date.
- The software development vendor/Maintenance vendor must ensure that the AI tools are appropriately integrated into the portal for smooth user experience and query management

Swayam Guidelines 2024

9. Learner Enrollment

- For every course on SWAYAM, **number of enrollments will be assessed as a part of its evaluation process**. For this purpose, host institutes will strictly monitor student enrollment for SWAYAM courses offered by them.
- **Courses for the upcoming semester along with examination dates will be notified by SB Secretariat well in advance** to all VCs who will communicate this information to universities and their affiliated colleges under their sectors.
- The option to **enroll in courses for sole learning purposes** without being a part of any academic institution will also be open.

10. Assessment and Credit Acceptance

- The CC shall decide a suitable assessment system for their course based on its learning outcomes, in consultation with the host institute. **70% weightage of course assessment will go towards final examination and 30% weightage to internal assessments.**
- Courses shall have both formative and summative assessments to ensure holistic evaluation. Summative assessments may include graded quizzes, reports, projects, peer assessments, proctored exams, weekly assignments. While **online examination will be the preferred mode**, the CC may decide on the mode of conducting the final examination.
- **The final proctored examination for all the SWAYAM credit courses shall be conducted twice in a year**, across the country in multiple centers by the centralized agency, as per the schedule notified by the SWAYAM Board.
- **The CC shall provide two sets of question papers with answer keys two months before the date of final examination** to the designated agency. In the case of pen and paper examination, the CC will also provide the list of faculty members for evaluation of the answer sheets.
- On successful completion of each course, the VC with host institute would issue the certificate, along with the number of credits and grades, using which the **student can get credits transferred into his/her marks certificate issued by his/ her parent institution.**
- NTA/NPTEL shall ensure adequate availability of centers across the country NPTEL to conduct timely, accurate, and proctored assessments for test takers.
- **NTA analytics:** The analytics of the exam results like percentile will be shared by NTA along with result declaration.
- **Single Assessment Mode:** NPTEL and NTA will coordinate and ensure a single announcement that **for timely result deceleration either the assessments vendors to be merged or they need to publish results jointly**, delay in declaration must not be more than 5 working days. The entire result declaration ecosystem should fall under one umbrella of SWAYAM such that **exam results and schedules from all vendors are published jointly via SWAYAM.**

Swayam Guidelines 2024

11. Nodal officer and University Engagement

11.1 SWAYAM Outreach:

A Nodal person will be appointed at university level, responsible to conduct an event for disseminating information and resolving queries related to courses on Swayam. This event shall take place before start of every semester and will be called 'Swayam Divas'.

11.2 Reward and recognition:

Special awards to the best performing course coordinators excelling in SWAYAM courses will be given. These awards will serve as examples and sources of inspiration for the other institutes.

11.3 Student engagement and feedback:

For better course delivery student feedback and experiences will be captured to ensure more engaging and updated content is developed. Courses with satisfactory feedback will be incentivized accordingly.

12. Expenditure approved in EFC for SWAYAM

Project	2021-22	2022-23	2023-24	2024-25	2025-26	Total Expenditure (in Cr)
SWAYAM Actual so far	160.4535	152.0004	157.0475			469.50
Expected Expenditure				242.44	246.05	488.49

12.1 Year wise approved outcomes/output for the SWAYAM Scheme is as follows:

S.N.	Components	2021-22	2022-23	2023-24	2024-25	2025-26	Total
1	SWAYAM MOOCs Development (No. of Courses)	250	300	350	350	250	1500
2	SWAYAM MOOCs Delivery (No. of Courses)	1200	1200	1200	1200	1200	6000

Swayam Guidelines 2024

3	Translation of Courses (No. of Courses) Speech to Speech	60	90	120	120	40	430
---	--	----	----	-----	-----	----	-----

13. Outcome Based Budgeting of SWAYAM Activities

The outcome of SWAYAM programs will be **evaluated based on 4 aspects i.e. Content Development, Learner Enrollment, Assessment adoption and Learner Feedback** and hence successive payments shall be disbursed based on stage wise target achieved.

