

**VANITA VISHRAM WOMEN'S  
UNIVERSITY  
Managed by Vanita Vishram**



**COMPREHENSIVE POLICY FOR SWAYAM  
COURSE CREDIT TRANSFER,  
ADDITIONAL CREDIT, AND EXAMINATIONS**



# Vanita Vishram Women's University

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(Approved by the Government of Gujarat under the Provisions of the Gujarat Private Universities Act, 2009 and listed under the Section 2(f) of the UGC Act, 1956)

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## DEFINITIONS:

- **VVWU–SWAYAM Policy:** The policy of Vanita Vishram Women’s University to consider online learning courses available on the SWAYAM Platform for credit transfer.
- **SWAYAM:** Study Webs of Active Learning for Young Aspiring Minds
- **MOOCs:** Massive Open Online Courses (MOOCs) are such online courses which are developed and made available on the SWAYAM platform of Government of India.
- **MOOCs Guidelines:** Guidelines on online learning issued by the MHRD vide its orders dated 11th March 2016 and subsequent addendums issued by the MHRD.
- **MHRD:** Ministry of Human Resource Development
- **NME-ICT:** National Mission on Education through Information Communication Technology
- **NPTEL:** National Programme on Technology Enhanced Learning
- **Course:** A paper which is taught for at least one semester as a part of a subject.

There shall be of two types: credit courses and non-credit courses.

1. Credit Course shall mean a course which is taught for at least one semester as a part of as subject/programme.
  2. Non-Credit Course shall include courses like awareness programme, continuing education programme or training of specific skill set as independent course, which are not part of any set curriculum. It can be of shorter duration.
- **CBCS:** Choice Based Credit System
  - **Credit:** One credit will be equivalent to 13-15 hours learning designated for the course.

- **Sector:** A particular level of learning such as high school, engineering / non-engineering diploma/ degree/ post-graduation.
- **Subject:** A discipline (Example: Physics) taught in an educational institution consisting of specific programme/courses, resulting in the award of a certificate/diploma/degree.

### **SWAYAM-BACKGROUND**

Whereas, with a view to providing access to the best quality learning resources across the country, the project '*Study Webs of Active Learning for Young Aspiring Minds*' (SWAYAM) has been started by the Government of India. SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering all higher education subjects as well as skill sector courses to ensure that every student benefits from learning material through ICT.

### **SWAYAM IS A:**

- One-stop web and mobile based interactive e-content for all courses from High School to University level.
- High quality learning experience using multimedia on anytime, anywhere basis.
- State of the art system that allows easy access, monitoring, and certification.
- Peer group interaction and discussion forum to clarify doubts
- Hybrid model of delivery that adds to the quality of classroom teaching.

SWAYAM involves development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

### **ELIGIBILITY CRITERIA FOR UNIVERSITIES TO CONDUCT SWAYAM EXAMINATION: -**

All universities which are listed under Section 2 (f) of the University Grants Commission Act, 1956 and have adopted 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.

### **STEPS TO BE TAKEN BY THE UNIVERSITY:**

- 1.If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.
- 2.The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.
3. For conducting the end-term examination, the University shall be responsible for setting the Question Papers, evaluation of answer scripts and declaration of examination results.
4. The University shall ensure that 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 Nodal Officer shall verify this from the SWAYAM Admin dashboard.
5. 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.

### **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.

### **APPROVAL OF UNIVERSITY STATUTORY BODIES TO ADOPT SWAYAM:**

1. The University should make amendments in its Ordinances, Rules, and Regulations through its Statutory bodies (i.e. Executive Committee, Academic Council, Board of Studies) to incorporate provisions for the transfer of 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.
2. The University shall constitute a SWAYAM Advisory Committee headed by the Provost or his/her nominee for all SWAYAM-related issues at the University level.
3. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
4. The details of the Nodal Officer should be published on the University website.
5. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

### **SWAYAM COURSE SELECTION AND AWARENESS BY UNIVERSITY:**

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1st June and 1st November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall identify SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/social media.

