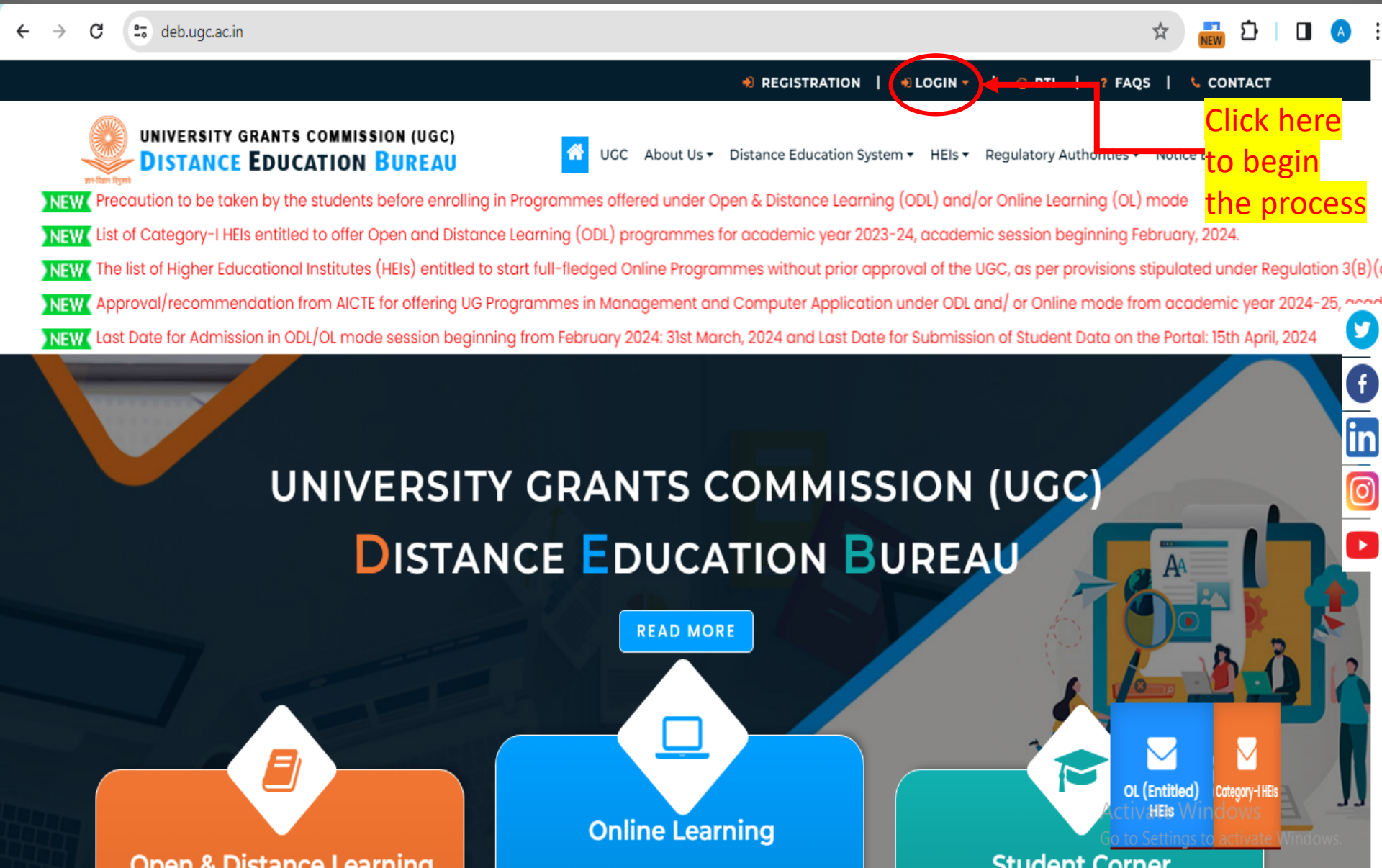
# ENTITLED CATEGORY PROPOSALS FROM HIGHER EDUCATIONAL INSTITUTIONS (HEIS) FOR ENTITLEMENT OF ONLINE LEARNEING (OL) PROGRAMMES

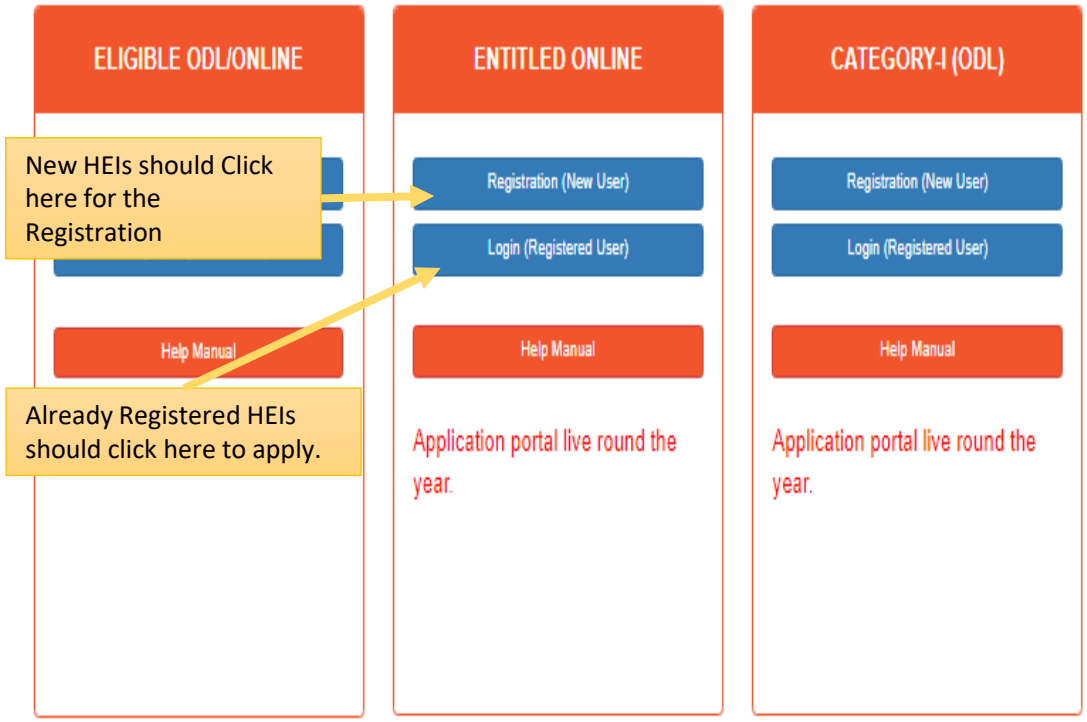
**Help Manual- Registration &**

**Application filling procedure.**

# Open the DEB website using the following URL: https://deb.ugc.ac.in/



# UGC(Distance Education Bureau)




New HEIs should Click here for the Registration

Already Registered HEIs should click here to apply.

