

## Frequently Asked Questions

### 1. What is IIMBx?

Answer.

IIMBx is the digital learning arm of IIM Bangalore and is a world-class repository of digital courseware in management for learners across the globe.

### 2. What courses are available on Swayam from IIMB?

Answer.

IIMB offers courses related to management which includes Accounting, Analytics, Banking, Business communication, Co-operatives, Consumer behaviour, CRM, Entrepreneurship, Finance, Marketing, Operations and Strategy. List of all courses offered by IIMBx are available in <https://swayam.gov.in/IIMB>

### 3. What do I have to do to get a Swayam certificate?

Answer.

Swayam certificates are provided for credit courses and the grading policy varies from course to course. (please check the course overview page of Swayam)

Generally most credit courses fall under one of the following categories of grading policy:

Category A: Weightage: 75% weightage for final exam and 25% weightage for weekly assessments (internal marks)

OR

Category B: Weightage: 100% weightage for final exam.

OR

Category C: Weightage: 100% weightage internals (weekly assessments) + other assignment submissions

Passing Marks: Again, passing marks might vary from course to course (please check the course overview page of Swayam). Passing marks fall under one of the following categories:

- A) For most courses, you will be eligible for a certificate only if you score minimum of 40% in Final Exam and minimum of 40% in weekly assessments (internals). If you score less than 40% in the final exam, you will not be eligible for the certificate.
- B) For some courses, there are no weekly assessments. In such cases, you will be eligible for a certificate only if you score minimum of 40% in Final Exam.
- C) For some courses, the overall score of 60% is required. (For example, “Entrepreneurship” course)

*The final score will determine if you will/will not receive a certificate. Generally, the following grading system is followed.*

1. Final score < 40%: NO certificate.
2. Final score between 40% -49.99%: Grade D.
3. Final score between 50% -59.99%: Grade C.
4. Final score between 60% -84.99%: Grade B
5. Final score of 85% and above: Grade A

4. I just came to know that an online course that I wanted to join has concluded. Is there a chance of the same course being offered again?

Answer.

Depending on demand and logistics of the course, IIMBx may offer the course again.

5. How can I Enrol/Join/Register to IIMBx courses on SWAYAM?

Answer.

Follow the steps given below:

- Step 1 - Click <https://swayam.gov.in/IIMB>

- Step 2 – Click on “SIGN-IN / REGISTER” top right corner of the screen.
- Step 3 - You can join through one of these: (A) Through creating new username or (B) through Microsoft Account, Google, Facebook
- Step 4 – Choose your desired course. In the upcoming courses tab, click on the Join button. Fill in the form and click on the "Save" button.

Once these steps are carried out, a confirmation Email will be sent to your registered Email ID.

#### 6. Is there a fee to join an online course or is there a fee for a certificate?

Answer.

Registration and joining the course is free. Once joined content of the course weekly assessment can be viewed and attempted for free. Final exam fees per course is Rs 1000/-

#### 7. Eligibility criteria for joining an online course

Answer.

There are no specific admission criteria to join IIMB courses on SWAYAM. Basic English knowledge and interest in the subject is required.

#### 8. Can I join more than one course?

Answer.

Yes. You may join any number of courses on SWAYAM, but exams can be taken for four courses in one semester.

#### 9. I enrolled in two courses. Both courses have the same exam date. Can I attend on different dates?

Answer.

We have exams for two days with two slots in a day (morning and afternoon). You can opt for only those courses that are available in a particular slot in that day. So, you can choose a maximum of four courses (*Day 1 - Slot 1 and 2 and Day 2 - Slot 3 and 4*). If the courses you have selected fall under same slot, you can choose any one course only for the exam.

10. I enrolled for a course but now I want to withdraw from this course and join another course. How should I do this?

Answer.

Once enrolled in a course you cannot withdraw the enrolment. You may choose to "Unsubscribe from Announcement and Discussion Forum" which is available in the Progress tab of the respective courses. This way, you will not receive email notifications.

11. I have registered for a course. What is the next step?

Answer.

Once registered to a course you will receive a welcome mail. When the course starts and the content is released an announcement will be made. You will be notified via announcement and email every time the weekly content is released.

12. Can I download the videos and transcripts content of the course?

Answer.

Videos are available for viewing only and transcripts can be downloaded and referred any time.

13. Where can I find the Weekly assessment and due dates to submit the assessment?

Answer.

After every week content we have the weekly assessments at the end of the weekly content. Due dates of assessments are mentioned on the same page on the top right corner.

14. How to know the progress and score of my course and Assessment?

Answer.

Under the Progress section you will be able to view your course progress and marks scored in assessments.

15. Do we have Ungraded/ Self Assessments?

Answer.

Yes. Some courses do have practise questions or self-assessment ungraded questions.

16. Will the assessment score be counted for certificate?

Answer.

