



# Framework for Universities to conduct Examinations for SWAYAM Courses

February, 2025

University Grants Commission  
Bahadur Shah Zafar Marg, New Delhi-110002

© University Grants Commission  
February, 2025

Printed and Published by : Secretary, University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi – 110002

Designed and Layout by : e-Governance Cell  
University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi – 110002

# INDEX

<b>Chapter 1</b> Framework for Universities to conduct Examinations for SWAYAM Courses	1
<b>Chapter 2</b> Steps for Adopting MOOC Courses through the SWAYAM platform	5
<b>Chapter 3</b> University Dashboard User Guide Swayam 2.0	8
<b>Chapter 4</b> FAQ for SWAYAM (Study Webs of Active Learning for Young Aspiring Minds)	12
<b>Chapter 5</b> SOP on National Credit Framework (NCrF)	16
<b>Chapter 6</b> Automated Permanent Academic Account Registry (APAAR) ID	18

# Chapter 1

## Framework for Universities to conduct Examinations for SWAYAM Courses

### Major Highlights of the Framework

- To increase the number of students taking SWAYAM Courses for credit accumulation.
- To enhance student flexibility with respect to SWAYAM Examination.
- To permit Universities to conduct SWAYAM Examination provided they 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.

### Purpose of the Framework

SWAYAM ([www.swayam.gov.in](http://www.swayam.gov.in)) is an online platform of the Government of India designed to achieve the three cardinal principles of Education Policy, viz., access, equity, and quality. Through the SWAYAM platform, students can take online courses from leading Higher Education Institutions to fulfill credit requirements for their university's academic programmes, which can be accessed by anyone, anywhere at any time.

As per the UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021, an institution can allow students to take up to 40% of their total courses online in a particular programme in a semester, through the SWAYAM Platform. The credits/marks obtained by the candidate enrolled in universities for SWAYAM Certificate, will be counted in the transcript of the candidate, only if the University has adopted MOOCs Courses offered on SWAYAM Platform for Credit Transfer.

The SWAYAM courses are aligned with the academic semester commencing in the month of January and July of every year. The courses offered on SWAYAM are mapped by the universities to their regular academic curriculum.

Currently, the end term proctored examination for all the SWAYAM based credit courses are conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) in their designated centres across the country.

To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, it has been decided in the 24th SWAYAM Board meeting held on March 5, 2024, that Universities who have adopted UGC SWAYAM Regulations 2021 will be permitted to conduct examinations of the SWAYAM courses for their students who enrolled and completed Courses from the SWAYAM Platform.

Students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

Universities would conduct these examinations during the current semester for their students along with the end-term examinations.

Universities would conduct examinations in the subsequent two semesters for their students who could not pass/appear in the end-term SWAYAM Course exams.

All universities shall appoint a Nodal Officer to coordinate with the SWAYAM Technical team in matters related to SWAYAM Courses including registration and credit transfer.

The University shall conduct the examination for students enrolled in SWAYAM courses in alignment with their regular academic calendar.

### **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.

## Contact Persons

- A. Shri Rohit Tripathi**  
Deputy Secretary  
Ministry of Education  
Phone: 011-23385243  
Email: [tripathi.rohit@pib.gov.in](mailto:tripathi.rohit@pib.gov.in)
- B. Shri Harsh Vardhan Mathpal**  
Consultant, NMEICT, Department of Higher Education,  
Ministry of Education  
Phone: 9887837083,  
Email: [harsha.jc@nmeict.ac.in](mailto:harsha.jc@nmeict.ac.in)
- C. Dr. Diksha Rajput**  
Joint Secretary, UGC  
Phone: 011-23604220/165  
Email: [diksha.ugc@nic.in](mailto:diksha.ugc@nic.in)
- D. Dr. M Jayakrishnan**  
Head, Education Technology and Research,  
IIT Madras  
Phone: 9819469268  
Email: [jkm@nptel.iitm.ac.in](mailto:jkm@nptel.iitm.ac.in)
- E. Shri Gaurav Khare**  
National Coordinator, ABC,  
National e-Governance Division  
Ministry of Electronics & Information Technology  
Phone: 9891081761  
Email: [Gaurav.khare1@digitalindia.gov.in](mailto:Gaurav.khare1@digitalindia.gov.in)

# Chapter 2

## Steps for Adopting MOOC Courses through the SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)) for Universities & Colleges

### Step 1 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 should inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. 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.
5. The details of the Nodal Officer should be published on the University website.
6. 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.

