



“The SWAYAM Policy of Jamia Millia Islamia”
with effect from 2024-25

Submitted by

University Nodal Officer-SWAYAM
Jamia Millia Islamia
New Delhi
December 2024

The SWAYAM Policy of Jamia Millia Islamia

The following is the first draft of the SWAYAM policy to be adopted in Jamia Millia Islamia with effect from even semester of academic session 2024-25.

A. Amendments in the Ordinance

The Academic Council shall make amendments in its Ordinances, Rules and Regulations to incorporate provisions for the transfer of minimum 20% and 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.

The SWAYAM Board in its 24th meeting held on March 5, 2024 at the Ministry of Education has decided that the universities may conduct examinations for courses offered on SWAYAM subject to the condition that the University has adopted the SWAYAM courses for Credit Transfer as per the UGC Credit Framework for Online Learning Courses through SWAYAM Regulations, 2021 and adopted by AICTE vide letter no: F.No.40- I/AICTE/SW AY AM / 20L6 (Part File) dated 9th January, 2023.

The same shall be adopted by the JMI.

B. Formation of SWAYAM Advisory Committee and Appointment/Nomination of Coordinators

B1. SWAYAM Advisory Committee headed by the University Nodal Officer for SWAYAM for all SWAYAM related activities/issues of the University.

The following shall be the members of the SWAYAM Advisory Committee:

1. University Nodal Officer for SWAYAM - Chairman
2. One Dean of Faculty of Studies (To be nominated by the Vice-Chancellor)
3. Controller of Examination (Ex-officio)
4. Director, FTK-CIT (Ex-officio)
5. University Librarian (Ex-officio)
6. Faculty Member from MCRC who is in-charge of Swayam Prabha / MOOCs (Ex-officio)
7. One Faculty Member from Centre for Distance and Online Education (CDOE) (To be nominated by the Vice-Chancellor)
8. Assistant Registrar (Council & Ordinance Section) (Ex-officio)
(Convenor)

B2. University Nodal Officer for SWAYAM to be appointed by the Vice-Chancellor for all SWAYAM related activities/issues of the University.

B3. SWAYAM Mentor for each Faculty of Studies to look after all the SWAYAM related activities/issues of the concerned faculty.

B4. Departmental Coordinator of SWAYAM to look after all the SWAYAM related activities of the department.

B5. SWAYAM Course Facilitator for each SWAYAM course. He / she shall guide the students throughout the course. The concerned Faculty Member who is assigned the teaching load of a particular course in a semester and which the students have opted to take from SWAYAM shall be the SWAYAM Course Facilitator for that course. The term of the Course Facilitator shall be for a duration for which he/she is assigned to teach that course.

C. Approval of SWAYAM Policy

It is mandatory for all the students to take a minimum of 20% and a maximum of 40% of the courses from SWAYAM in each semester subject to the approval of the BoS.

If the value of 20% of the courses in a semester is coming less than a one course, then it may be rounded off to one course and similarly if the value of 20% of the courses in a semester is coming between one and two course, then it may be rounded to two courses.

If there are only two theory courses in a semester, one course shall be taken through SWAYAM. If there is only one theory course in a semester, the decision of the SWAYAM Advisory Committee in this matter shall be considered.

The students shall be given a choice to select course/s offered by SWAYAM in a semester only from the list duly approved by the BoS.

The number of credits earned by the students through SWAYAM course shall not be less than the credits of the mapped course offered by the department as per the course structure.

If the number of credits of the SWAYAM course opted by the student is less than the credits of the mapped course offered by the department as per the course structure, then the student will have to register for another SWAYAM course, duly approved by BoS, to maintain the credit equivalence between SWAYAM courses and department mapped course. This other course may belong to the allied areas but shall always satisfy the pre-requisites of that course.

The students registering for a SWAYAM course shall be governed by the rules and regulations of the SWAYAM as applicable and amended from time to time.

The students registering for a SWAYAM course shall have to pay the applicable fees as charged by the SWAYAM and there shall be no liability on the JMI for the same.

There shall be no SWAYAM course for laboratory courses.

The CoE/Director FTK-CIT shall facilitate the registration of courses by the students on SWAYAM portal.

