

### Mechanism for the increase in the intake of MBA/MCA programmes

1. HEI can apply for increasing intake to UGC DEB by submitting application with fees.
2. HEI can submit application for increasing intake before the commencement of the next academic session from the academic session in which recognition was given to the programme with intake.  
Ex. For recognition given in July-August, 2025, HEI have to apply before January-February, 2026 session.
3. The last date for submitting application to increase the intake will be decided in compliance with the last date of granting recognition for the academic session.
4. HEI can apply only once on the UGC DEB web portal to increase the intake of recognized programmes. After applying one time, they have to apply afresh if they still wish to increase the intake.
5. The application will be processed as per the provisions of UGC (ODL Programmes and Online Programmes) Regulations, 2020
6. Expert Committee may check the following information to justify the need to increase student intake by HEI:
  - a. Infrastructure such as classrooms, laboratories, libraries, as applicable
  - b. Enhance student support services
  - c. Approval of Statutory Authority of HEI regarding intake
  - d. Faculty details
7. Intake Capacity for ODL and/ or Online programmes shall be as:

Type of HEIs	Eligible HEIs (ODL and Online mode)	Entitled HEIs (Online mode)	Category-I HEIs (ODL mode)
Intake Capacity	Intake for MBA/ MCA/ travel and tourism programmes and PGD programmes may be given upto 1000 learners in compliance with point 6 mentioned above.  If more than 1000 learners, HEI shall appoint 1 more faculty/programme coordinator for every 500 students.		

This is for your information.