INVITATION OF PROPOSALS FROM HIGHER EDUCATIONAL INSTITUTIONS (HEIS) FOR RECOGNITION OF 
OPEN AND DISTANCE LEARNING (ODL) AND ONLINE LEARNING (OL) 

Registration Help Manual
Open the DEB website using the following URL - https://deb.ugc.ac.in/

Click here to begin the process
First page displays the Important Timelines/Information including Eligibility Criteria and UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020
Read the general instructions and Accept the conditions

Instructions

APPLICATION FOR RECOGNITION OF HEI UNDER OPEN AND DISTANCE LEARNING MODE AND/OR ONLINE MODE AS PER UGC (OPEN AND DISTANCE LEARNING PROGRAMMES AND ONLINE PROGRAMMES) REGULATIONS, 2020

Academic Session - Beginning January, 2021 & Ondwards

1. University Grants Commission has notified the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 in the official Gazette on 4th September, 2020 and it is available on UGC website at https://www.ugc.ac.in/pdf/news/22-1589.pdf. Kindly read the same before applying.

2. The Registrar of HEI intending to apply shall register online through the portal. After successful registration, the ID and password will be sent to the registered official email ID. The UGC may verify the genuineness of the applicant through emailable or before sending ID and password. It may be noted that only Registrar is allowed to register on the behalf of the HEI. Please note that already recognized HEI, if applying for new programme(s), have to register again.

3. The applicant will be able to access the online application form after login through the portal using given ID and Password only. The applicant HEIs are required to go through the information required to be submitted while applying along with the format of Affidavit to be submitted.

4. After submission of online application, the HEI shall take prints of the submitted application and submit three sets of hard copies of the application along with the affidavit addressed to the Joint Secretary (DB) which shall reach University Grants Commission, Distance Education Bureau, 35, Feroz Shah Road, Delhi - 110001, within 10 working days after submission of the online application form.

5. A copy of online application downloaded from the portal shall be uploaded by the HEI on its official website immediately after online submission, which shall include all annexures. A confirmation email in this regard shall be sent at deb-ugc@gov.in.

6. Applications which are not submitted through online mode on the designated portal within the specified period will not be entertained in any manner. Also, application with incomplete/ambiguous information will not be entertained by UGC.

7. Persons other than authorized official of HEI are not allowed to register themselves on behalf of any HEI. UGC may initiate legal action against such persons.

8. HEIs are requested to visit the UGC DEB website at www.ugc.ac.in/deb and http://debd.ugc.ac.in on regular basis for updates/further information.

9. Kindly contact:
   For General Query deb-ugc@gov.in
   For Technical Query ndt.ugc@iiitbneet.ac.in

☐ I have read above mentioned instructions carefully.
☐ I also accept terms and conditions mentioned/provisions detailed in University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. Please accept declaration to proceed further.

Click ‘Accept’ to proceed
Steps to follow on Registration Page

1. Select State from the dropdown
2. Select your HEI name from the list
3. If you find that your HEI is not listed in the dropdown list, Or the auto filled data – it implies that AISHE Code, HEI type & year of establishment has discrepancy with your original data. Do write an email to odl.ugc@inflibnet.ac.in
4. Submit the details of NAAC status or NIRF ranking as applicable.
5. Accept the declaration mentioned in registration page.
6. Enter the Captcha as shown and submit your details by clicking on ‘Submit’ button.
7. Login credentials shall be sent to the registered email id.
8. Once submitted, no change shall be allowed in this basic information entered by the HEI during Registration process.
Registration Page

Distance Education Bureau

Registration: Higher Educational Institution

Basic Details

<table>
<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Full Address of HEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gujarat</td>
<td>Gandhinagar</td>
<td>INFUBINET-4</td>
</tr>
<tr>
<td>123456</td>
<td></td>
<td>GH 0</td>
</tr>
</tbody>
</table>

Mode of Education

- Dual Mode
- Open & Distance Learning (ODL)

University Type

- Private University

NAAC

- Whether accredited from NAAC
  - Select--

NIRF (Uploaded Screenshot of NIRF Website, showing HEI Name with its Ranking)

Year

- Select--

Rating

- Select--

Registrar Details

<table>
<thead>
<tr>
<th>Name of Registrar</th>
<th>Mobile Number of Registrar</th>
<th>Official Email ID of Registrar (For all Communication)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X000000000</td>
<td>Email of Registrar</td>
</tr>
</tbody>
</table>

I hereby declare that the Higher Educational Institution shall adhere to all the provisions mentioned under the UOC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020

Click ‘Save’ to submit registration form
‘Successful’ Message will appear after submitting the registration form. An email consisting of Credentials will be sent to HEI’s registered email Id.
‘Not Eligible message’ will appear in case the HEI does not fulfil the minimum eligibility criteria as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
Use the credentials sent on Registered Email Id to login to the dashboard and proceed with the process of online application.