



Samrat Vikramaditya Vishwavidyalaya

SWAYAM (Course Credit Transfer) POLICY

(Study Webs of Active Learning for Young Aspiring Minds)

With effect from 2026 -2027 (Session July 2026 onwards)

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The following is the **SWAYAM (Course Credit Transfer) Policy** adopted by SWAYAM Advisory Committee, Samrat Vikramaditya Vishwavidyalaya (SVVU) with effect from Semester Session July- December 2026.

A. Introduction and related Regulation

Study Webs of Active Learning for Young Aspiring Minds (SWAYAM: www.swayam.gov.in) is India's national **Massive Open Online Course** (MOOCs) platform, designed to achieve the three cardinal principles of India's Education Policy: Access, Equity and Quality. The objective of this effort is to take the best teaching learning resources to all. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.

This is done through a platform that facilitates hosting of all the courses, taught in classrooms to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to any learner, however learners wanting a SWAYAM certificate should register for the final proctored exams that come at a fee and attend in-person at designated centres on specified dates.

An academic credit is a standardized unit used by educational institutions to measure and quantify a student's workload, time spent in class, and learning outcomes. One credit is equal to 15 hours of lectures.

The Credit Transfer Policy and all related issues shall be governed under following Regulations and the orders / guidelines etc. issued by University Grants Commission, Ministry of Education Govt. of India and Ministry of Higher Education Govt. of Madhya Pradesh, and as such notified by the University;

1. UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2021
2. Steps for adopting MOOC courses through the SWAYAM platform for Universities and Colleges.

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3. Notification for on line courses to all institutions in accordance with the AICTE (Credit Framework for Online Learning Courses through SWAYAM) Regulation during the upcoming semester January, 2023
4. National Higher Education Qualifications Framework (NHEQF), UGC, May 2023
5. Framework for Universities to conduct examinations for SWAYAM courses, August 2024
6. Operational Guidelines for SWAYAM coordinator / Mentor
7. UGC Orientation Workshop Manual www.ugemooc.inflibnet.ac.in

As per the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2021, the University allow students to take up to 40% of their total courses online in a particular programme in a semester, through SWAYAM Platform. The key provisions related to SWAYAM-MOOCs Credit are as-

- (i) The Credits / Marks obtained (SWAYAM Certificate) by the student enrolled in university, will be counted in the transcript of the candidate / student, only if that particular SWAYAM course is identify and recommend by concerning Board of Studies, approved by the SWAYAM Advisory Committee and notified / announced by the SWAYAM Nodal Officer of the University. In Case of Skill Enhancement / Vocational Courses, Value Added Courses and Ability Enhancement Courses the SWAYAM Advisory Committee shall decide on procedure for identification and recommendation of appropriate MOOCs as per the requirement of Semester Course Scheme.
- (ii) Eligibility for the SWAYAM certificate is announced on the respective course page at SWAYAM portal <https://swayam.gov.in/> and the interested students / learners can attain course certificate only if they fulfilled the laid down criterion.
- (iii) The University shall approve the 'earned SWAYAM MOOCs credit transfer' for the student through any one of the following examination and evaluation procedure –

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(a) **Internal (Marks) Credit Transfer:** successfully completed internal assessment of SWAYAM course and University conducted Semester end term examination.¹

(b) **Full (Internal and External marks) Credit Transfer:** successfully completed internal assessment of SWAYAM course and National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.

B. SVVU Notification

Samrat Vikramaditya Vishwavidyalaya Ujjain - Executive Council has approved the Transferring of Credit of SWAYAM Portal MOOCs (in its meeting held on 17/12/2025, agenda no.25) via Notification No. / Academic / Sammilan / 2025/ 53 dated 29/12/25.

C. Formation of SWAYAM Advisory Committee and Appointment of Nodal Officer, Mentors, MOOC Facilitators

C1. Formation of SWAYAM Advisory Committee: A sixteen members SWAYAM Advisory Committee (SAC) shall be headed by Honorable Vice Chancellor as the Chairman and his /her nominee as the Vice-Chairman.

