

## **Policy for Implementation of SWAYAM Courses**

### ***(Credit Transfer and Curriculum Delivery through SWAYAM/NPTEL Platform)***

#### **1. Preamble**

In alignment with the National Education Policy (NEP) 2020, the University Grants Commission (UGC) Regulations, AICTE Guidelines, and the Government of India's vision of promoting digital and multidisciplinary education, ITM University, Gwalior adopts this policy for the implementation of SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) courses.

The policy aims to facilitate credit transfer, improve academic flexibility, enhance the quality of education through nationally recognized online courses, and promote outcome-based learning while ensuring uniform implementation across all Schools and Departments of the University. The policy is based on the University's existing SWAYAM implementation framework.

#### **2. Objectives**

The objectives of this policy are to:

- Promote quality education through SWAYAM/NPTEL courses offered by premier institutions such as IITs, IISc, IIMs, Central Universities, and other approved institutions.
- Facilitate seamless credit transfer in accordance with UGC and AICTE regulations.
- Encourage multidisciplinary and flexible learning opportunities.
- Improve students' employability and industry readiness through nationally recognized certification.
- Optimize institutional teaching resources while maintaining academic quality.
- Promote self-paced and lifelong learning among students.
- Ensure effective implementation of SWAYAM across all academic programmes.

### 3. Scope

This policy shall apply to:

- All Undergraduate Programmes
- All Postgraduate Programmes
- Diploma Programmes
- Doctoral Coursework (where applicable)
- Value Added Courses
- Skill Enhancement Courses
- Minor, Multidisciplinary and Elective Courses approved by the Academic Council.

### 4. Identification and Approval of SWAYAM Courses

1. Every School/Department shall identify suitable SWAYAM/NPTEL courses that align with the curriculum, Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs).
2. Preference shall be given to courses offered by:
  - IITs
  - IISc
  - IIMs
  - Central Universities
  - NITs
  - AICTE
  - UGC
  - Other institutions approved on the SWAYAM platform.
3. The identified courses shall be recommended by the Departmental Board of Studies (BoS).
4. The list of approved SWAYAM courses may be revised every academic session based on curriculum requirements.

## **5. Course Delivery**

1. Approved SWAYAM courses shall replace the corresponding University course wherever applicable.
2. The delivery of a mapped course through SWAYAM only (without regular classroom teaching) may be permitted only with the prior approval of the Competent Authority.
3. If such approval is granted, the course shall be delivered through the SWAYAM platform in accordance with the SWAYAM academic schedule. Regular classroom teaching shall not be conducted, except for:
  - Orientation sessions
  - Doubt-clearing sessions
  - Laboratory support (where applicable)
  - Mentoring sessions
4. The academic calendar and assessment schedule prescribed by SWAYAM shall be followed for all such approved mapped courses.

## **6. Mandatory Student Enrollment and Examination Registration**

To ensure effective implementation of SWAYAM across the University, the following shall be mandatory:

### **6.1 Student Enrollment**

Every School/Department shall ensure 100% enrollment of all eligible students in the SWAYAM/NPTEL courses approved for their respective semester.

### **6.2 Examination Registration**

Every enrolled student shall mandatorily register for the SWAYAM proctored examination within the prescribed timelines.

Failure to register without valid approval from the Competent Authority shall be considered non-compliance with University regulations.

### **6.3 Student Responsibilities**

Students shall:

- Register on the SWAYAM portal.
- Complete all assignments and quizzes.
- Watch the prescribed lectures.

- Participate in all learning activities.
- Register for the proctored examination.
- Appear in the examination.

## **7. Attendance and Academic Monitoring**

Departments shall regularly monitor:

- Student enrollment
- Assignment submission
- Weekly progress
- Examination registration
- Course completion
- Certification status

Faculty mentors may conduct periodic review meetings to ensure satisfactory academic progress.