### Step 2 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 1<sup>st</sup> June and 1<sup>st</sup> 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.

### Step 3

## SWAYAM Course Registration and registration for SWAYAM Exam

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

### Step 4: 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.

1. 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.
2. 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.
3. 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.
4. 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 centers across the country. Subsequently, NTA & NPTEL will announce the results.

**Step 5: 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 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 CoE.

# Chapter 3

## University Dashboard User Guide Swayam 2.0

This document describes the features of university dashboard on Swayam.

### Contents

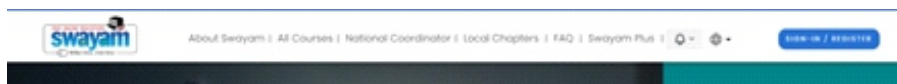
University Dashboard .....	8
1.1 Pre-requisites for SWAYAM Nodal Officer Creation.....	8
1.2 University Dashboard Login.....	9
1.3 University Dashboard View.....	10
1.4 Course Details Tab.....	10
1.5 Student Details Tab.....	11

### University Dashboard:

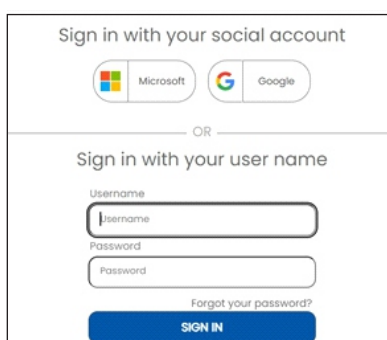
- University Dashboard is created for University Nodal Officer to view the data such as enrollments, eligible users and assignment submissions related statistics.
- This dashboard will help universities to get data about course-level student enrollments and their performance to help identify eligible students for end term examination.

#### 1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:

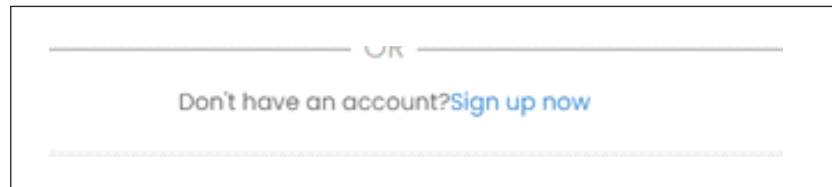
- University Nodal Officer needs to sign up/ register on swayam.
  - For this they can use the Sign in/Register button on SWAYAM



- If the id is either Google or Microsoft enabled, then they can just use the social login option available in SWAYAM

A screenshot of the login interface. At the top, it says 'Sign in with your social account' and shows buttons for Microsoft and Google. Below this, it says 'OR' and 'Sign in with your user name'. There are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a blue 'SIGN IN' button at the bottom.

- If the id is under university's custom domain, they can signup for an account in SWAYAM



- Once registered, they need to share the information with UGC using a form ([form link](#)).