The committee shall decide all issues related to SWAYAM courses at University level.

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

1. Chairman- Honorable Vice Chancellor
2. Vice-Chairman (nominated by Vice Chancellor)
3. Registrar (Ex-Officio Member)

¹ The University shall give 70% weightage to end-term examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal. (Framework for Universities to conduct examinations for SWAYAM courses, 27 Aug. 2024)



4. SWAYAM Nodal Officer (Ex-Officio Member) : **Coordinator**
5. Two Nominated Member by Vice Chancellor: (i) one Dean of any Faculty
(ii) one Head of Department from UTDs
6. Controller of Examination (Ex – Officio Member)
7. Deputy Registrar (Exam) (Ex – Officio Member)
8. Deputy Registrar (Academics) (Ex – Officio Member) : **Convener**
9. Deputy Registrar (Confidential) (Ex – Officio Member)
10. In-charge University Library (Ex – Officio Member)
11. In-charge Dean Student Welfare (Ex – Officio Member)
12. In-charge University ICT / Website (Ex – Officio Member)
13. In-charge University APAAR / ABC (Ex – Officio Member)
14. In-charge Dean College Development Council (DCDC) (Ex – Officio Member)
15. Director IQAC (Ex – Officio Member)

C1.1 Role and Functions of the Vice Chairman of SWAYAM Advisory Committee. He/she shall perform following functions:

- Appoint suitable faculty members as SWAYAM Mentors at their respective UTD level. (Nominated by respective HoD /Director)
- Appoint suitable faculty member as SWAYAM MOOCs Facilitators for each approved course. (Nominated by respective HoD /Director)
- Convene meetings of Deans / Chairmen Board of Studies to review and map relevant courses (MOOCs) aligned with existing curriculum and academic programs.

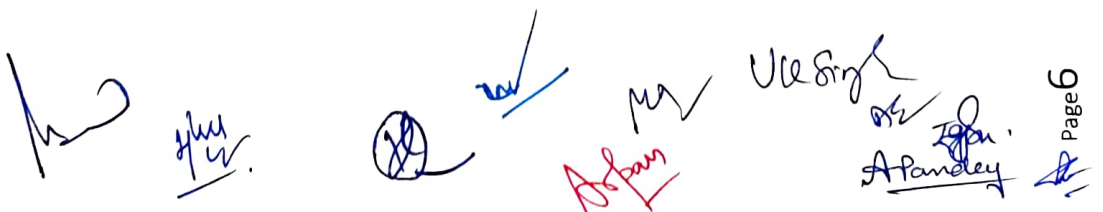


- Issuing guidelines / information related to SWAYAM MOOCs to all the Chairmen of University Board of Studies / Deans / Head/ Director UTD.
- Any other function as decided / delegate by Chairman of SWAYAM Advisory Committee.

C2. University Nodal Officer for SWAYAM (appointed by the Vice Chancellor) shall be-

- Single Point of Contact (SPOC) with SWAYAM Technical team in matters related to SWAYAM courses including registration and credit transfer.
- Coordinator of SWAYAM Advisory Committee to ensure seamless access to all SWAYAM related information.
- ensure that all SWAYAM Mentors and Course Facilitators shall review and understand the course requirements, and facilitating as per the guidelines.
- 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.
- To perform all the responsibilities mentioned in **Framework for Universities to conduct Examinations for SWAYAM courses- Responsibilities of the University Nodal Officer:**

1. To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.
2. To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam.
3. To conduct the end-term examination and upload the marks on the SWAYAM portal.
4. To 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.



5. To prepare the list of students who could not pass/appear in the end term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

- Any other function as decided / delegate by Chairman / Vice Chairman of SWAYAM Advisory Committee.

