

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

Dear students!

A small but important part of your studies are related to acquiring a certain number of credits by enrolling for **multidisciplinary online** courses on the SWAYAM portal that offers MOOCS (Massive Open Online Courses). You can find all the information on the SWAYAM portal and especially 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 and some information from the portal <https://swayam.gov.in/> This will prepare you to complete the courses smoothly and avoid the common pitfalls.

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

### 1. What is SWAYAM?

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take 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?

UGC has already issued the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016 advising the Universities to identify courses where credits can be transferred on to the academic record of the students for courses done on SWAYAM. AICTE has also put out gazette notification in 2016 and subsequently for adoption of these courses for credit transfer.

The current SWAYAM platform is developed by 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 or sometimes end of February)

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

If you miss the enrolment date to register for a scheduled course in the first semester, you must complete it in your second semester, as you need to acquire the required number of credits as per the Handbook at the end of each year.

However, we strongly advise to you register for and complete the courses in your Semesters 1 and 3 (July to December semester) so that you receive your certificates by the end of the academic year.

For self-paced courses, there is no deadline.

#### 4. Who can enrol for a SWAYAM courses?

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

At the EFL university, the BA, MA, BEd., PGDTE, PGDTA and PhD students are required to do 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 / age criterion for any of the online courses. The faculty of a particular course may recommend some basic knowledge of certain topics for a person to fully grasp the contents of a 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 yourself.

Your Name, Email ID are essential information for registration process on SWAYAM platform. Aadhar card is required to register for exams. Foreign national students can enrol in 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](mailto:support@swayam.gov.in)

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

No, you can enrol for the course for free, but will have to pay a fee (usually Rs. 1000) to register for the proctored exam and receive the certificate, necessary to obtain credits.

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

(Please check <https://swayam.gov.in/faq> EXAM for complete information)

Firstly, you need to fill the exam form and make the payment online. Next, you must choose an offline exam centre from the designated centres on the portal. Please note that you cannot change the session and date mentioned in 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 test centre along with the address will be mentioned in admit card.

You will not be allowed to change your test city once admit card has been issued. While applying, candidates must select any three cities of their choice. Efforts will be made to allot city of examination to the candidates in order of the choice opted 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 staggered entry time slot mentioned on their respective Admit Cards to avoid crowding during verification of the 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 examination at the test centre. I. Admit Card (a clear printout on A4 size paper) II. Any one of the original and valid Photo Identification Proof issued by the government – PAN card/Driving License/Voter ID/12th Class Board Admit or Registration card/ Passport/ Aadhaar Card (With photograph)/ EAadhaar/ Ration Card./ Aadhaar Enrolment No. with Photo. All other ID/Photocopies of IDs even if attested/scanned photo of IDs in mobile phone will NOT be considered as valid ID Proof. Note: Candidate 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 their passport copies, and the university ID card when they go to the exam centre.

No candidate will be allowed to appear at the examination centre/date/timings other than that allotted to them in their Admit card. Important: For those who are unable to appear on the scheduled date of test for any reason, 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. Do ensure however that there is no clash in the exam dates. You will receive the certificate only for those courses where you have completed and passed the assignments and the final offline exam. And 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 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 get your certificate you must immediately send it to **the programme office email at the CoE office** mentioning the details, **with a CC to the department office. Do not forget to update the Excel sheet sent by the Programme Coordinator.**

PhD candidates must submit their certificate at the PhD office email at the CoE office with a copy to the department/school office.

These two steps are very important as it will help us (and you) keep track of your required credits. So do not wait for 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 to see how many Swayam credits you need to acquire before the end of your programme.

For example:

The curriculum for the MA Programmes mandates 4 credits to be accumulated in Semester 1 and another 4 credits in Semester 3 (in lieu of any other Interdisciplinary course or an internship), under the Inter/Multidisciplinary Courses column (MDC). 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.

The 4 credits may be acquired in whichever way you wish:

1 course of 4 credits OR

2 courses of 2 credits each OR 2 courses of 1 and 3 credits each OR

4 courses of 1 credit each.

As you can see, it is not the number of courses you enrol in that is important, but the number of credits you acquire.

### 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 exams. The pass criteria also depend on the courses. Generally, 30 marks are reserved for internal assessments and 70 for the final exam. Please note that you must pass 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> EXAM and EXAM REGISTRATION for more exam related information)

### 14. What do I do if the last date of registration is over for a particular course I am keen to follow ?

If the last date of registration is over for a particular course you are really interested in, which may happen in the first semester, you must wait for the next year to enrol in the same course, as most courses tend to be offered in the odd or even semesters. But as mentioned in the response to Q3, it is preferable that you acquire all the required Swayam credits in the semester in which it is specified.

