

**THE ENGLISH AND FOREIGN LANGUGES UNIVERSITY
HYDERABAD
SWAYAM - FREQUENTLY ASKED QUESTIONS**

Dear students!

Part of your studies involves acquiring a certain number of credits by enrolling in online courses on the SWAYAM portal, which offers MOOCs (Massive Open Online Courses). You can find all the information on the SWAYAM portal, and especially on the FAQ page: <https://swayam.gov.in/faq>

However, we have put together a few points to help you get an idea of SWAYAM, based on the previous experience and questions of students, as well as some information from the portal: <https://swayam.gov.in/>. This will prepare you to complete the courses smoothly and avoid common pitfalls.

Please check both this document and the website to be fully aware of the process of registering for, choosing, and obtaining certificates and credits from the SWAYAM portal.

1. What is SWAYAM?

SWAYAM is an online education platform launched by the Ministry of Education, Government of India, for students from Class 9 up to post-graduation, designed to achieve the three cardinal principles of Education Policy, viz. access, equity, and quality. The objective of this effort is to bring the best teaching-learning resources to all, including the most disadvantaged. 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.

2. Why should I enrol for SWAYAM courses?

The UGC has issued the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations 2016, advising universities to identify courses for which credits can be transferred onto the academic record of students who complete courses on SWAYAM. AICTE has also issued a gazette notification in 2016, and subsequently, for the adoption of these courses for credit transfer.

The current SWAYAM platform has been developed by the Ministry of Education and NPTEL, IIT Madras, with the help of Google Inc. and Persistent Systems Ltd.

3. What is the right time to enrol for SWAYAM courses?

SWAYAM courses are rolled out in two semesters:

Semester 1: January to June (Enrolment for the courses is usually open till mid-February, or sometimes end of February)

Semester 2: July to December (Enrolment for the courses is usually open till mid-August, or sometimes end of August)

Do not miss the enrolment date to register for courses in the prescribed semester. If you do miss it for some reason, you must enrol in the following semester, as you need to acquire a certain number of credits by the end of each year.

We strongly advise you to register for and complete the courses in the prescribed semester so that you receive your certificates on time by the end of the academic year.

For self-paced courses, there is no deadline and no credits. You can enrol in them out of interest, but you will not be able to claim any credits for your semester.

4. Who can enrol for a SWAYAM courses?

SWAYAM courses are open to anyone, anywhere, not only school and university students.

At EFL University, BA, MA, B.Ed., PGDTE, PGDTA, and PhD students are required to complete one or two SWAYAM courses as per the programme handbooks.

5. What is the eligibility criterion for joining an online course?

There is no specific eligibility or age criterion for any of the online courses, unless they are specialised courses. The faculty of a particular course may recommend some evidence of knowledge of certain topics for a person to fully grasp the contents of the course. Anyone may join an online course and register for the exam.

6. How do I register on SWAYAM?

Go to the official website at <https://swayam.gov.in/explorer> and click "Register as Student" to register.

Your name and email ID are essential pieces of information for the registration process on the SWAYAM platform. An Aadhar card is required to register for exams. Foreign national students can enrol in a SWAYAM course and register for the exam using their passport as proof of identity.

Once your account is verified, you will receive an email notification from support@swayam.gov.in.

7. Do I have to pay to enrol for a SWAYAM course?

No, you can enrol in the course for free. However, you will have to pay a fee (usually Rs. 1,000) to register for the proctored exam and receive the certificate, which is necessary to obtain

8. What is the procedure for appearing for the Swayam exam?

Firstly, fill out the exam form and make the payment online. Next, choose an offline exam centre from the designated centres on the portal. Please note that you cannot change the session and date mentioned on the hall ticket, nor the centre.

You will be notified via email once the admit card is made available, as per the schedule communicated through the website. Candidates need to check the admit card carefully for all particulars, e.g., roll no., name, subject, date of birth, examination centre name, city, and category, etc. Please also check your email frequently for updates.

The name of the test centre, along with the address, will be mentioned on the admit card.

You will not be allowed to change your test city once the admit card has been issued. While applying, candidates must select any three cities of their choice. Efforts will be made to allot the city of examination to candidates in order of the choice opted for by them in their application form. Please select your preferred choices carefully. However, the exam partner reserves the right to change the city based on administrative exigencies.

Candidates are advised to report as per the staggered entry time slot mentioned on their respective admit cards, to avoid crowding during verification of admit cards, registration, frisking, etc.

9. What documents do I need to carry to the examination centre on the day of examination? What are the things allowed to be carried or not to be carried to the examination centre?

Candidates **MUST** bring the following documents on the day of the examination to the test centre:

I. Admit Card (a clear printout on A4-size paper)

II. Any one of the following original and valid Photo Identification Proofs issued by the government: PAN card / Driving License / Voter ID / 12th Class Board Admit or Registration Card / Passport / Aadhaar Card (with photograph) / e-Aadhaar / Ration Card / Aadhaar Enrolment No. with photo.

All other IDs, photocopies of IDs (even if attested), or scanned photos of IDs on a mobile phone will **NOT** be considered valid ID proof.