C3. SWAYAM Mentor at UTD level; for each UTD / Institute shall be appointed by Vice Chairman of SWAYAM Advisory Committee (on the nomination by respective HoD/Director) to execute SWAYAM course activities at the UTD level under the guidance of Nodal Officer. Their Functions shall be as mentioned in **UGC Operational Guidelines for SWAYAM Coordinator / Mentor**. Also, any other function as decided by SWAYAM Nodal Officer / Vice Chairman of SWAYAM Advisory Committee.

C4. SWAYAM - MOOC Course Facilitator for each SWAYAM course; The Head of the Department / Director of Institute shall appoint SWAYAM course facilitator among the departmental faculties.

- 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 particular course. The term of the Course Facilitator shall be for the duration for which he or she is assigned to teach that course.

- He / she shall ensure that students who have registered in the SWAYAM course are / have participated in SWAYAM course discussion forums, quizzes and assignments on time. The Course Facilitator shall maintain all such records in systematic format.

C5. Head of the Department / Director of Institute / Coordinator shall be **Departmental Coordinator of SWAYAM** to look after all the SWAYAM related

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activities of the department and shall be responsible for timely performance of all such decisions of SWAYAM Advisory Committee / Nodal Officer. Such As:

- Head of the Department / Director of Institute shall nominate one of the faculties in the Department as SWAYAM Mentor to the SWAYAM Advisory Committee and appoint SWAYAM Course Facilitator for each approved SWAYAM Course in the programs running in the department and shall inform the same to the Committee / SWAYAM Nodal Officer.
- Head of the Department / Director of Institute shall perform all the decisions to conduct the end term examinations of the approved SWAYAM course at their UTD level and shall share the evaluated marks to the SWAYAM Nodal Officer.
- Head of the Department / Coordinator / Director shall timely ensure the approval of SWAYAM courses by the Board of Studies.
- Head of the Department / Coordinator / Director shall timely share the list of students opting SWAYAM course in duly provided format to the Nodal Officer and Controller of Examination, and same to notified at department notice board, social media, department website etc.
- Head of the Department / Coordinator / Director in collaboration with University IT / ICT cell and the University Librarian shall make ensure that the physical infrastructure viz. computer facilities, library etc. which are essential for pursuing SWAYAM courses are made available for free to their students.
- Head of the Department / Coordinator / Director shall submit the SWAYAM – MOOCs credits of the students on university dashboard.

C6. All the members in SWAYAM Advisory Committee shall perform their respective duties in the seamless execution of SWAYAM - MOOC activities in the University.



D. Role of University Board of Studies

The University Board of Studies (both Regular and Adhoc) shall be responsible to **Identify, Map and Recommend** suitable SWAYAM MOOCs in their respective programs along with the appropriate mode of examination and evaluation for credit transfer (Internal marks' credit transfer / Full marks credit transfer). While determining on SWAYAM course, the Board of Studies shall follow University's **SWAYAM (Course Credit Transfer) Policy** and UGC guidelines as shared / released by the University SWAYAM Advisory Committee at time to time.

The Board of Studies, while determining on SWAYAM course shall consider the following -

- (i) If SWAYAM course credits are lower than those prescribed by the university, an additional component may be added by the university to get to the required credits.² Here, additional component may include any other relevant SWAYAM course or Project work / Field assignment / Case Study / Syllabus prescribed activity etc.
- (ii) The SWAYAM course list is to be finalized before the commencement of each academic session (January / July) based on the set of notified courses available on the SWAYAM platform.
- (iii) Maximum 40% of the total courses in a semester is allow to take through the SWAYAM platform.