Every student of a class would be required to register for the SWAYAM course. The students will be responsible for registering on the SWAYAM portal for the course.

Each student shall give three preferences for the SWAYAM courses which he or she wishes to register in the application form for a given semester.

The students will not be permitted to change their preferences after the declaration of list by the SWAYAM Mentor and Departmental Coordinators.

The credits earned by the student through SWAYAM shall have equivalent weightage as that earned in a regular course in JMI.

The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.

D. Approval of Examination Policy

The CoE shall be responsible for transfer of credit earned by the student through SWAYAM.

The CoE shall incorporate the marks or grades obtained by the student in the marks or grade sheet that counts for final award of the degree or diploma.

To pass in a SWAYAM Course, a minimum of 40% passing marks in Assessments / Quizzes and the end semester examination are required.

The end-term examination shall have a weightage of 70%.

The assignments and quizzes component conducted by the SWAYAM Course Coordinator shall have a weightage of 30% and shall be available on the SWAYAM portal.

The CoE shall conduct the end semester examination of the SWAYAM courses along with the regular end semester examinations. The internal assessment shall only be carried out by SWAYAM unless permitted otherwise by the SWAYAM Course Coordinator.

The CoE shall be responsible for all end semester examination related work like setting of the Question Papers, moderation of the question paper, evaluation of answer scripts and declaration of examination results. The CoE shall follow the same procedure for conducting the end-term examination of SWAYAM courses as that adopted for regular courses of the University.

The marks/grades obtained by a student in the SWAYAM course shall be incorporated in the marksheet/grade sheet of the concerned student.

The 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 SWAYAM Nodal Officer shall verify this from the SWAYAM Admin dashboard and would prepare a list of students who becomes eligible to appear in the end semester examination.

The students who have been debarred from appearing in the end semester examination due to non-fulfilment of above-mentioned criteria shall have to register for the same SWAYAM course in the upcoming semesters. In case the same SWAYAM course is not running in the next semester, the BoS may approve another SWAYAM course which this student can register.

If a student fails in the end semester examination of the SWAYAM course conducted by CoE, then he/she shall be given two opportunities in the subsequent semesters to appear in the end semester examinations and pass the course.

If a student fails in these two attempts, he/she shall have to register for the same or other SWAYAM course with the prior approval of the BoS of the concerned department.

E. Actions at the level of Head of Department

The HoD shall ensure timely approval of the courses, appointment of Departmental Coordinator and Course Facilitator through the BoS of the department.

The HoD shall notify the students about the time lines for opting the courses through the SWAYAM portal.

The HoD shall approve the list of students prepared by the Departmental Coordinator indicating the SWAYAM courses for which the students have opted to the HoD in each semester and shall forward it to the CoE and University Nodal Officer-SWAYAM through the SWAYAM mentor and Dean of the concerned Faculty before the start of registration process on SWAYAM portal after due approval of the BoS.

F. Actions at the level of Dean of Faculty

The first date of availability of the application form and the last date of submission of the same shall be announced by the Dean of the concerned Faculty. The same shall be made available on the University Website, CoE website, Notice Boards/social media etc.

G. Actions at the level of University Nodal Officer

The SWAYAM 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.

The SWAYAM Nodal Officer shall ensure that all SWAYAM Mentors, Departmental Coordinators and Course Facilitators reviews and understand the course requirements.

The University Nodal Officer shall upload on the SWAYAM platform, the marks out of 70 obtained by the students in the end-term examination, conducted by the University.

The 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 SWAYAM Nodal Officer shall verify this from the SWAYAM Admin dashboard and would prepare a list of students who becomes eligible to appear in the end semester examination.

The University Nodal Officer shall 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.

H. Duties of SWAYAM Mentors

The SWAYAM Mentor under the instructions of the Dean of the concerned Faculty shall prepare an application form for the use of students for enrolment in the SWAYAM courses.

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

The SWAYAM Mentors may, inter alia, consider allowing online courses of SWAYAM if:

- a) There is non-availability of suitable Faculty member for teaching a course in the department or
- b) The facilities for offering the elective papers (courses), sought for by the students are not offered in the department, but are available on the SWAYAM platform.
- c) The courses offered on SWAYAM would supplement the teaching-learning process in the department.

