

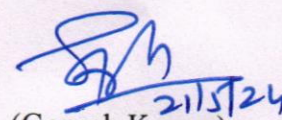
F.No.8-1/2015-TEL
Government of India
Ministry of Education
Department of Higher Education
(TEL Division)

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.


21/5/24

(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



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SWAYAM Guidelines 2024

Department of Higher Education

Ministry of Education

Government of India

Swayam Guidelines 2024

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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)

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- 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 oversees 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

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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

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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)

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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.

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- **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

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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.

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- 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.