E. Approving Procedure for SWAYAM courses at university level

1. The Vice Chairman of SWAYAM Advisory Committee and / or the Nodal Officer shall convene meeting of all chairmen of university board of studies / Dean / Head of the Department to Identify, Map and Recommend suitable SWAYAM MOOCs

² UGC D.O. No. 1-8/2017 (SWAYAM) / 31st December, 2025 Annexure I

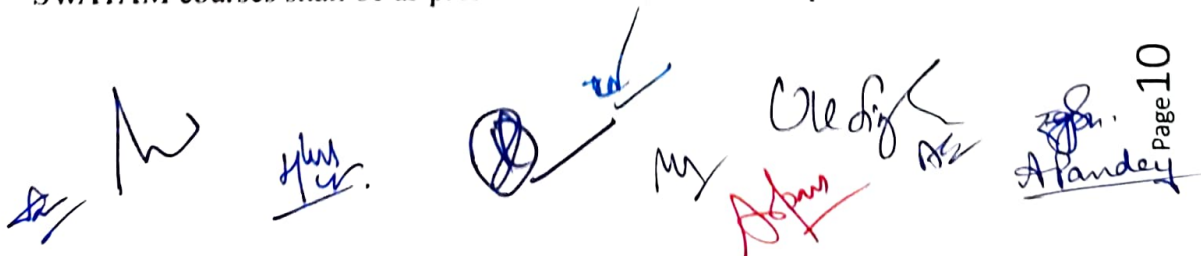
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in their respective programs along with the mode of examination and evaluation for credit transfer (Internal marks credit transfer / Full marks credit transfer).

2. Nodal Officer shall compile the received lists of approved SWAYAM courses by Board of Studies and announce them along with decided mode of examination and evaluation for each SWAYAM course, on the university website, notice board and social media.
3. Nodal Officer shall receive (from respective UTD Head of the Department / Director / Coordinator) the name of SWAYAM course facilitators for each approved SWAYAM course and announce them on the university website, notice board and social media.

F. Application of SWAYAM Policy

1. University's SWAYAM (Course Credit Transfer) Policy is a facility available to all students enrolled in any of the UG / PG / PG Diploma / Diploma / Certificate and Ph.D. Course Work of the University. The students shall be given choice to select SWAYAM MOOCs offered at SWAYAM portal in a semester only from the list duly prepared by concerning Board of Studies, approved by SWAYAM Advisory Committee and announced by the Nodal Officer.
2. 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.
3. Interested student would be required to register for the SWAYAM course (in his /her application form for a given semester) from the list announced by University SWAYAM Nodal Officer. The student will not be permitted to change their selected SWAYAM course once the SWAYAM Course Registered List (Semester Class - wise) is declared by UTD SWAYAM Coordinator / SWAYAM Mentor.
4. The credits earned by the student through SWAYAM shall have equivalent weightage as that earned in a regular course. The number of credits of the SWAYAM courses shall be as prescribed on the SWAYAM platform.

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5. The students registering for SWAYAM course shall have to pay the applicable fees as charged by the SWAYAM and there shall be no liability on the University for the same. Any other SWAYAM course fee related issue shall be taken into consideration by university administration on the suggestion submitted by University SWAYAM Advisory Committee.
6. SWAYAM courses' credit transfer facility shall not be applied to laboratory-based courses.
7. The University IT cell / ICT cell in due collaboration with UTDs, Controller of Examination and the Nodal Officer SWAYAM shall facilitate the registration of SWAYAM courses by the student. This work collaboration and distribution shall be decided by university administration on the recommendations of SWAYAM Advisory Committee.
8. The University IT cell / ICT cell and University Librarian shall ensure that the physical infrastructure viz. computer facilities, library etc. which are essential for pursuing SWAYAM courses are made available for free and in adequate measures to all such students for proper and smooth conduct of the online learning of credit course offered on SWAYAM platform.
9. The SWAYAM Advisory Committee shall determine and establish appropriate mode of correspondence for the seamless and speedy application of SWAYAM (Course Credit Transfer) Policy.

G. Examination Process and declaration of Results for SWAYAM courses

The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes and 28/70 Marks in the end term examination) is required.