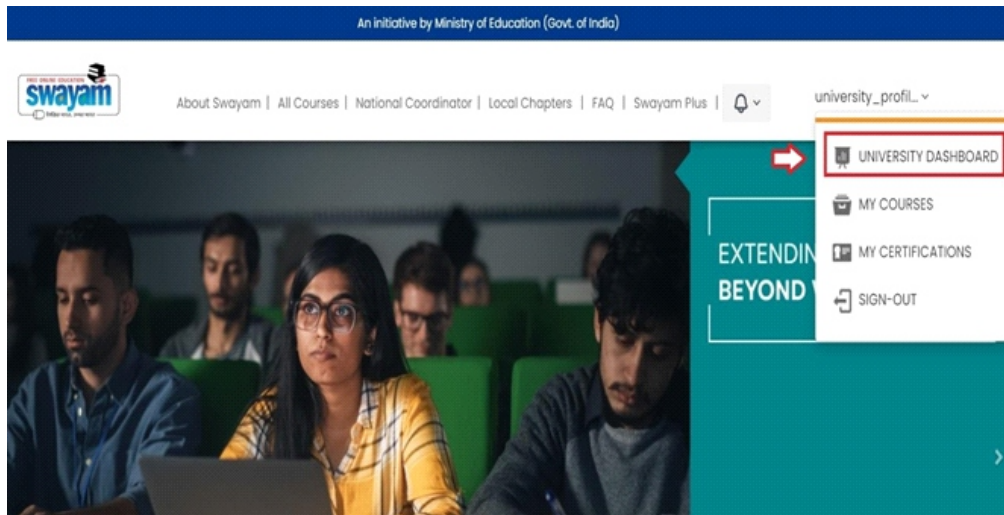
- The form will capture details required for SWAYAM Nodal Officer creation:
  1. University ID (as per AISHE)
  2. University Name
  3. Nodal Officer Name
  4. Nodal Officer Email
  5. Nodal Officer Mobile Number
  6. Approval letter from the head of the University (or any other competent authority) regarding the appointment of the Nodal Officer

- An acknowledgement email will be sent from SWAYAM application once the Nodal Officer account gets enabled.

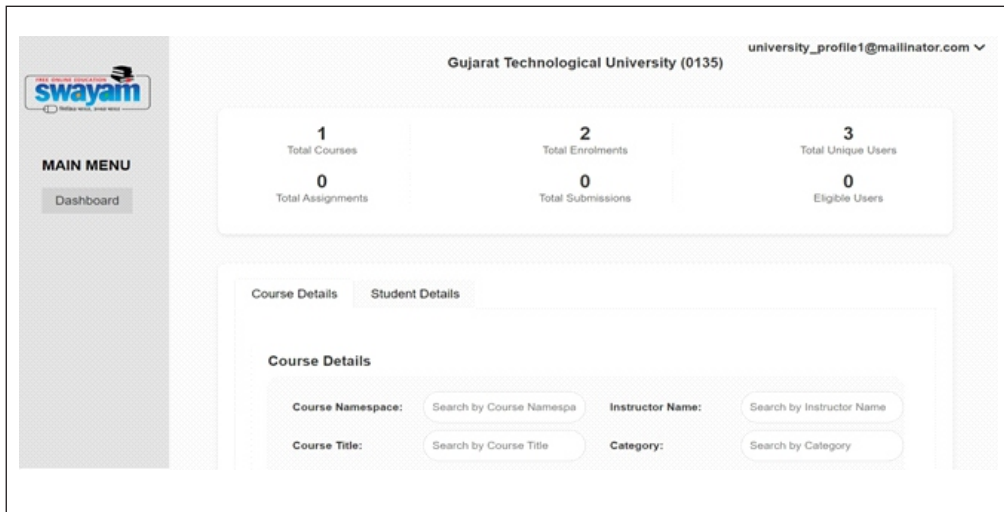
- The email address provided as SWAYAM Nodal Officer should be of the format `swayam-uno-{aishe}@domain`. This ensures continuity of information even if the nodal officer changes. E.g. For University 0456 the generic email id is [swayam-uno-0456@gmail.com](mailto:swayam-uno-0456@gmail.com)

## 1.2 University Dashboard Login:

- SWAYAM Nodal Officers needs to login to the Swayam URL ( <https://swayam.gov.in/> ) with their SWAYAM Nodal Officer ID.
- Only SWAYAM Nodal Officers can see the university dashboard option under the email drop down menu.
- Once SWAYAM Nodal Officers click on the university dashboard, it redirects them to the university dashboard page.