### **SWAYAM COURSE REGISTRATION AND REGISTRATION FOR SWAYAM EXAM:**

The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University Level.

2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
3. The 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.
4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.
5. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator.

#### **EXAMINATION PROCESS AND DECLARATION OF RESULTS FOR SWAYAM COURSES:**

1. The SWAYAM Course Coordinator /Mentor 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.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -
  - A. The Universities 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.**
4. Universities which opt to conduct the end term examinations for SWAYAM courses may refer to Framework for Universities to conduct Examinations for SWAYAM Courses for the detailed procedure.
5. For universities which do not opt to conduct the end-term examinations for SWAYAM courses, the end-term proctored examinations are conducted by the NTA and NPTEL at designated centres across the country. Subsequently, NTA & NPTEL will announce the results.

**STEPS FOR TRANSFER OF MARKS/CREDITS OBTAINED BY STUDENTS THROUGH THE SWAYAM PLATFORM TO THEIR UNIVERSITY TRANSCRIPT/MARKSHEET:**

**A. SWAYAM Courses for which the end-term examinations are conducted by universities:**

1. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students in the end-term examination, conducted by the University.
2. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students' University Mark-sheet / Transcript.
3. University to 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.

**B. 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, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the CoE and the credits of the Courses as indicated in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Marksheet.
3. The Head of the Department, SWAYAM Coordinator/ Mentor, shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses.

## VANITA VISHRAM WOMEN'S UNIVERSITY - SWAYAM POLICY

### (VWU-SWAYAM)

- Vide item no. (4) of Academic Council held on 20-09-2024, have in principle agreed to accept and implement Guidelines for Development and Implementation of Massive Open Online, F.No.8-1/2015-TEL, Government of India Ministry of Human Resource Development Department of Higher, Education (TEL Division), New Delhi, dated 11.03.2016.
- The online learning courses available on the SWAYAM Platform will be considered for credit transfer in the UG and PG Programmes of Vanita Vishram Women's University.
- The Single Point of Contact (SPOC) of Vanita Vishram Women's University in June and November every year, shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.
- The student/university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/internal exam and end-semester/external exam.
- The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.
- Student will be permitted to opt for only up to 20% of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM Local Chapter and it is mandatory for her to take prior approval to undergo for an online course/paper.
- It will be mandatory for students to inform the university.

- While allowing the online learning courses offered by SWAYAM, Vanita Vishram Women's University shall provide free and adequate physical facilities like laboratories, computer facilities, library, etc. essential for pursuing the courses.
- Vanita Vishram Women's University to designate a SPOC, Mentor/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.

## **1. Introduction**

### **1.1 Purpose**

- To establish a framework for recognizing SWAYAM courses as part of the university's credit system.
- To outline procedures for credit transfer, awarding additional credits, and handling examinations for SWAYAM courses.

### **1.2 Scope**

- Applies to all SWAYAM courses eligible for credit transfer.
- Covers Undergraduate, Postgraduate, Diploma and Doctoral programs as applicable.

## **2. Credit Transfer Policy**

- Credit transfer policy will be applicable to-
  1. All UG and PG programmes offered by VVWU.
  2. Capability Enhancement Courses, Skill Enhancement Courses, Elective Courses, Elective Courses (Intra/Inter).
- For Ph.D. course work Programmes in all disciplines credit transfer facility through SWAYAM MOOCs should be encouraged by research supervisor for internal assessment. Such courses ought to be domain/subject specific. The PhD students are required to opt for MOOCs through the SWAYAM Local Chapter of the Research Centre only.

## 2.1 Eligibility Criteria

- **Course Relevance:**
  - A. SWAYAM courses must align with the university's curriculum and academic objectives.
  - B. The course content should align with the learning objectives and outcomes of existing university courses.
- **Accreditation:**
  - A. Courses must be accredited or recognized by relevant educational authorities.
  - B. Verification of accreditation status should be confirmed before awarding credits.

