



F.No. 12-3/2016 (DEB-III)

Date: 18th March, 2016

The Director

Welingkar Institute of Management, Research & Development,
CTS 163/10 to 179/10, Lakhamsi Napoo Road,
Matunga(Central), Next to RA Poddar College,
Mumbai - 400019

21 MAR 2016

Sub: Continuation of Recognition to Institutions for offering programmes through Open and Distance Learning mode from the academic year 2016-17.

Sir/Madam,

As per Gazette Notification issued by the Govt. of India, Ministry of Human Resource Development vide No.6-1/2013 dated 10.06.2015 (published in Gazette on dated 25.07.2015), all the degrees/diplomas/certificates awarded through distance mode will be recognised for the purpose of employment under Central Government, provided they have been approved by the University Grants Commission.

2. Since your recognition is going to expire during the academic year 2015-16, for further continuation, you may send the proposal in prescribed format as per enclosed instructions.
3. It is, therefore, requested to apply for seeking recognition, as per the detailed instructions provided. Only Part A of the prescribed format has to be submitted online by 15th April, 2016, besides hard copy of the format, as per the schedule mentioned in instructions. The detailed instructions along with the pro forma have been uploaded on the UGC website www.ugc.ac.in/deb. The application, complete in all respect, should reach UGC on or before 25.04.2016 (05.00 P.M.). The applications received after the due date will not be considered in any manner. The Changes in schedule, if any, will be intimated through UGC website only.
4. It may be noted that applications which are not in prescribed pro forma or with incomplete/ambiguous information will not be entertained by UGC.
5. The UGC will consider conveying the approval for the recognition from the academic year 2016-17 on receipt of all the required information. It is requested that admission process for distance education programmes from the academic year 2016-17 should not be initiated before obtaining the specific approval from UGC or in anticipation of approval of the submitted proposal. Also, submission of proposal should not be perceived as continuation of recognition till the final decision of UGC is conveyed.
6. Clarification, if any, may be sought through email ID: **deb-ugc@gov.in**

Yours faithfully


(Dr. Renu Batra)
Joint Secretary



University Grants Commission

Distance Education Bureau

Recognition of Universities/Institutions for offering programmes through distance mode of education during 2016-17

INSTRUCTIONS

1. The format of application to be submitted to UGC for seeking recognition to offer programmes through distance mode comprises of four parts viz. Part-A to Part-D.

Part-A : Brief information relating to the University/Institution.

Part-B: Detailed information relating to University/Institution.

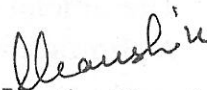
Part-C: Detailed information relating to programmes proposed to be offered through distance mode.

Part-D: Annexures

- (i) The formats of above mentioned Parts of the application are provided on the website www.ugc.ac.in/deb, however the Part-A has to be submitted through online mode.
 - (ii) The formats of Part B, C and D should be downloaded and filled in. After submission of Part-A online, a printout of the same duly signed and stamped by the competent authority on each page should be submitted to UGC along with other Parts, complete in all respects.
 - (iii) The details of proposed programmes are required separately for each programme as per Part-C. The serial number to be given to each programme would be as per information given in Part-A.
 - (iv) The **Declaration Certificate** and all the annexures mentioned in Part A, B & C are to be provided in Part-D.
 - (v) All the four Parts should be submitted as separate spiral bound booklets with appropriate paging and indexing.
 - (vi) Only one copy of application to be sent to UGC through Speed Post/Registered Post. Three more copies may be kept ready which may be required at the time of Presentations.
2. Provide contact number and email id, which can be readily used by UGC officials for contacting the Institution.
3. The official website link of the Distance Education Department provided in Part - A should have following information:
- a) Prospectus/Information brochure providing details of all the programmes offered through distance mode.

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- b) Details of Course Co-ordinators
 - c) Academic calendar (Year wise/Semester wise) including tentative details of months of Admissions, PCP, and examinations.
 - d) Recognition letter issued by erstwhile DEC and UGC for offering ODL programmes during last 10 years.
 - e) Details of Fee charged for each programme.
 - f) Details of Study Centers and Regional Centers with complete contact details.
 - g) The application (Part A, B and C) submitted to UGC seeking recognition to offer education through distance mode.
4. The territorial jurisdiction for offering distance education programmes will strictly be as per :
- a) Judgment of Hon'ble Supreme Court in case of Prof. Yashpal Vs. State of Chhattisgarh (2005).
 - b) Private University Regulations, 2003
 - c) Deemed University Regulations, 2010
 - d) Public notice on Courses/Study Centres/Off Campuses & Territorial Jurisdiction of Universities, No.F.27-1/2012 (CPP-II), dated 27th June 2013.
5. The email id provided in Part-A will be used for addressing student grievances and will also be notified on UGC website.
6. All the fields are mandatory. In-complete and ambiguous information will not be entertained and the application will be summarily rejected and no further correspondence will be made by UGC in this regard.
7. The portal for filing Part-A will remain open from 28th, March, 2016 (2.00 P.M.) to 17th, April, 2016 (12.00 P.M.)
8. The hard copy of application, complete in all respects should reach University Grants Commission, Distance Education Bureau, 35, Feroze Shah Road, Delhi-110001 , latest by 25th,April, 2016 (05.00 P.M)
9. The Institutions will be required to make a COMPACT power point presentation based on the information given in the Part-A, before a Standing Committee constituted for the purpose.
10. Applications received after due date will not be considered.
11. For any queries/clarifications contact **deb-ugc@gov.in**


Megha Kaushik
(Education Officer)