## IN CASE OF ANY QUERY, PLEASE CONTACT

For General Query

Click here..

For Technical Query

Phone : 079-2326-8279/ 01123604643

Email : odl.ugc@mail.inflibnet.ac.in

Use these contact details for any General query

Use these contact details for any Technical query

Read the General instructions and Accept the conditions

DEB Distance Education Bureau

Last Date for Submission of Proposal: 31st October 2023

## Registration:Higher Educational Institution

### Instructions

Application for recognition of Eligible HEI under Open and Distance Learning (ODL) mode and/or Online mode as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments

Academic year 2023-24, academic session beginning from February, 2024 and onwards

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. Subsequently, amendments have been notified on 1st July, 2021 and 18th July, 2022. These regulations are available on UGC website at https://deb.ugc.ac.in/Home/Regulations?Year=2020. Kindly read the same before applying.

2. The HEI intending to apply shall register online through the portal. After successful registration, a unique ID and password will be sent on the registered email ID. The UGC may verify the genuineness of the applicant through email/mobile before sending ID and password. It may be noted that only Registrar is allowed to register on the behalf of the HEI. Persons other than registrar/authorised official of HEI are not allowed to register themselves on behalf of any HEI. UGC may initiate legal action against such persons.

3. The applicant will be able to access the online application form after loggingin through the portal using given ID and Password only. The applicant HEIs are requested 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 submit a copy of application along with the duly notarised affidavit to "Deputy Secretary (DEB), University Grants Commission, Distance Education Bureau, 35, Feroze Shah Road, Delhi -110001", within 15 working days after submission of the online application form.

5. A copy of online application including all annexures downloaded from the portal shall be uploaded by the HEI on its official website immediately after online submission.

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

8. You may kindly write to odl.ugc@mail.inflibnet.ac.in for any technical queries.

☐ 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 and its amendments.

Accept ← Click 'Accept' to proceed

Copyright© 2019 UGC | Distance Education Bureau

First page displays the important Timelines/information including Eligibility Criteria, Fee & Payment details and UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

# Distance Education Bureau

## Registration:Higher Educational Institution

### Important Timelines/Information

1. Timelines:

| Activity | Date |
|---|---|
| Start of Online Application form | 10.10.2023 |
| Last date to submit Online Application Form | 31.10.2023 |
| Last date to submit hard copy of Application form | 15.11.2023 |

2. Eligibility conditions to apply for recognition of ODL programmes and Online programmes:

| | |
|---|---|
| NAAC | NAAC score 3.01 and above; or |
| NIRF | Rank in Top-100 in **University category** of National Institutional Ranking Framework, **at least once in two preceding cycles** |
| **Establishment (Only for Online)** | HEI shall be in existence for at least three years **(Only for Online)** |

Note: For Open Universities already recognized by the Commission for academic year 2019-2020, any valid NAAC accreditation is required.

3. HEIs already recognized by UGC for five years including academic year 2023-24, academic session beginning from July-August, 2023 and onwards for offering ODL programmes may apply only for additional programmes

4. HEIs can apply for degrees programmes at the undergraduate and post graduate levels and post graduate diploma through Open and Distance Learning mode and Online mode.

5. Programmes in the following domains(including their allied domains) are prohibited to be offered under ODL and Online mode:

(i) Engineering
(ii) Medical
(iii) Physiotherapy
(iv) Occupational Therapy and other Para-Medical disciplines
(v) Pharmacy
(vi) Nursing
(vii) Dental
(viii) Architecture
(ix) Law
(x) Agriculture
(xi) Horticulture
(xii) Hotel Management
(xiii) Catering Technology
(xiv) Culinary Studies
(xv) Aircraft Maintenance
(xvi) Aviation
(xix) any other programme not permitted to be offered in distance mode by any Statutory Councils or Regulatory bodies.

Apart from the above, M.Phil and Ph.D. programmes in all disciplines through ODL and Online mode are also prohibited.

6. Self Learning Materials / E-Learning Material Requirement:

**(a) For ODL and Online:**
- At least 60 percent of SLM/E-LM - developed by in-house faculty of the HEI
- Remaining can be sourced from available resources such as other HEIs, Open Educational Resources (OER) and SWAYAM

**(b) For ODL:**
Self Learning Material shall be ready in all respect as:
- Under Graduate Programmes (3 years duration)- **First Two Years**
- Post Graduate Programmes (2 Years Duration) - **First Year**
- For Post Graduate Diploma Programmes (2 Years Duration) - **First Year**

**(c) For Online:**
E-Learning Material in four quadrants for each course shall be ready as:
- For Post Graduate Level Programmes **First Year**
- For Under Graduate Level Programmes **First Three Semesters**
- For Post Graduate Diploma Programmes **First Year**

7. Commission decision in respect of Yoga Programmes: Read Here

8. Commission decision in respect of MBA (Pharmacy Administration): Read Here

9. For ODL mode, Science based programmes, which require hands-on experience, experimental setup, shall be offered only by the Higher Educational Institutions having NAAC score of 3.26 and above having rank in top-100 in 'University category' of National Institutional Ranking Framework (NIRF), at least twice in three preceding cycles.

Further, Science based programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres (in compliance to territorial jurisdiction) which are offering same programme u

10. HEIs are requested to submit registration and application fee for recognition/entitlement of Open and Distance Learning Programme (ODL) /Online programmes as under:

- One-time registration fee - Rs. 25,000/- + GST as applicable
- **Starting of ODL Programmes** - Rs 10,000/ per programme, subject to minimum of Rs 50,000/- + GST as applicable
- **Starting of Online Programmes** - Rs 15,000/ per programme, subject to minimum of Rs 75,000/- + GST as applicable

UGC public notice in this regard is available at https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20220311170308_1.pdf.