### 1.3 University Dashboard View:



- On university dashboard, SWAYAM Nodal Officers can view the data such as the enrollments, unique users, course details, total submissions and other information associated with the students from their university who have enrolled in the SWAYAM courses.
- University dashboard consists of 2 tabs – **Course Details** and Student Details.

### 1.4 Course Details Tab:

- Course details page consists of all the courses associated with the university.
- SWAYAM Nodal Officers can search and view the course details by using filters such as Course Namespace, Course Title, Instructor Name and Category.

### 1.5 Student Details Tab:

- SWAYAM Nodal Officers download student's progress information using the Download CSV functionality.

# Chapter 4

## FAQ for SWAYAM (Study Webs of Active Learning for Young Aspiring Minds)

### 1. What is SWAYAM?

SWAYAM is a Government of India initiative designed to achieve the principles of Education Policy-access, equity, and quality. The platform hosts MOOCs (Massive Open Online Courses) courses to enable students, lifelong learners, teachers, and researchers to virtually attend the courses taught by the faculty, access high-quality reading resources, participate in discussion forums, take tests and earn certificates/ credits as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

### 2. How does SWAYAM Help Higher Education Institutions?

The inclusion of SWAYAM courses into the university's curriculum and academic framework lead to ensure several positive outcomes:

- 1. Enhanced Learning Opportunities:** SWAYAM provides access to a diverse range of courses, ensuring students can explore topics beyond their core curriculum, thereby fostering a broader perspective and promoting interdisciplinary knowledge.
- 2. Flexibility and Inclusivity:** By accepting SWAYAM courses, HEIs would extend opportunities for students facing geographical, financial, or other barriers in pursuing conventional classroom-based learning.
- 3. Leveraging Technology:** Embracing SWAYAM courses would showcase the university's commitment to leveraging technology to benefit students and faculty alike, encouraging a blended learning approach.
- 4. Quality Assurance:** The SWAYAM courses are designed and delivered by eminent faculty members from reputed institutions, ensuring high-quality content and academic rigor.
- 5. Credit Transfer and Recognition of Prior Learning:** By acknowledging SWAYAM courses, HEIs can enable students to transfer credits earned through the SWAYAM platform into their academic records as per the University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and also facilitate recognition of prior learning, encouraging lifelong learning.

**6. National Integration:** By participating in the SWAYAM initiative, HEIs can contribute to the vision of a knowledge-driven and inclusive India, breaking barriers and fostering collaboration among various educational institutions.

### **3. How many courses can a student take through SWAYAM?**

As per the UGC (Credit Framework for Online Learning Courses) Regulations, 2021, students can take up to 40% of their total courses online through the SWAYAM platform in any given semester.

### **4. What steps must a university take to implement SWAYAM courses for credit transfer?**

- Approval from Statutory Bodies: The university needs to amend its regulations to allow up to 40% of its courses to be taken online through SWAYAM.
- Forming Committees: A SWAYAM Advisory Committee is formed to oversee the program.
- University Nodal Officer: A faculty member is appointed as the University Nodal Officer for all SWAYAM-related activities.

**UGC document on Steps for Adopting MOOC Courses through the SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)) for Universities & Colleges may be seen for more details.**

### **5. How are examinations conducted for SWAYAM courses currently?**

Universities may either choose to conduct the end-term proctored examinations for SWAYAM courses themselves or rely on national bodies like the National Testing Agency (NTA) and the National Programme on Technology Enhanced Learning (NPTEL).

### **6. How does credit transfer work for SWAYAM courses?**

Universities that have adopted the UGC Credit Framework allow credit transfer for SWAYAM courses. Marks or credits earned through the end-term proctored SWAYAM Examination are reflected in the students' university transcripts. UGC document on Steps for Adopting MOOC Courses through the SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)) for Universities & Colleges may be seen for more details.

### **7. What new provision does the UGC framework introduce?**

Universities can now conduct end term proctored examinations and re-examinations for their students who have enrolled for courses on the SWAYAM platform and have completed 75% of the graded assignments/quizzes.