Note: Candidates will not be allowed to take personal items such as mobile phones, digital/analogue watches, food items, study material, lockets, bags, electronic gadgets, or any other prohibited items into the testing room. You are advised not to bring these to the test centre.

Foreign national candidates must carry a copy of their passport, along with their university ID card, when they go to the exam centre.

No candidate will be allowed to appear at an examination centre, date, or time other than the one allotted to them on their Admit Card. Important: For those who are unable to appear on the scheduled date of the test for any reason, a retest shall not be held under any circumstances.

10. How many courses can I enrol in ?

There is no limit to the number of courses you enrol in. However, you will receive the certificate only for those courses where you have completed and passed the assignments and the final offline exam. At the university level, only the number of credits required for that semester will be considered for your final grade.

11. What do I do once I enrol in a course and once it is completed?

Once you have enrolled in one or more courses, you must send the list of courses to your programme coordinator, mentioning the following details:

Your name, roll number, course code, name of the course, number of credits, level of the course (UG, PG, or General Public), start date, end date, and date of exam, if mentioned on the portal.

Your programme coordinator will share an Excel file on which you can enter the above details.

Once you appear for the exam and receive your certificate, you must immediately submit a copy to your department office and update the Excel sheet sent by the programme coordinator.

PhD candidates can also submit their at the PhD office, email it to the CoE office, and to the department/school office.

These two steps are very important, as they will help us (and you) keep track of your required credits. So do not wait until your final semester to send this information.

12. How do I know how many credits I must acquire to obtain my final degree certificate ?

All programme handbooks for that academic year are uploaded on the university website. You must refer to the handbook or check with your programme coordinator to see how many SWAYAM credits you need to acquire before the end of your programme.

For example:

UG students need to obtain 9 credits in the BA (Honours/Honours with Research) programmes in Semesters 2, 3, and 4 under the Multidisciplinary Courses (MDC) column. You

must ensure that you register for the courses on time on the SWAYAM portal, acquire the required number of credits, and receive the certificate before the end of your BA (Honours/Honours with Research) programme.

The 9 credits may be acquired in whichever way you wish:

- 3 courses of 3 credits each (not very common, but possible)
- OR 3 courses of 2, 3, and 4 credits each

As you can see, there is no limit on the exact number of courses you can take. It is important to acquire the specified number of credits.

PG and PG Diploma students need to obtain 4 credits under IDC/MDC in their 1st semester.

PhD students are required to complete a mandatory 2 credits course in Research and Publication Ethics as part of their course work.

UG students can also do SWAYAM courses separately as **Value-Added Courses**, which include Environmental Science/Education, Digital and Technological Solutions, and Health & Wellness, Yoga Education, Sports, and Fitness.

Please refer to the Handbook of Undergraduate, Postgraduate, Postgraduate Diploma Studies and the PhD Handbooks available on the university website, for the credit distribution in your programme.

13. How do I get the certificate ?

You must join the course, submit weekly assignments, register and pay for exams, and finally write the in-person, at-centre, proctored exam. The pass criteria also depend on the course. Generally, 30 marks are reserved for internal assessments and 70 for the final exam. Please note that you must acquire a minimum of 40% marks in BOTH types of assessments to be eligible for the certificate.

Each assignment page will have the due date and time for submission.

(Please refer to <https://swayam.gov.in/faq> for more information on exams and exam registration.)

14. What do I do if the last date of registration for a particular course I am keen to follow has passed, or if I do not get the pass percentage for a course?

If the last date of registration for a particular course you are really interested in has passed, which may happen in the first semester, you must wait until the next year to enrol in the same course, as most courses tend to be offered in either odd or even semesters. But as mentioned in the response to Q3, you are strongly advised to acquire all the required SWAYAM credits in the year and semester in which they are specified.

If you do not get the pass percentage of 40% in the assignments or the final exam, you will have to re-register for the same course, or a different one, in the following semester. There is no grade improvement or supplementary exam in SWAYAM!

So please refer to the Programme Handbook and the Time Table to complete your SWAYAM courses accordingly. Check with the programme coordinator in case of doubts, and register without fail. If you wait until the last semester of your programme to enrol in the courses, you will get the results only after the exam in June/July, and will not receive your final degree certificate on time in April/May.

15. How do I find the right course?

Courses on the SWAYAM portal are offered by different national coordinators (see below). When you click on a course on the portal at <https://swayam.gov.in/explorer> (All Courses), you will see something like this:

The screenshot shows the course page for 'Environmental Studies' on the SWAYAM portal. The header includes the course title, instructor 'By Prof. Orus Ilyas, Dr. Sharad Kumar | Allgarh Muslim University', and a 'Join' button with 'Learners enrolled: 2820 | Exam registration: 52'. The main content area features a video player with the title 'Introduction - Environmental Studies' and a 'Watch on YouTube' button. Below the video, there is a section 'ABOUT THE COURSE' describing the course's purpose and objectives. To the right, a 'Summary' table lists course details: Course Status (Upcoming), Course Type (Core), Language (English), Duration (12 weeks), Category (Environmental Sciences), Credit Points (3), Level (Undergraduate), Start Date (21 Jul 2025), End Date (10 Oct 2025), Enrollment Ends (04 Aug 2025), Exam Registration Ends (15 Aug 2025), Exam Date (24 Oct 2025 IST), and NCIF Level (6.0). A note at the bottom of the summary states: 'Note: This exam date is subject to change based on seat availability. You can check final exam date on your hall ticket.' Social media sharing icons are located at the bottom right.