A. Budget for MOOC Development				
S.No.	Category	Parameter	Criteria	Amount
1	Content Creation	Content development	As per standards and if 100% developed	12,00,000
1.1		Module/Content Plan		
1.2		TLM		
1.3		Animation & multimedia		
1.4		Assessment Structure		
2		QC to review on above components	QC Certificate	1,50,000
4	Performance Based Incentives for new courses only	Registration/ Enrollment Courses	If course enrollment is in the top 25 percentile of any NC, with enrolments between 2000-5000, INR 50,000/- will be paid and if the enrolment is more than 5000 for the respective course INR 1,00,000/- will be paid.	100,000/-
5		Assessment Adoption	Among the top 25 percentile courses based on enrollment, if at least 50% of the total enrolled pupil have given the assessment and Minimum 1 Live class is taken by the Course coordinator	56,400
6		Student feedback collected by MoE through partner	On a scale of 1 to 10*, if the course gets rating greater than 5 and below 6, INR 14,100 will be paid, if the course gets rating greater than 6 and below 7.5,	56,400

Swayam Guidelines 2024

		INR 28,200 will be paid, if the course gets rating greater than 7.5 and below 9, INR 42,300 will be paid, and if the course gets rating greater than 9, INR 56,400 will be paid.	
		Totalat MOOC creation level	15,62,800

B. Budget for Content/Course Upgradation			
S.No.	Category	Charges	Net Amount
1	Translation* (Speech to Speech)	1.7 lakhs per language (as per current norms) Language translation is at a flat rate of INR 8500/Hour/Language and the net amount is capped at INR 1.7 Lakh per Language which will be inclusive entire course development i.e. Module, TLM, Animation & multimedia and assessments.	1,70,000
2	AVGC**/Repurposing/Upgradation	Up to 6 lakhs per course (3000/minute; Up to 200 minutes in 40 hours course)	6,00,000
	Total for Translation, Upgradation and Repurposing		7,70,000

S.No	C. Budget for Rerun of Courses	
1	Course Delivery charges for rerun	1,38,915

Note: *Language translation is at a flat rate of INR 8500/Hour/Language and the net amount is capped at INR 1.7 Lakh per Language which will be inclusive entire course development i.e.,hModule, TLM, Animation & multimedia and assessments

**AVGC inclusion is at a flat rate of INR 3000/Minute and the maximum inclusion of AVGC in a course is capped at 1/6th of the total duration of the course, hence a capping of INR 6 Lakh per course is granted only for new courses.

14. Evaluation Stages of Outcome Based Budget Model

Content Development:

- As approved, a sum equivalent to 25 percent may be disbursed in advance for the course content creation upon approval of the SWAYAM board.
- The parameters for a course to be approved shall be inclusive of:

Swayam Guidelines 2024

- Correct Mapping of Course to curriculum
- Valid course content
- Interactivity in the content
- Audio Video synchronization of content
- Assessment Structure

Assessment Structure:

- Assessments must be **created on the basis of course duration** for instance, if the course duration is 3 months, a quiz or MCQ based questionnaire can be projected at the end of each month of the course, hence a total of 3 assessments must be created. The learner can be informed through SMS or email and can submit the answers through the same medium.
- The Assessments **must be related to the videos/content** in such that any learner can answer those questions only if they have rigorously followed the videos on SWAYAM.
- The new outcome-based budgeting will create an incentivized ecosystem for the content creator, enhancing course quality and execution with increased payoffs than previous model and higher payoffs for top percentile performers.

15. SWAYAM Schedule for Higher Education Courses

Schedule for the July & January Semester Courses on SWAYAM

Course enrollment and exam dates are now fixed and communicated prior to course delivery to ensure no delays in CUET entrance exams cause difficulties for learners.