## **8. When can universities conduct SWAYAM examinations?**

Universities can conduct these examinations during the current semester for students enrolled in SWAYAM courses that are part of the university's academic programs. Re-examinations can be conducted in the subsequent two semesters for students who did not pass the initial exam.

## **9. Can students choose between university-conducted exams and NTA/NPTEL exams?**

Yes, students can write their end term proctored examinations for SWAYAM courses through either their university or the NTA/NPTEL. If the students want to appear in the SWAYAM Course Examination conducted by the university, they must complete the entire SWAYAM course and submit 75% of the graded assignments/quizzes on the SWAYAM Platform.

## **10. What are the responsibilities of universities conducting end term proctored examinations for SWAYAM courses?**

Universities will be responsible for:

- Verifying students' eligibility (e.g., completion of 75% of assignments/quizzes).
- Ensuring a weightage of 70% for the end-term exam and 30% for quizzes and assignments .
- Developing question papers for the relevant SWAYAM MOOCs.
- Grading and assessing students taking the University Examination for SWAYAM courses according to the University norms.
- Declaring the results of the SWAYAM courses alongside the University's semester examination results.
- Awarding the credits earned by the students in university certificates or mark sheets / Transcripts.
- upload the marks on the SWAYAM portal.
- ensuring that marks of all students who have appeared in the SWAYAM Examination are mapped with their APAAR id and visible to the students with their login credentials

**For more details, refer UGC Framework for Universities to conduct Examinations for SWAYAM Courses.**

## **11. What are the duties of the University Nodal Officer?**

- Register on the SWAYAM portal and monitor student progress.
- Retrieve internal assessment scores from the SWAYAM Portal.
- Verify student eligibility using the SWAYAM portal.

- Prepare lists of students eligible for examinations and track their attempts.
- Upload final exam marks on the SWAYAM Portal.
- Ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their APAAR id and visible to the students with their login credentials
- Maintain communication with UGC/MoE and the SWAYAM technical team for data-related requirements.

## **12. What happens if a student fails or misses a SWAYAM exam conducted by NPTEL or NTA?**

Universities can allow students to reappear for SWAYAM Course exams in the subsequent two semesters at University level. For more details, refer UGC Framework for Universities to conduct Examinations for SWAYAM Courses.

### **General FAQ related to Students for SWAYAM :-**

## **13. Who can enroll in SWAYAM courses?**

SWAYAM courses are available to anyone, including students, teachers, and the general public. However, only enrolled university students can use the courses for credit transfer.

## **14. Is there a fee for SWAYAM courses?**

Enrolment on the SWAYAM Platform is free. However, there is an examination fee if students wish to take the end-term proctored exam and receive a certification through NTA/ NPTEL.

# Chapter 5

## SOP on National Credit Framework (NCrF)

**SOP**  
Standard Operating Procedures on  
National Credit Framework (NCrF)

UNIVERSITY GRANTS COMMISSION

### INTEGRATING HIGHER, TECHNICAL, VOCATIONAL EDUCATION, TRAINING & SKILLING (VETS)

- 1 Integration of Education**  
Break down barriers between Higher Education, technical education & vocational training to create a unified system.
- 2 Student flexibility**  
Empower students to design their learning paths by allowing credit transfers and diverse course options.
- 3 Skill-based learning**  
Integrate vocational & skill-based courses into academic programmes to prepare students for the job market.
- 4 Framework for quality**  
Establish clear guidelines and standards for higher education institutions to implement these changes.

These SOPs are model guidelines subject to refinements by the HEIs during their context.