11. HEI can pay fee through payment gateway integrated with application only.

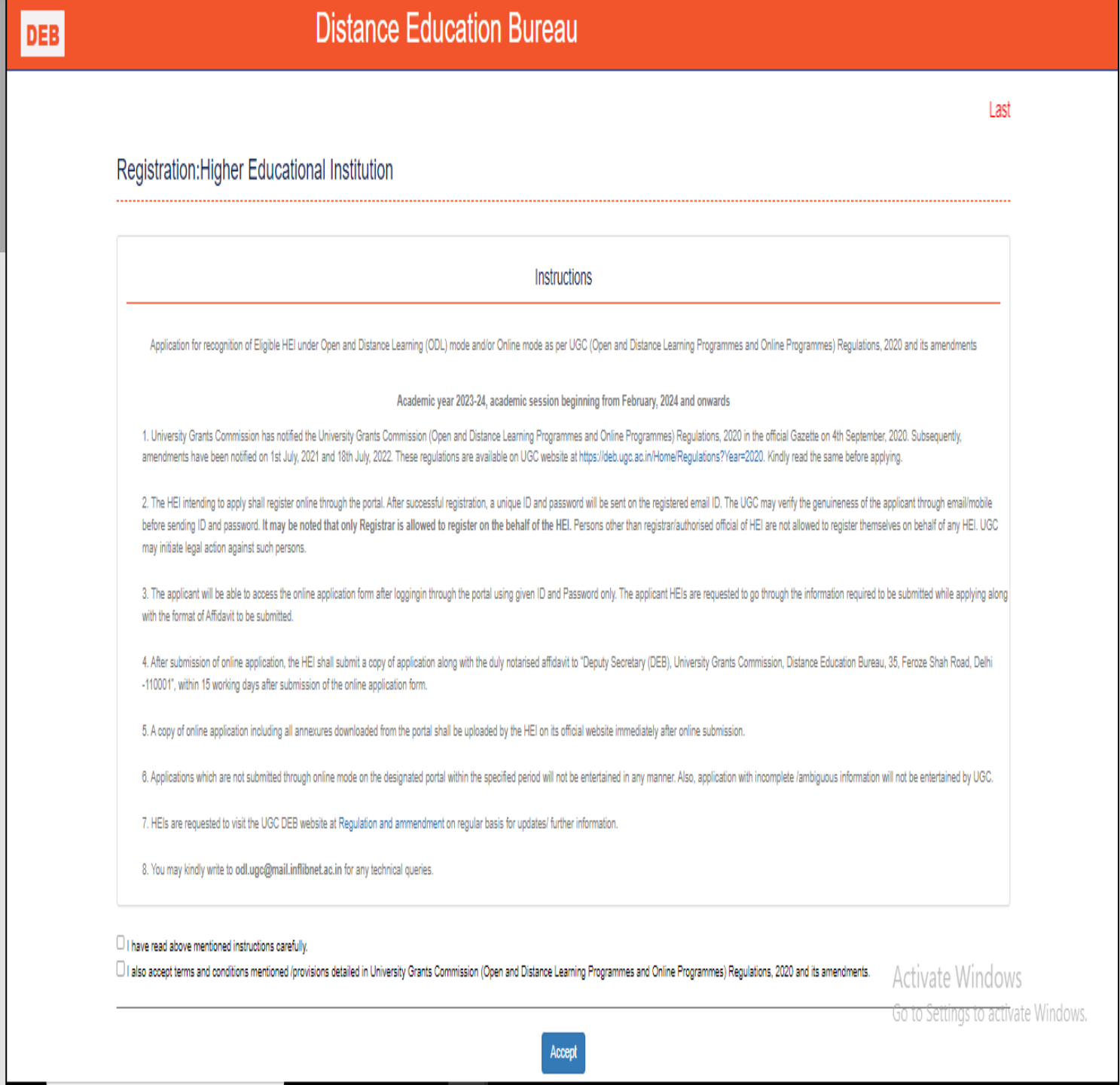
12. Applications, which are not submitted through online mode on the web portal within the specified period, will not be entertained in any manner.

**Note** : Before filling the application, please read the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its subsequent amendments: C

Continue for Instructions

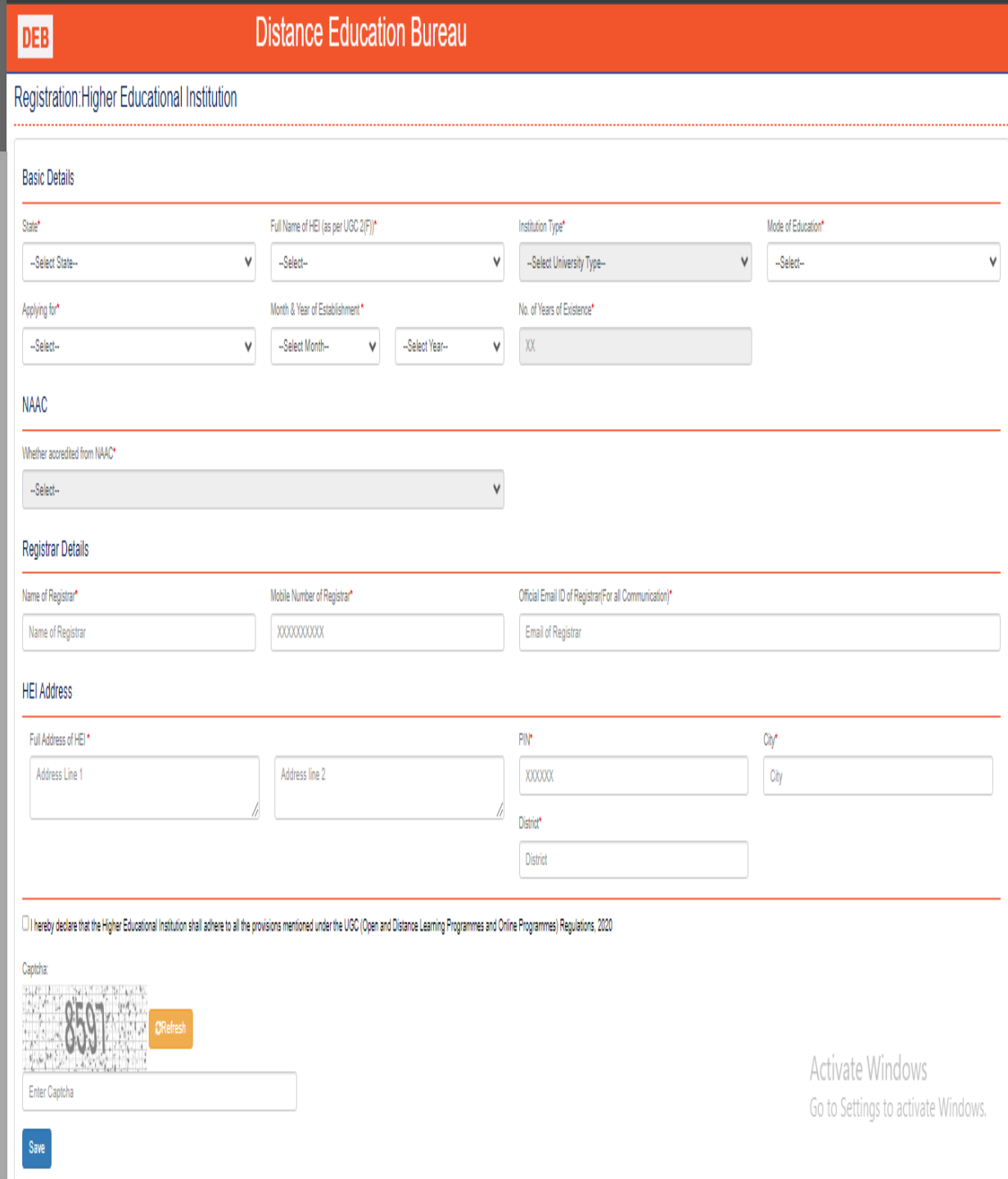
# Instructions

Read the general instructions carefully, click on checkboxes of conditions and click “Accept” button.