## 2.2 Procedure for Credit Transfer

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in VVWU is as follows.

- During the current semester, the candidate while filling up her exam form will have to submit an undertaking for credit transfer forwarded through SPOC and Mentor/HOD/Dean of the School/Faculty.
- Once due permission is granted by the Controller of Examination/Registrar of the University, the student need not appear for university examination for the exempted course(s).
- The concerned Head of the Department / Mentor of a particular School will intimate the exam section about the completion of a course by a letter from the SPOC along with the certificate of completion and the list of students, who have passed MOOC in the current semester.
- On successful completion of each course, the institution offering the MOOCs would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his marks certificate issued by his parent institution.

- The conversion of marks from grade points awarded in the certificate issued by the institution offering MOOCs shall be as per the Vanita Vishram Women's University Ordinances and Regulations for UG , PG and Ph.D if not specified in the certificate.
- If a 4-credit course is not available as per the choice of the student then she can opt for a 3-credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- If a 3-credit course is not available as per the choice of the student then she can opt for a 2-credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- Students who have qualified in the proctored examinations conducted by the SWAYAM and apply for credit transfer as specified are exempted from appearing in the continuous and semester end evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student opts for additional MOOC course above 20%, it will be considered as add-on credit and will be reflected on the marks sheet or separate certificate but will not be considered for tabulating CGPA.
- In case of delay in SWAYAM results, the university can withhold the results of such candidates and upon declaration of results of MOOCs, the university will issue the marks sheet for such students.
- The university will not remain responsible for any kind of delay in the results, ambiguity in the results and/or declared results for such students.
- **Completion Requirements:**
  - A. Students must complete all required assessments (e.g., quizzes, assignments, final exams) and achieve a passing grade in the SWAYAM course.
  - B. Proof of completion, such as certificates or transcripts, must be provided.

## 2.3 Credit Evaluation and Conversion:

- **Credit Mapping:**

**Course Comparison:** Evaluate / Compare the SWAYAM course content, duration, and learning outcomes with similar courses offered by the university.

- **Credit Conversion/ Equivalence:** Determine the equivalent number of credits based on the university's credit system. For example, **1 SWAYAM credit might equal X VVWU credits**, depending on the course's workload and academic rigor.

## 2.4 Approval Process/ Evaluation Process

- **Academic Review:** The relevant academic department or committee will review the SWAYAM course for credit transfer eligibility.
- **Application Procedure:** Students must submit course details, completion certificates, and any other required documentation for credit evaluation.
- **Decision Timeline:** Specify the timeframe for processing credit transfer applications.

## 3. Decision Making

- **Approval:** Decisions regarding credit transfer will be made by a designated academic committee or administrative body.
- **Notification:** Students will be notified of the credit transfer decision and how the credits will be applied to their academic record.

## 4. Application Procedure

### 4.1 Submission Process

- **Application Form:** Students must complete a credit transfer application form, available from the university's academic office or website.
- **Supporting Documents:** Submit all required documentation, including SWAYAM course certificates, transcripts, and course descriptions.

## 4.2 Review Timeline

- **Processing Time:** The university will process credit transfer applications within a specified timeframe (e.g., 4-6 weeks).
- **Updates:** Students will receive updates on the status of their application and any additional requirements if needed.

## 5. Credit Transfer Limitations

### 5.1 Maximum Credits

- **Credit Limits:** Set a maximum of 40% of total courses that can be transferred in a semester from SWAYAM courses toward a degree or diploma program. (For example, up to maximum 40% of total program credits)
- **Program-Specific Limits:** Certain programs may have additional restrictions or guidelines for credit transfer.

### 5.2 Transferability

- **Non-Applicability:** Some SWAYAM courses may not be applicable for credit transfer due to differences in curriculum or accreditation status.
- **Program Requirements:** Ensure that transferred credits meet specific program requirements and academic standards.