Summary	
Course Status :	Upcoming
Course Type :	Core
Language for course content :	English
Duration :	12 weeks
Category :	Environmental Sciences
Credit Points :	3
Level :	Undergraduate
Start Date :	21 Jul 2025
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Exam Date :	24 Oct 2025 IST
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Note: This exam date is subject to change based on seat availability. You can check final exam date on your hall ticket.

Source: https://onlinecourses.swyam2.ac.in/ini25_es02/preview

On the right side of the page, you will find the following details:

Course type:

Core courses are mandatory courses required for a specific academic programme, while elective courses are optional and chosen by the student to explore areas of interest or fulfil specific requirements. Electives, when combined with core courses, contribute to the total credit requirements for a degree.

Unless your programme specifies a course as Core, you are free to choose either of the two types of courses as per your interest or requirement.

Duration and Credit Points:

This is important information that will help you choose the course.

Level:

It is usually marked UG, PG, or Inter/Multidisciplinary. Please note that you must choose the

course that matches your level (UG or PG) before considering the Inter/Multidisciplinary aspect.

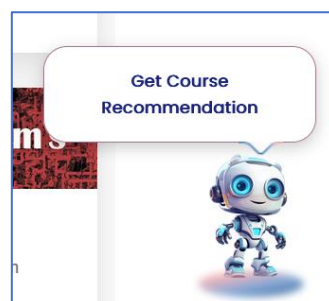
You will also see the start and end date, last date for enrolment and exam registration, and sometimes the exam date. If not, the exam date will be communicated at a later date.

You can browse the All Courses page to look for courses, or use the filters on the left side of the page, set according to National Coordinators, Course Mode (Regular or Self-paced), Course Duration, Course Language, Exam Date, and Credits.

You can also simply type some keywords or the course name in Search if you already know it.

Source: <https://swayam.gov.in/explorer>

There is also a little robot on the same page who can help you with course recommendations if you fill out the required fields!



16. Who coordinates the preparation of the courses?

There are ten national coordinators for Swayam, who offer courses in various fields:

1. [AICTE](#) (All India Council for Technical Education) for self-paced and international courses
2. [NPTEL](#) (National Programme on Technology Enhanced Learning) for Engineering and some courses in Humanities.
3. [UGC](#) (University Grants Commission) for non technical post-graduation education
4. [CEC](#) (Consortium for Educational Communication) for undergraduate education
5. [NCERT](#) (National Council of Educational Research and Training) for school education
6. [NIOS](#) (National Institute of Open Schooling) for school education
7. [IGNOU](#) (Indira Gandhi National Open University) for out-of-school students
8. [IIMB](#) (Indian Institute of Management, Bangalore) for management studies
9. [NITTTR](#) (National Institute of Technical Teachers Training and Research) for Teacher Training programme
10. [INI](#) (Institutes of National Importance) for Non-Technical Courses

You can visit their individual websites by clicking on the links above to see the courses offered by a particular national coordinator.

17. Lastly...

Use only **one email address** for registration for courses and exams. If you use multiple emails, the system will not recognise you and will not generate the final certificate.

Before registering for a SWAYAM course, do not forget to **check the Academic Calendar** of the university on the website, to ensure that the exam dates of the SWAYAM course, if specified, do not clash with those of the university.

Do not skip any assignments. You will not be eligible to receive your final certificate even if you pass the final exam.

Choose your courses carefully. Sometimes the title looks interesting, but the course may turn out to be very different from what you expected. **Talking to your peers or programme coordinators will help you choose wisely.**

Register for the courses as per the credit requirement in the Programme Handbook every semester, so that you acquire the credits during that year. If you are still unable to acquire the required credits for any unforeseen reason, try to complete them well before the last semester of your programme. Remember, you will not receive your final degree certificate if you do not collect the required number of credits and received the certificates!

Please do not forget to register for a **National Academic Depository (NAD)** number at <https://nad.digilocker.gov.in/students> and an **Academic Bank of Credits (now APAAR)** account at abc.gov.in. This will ensure digital access to your certificates and store credits earned for easy transfer.

SWAYAM is a largely automated programme. It is very difficult to make rectifications, so it is best to avoid mistakes.

In keeping with the objectives of the NEP 2020, SWAYAM also provides a wonderful opportunity to expand your horizons by choosing inter- or multidisciplinary courses that are out of the box and related to your particular areas of interest, be it the environment, photography, fashion designing, soft skills, the theory of yoga, or even management courses or computer programming (provided you have the necessary technical background or aptitude!). We hope you will be able to choose well and enrich your programme of studies with a SWAYAM course.

If you have any further questions, please feel free to contact the Nodal Officer, SWAYAM, in Room 17, Ground Floor, Old FL Building, from 4 to 5 PM.

Thank you.