Yes, assessment score will be counted as 40% passing marks. Summing up all the week scores you should have min 40% in assessments and 40% passing marks in proctored exam. For details, please see point 3 in this document.

17. If I am not able to submit all assessments before the due date will it affect the score and certification?

Answer.

It may affect the score. Your overall weekly assessment score should be 40% or more (which is different from exam score)

18. Can the due date of Assessment be extended after the dates have passed?

Answer.

Assessment due dates are not extended generally.

19. When can I see the correct answers of weekly assessments?

Answer.

Correct answers and scores will be available after the due date of assessments.

20. I live outside India. Can I still take the course and acquire a certificate?

Answer.

You can enrol, refer and view the content and also you can attempt the weekly assessment, but we don't have the facility to conduct the proctored exam outside India (except Ghana).

21. I am not able to view the video where can I contact?

Answer.

You can write to us on [iimbwayam@iimb.ac.in](mailto:iimbwayam@iimb.ac.in) or you can also post your queries on Discussion Forum of the course.

## 22. How can I get the exam dates?

Answer.

Exam dates will be available on the preview page of all the courses. The exam details

## 23. How can I register for the exam?

Answer.

Exam details such as exam registration link, registration last date, exam dates, the procedure to apply for exam and also the rules of exams will be communicated through the SWAYAM portal.

## 24. What are the exam rules and registration fees?

Answer.

The examination fee for each course is Rs. 1000/- for general candidates and Rs. 500/- for SC/ST/OBC/PwD candidates with disability  $\geq 40\%$ . The original certificate should be produced at the exam centre for verification

## 25. How can I know the exam timetable?

Answer.

After the registration is complete, you will be issued a hall ticket and the hall ticket will have all the details of the exam centre, exam date and exam slot.

## 26. If I have some other commitments and I am not able to attend the exams on the given dates can I take the exams later?

Answer.

No. You cannot take the exam later.

## 27. Difference between ONLINE and OFFLINE exams?

Answer.

The exam format - Online or Offline - will be decided by the respective course instructor or National Coordinator.

Online exam: (Computer-based exam): Candidates will have to appear at the allotted exam centre, produce the Hall ticket and Government Identification Card for verification, and take the exam in person. The questions will be on the computer and the answers will have to be entered on the computer. Type of questions may include multiple choice questions, fill in the blanks, short answer type answers, essay type answers, etc.

Offline exam: (Pen-paper exam): Candidates will have to appear at the allotted exam centre, produce the Hall ticket and Government Identification Card for verification, and take the exam in person. The question paper will be available on the computer. Answer sheets will be given to the candidate. He/she will have to write the answers on sheets of paper, tie them and submit the same to the invigilator. Type of questions may include multiple choice questions, fill in the blanks, short answer type answers, essay type answers, etc.

28. After I registered for one course exam and I changed my mind and want to opt for another course can I do that?

Answer.

We suggest that you choose your courses carefully while you register for the exam. If you want to make any changes, you may inform us. If the request for change is made within the prescribed time frame, we will try to allow the change. Please read the instructions in the exam form carefully before submitting the registration form.

29. Can I register for more than one online exam?

Answer.

Yes, you can register for four courses. Exams are conducted on two days in two different slots a day.

30. Can I request a specific city for an exam which is not mentioned in the list?

Answer.

Only those centres mentioned in the exam application form can be chosen. If there are less number of students in a center then the second priority centre will be assigned.

31. After I make the online payment for the exam how will I know that payment has been processed?

Answer.

Once the payment is successful you will receive a confirmation mail.

32. Can I leave the exam hall before the mentioned time?

Answer.

Generally, exam duration is three hours and you can leave after the exam hall after two hours.

33. After the final exams will the answers be published?.

Answer.

The final exam questions nor answers will not be released.

34. When will the exam results be published?

Answer.

Exam results will be announced after a month from the date of examination.

35. Will the hardcopy certificate be issued?

Answer.

No.

36. Will the e-certificate be given? Can the e-certificate be downloaded?

Answer.

Yes, the e-certificate will be provided and it will be downloadable.

37. If there are mistakes in certificates, can it be rectified?

Answer.

For any corrections on certificates you can write to us on [iimbswayam@iimb.ac.in](mailto:iimbswayam@iimb.ac.in)



38. After registering for the exam if I am not able to attend the exam will I get a refund of the registration fees?

Answer.

Once the exam fee is paid, arrangements will be made for you to take the exam. You may choose to cancel the exam registration before the prescribed deadlines mentioned on the exam page. If exam cancellation is done before the deadlines, exam fee will be refunded within 2 to 3 weeks. Once the deadlines are over, exam registration CANNOT be cancelled, and exam fee will not be refunded.

39. How do I contact the IIMB Swayam team?

Answer.

You can write to us at [iimbswayam@iimb.ac.in](mailto:iimbswayam@iimb.ac.in)