## 6. Academic Record and Transcript

### 6.1 Recording Credits

- **Transcript Entries:** Transferred credits will be recorded on the student's academic transcript with appropriate notations indicating the source (SWAYAM).
- **Grade Conversion:** Convert grades from SWAYAM courses to the university's grading system if applicable.

### 6.2 Appeals and Reconsideration

- **Appeal Process:** Provide a mechanism for students to appeal credit transfer decisions if they believe there has been an error or oversight.

- **Reassessment:** The appeal will be reviewed by the relevant academic committee or administrative body.

## 7. Additional Credit Policy for SWAYAM Courses

### Purpose

- To define the criteria and procedures for awarding additional credits for SWAYAM courses that go beyond standard credit transfer, recognizing courses that provide significant supplementary value to a student's academic program.

### Scope

- Applies to all SWAYAM courses eligible for additional credit within undergraduate, postgraduate, and diploma programs.

### 7.1 Eligibility for Additional Credits

- **Supplementary / Courses Learning:** Additional credits may be awarded for SWAYAM courses that supplement or enhance existing curriculum requirements.
- **Academic Enrichment:** Courses providing significant academic enrichment or specialized knowledge or skills that enhance the student's overall academic and professional development may qualify for additional credits.

### 7.2 Procedure for Awarding Additional Credits

- **Application Process:** Students must complete a formal application for additional credit, which includes details about the SWAYAM course, its content, and how it complements their current program.
- **Supporting Documentation:** Submit proof of course completion, such as certificates, course descriptions, and any other relevant material.
- **Credit Allocation:** Determine additional credits based on course relevance and integration into the student's program.

### 7.3 Review and Evaluation

- **Academic Review:** The application and supporting documents will be reviewed by an academic committee or department. This review will assess the relevance and quality of the SWAYAM course in relation to the student's program.
- **Credit Determination:** Determine the amount of additional credit to be awarded based on the course content, learning outcomes, and its supplementary value to the student's degree program.

### 7.4 Awarding Additional Credits

- **Credit Allocation:** Award additional credits that reflect the course's contribution to the student's academic development. For example, additional credits may be granted for specialized skills or advanced knowledge that are not covered in the core curriculum.
- **Transcript Notation:** Record additional credits on the student's academic transcript with appropriate notation indicating that the credits were awarded for supplementary learning through SWAYAM.

### 7.5 Credit Limits and Restrictions

#### Maximum Additional Credits

- **Credit Limits:** Set a limit on the number of additional credits that can be awarded from SWAYAM courses to prevent excessive credit accumulation. For example, a maximum of 12 additional credits may be awarded towards a degree.

(This can be decided by Nodal officer, COE, Registrar and Deans)

- **Program-Specific Limits:** Some programs may have specific restrictions or guidelines regarding additional credits, reflecting their unique academic structure and requirements.

## 7.6 Eligibility Criteria

- **Program Requirements:** Ensure that additional credits align with the academic requirements and standards of the student's degree program. Additional credits should enhance rather than replace core program requirements.

## 8 . Integration with Academic Program

### 8.1 Curriculum Enhancement

- **Complementary Learning:** Additional credits should complement the student's existing coursework and enhance their educational experience.
- **Professional Development:** Recognize courses that contribute to the student's professional development and career readiness.

### 8.2 Academic Advising

- **Guidance:** Provide academic advising to help students select appropriate SWAYAM courses for additional credit and ensure they meet program requirements.

### 8.3 Communication and Support

- **Information Dissemination:** Communicate the additional credit policy to students, faculty, and staff through university websites, handbooks, and orientation materials.
- **Support Services:** Provide support and guidance for students navigating the additional credit application process.