So please look at the Programme Handbook to complete your Swayam courses accordingly. Check with the Programme coordinator in case of doubts and register without fail. If you wait till 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 get 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 <https://swayam.gov.in/explorer> (All courses) you will see something like this:

The screenshot shows the course page for 'Environmental Studies' by Prof. Orus Ilyas, Dr. Sharad Kumar at Allgarh Muslim University. It includes a 'Join' button, enrollment statistics (2820 learners, 52 exam registrations), a video player for the introduction, and a summary table with details like course status, type, duration, and dates.

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
End Date :	10 Oct 2025
Enrollment Ends :	04 Aug 2025
Exam Registration Ends :	15 Aug 2025
Exam Date :	24 Oct 2025 IST
NCF Level :	6.0

**ABOUT THE COURSE:**  
On the direction of Honorable supreme court of India, the University Grand Commission (UGC) has introduced "Environmental Studies" as essential subject to be taught at UG level. The prime objective of this proposed online courses to provide participants complete understanding of Environment. The course aims to enable students acquire practical and technical skills required for identifying and solving societal problems related to environment.

**INTENDED AUDIENCE:** Under graduate students of all the discipline

**PREREQUISITES:** This course is being taught to Undergraduate students, hence 12<sup>th</sup> is compulsory to pass/clear

**INDUSTRY SUPPORT:**

Source: [https://onlinecourses.swayam2.ac.in/ini25\\_es02/preview](https://onlinecourses.swayam2.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 program, 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 any course as Core you are free to choose any of the two types of courses as per your interest/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 only choose courses that correspond to your level (UG or PG) before opting for a Multidisciplinary course.

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 is communicated at a later date.

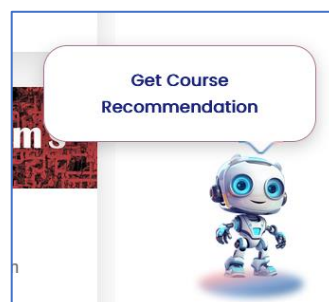
You can browse the **All courses** page to look for courses, or use the filters on the left side of the page, set according to the National Coordinators, Course mode (Regular or Self-paced), Course Duration, Course Language, Exam date and Credits.

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

The screenshot displays the Swayam Course Catalog interface. At the top, there's a navigation bar with links like 'About Swayam', 'All Courses', 'National Coordinator', 'Local Chapters', 'FAQ', and 'Swayam Plus'. A 'SIGN-IN / REGISTER' button is on the right. Below the navigation bar, the 'Course Catalog' section features a search bar and a 'Sorted by: Course Title' dropdown. On the left, a 'FILTERS' sidebar allows users to refine their search by National Coordinator, Course Mode, Course Duration, Course Language, Course Exam Date, and Course Credits. The main content area is divided into two tabs: 'Upcoming (Enrollment Open)' and 'Ongoing (Enrollment Closed)'. The 'Upcoming' tab shows three course cards: '20th Century Literary Criticism and...' by Dr. Ashish Kumar Pathak from Banaras Hindu University, '3D Printing and Design for Educators' by Dr. Sharad K. Pradhan from the National Institute of Technical Teachers Training and Research (NITTTR), and '5G Wireless Standard Design' by Prof. Rohit Budhiraja from IIT Kanpur. The 'Ongoing' tab shows three course cards: '3D Printing of Auxetic Structures...' by Dr. Rupinder Singh from NITTTR, 'A Basic Course in Machine Learning for...' by Sumitra Padmanabhan from uGDX School of Technology, ATLAS SkillTech University, and 'A Basic Course in Number Theory' by Prof. Shripad Garge from IIT Bombay.

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 above links to see the courses offered by a particular National Coordinator.

## 17. Lastly...

Use only one email for registration to 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 at the university.

Do not skip any assignments as they are part of the internal assessment. You will not be eligible to get your final certificate even if you pass the final exam.

Choose your courses carefully. Sometimes the title looks interesting but it 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 year, so that you acquire the credits during that semester or year. Remember you will not get your final degree certificate if you do not collect the required number of credits!

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](https://abc.gov.in). This will ensure your access to your certificates digitally and store credits earned for easy transfer.



Swayam is a largely an 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 good opportunity to expand your horizons by choosing multidisciplinary courses that are out of the box and related to your particular areas of interest, be it in the environment, photography, fashion designing, soft skills, 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 check first with your programme coordinator, or the Nodal Officer, SWAYAM, at [swayam-uno-0041@efluniversity.ac.in](mailto:swayam-uno-0041@efluniversity.ac.in) or in person in Room 17, Ground Floor, Old FL Building on Mondays from 3.30 to 4.30 PM.

Thank you.