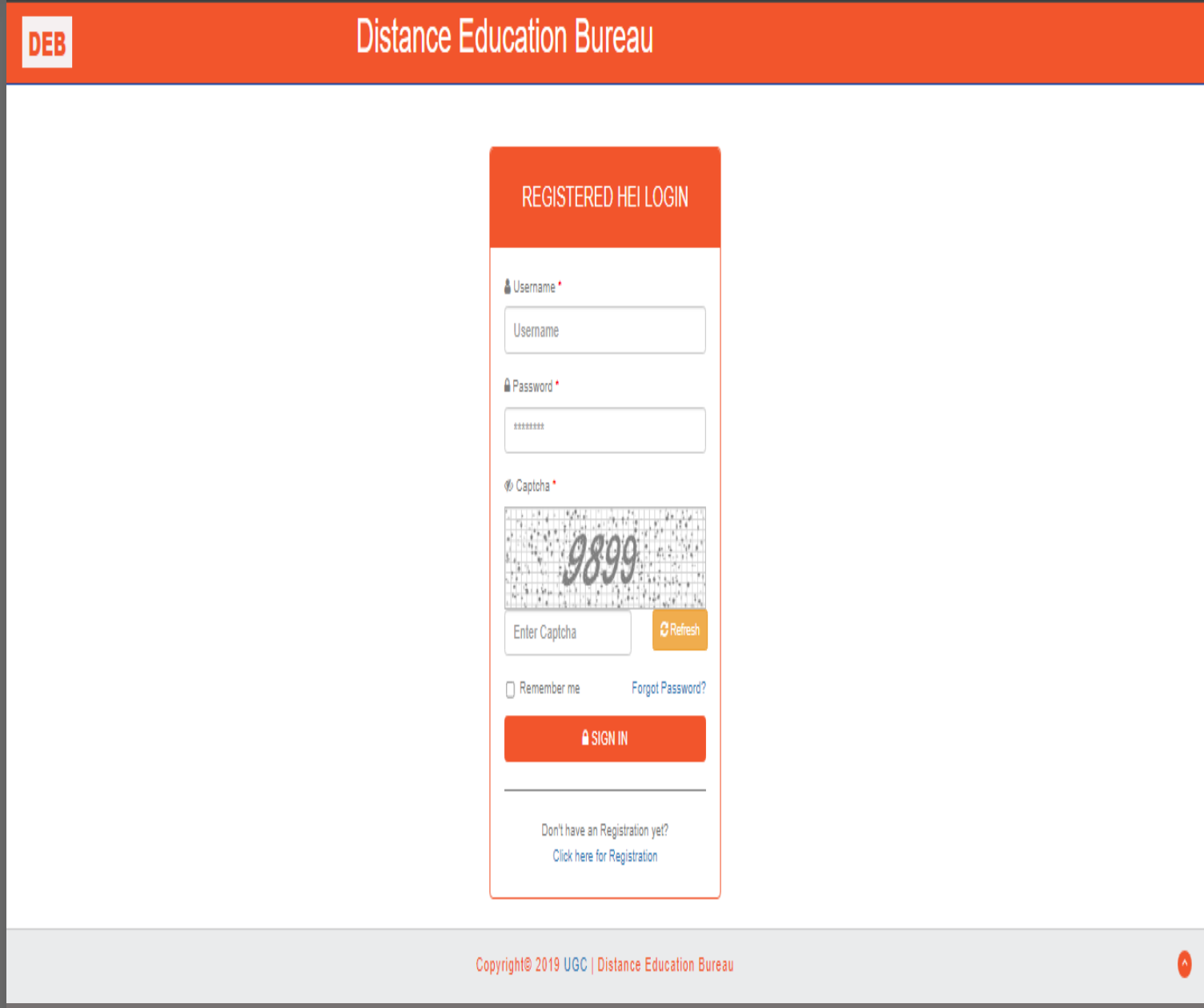
# Registration Page

Select State from the dropdown
2. Select your HEI name from the list
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
Submit the details of NAAC status or NIRF ranking as applicable.
Accept the declaration mentioned in registration page.
Enter the Captcha as shown and submit your details by clicking on 'Submit' button.
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



