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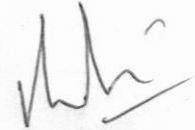408, C Wing, Shastri Bhawan
New Delhi dated 24.09.2019

OFFICE MEMORANDUM

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

The undersigned is directed to refer to the 15th SWAYAM Board meeting held on 14thAugust, 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.

(Ramesh Srivastava)
Section Officer(TEL)
Tele: 23385159

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:

	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	Second Saturday and Sunday – May (Two slots on each day)	Second Saturday and Sunday – November (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 2nd 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 2nd 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**

1. 40% - Easy
2. 40% - Moderate
3. 20% - Difficult

- **Question paper should contain following information**
    1. Course Code
    2. Course Title
    3. Examination date
    4. Examination slot
    5. Mode of Examination : CBT or Pen & Paper
    6. Duration of Examination in minutes
    7. Total no. of questions to be answered
    8. Clearly specify If choice is available (applicable in Pen & Paper exam only)
    9. Clearly specify the marks against each question

3.   NCs/CCs should ensure that 2 sets of question paper along with Answer Keys for each course should be shared with NTA (as per NTA guidelines) two months prior to the examination date.

4. **Examination Day**

    - Representatives from each NC should be available at NTA, Noida and details of representatives should be shared with NTA with copy to MHRD
    - CC should be available on phone and should keep a copy of question paper ready for any query which may arise during the examination.

5. **Evaluation of Paper**

    - 70% (min) for Final examination
    - 30% (max) for internal assessment

6. **Pass Criteria**

    - 40% or more (Separately in Final examination and Internal assessment)

7. **Information related to the Course in Exam Slots**

- NCs should share the courses list in different exam slots (template already shared with NCs) to MHRD immediately after uploading of course on SWAYAM portal.

8.   Uploading of Marks and Certificates on SWAYAM Portal

- NCs ensure that uploading of marks and certificates must be completed within two weeks after the declaration of the examination result.