I. Duties of Departmental Coordinator of SWAYAM

The Departmental Coordinator shall facilitate the mapping of all UG, PG, PG Diploma, Diploma and/or Certificate courses in the course structure of all the programs run by the department by the courses offered on SWAYAM.

The Departmental Coordinator will identify and compile the list of the courses offered by SWAYAM that matches well with the contents of the syllabus of the courses of the semester offered by the department in an academic session in consultation with and on recommendation of the concerned subject teacher or SWAYAM Course Facilitator for all types of the theory courses.

The Departmental Coordinator in consultation with and on recommendation of the concerned subject teacher or SWAYAM Course Facilitator shall map the syllabus contents of the SWAYAM course and the department core course. The SWAYAM course shall be offered by the department if the matching in syllabus content is not less than **50%**.

The Departmental Coordinator shall submit this list of courses to the BoS, about **30 days** prior to the opening of the NPTEL Registration portal, in each semester subject to the condition that the same is floated by SWAYAM.

The Faculty Members and Students may also propose professional elective courses and open elective courses from amongst the courses offered by SWAYAM. The Departmental Coordinator shall consider the preferences submitted by the Faculty Members and Students in respect of professional elective courses and open elective courses. Due consideration may be given to the industry requirements. The BoS may consider such recommendations and may approve such courses and recommend it for registration by the students/interested students provided that the pre-requisites of that course are satisfied.

The Departmental Coordinator shall submit the list of students indicating the SWAYAM courses for which the students have opted to the HoD in each semester.

J. Duties of Course Facilitator

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

K. Miscellaneous

The Director FTK-CIT and University Librarian shall ensure that the physical infrastructure viz, computer facilities, library, etc which are essential for pursuing such courses are made available for free and in adequate measure to all such students for proper and smooth conduct of the online learning of credit course offered on SWAYAM platform.

The following NHEQF levels may be ensured for a mapped course:

Level 4.5 Undergraduate Certificate. Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit skills-enhancement course(s).

Level 5 Undergraduate Diploma. Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit skills enhancement course(s) lasting two months. **Level 5.5** Bachelor's Degree. Programme

duration: First three years (Six semesters) of the four-year undergraduate programme.
NHEQF level

Level 6 Examples of higher education qualifications located within each level
Bachelor's Degree (Honours/ Honours with Research). Programme duration: Four years (eight semesters).

Level 6 Post-Graduate Diploma. Programme duration: One year (two semesters) for those who exit after successful completion of the first year (two semesters) of the 2-year master's programme.

Level 6.5 Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: Two years (four semesters) after obtaining a 3- year Bachelor's degree (e.g. B.A., B.Sc., B.Com. etc.).

Level 6.5 Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: One year (two semesters) after obtaining a 4 -year Bachelor's degree (Honours/ Honours with Research) (e.g. B.A., B.Sc., B.Com. etc.).

Level 7 Master's degree. (e.g. M.E./M. Tech. etc.) Programme duration: Two years (four semesters) after obtaining a 4-year Bachelor's degree. (e.g. B.E./B.Tech. etc.)

Level 8 Doctoral Degree

References

1. The Gazette of India, CG-DL-E-25032021-226123, University Grants Commission, Notification, New Delhi, the 25th March, 2021, No. F. 1-100/2016(MOOCs/e-content).
2. The Gazette of India, F. No. AICTE/P&AP/SWAYAM/2016, All India Council for Technical Education Notification New Delhi, dated August 17, 2016, AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016.
3. Framework for Universities to Conduct Examinations for SWAYAM, D.O.F.No.1-8/2017(SWAYAM), University Grants Commission, Ministry of Education, Dated-August 27, 2024.
4. UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021.
5. 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.
6. www.swayam.gov.in, Steps for Adopting MOOC Courses through the SWAYAM platform for Universities & Colleges.
7. Notification for Online Courses to all Institutions in accordance with the AICTE (Credit Framework for Online Learning Courses through SWAYAM) Regulation during the upcoming semester January, 2023 - Credit Transfers up to 40% of the Total Courses, F.No.40-I/AICTE/SW AY AM / 20L6 (Part File).
8. National Higher Education Qualifications Framework (NHEQF), University Grants Commission, May, 2023.