The end terms examination procedure for SWAYAM courses shall be as mentioned in **Framework for Universities to conduct Examinations for SWAYAM Courses.**

As per UGC guidelines SWAYAM Examination can be conducted in two different ways³: -

- a. The University conduct the end term SWAYAM Examination.
- b. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.

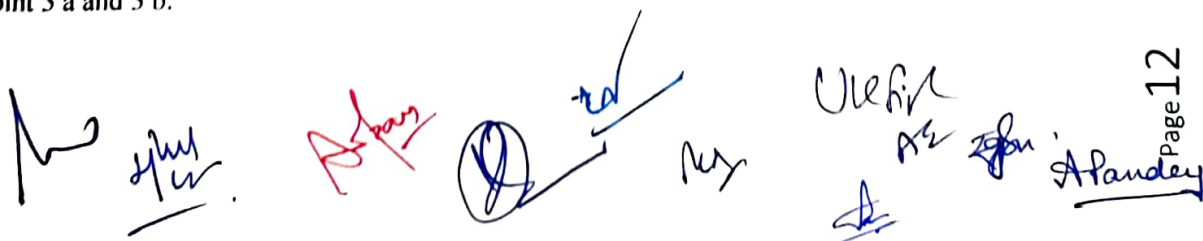
Each announced (by Nodal Officer) SWAYAM course available for credit transfer shall be with its examination details as mentioned in the early part of this SWAYAM policy; A **(iii) (a) and (b)**

With further details-

1. Internal (Marks) Credit Transfer:

- (i) The End term examination shall have a weightage of 70%. The assignments and quizzes component conducted by the SWAYAM MOOC course coordinator shall have a weightage of 30% and shall be available on the SWAYAM portal.
- (ii) The end term examinations for opted SWAYAM course shall also be conducted with regular semester end examinations. The internal assessment shall only be carried out by SWAYAM unless permitted otherwise by the SWAYAM course coordinator (at SWAYAM portal).
- (iv) 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 examinations conducted by the University. The SWAYAM Nodal Officer shall verify this from the SWAYAM Admin dashboard

³ Steps for adopting MOOC courses through the SWAYAM platform for Universities and Colleges; Step 4, Point 3 a and 3 b.



and would prepare a list of students who are eligible to appear in the end semester examination.

2. **Full (Internal and External marks) Credit Transfer:** Student successfully received SWAYAM course completion certificate shall be given earned credits added to be his / her marksheet.

H. Steps for transfer of Marks/Credits obtained by students through the SWAYAM Platform to the University Transcript/Marksheet

(1) SWAYAM Courses for which the end-term examinations are conducted by University:

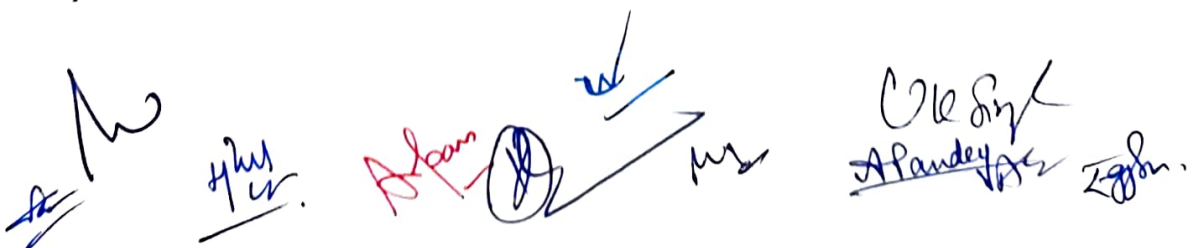
1. The Head of the Department / Director as Departmental Coordinator of SWAYAM shall upload on the University Dashboard / platform, the Internal marks / Credit obtained from SWAYAM MOOCs and the University end-term examination marks out of 70 obtained by the students.

2. The submitted total marks (out of 100) and credits (obtained by students from the SWAYAM platform plus university end examination) to Controller of Examination (CoE) shall be reflected in the students' University Mark-sheet / Transcript.