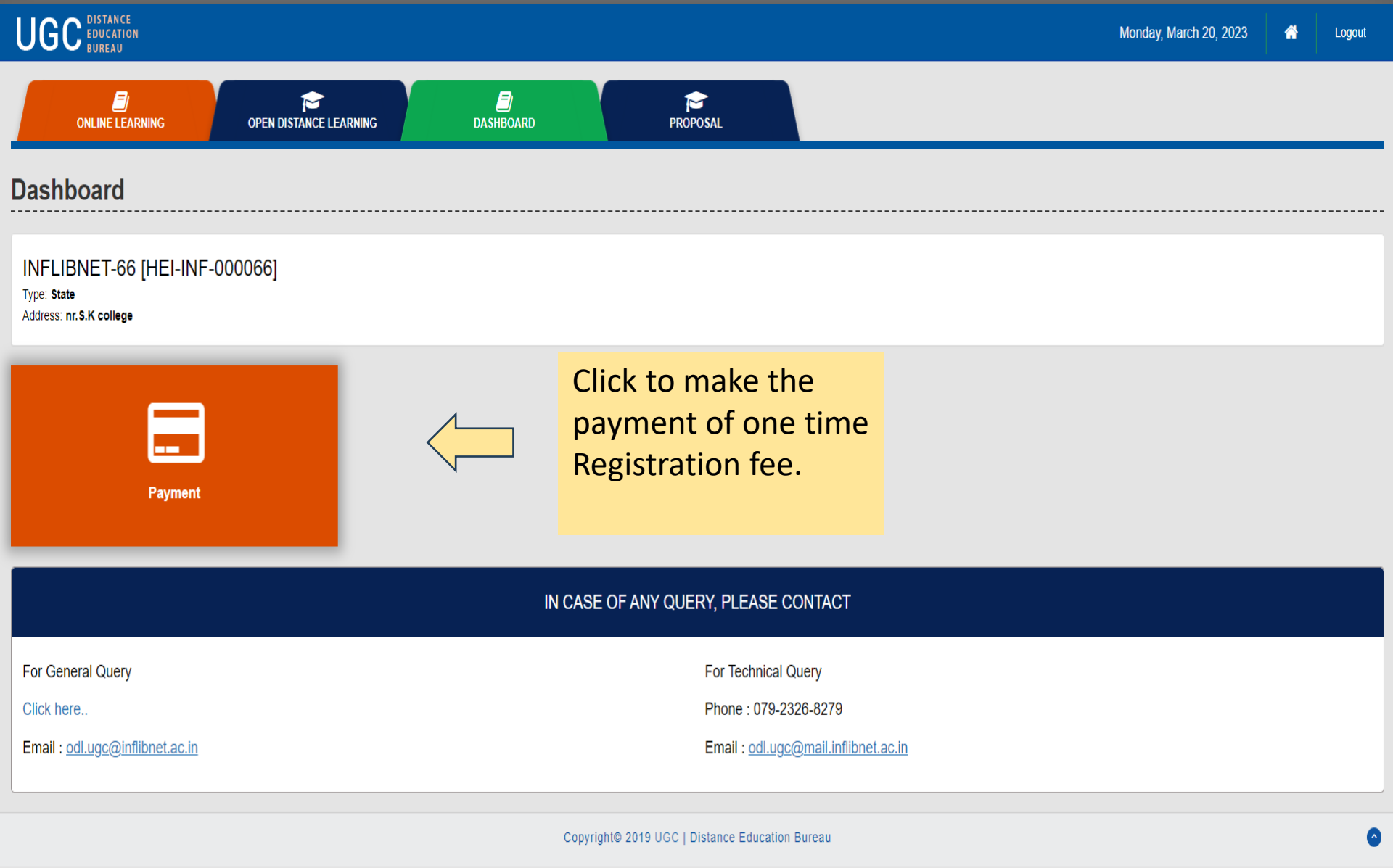
‘Institute Registered successfully’ message will appear after submitting the registration form. An email consisting of Credentials will be sent to Registrar’s email Id provided in registration form.

**HEI has to use the credentials sent on Registered Email Id to login to the dashboard and proceed with the process of online application**