SCAN FOR MORE DETAILS

**SOP #1/14**

University Grants Commission | www.ugc.gov.in

**SOP**  
Standard Operating Procedures on  
National Credit Framework (NCrF)

UNIVERSITY GRANTS COMMISSION

### INTEGRATING VOCATIONAL EDUCATION, TRAINING & SKILLING (VETS) IN HIGHER EDUCATION (as part of curriculum or additional courses in UG/ PG Programmes)

- 1 SKILLS IN UG/PG PROGRAMMES**  
**Up to 50%** of total credit requirement can be earned from skill-based courses, as per NCrF.  
**Institutions can offer these skill courses in several ways:**
  - i. Integrated:** Skill courses become part of the regular UG/PG curriculum.
  - ii. Additional:** Skill courses are offered on top of the existing curriculum, with additional credits. These can be related or unrelated to the student's main programme.
- 2 CONTROL & APPROVAL**  
**Institutions** can develop their own skill courses (NHEQF aligned) or adopt existing ones from the National Qualification Register Portal (NSQF aligned).  
**HEIs** to assess learning outcomes and issue certificates for all skill courses.

These SOPs are model guidelines subject to refinements by the HEIs during their context.

VETS - Vocational Education, Training & Skilling

SCAN FOR MORE DETAILS

**SOP #2/14**

University Grants Commission | www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCF)



## INTEGRATING VOCATIONAL EDUCATION, TRAINING & SKILLING (VETS) IN HIGHER EDUCATION (as part of curriculum or additional courses in UG/ PG Programmes)

**1 DEDICATED COURSES**  
Ability Enhancement, Skill Enhancement & Value-added Courses



**2 PRACTICAL EXPERIENCE**  
Summer Internships

**3 PROGRAMME BUILDING BLOCKS**  
Foundational or upskilling courses within a major or minor stream

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #3/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCF)



## OFFERING STANDALONE SKILL-BASED COURSES by higher educational institutions

**1 Standalone Skill Courses**

Universities can offer skill-based courses to students who are not enrolled in regular UG/PG programmes, following their internal rules.

**2 Skill Certificates**

Students who complete these standalone skill courses will receive a university-issued certificate with the Skill India branding.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #4/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCrF)



## ESTABLISHING EQUIVALENCE ACROSS VOCATIONAL EDUCATION, TRAINING & SKILLING (VETS)

1

### Credit Transfer Transparency

Universities must clearly explain how many external credits can be earned and how they contribute to a degree.

2

### Credit Equivalency

Universities may need to map their programmes to determine credit equivalency from other institutions and may establish additional requirements.

3

### Learning Outcomes First

Credit transfer or earning equivalency will be based on learning outcomes and competencies achieved, rather than course titles. Universities should clearly define these for each course.

4

### Flexible Credit Earning

Students can earn credits from various sources, including SWAYAM, formal skill courses, informal learning assessed by the university, and formal internships or apprenticeships.

5

### Equivalency Assessment

Universities can assess learning outcomes and suggest additional courses, if required, with the help of an expert committee to establish equivalency. Equivalence of credits earned from a foreign degree shall be in accordance with the rules of UGC/AICTE.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #5/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCrF)



## CREDITS AND CREDIT MOBILITY

### Credit Calculation

One credit equals 15 hours of theory, 30 hours of practical work, or 45 hours of experiential learning per semester.

### Minimum Credit Requirement

A minimum of 40 credits is required per year, totaling 120 credits for a 3-year degree & 160 credits for 4-year degree.

### Minor Courses

Minor Courses within a 3 or 4-year programme can be 24 to 32 credits, awarded alongside the main degree.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #6/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCrF)



## ACCUMULATION OF CREDITS FOR COURSES, QUALIFICATIONS & PROGRAMMES EARNED IN THE SAME ASSESSMENT BAND

### 1 HEIs Registration

All Higher Education Institutions must register on the ABC portal.

### Credit Storage 2

All academic credits will be stored in the Academic Bank of Credit (ABC).

### 3 Student Registration

Students need to register on ABC portal & create an APAAR ID to track & manage their credits.

### Credit Validity 4

Most credits are valid for **7-years**. After that, re-entry into a programme might require re-assessment of prior learning outcomes. **VETS** courses may have different validity periods defined within the programme itself.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #7/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCrF)



## ESTABLISHING ENTRY ELIGIBILITY IN ACADEMICS AT DIFFERENT LEVELS & TRANSFER OF CREDITS



### Credit Transfer & Migration

Students and institutions can use the ABC portal to transfer and migrate credits.