July Semester	
Activity	Schedule
Submission of Course list by VCs (Duly approved by Academic Council) (including scheduling in respective slots)	Last date is 5th March
Approval of Course list by SWAYAM Board	Before 15th March
Loading of Introductory Video with Syllabus, Enrollment Start Date	1st - 30th of April
Uploading Course materials (in Content library, CC may schedule content later)	1st May- 30th May
Course Start Date	1st- 31st July
Enrollment End date	31st August

Swayam Guidelines 2024

Course End Date	31st October
Exam Registration	1st- 15th October
Hall Ticket Generation	1st- 5th November
Exam Date	As Prescribed
Exam Result	15th December
Issue of Certificate	31st December

January Semester	
Activity	Schedule
Submission of course list by VCs (Duly approved by Academic Council) (Including scheduling in respective slots)	Last date is 5th September
Approval of Course list by SWAYAM Board	Before 15th September
Loading of Introductory Video with Syllabus, Enrollment Start Date	1st- 30th October
Uploading Course materials (in Content library, CC may schedule content later)	1st November - 30th November
Course Start Date	1st - 31st January
Enrollment End date	28th February
Course End Date	30th April
Exam Registration	1st - 15th April
Hall Ticket Generation	1st- 5th May
Exam Date	As Prescribed
Exam Result	15 th June
Issue of Certificate	30 th June

Note: If the particular date happens to be a holiday or Sunday, the next working day would be the date.

While deciding the dates, the VCs shall ensure that they are within the ranges prescribed above

Swayam Guidelines 2024

Also, while uploading the course online kindly ensure course enrolment & end date, final examination date, Examination slot, language of instruction, duration of course, mode of exam, details, and mode of internal assessment

15.1 Timeline for Running of SWAYAM courses:

	January Semester	July Semester
Course Start Date	1- 31 January	1 – 31 July
Course Enrolment End Date	28 February	31 August
Course End Date	30 April	31 October
Examination Date	2nd and 3rd Saturday & Sunday of May (4 days, 2 slots per day)	2nd and 3rd Saturday & Sunday of November (4 days, 2 slots per day)

Note: While deciding the dates, the VCs shall ensure that they are within the ranges prescribed above.

16. Guidelines for preparation of question papers

- The Questions need to be clear. There must be no ambiguity in the multiple answers provided (in the case of CBT).
- Avoid repetition of questions in the question paper
- In case of CBT, clearly specify the type of questions: Multiple Choice Question (MCQ), Multiple Select Question (MSQ), Short Answer (SA), Long Answer (LA) etc.
- The question paper needs to be set in such a way that it is neither too short (i.e taking very less time to answer) nor too long (i.e., unable to complete)
- The CC must get the question paper peer reviewed before finalizing it. The VC shall ensure that this is complied

16.1 Duration of Examination: Hours (9 am to 12.00 noon and 2.00 pm to 5.00 pm)

- **Questions shall be set as per the difficulty level given below:**
 - 40% - Easy
 - 40% - Moderate
 - 20% - Difficult
- **Maximum marks in each question paper:**
 - CBT – 100 Marks
 - Pen & Paper – 100 Marks
- **Question paper shall contain following information:**
 - Course Code
 - Course Title

Swayam Guidelines 2024

- Examination date
- Examination slot
- Mode of Examination: CBT or Pen & Paper
- Duration of Examination in minutes
- Total no. of questions to be answered
- Clearly specify If choice is available (applicable in Pen & Paper exam only)
- Clearly specify the marks against each question

VCs/CCs shall ensure that **2 sets of question paper along with Answer Keys for each course** is shared with NTA (as per NTA guidelines) two months prior to the examination date

16.2 Examination Day

- Representatives from each VC needs to be available at NTA, Delhi office and details of representatives must be shared with NTA with copy to MoE
- CC needs to be available on phone and shall keep a copy of question paper ready for any query which may arise during the examination

16.3 Evaluation of Paper

- 70% (min) for Final examination
- 30% (max) for internal assessment
- **Pass Criteria:** 40% or more

16.4 Information related to the Course in Exam Slots

- VCs shall share the courses list in different exam slots (template already shared with VCs) to MoE immediately after uploading of course on SWAYAM portal

16.5 Uploading of Marks and Certificates on SWAYAM Portal

- VCs ensure that uploading of marks and certificates must be completed **within two weeks** after the declaration of the examination result.
- **Percentile and detailed analytics** shall be presented for all the courses