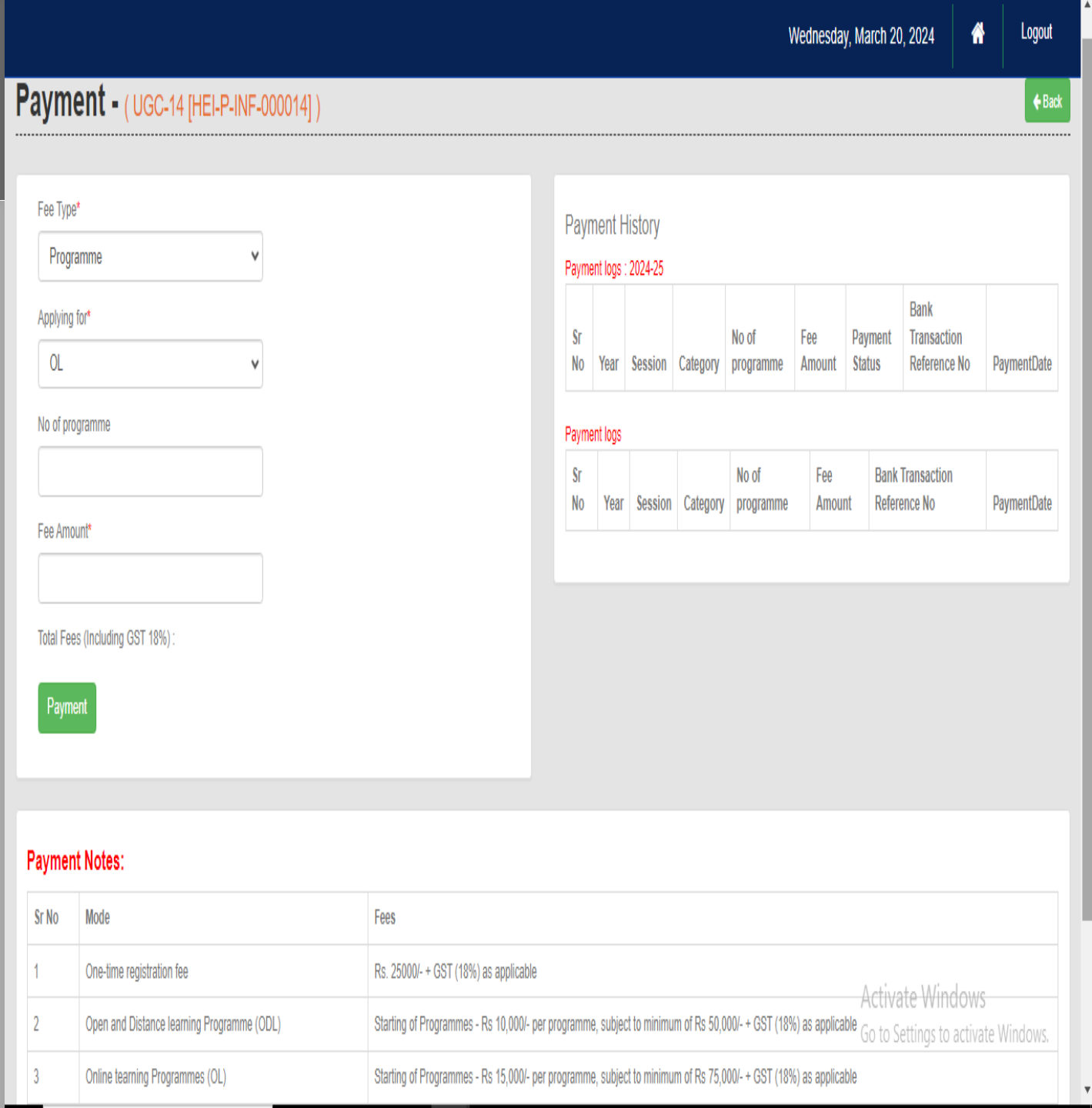

URL:- https://deb.ugc.ac.in/College/Login

# HEI Dashboard



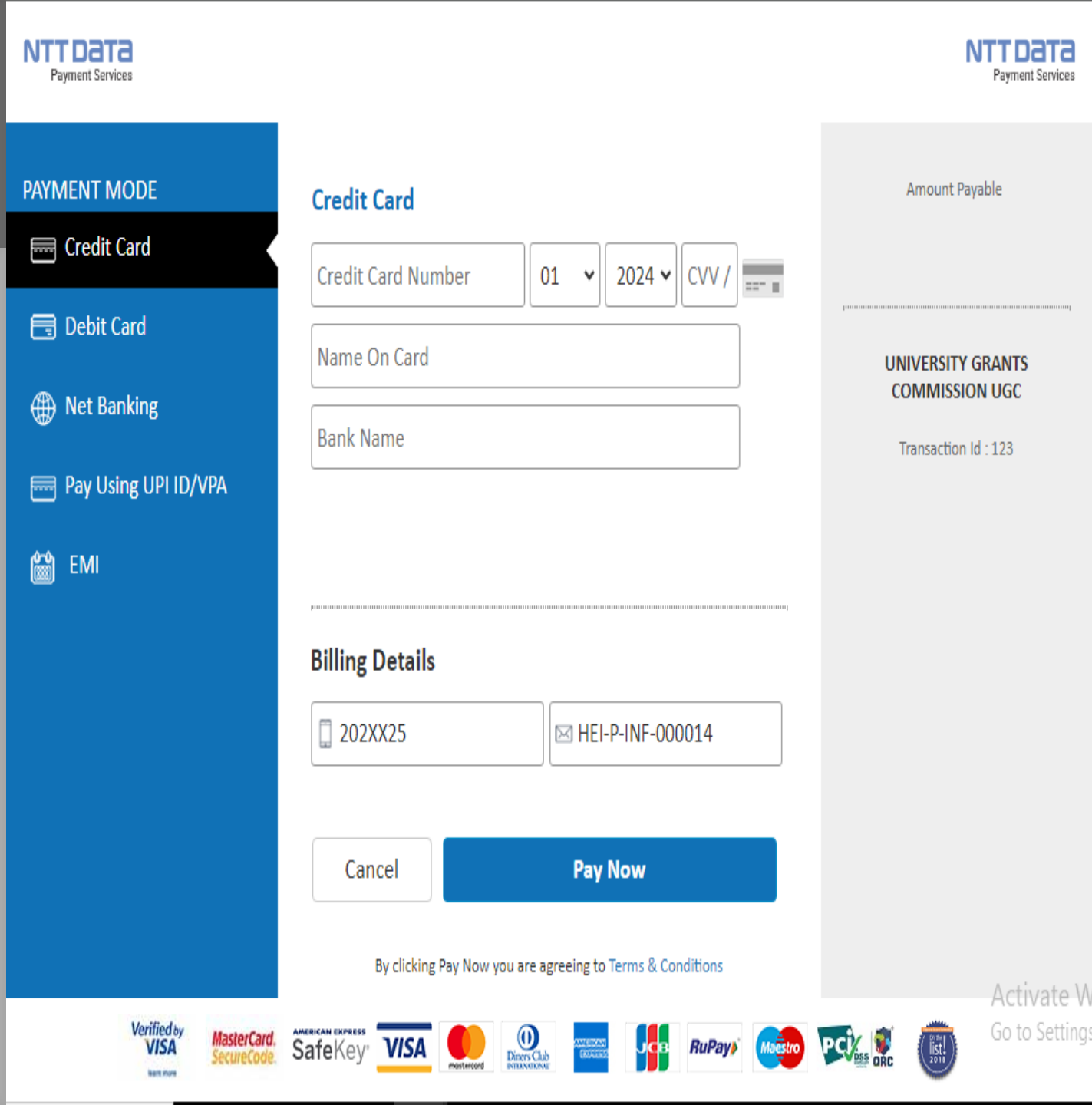
# Payment of Registration fee

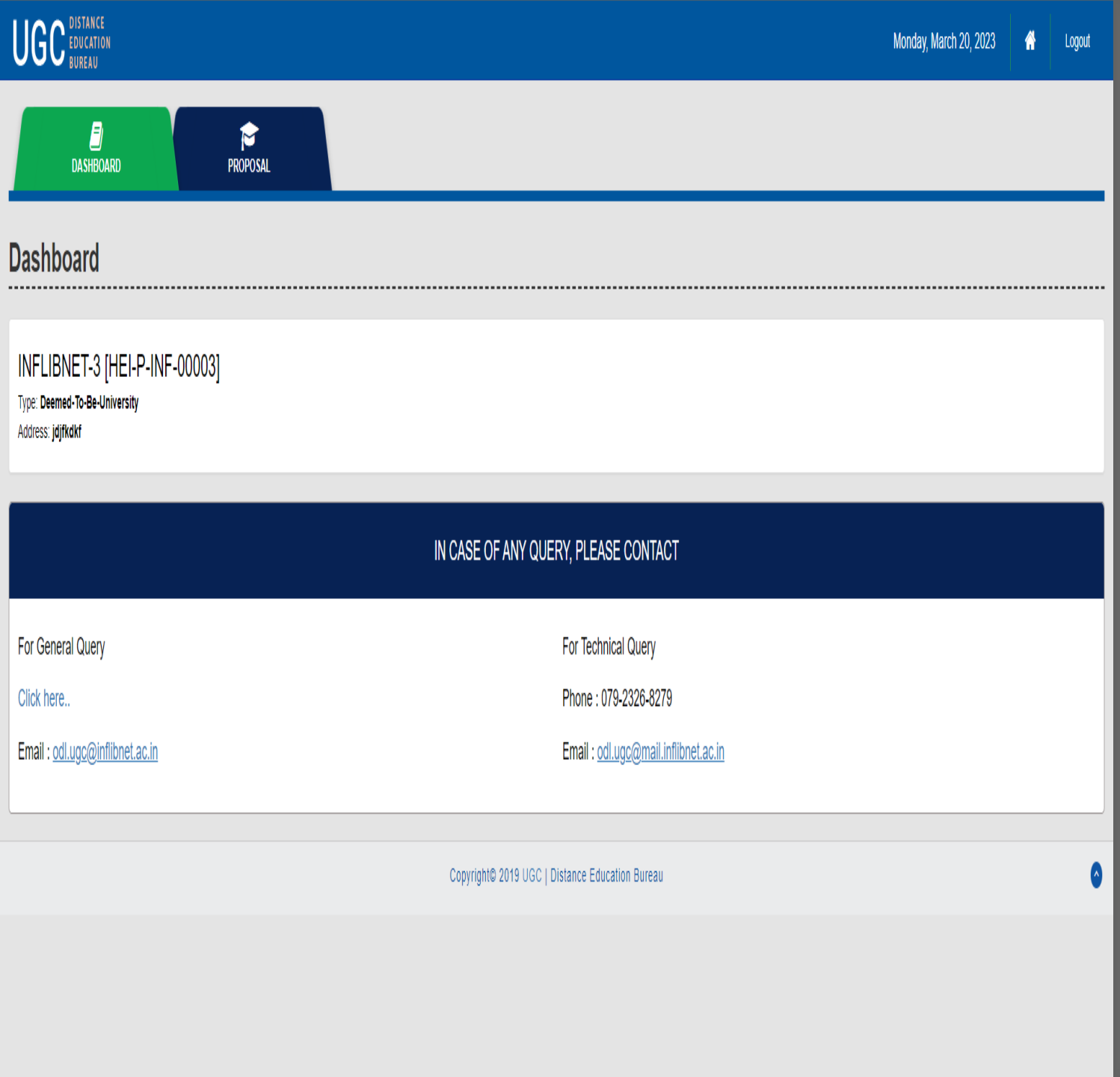
HEI has to make one time registration fee through DEB payment gateway.
Please refer to ‘Payment Notes’ given in payment pages.