### Credit Transfer Between Institutions

Students can transfer credits between institutions if they meet the requirements for next level & any other necessary prerequisites.



### Lateral Entry

Students can enter a programme at a higher level based on prior learning assessment. Equivalency will be determined based on learning outcomes & NCrF levels.



### Lateral Entry & Vacancies

Lateral entry is subject to available seats and will follow the same admission criteria as regular admissions.



### Lateral Entry in Odd Semesters

Students entering in odd semesters will need to have their previous studies mapped to the new programme. If courses differ, bridge courses may be offered by the HEIs.



### Transparency

Institutions must publish lateral entry eligibility criteria and admission processes on their websites.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN FOR MORE DETAILS

SOP #8/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on  
National Credit Framework (NCrF)



## MODALITIES WITH THE VARYING PACE OF LEARNING AND DEFINING SPECIAL ASSESSMENT CRITERIA FOR EXCEPTIONAL STUDENTS

### Student-Centric & Self-paced Learning

Institutions should offer flexibility for students to learn at their own pace.

### Special Assessment for Talented Students

Institutions can create special assessment criteria for students excelling in areas like sports, arts, or social work.

### Credit Flexibility

Students can earn more or fewer credits per semester to accommodate different learning speeds.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN  
FOR  
MORE  
DETAILS

SOP #9/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on  
National Credit Framework (NCrF)



## RECOGNITION OF PRIOR LEARNING (RPL) IN HIGHER EDUCATION

1

### RPL for All Learning

NEP 2020 & NCrF allow universities to recognise prior learning from various sources (formal, non-formal, informal, experiential) for credit in formal programmes.

2

### Assessment for Recognition

Learners can have their existing knowledge and skills assessed against learning outcomes of formal programmes, opening doors for further education.

3

### Outcome Based Learning

RPL focuses on what a learner knows and can do, regardless of how they learned it. HEIs must recognise these outcomes.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN  
FOR  
MORE  
DETAILS

SOP #10/14

University Grants Commission



www.ugc.gov.in

## RECOGNITION OF PRIOR LEARNING (RPL) IN HIGHER EDUCATION

4

### Objective and Transparent Assessment

Assessment of prior learning should be fair, clear, and trustworthy. The NCrF provides details on assigning credits for experience and skills.

5

### NCrF Levels as a Guide

Recognition of prior learning should consider the National Credit Framework's levels & descriptors. Credits earned through RPL are calculated using NCrF level weightage.

6

### Guidelines Apply

Universities should follow RPL guidelines from UGC and AICTE for general and engineering programmes, respectively.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN  
FOR  
MORE  
DETAILS

**SOP #11/14**  
Standard Operating Procedures

## ASSESSMENT AND AWARD OF CERTIFICATE, DIPLOMA, DEGREE

1

### Comprehensive Assessment

Institutions must develop robust assessment methods to measure student learning outcomes.

2

### Formative & Continuous Assessment

Prioritise ongoing assessment over final exams, incorporating various methods like formative, summative & peer assessment.

3

### Flexible Assessment Approaches

Institutions can choose from a range of assessment techniques based on course objectives and student needs.

These SOPs are model guidelines subject to refinements by the HEIs during their context.



SCAN  
FOR  
MORE  
DETAILS

**SOP #12/14**  
Standard Operating Procedures



Standard Operating Procedures on National Credit Framework (NCrF)



## ASSESSMENT AND AWARD OF CERTIFICATE, DIPLOMA, DEGREE

### DEGREE AWARDING

For students earning credits from multiple institutions, the last institution attended typically awards the degree, unless otherwise agreed upon.

### EXIT MODULE

Students exiting after Level 4.5 or 5 may complete a minimum of 4 credits skill-based exit module to earn a certificate or diploma.