3. University In-charge APAAR / ABC ID shall ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

(2) SWAYAM Courses for which the end-term examinations are conducted by NTA / NPTEL:

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll number, course name,

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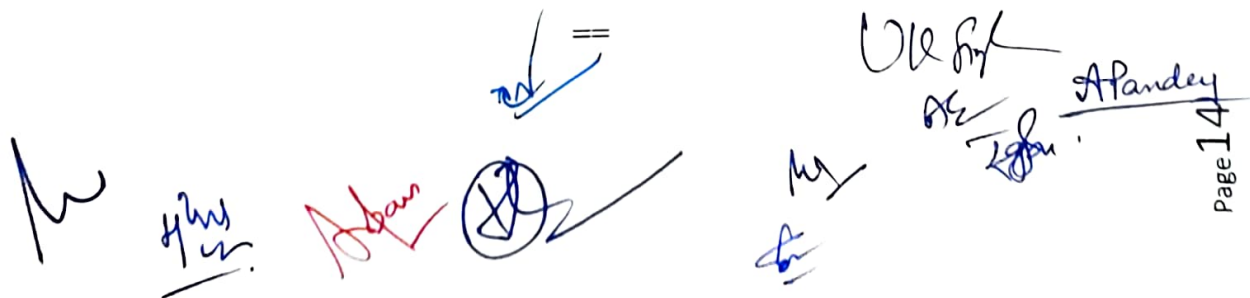
Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.

2. The Head of the Department / Director as Departmental Coordinator of SWAYAM shall compile and submit the list of students along with their SWAYAM Certificates to the Controller of Examination and the credits of the Courses as indicated in the SWAYAM Certificate shall be transferred by the Controller of Examination to the students' Transcript/Marksheet.

3. The Controller of Examination shall be responsible for transfer of credit earned by the student through SWAYAM. And, University In-charge APAAR / ABC ID shall ensure that marks of all students who have appeared in the SWAYAM Examination are visible to the students in their Academic Bank of Credits (ABC) account.

I. Credit Transfer facility to University's affiliated college students:
University's affiliated college(s), interested to provide credit transfer facility to their students may request to the University for the same. University SWAYAM Advisory Committee shall determine on credit transfer facility to University's affiliated college students. The provisions of University SWAYAM (Course Credit Transfer) Policy shall be applicable on them.

The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the College shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University Controller of Examination.



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Annexure I

Examination and Evaluation System after adoption of UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2021 and Declaration of University **SWAYAM (Course Credit Transfer) Policy** shall have in three categories as mentioned in the table, below-

Category A		Category B		Category C	
University Examination		[Internal Credit Transfer]		[Full Credit Transfer]	
[No Credit Transfer]					
(University Examination = 100 Marks)		(30 SWAYAM + 70 University Examination = 100 Marks)		SWAYAM MOOC's Exam (30 + 70 = 100 Marks) Certificate	
Internals (CCE) Marks (30 Marks)	Semester End Examination (70 Marks)	Internals Marks (30 Marks)	Semester End Examination (70 Marks)	Internals Marks (30 Marks)	Semester End Examination (70 Marks)
Class Test / Assignment Presentation / Syllabus Activities	Traditional PEN-PAPER EXAM	from SWAYAM MOOC's Internal Assessment [Credit Transfer]	University Traditional PEN-PAPER (offline) OR Online EXAM	Full Credit Transfer for that particular Course	

Annexure II

Maximum 40% of the total courses in a semester is allowed to take through the SWAYAM platform-

40% of total credit in each semester

Total Credit in a Semester	<u>40% of total credit</u>	Round off
20 Cr	8 Cr	8 Cr
21 Cr	8.4 Cr	8 Cr
22 Cr	8.8 Cr	9 Cr
26 Cr	10.4 Cr	10 Cr
28 Cr	11.2 Cr	11 Cr

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