# Payment Procedure

HEI needs to carefully select the Payment Mode from given options and fill all the required details and click on Pay Now button to proceed the Payment.

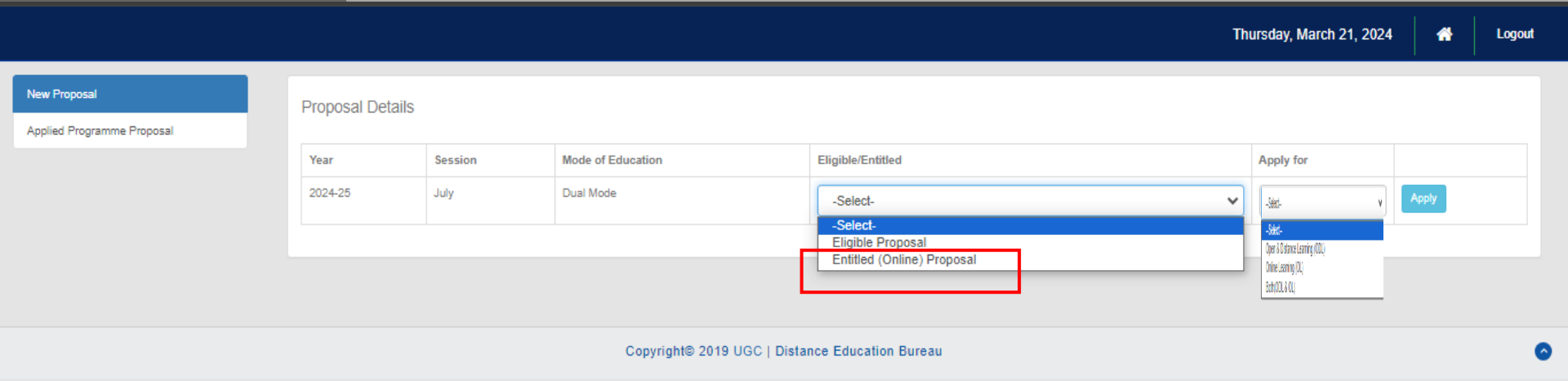




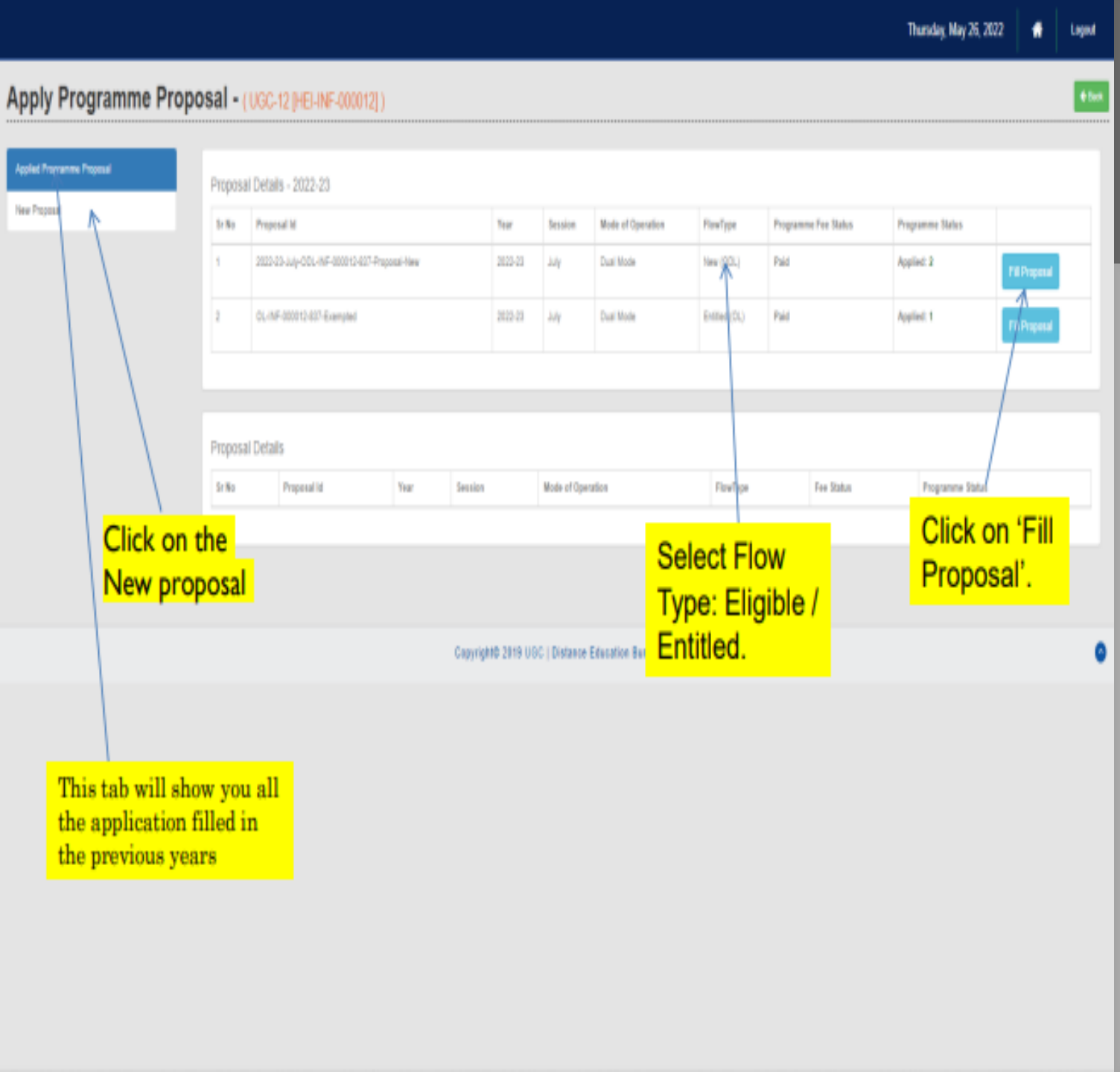

**making the registration fee payment, 'Proposal' button will become activated. HEIs need to click on 'Proposal' tab to fill the application**

# New Proposal Window

HEIs need to select the Entitled (Online) Proposal and click on ‘Apply’ tab.



