

F. No. 8-1/2015 -TEL  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(TEL Division)  
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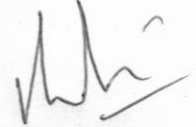
408, C Wing, Shastri Bhawan  
New Delhi dated 24.09.2019

**OFFICE MEMORANDUM**

**Subject: NC/CC Guidelines for Running of SWAYAM courses/exams.**

The undersigned is directed to refer to the 15<sup>th</sup> SWAYAM Board meeting held on 14<sup>th</sup> August, 2019 in which all NCs were requested to share their comments on the NC/CC Guidelines for running of SWAYAM Courses so that the same may be incorporated in the guidelines.

2. On the basis of the comments received from all the NCs, the same have been incorporated as per the attached guidelines.



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To:

1. Secretary (HE), M/o HRD
2. Prof. D. P. Singh, Chairman, UGC, New Delhi
3. Prof. Anil D. Sahasrabudhe, Chairman, AICTE, New Delhi
4. Additional Secretary (TE), M/o HRD
5. Joint Secretary (DL & Admn.), M/o HRD
6. JS&FA, M/o HRD
7. Joint Secretary (HE & ICR), M/o HRD
8. Joint Secretary (CU), M/o HRD
9. Joint Secretary (Management & Language), M/o HRD
10. Joint Secretary (SE-I), M/o HRD

11. Prof. K. Mangala Sunder, IIT Madras
12. Prof. Jagat Bhushan Nadda, Director, CEC, New Delhi
13. Prof. Kushal Sen, IIT Delhi
14. Prof. Ravi Soni, IIT Delhi
15. Prof. Uma Kanjilal, IGNOU, New Delhi
16. Prof. C. B. Sharma, Chairman, National institute of Open Schooling (NIOS), New Delhi.
17. Prof. Amarendra P. Behera, NCERT, New Delhi
18. Dr. Diksha Rajput, Publication Officer, University Grants Commission (UGC), New Delhi
19. Prof . Andrew Thangaraj, NPTEL, Electrical Engineering, IIT Madras
20. Prof . P. D. Jose, IIM Bangalore
21. Prof . Sudhindra Nath Panda, Director, NITTTR Chennai
22. Dr. N. H. Siddalinga Swamy, Director, AICTE-SWAYAM, New Delhi

Copy to:

1. Shri Parameswaran N., Advisor, NMEICT M/o HRD
2. Shri Gurinder Singh Malik, Advisor, NMEICT, M/o HRD
3. Shri Sushant Dey, Project Manager (NMEICT)
4. Shri Harsh Vardhan Mathmal, Consultant, M/o HRD
5. Deputy Secretary (ICT), M/o HRD
6. Under Secretary (TEL), M/o HRD
7. Section Officer (TEL), M/o HRD

## NC/CC Guidelines for Running of SWAYAM courses/exams

14 August 2019

Integration with Conventional Education is one of the key features of SWAYAM. The necessary regulations for credit transfer have been brought out by UGC/AICTE for the same. In order to make it happen, it is essential to synchronise the SWAYAM courses with the semester followed in universities/colleges. The SWAYAM Board has finalized the following schedule for the SWAYAM courses:

|                           | <b>January Semester</b>                                     | <b>July Semester</b>   |
|---------------------------|---|--|
| 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          | Second Saturday and Sunday – May<br>(Two slots on each day) | Second Saturday and Sunday – November<br>(Two slots on each day) |

The Students while enrolling for a course would like to know the final examination schedule of the course. This would help the students choose the courses in such a way that the examinations do not clash. The NCs would have to coordinate with the CCs and decide the examination slots for all the courses offered during the semester in such a way that a student can easily enroll in upto four courses and appear in their examinations.

**1. CCs while uploading a course on SWAYAM Portal should provide the following information. While deciding the dates, the CCs should ensure that they are within the ranges prescribed above. Also please see the notes below.**

- Course Start Date
- Course Enrolment End Date
- Course End Date
- Final Examination Date
- Examination slot
- Language of Instruction
- Duration of course
- Mode of exam : CBT or Pen & Paper
- Details and mode of internal assessment

## Notes:

- (i) The internal assessments may involve marks for weekly assignments, tests, participation in discussion forums etc.
- (ii) In Computer Based Test (CBT), all the questions would be answered by the student in Computer only.
- (iii) In Pen & paper exam, the student needs to write all the answers, including the answers for objective questions, in answer sheets provided
- (iv) Exam for January session will be held on 2<sup>nd</sup> Saturday and Sunday of May in following slots:
  - a. Slot 1 - Morning session and Slot 2 - Afternoon session on Saturday
  - b. Slot 3 - Morning session and Slot 4 - Afternoon session on Sunday
- (v) Exam for July session will be held on 2<sup>nd</sup> Saturday and Sunday of November in following slots:
  - a. Slot 1 - Morning session and Slot 2 - Afternoon session on Saturday
  - b. Slot 3 - Morning session and Slot 4 - Afternoon session on Sunday

## 2. Guidelines for preparation of question papers

- The Questions should be clear. There should 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 should be set in such a way that neither it should be too short (i.e. taking very less time to answer) nor too long (i.e. unable to complete)
- The CC should get the question paper peer reviewed before finalising it. NC should ensure that this is complied.
- **Duration of Examination:**
  - 3 Hours (9 am to 12.00 noon and 2.00 pm to 5.00 pm)
- **Maximum marks in each question paper**
  - 1. CBT – 100 Marks
  - 2. Pen & Paper – 100 Marks
- **Questions should be set as per the difficulty level given below**