## **8. Assessment and Evaluation**

1. Assessment shall be based on the official SWAYAM evaluation methodology.
2. The final score declared by SWAYAM shall be accepted by the University.
3. Credit transfer and grade conversion shall be carried out according to the University's approved academic regulations.
4. Internal and End-Term marks shall be awarded as per the approved credit transfer mechanism.

## **9. Award of Credits**

Students who successfully qualify the SWAYAM proctored examination shall:

- Receive equivalent academic credits.
- Be awarded grades as per University norms.
- Have the credits reflected in their academic transcript.

## **10. Failure to Qualify**

If a student:

- fails the SWAYAM examination,
- remains absent,
- does not register for the examination,

- fails to complete mandatory assignments,

the student shall appear in the University End-Term Examination for the mapped course as per University regulations.

## **11. University End-Term Examination**

Students who successfully qualify the SWAYAM proctored examination shall ordinarily be exempted from appearing in the corresponding University End-Term Examination for the mapped course.

## **12. Roles and Responsibilities**

### **A. Dean/HOD**

The Dean/HOD shall:

- Ensure 100% enrollment of eligible students.
- Ensure 100% examination registration.
- Monitor overall implementation.
- Review departmental performance every semester.
- Submit compliance reports to the University SWAYAM Cell.
- Identify suitable SWAYAM courses.
- Recommend courses for approval.
- Ensure curriculum mapping.
- Monitor faculty mentors.
- Review student progress.
- Ensure timely credit transfer documentation.

### **B. School SWAYAM Coordinator/Faculty Mentor**

Each Department shall nominate a SWAYAM Coordinator who shall:

- Guide students during enrollment.
- Assist in examination registration.
- Monitor assignment completion.
- Track certification status.
- Maintain departmental records.
- Coordinate with the University SWAYAM Cell.
- Facilitate credit transfer documentation.

### **C. Students**

Students shall:

- Complete course registration.
- Submit assignments on time.
- Register for examinations.
- Maintain academic integrity.
- Follow all SWAYAM regulations.
- Submit certificates and scorecards whenever required.

### **D. University SWAYAM Cell**

The University SWAYAM Cell shall:

- Coordinate implementation across Schools.
- Monitor enrollment and examination registration.
- Maintain University records.
- Facilitate credit transfer.
- Submit institutional reports to IQAC and University authorities.

## **13. Institutional Compliance**

Every School/Department shall achieve:

- 100% Student Enrollment
- 100% Examination Registration
- Maximum Course Completion
- Maximum Certification
- Timely Credit Transfer

Monthly and semester-wise compliance reports shall be reviewed by the University SWAYAM Cell, IQAC, and the Competent Authority.

Failure to comply with this policy shall be reviewed by the University administration, and corrective measures may be initiated to ensure effective implementation.

## **14. Special Provisions**

The University may offer SWAYAM courses in:

- Research Methodology
- Research and Publication Ethics (RPE)

- Indian Knowledge Systems (IKS)
- Environmental Studies
- Skill Development
- Entrepreneurship
- Artificial Intelligence
- Data Science
- Emerging Technologies
- Value Added Courses
- Minor Courses
- Multidisciplinary Courses
- Any other course approved by the Academic Council.

## **15. Credit Transfer**

Credit transfer shall be implemented strictly in accordance with:

- UGC Credit Framework
- UGC Credit Transfer Regulations
- NEP 2020
- AICTE Guidelines
- SWAYAM Regulations
- University Academic Regulations

## **16. Quality Assurance**

The Internal Quality Assurance Cell (IQAC) shall periodically review:

- Enrollment statistics
- Examination registration
- Assignment completion
- Certification rates
- Credit transfer
- Student performance
- Overall implementation

Recommendations for improvement shall be submitted to the Academic Council.

## **17. Review and Amendments**

This policy shall be reviewed periodically by the Internal Quality Assurance Cell (IQAC) and shall become effective after approval by the Academic Council.

The University reserves the right to amend this policy in accordance with revisions issued by the University Grants Commission (UGC), AICTE, SWAYAM, Ministry of Education, Government of India, or any other statutory authority.