### ALIGNMENT WITH VOCATIONAL STANDARDS

Assessment for vocational courses should follow specific guidelines for skill qualifications.

These SOPs are model guidelines subject to refinements by the HEIs within their context.



SCAN FOR MORE DETAILS

SOP #13/14

University Grants Commission



www.ugc.gov.in



Standard Operating Procedures on National Credit Framework (NCrF)



## BENEFITS OF NCrF

- 1 Creditisation of all learning hours
- 2 Multidisciplinary & holistic education with flexible curricula
- 3 Flexibility in duration of study/ courses
- 4 Provision for lifelong learning
- 5 Removal of hard distinctions across educational streams
- 6 Enhances the scope of core learning



SCAN FOR MORE DETAILS

SOP #14/14

University Grants Commission



www.ugc.gov.in

# Chapter 6

## Automated Permanent Academic Account Registry (APAAR) ID.

### I. Background

The National Education Policy (NEP) of 2020, a transformative vision for the Indian education system, laid the foundation for several initiatives aimed at enhancing the learning experience for students. Among these initiatives, the National Credit and Qualifications Framework (NCrF) emerged as a key framework to facilitate seamless mobility and flexibility across educational levels.

### II. Introduction

In alignment with the NEP 2020 and the NCrF, the Automated Permanent Academic Account Registry (APAAR) ID is introduced as a pivotal component. The APAAR ID embodies the vision of "One Nation, One Student ID," ensuring a unified and accessible academic experience for students across India. The APAAR ID serves as a lifelong academic passport, consolidating all achievements and credentials of a student in one place.

### III. Key Features of APAAR

#### Lifelong Academic Identity

- APAAR assigns a unique and permanent 12-digit ID to every student, offering a comprehensive record of their academic achievements, including degrees, scholarships, awards, and other credits.
- This identifier remains with the student throughout their educational career, fostering a seamless transition from one level of education to another.

#### How APAAR Works

- Schools: Record and manage students' academic data, achievements, and activities in APAAR.
- Higher Education Institutions (HEIs) and Skill Institutes: Access students' academic history and records for admission and recruitment purposes.
- Students: Digitally store and retrieve comprehensive academic records, achievements, and co-curricular accomplishments.
- HEIs/Skill Industries: Access and verify students' complete academic data for admission or recruitment purposes.

## Benefits to Students

- Unified Academic Identity: A single platform to consolidate and showcase academic records.
- Streamlining Student Records: Simplifying record-keeping for students, parents, and educators.
- Digital Repository: Securely storing academic data and achievements.
- Seamless Academic Mobility: Facilitating smooth transitions between educational levels.

## Data Security and Confidentiality

- APAAR prioritizes data security and confidentiality, sharing information only with necessary government agencies for privacy and security.
- Consent-based document sharing ensures that students have control over the information shared through APAAR.

## Academic Progress Tracking

- Students can effortlessly monitor their academic journey, enabling personalized study plans and real-time performance analytics.
- The system aids in skill gap analysis and provides industry-relevant content for upskilling programs.

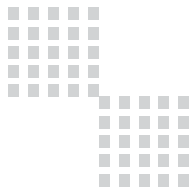
## IV. APAAR Registration Process

- **Step 1: Verification:** Visit the school to verify demographic details
- **Step 2: Parental Consent:** Obtain parental consent if the student is a minor
- **Step 3: Authentication:** Authenticate identity through the school
- **Step 4: ID Creation:** Upon successful verification, the APAAR ID is created and added to DigiLocker for secure online access

## V. Conclusion

The APAAR initiative represents a transformative leap towards a more organized and accessible education system in the country. By providing a unique academic identity, streamlining records, ensuring data security, and fostering academic mobility, APAAR empowers students to navigate their educational journey with confidence and convenience. As we embrace this innovative approach to education, we anticipate positive outcomes for both students and the education system as a whole.

FEBRUARY, 2025



सत्यमेव जयते  
Ministry of Education



ज्ञान-विज्ञान विमुक्तये  
University Grants Commission



University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi - 110002