## 9. EXAMINATION POLICY/ STRUCTURE FOR SWAYAM COURSES

### 9.1 SWAYAM Course Assessments

- **The final evaluation of a course shall be based on internal assessment and semester end examination and the internal assessment (with a maximum of thirty per cent. marks) based on instruments such as discussion forums, quizzes, assignments, sessional examinations, and the complete evaluation scheme of a course shall be announced at the time of launch of the course.**

- Online semester end examination shall be the preferred mode provided that the course-coordinator shall be authorised to decide on the mode of conducting the final examination, either through online mode or pen and paper mode and this shall be announced in the overview of the course at the time of offering of the course.
- The term end proctored examination for all the SWAYAM based credit courses shall be conducted either by the SWAYAM Board / University or by any other agency authorised by the Government of India in the Ministry of Education, across the country.
- After conduct of the examination and completion of evaluation, the course-coordinator, through the Host Institution, shall award marks or grades, as per the evaluation scheme announced.
- A certificate regarding successful completion of the SWAYAM based credit course shall be signed by the Nodal officer and authorised signatory of the Host Institution and shall be made available on SWAYAM platform within four weeks from the date of declaration of the semester end examination result.
- The University shall incorporate the marks or grades obtained by the student in the marks sheet that counts for final award of the degree or diploma by the university or Institution deemed to be a university.
- **Alignment:** Ensure that SWAYAM assessments align with the university's grading criteria and academic standards.

## 9.2 Online Examinations

- **Format:** Examinations are conducted online and may include multiple-choice questions (MCQs), short-answer questions, and essay-type questions.
- **Proctoring:** To ensure academic integrity, SWAYAM employs various proctoring methods, including automated proctoring tools, secure browsers, and sometimes live proctoring during online exams.

### 9.3 Alternative Examination Options

- **Additional Exams:** Universities may require students to take supplementary exams to validate learning outcomes from SWAYAM courses if necessary.
- **Exam Format:** Define the format and administration of additional exams, including proctoring requirements and scheduling.

### 9.4 Integrity and Proctoring

- **Proctoring Standards:** Implement secure proctoring methods for online assessments to maintain academic integrity.
- **Verification:** Verify that Swayam's proctoring measures meet the university's standards for examination security.

## 10. Implementation and Administration

### 10.1 Administrative Roles

- **Responsibilities:** Define roles and responsibilities for academic departments, administrative staff, and examination committees in managing credit transfers and examinations.
- **Point of Contact:** Designate a central office or individual responsible for handling queries and processing applications related to SWAYAM courses.

### 10.2 Communication and Support

- **Information Dissemination:** Communicate the policy to students, faculty, and staff through official channels such as university websites, handbooks, and orientation sessions.
- **Support Services:** Provide advising and support for students regarding SWAYAM course selection, credit transfer processes, and examination requirements.

## 10.3 Monitoring and Review

### Monitoring

- **Data Collection:** Monitor the effectiveness of the integration of Swayam course assessments into the University system. Track metrics such as data on credits awarded, credit transfers, additional credits awarded, student performance and examination outcomes to monitor the policy's effectiveness.

## 10.4 Policy Review

- **Regular Review:** Review and update the policy periodically to address changes in SWAYAM course offerings, accreditation standards, or university requirements.
- **Feedback Mechanism:** Collect feedback from students and faculty to improve the policy and its implementation.
- **Revisions:** Update the policy based on feedback, changes in SWAYAM guidelines, or evolving academic standards.

## 11. Compliance and Record-Keeping

### 11.1 Compliance

- **Regulatory Adherence:** Ensure that the policy complies with national regulations and guidelines for online education and credit transfer/ recognition.
- **University Standards:** Align the policy with the university's academic standards and quality assurance procedures.
- **Legal Considerations:** Address any legal requirements related to credit transfer and examination processes.

### 11.2 Record-Keeping

- **Documentation:** Maintain accurate records of credit transfers, additional credits awarded, and examination results.
- **Security:** Ensure that records are stored securely and are accessible for auditing and verification purposes.