# Apply Programme Proposal




All the previously filled/applied proposal/applications will appear here.

HEIs need to select the application they initiated and click on 'Fill Proposal' tab to start filling the application.

Registration:Higher Educational Institution

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Continue for Instructions

# Important Timelines/ Information

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# Instructions

Read the general instructions carefully, click on checkboxes of conditions and click “Accept” button.

DEB

Distance Education Bureau

Last

## Registration:Higher Educational Institution

### Instructions

Application for recognition of Eligible HEI under Open and Distance Learning (ODL) mode and/or Online mode as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments

**Academic year 2023-24, academic session beginning from February, 2024 and onwards**

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7. HEIs are requested to visit the UGC DEB website at Regulation and ammendment on regular basis for updates/ further information.

8. You may kindly write to **odl.ugc@mail.inflibnet.ac.in** for any technical queries.

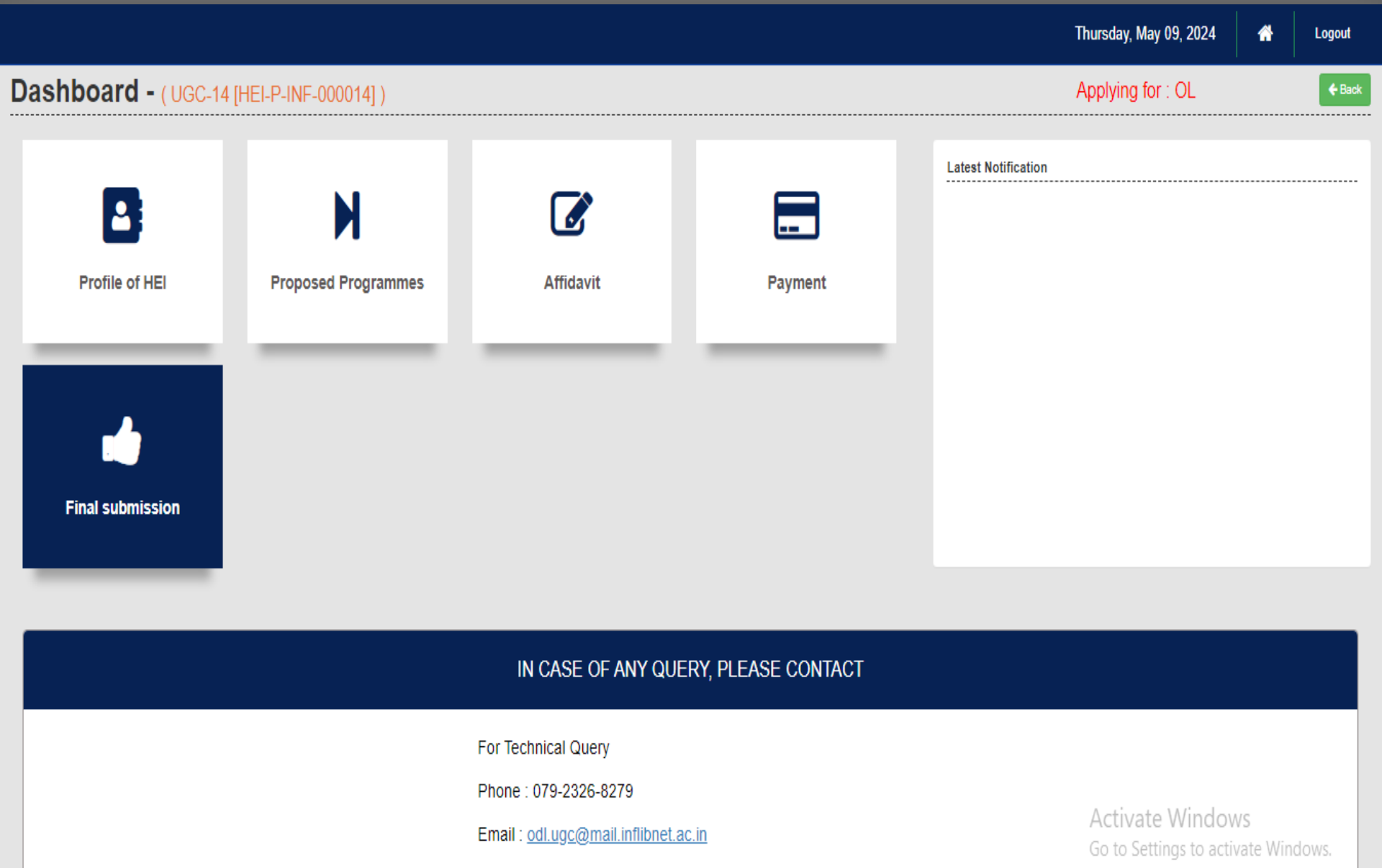
☐ I have read above mentioned instructions carefully.

☐ I also accept terms and conditions mentioned /provisions detailed in University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

Activate Windows
Go to Settings to activate Windows.

Accept

# Application Dashboard



# HEI Profile

Thursday, May 09, 2024 | Logout

## Dashboard - ( UGC-14 [HEI-P-INF-000014] )

Applying for : OL

Back

- Profile of HEI
- Proposed Programmes
- Affidavit
- Payment
- Final submission

Latest Notification

### IN CASE OF ANY QUERY, PLEASE CONTACT

For Technical Query

Phone : 079-2326-8279

Email : odl.ugc@mail.inflibnet.ac.in

Activate Windows
Go to Settings to activate Windows.

# Profile of HEI

HEI Profile & Administrative Information > HEI Basic Information

Thursday, May 09, 2024 | Logout

## HEI Profile & Administrative Information : UGC-14

Back

- HEI Basic Information
- HEI Authorities
- HEI Recognition
- NAAC Details
- NIRF Ranking

### HEI Basic Information

Registration ID: HEI-P-INF-000014

Name of the HEI: UGC-14

Institution Type *: State Open University

Year of Establishment *: --Select-- --Select--

Mode of Education *: Single Mode

City*: gandhinagar

District*: District

Address *: gher Educational Institution sh

gher Educational Institution shall adheres t

State *: Maharashtra

Pin *: 382001

Contact No. *:

Fax:

Official Website of HEI *:

Official website for Online Learning *:

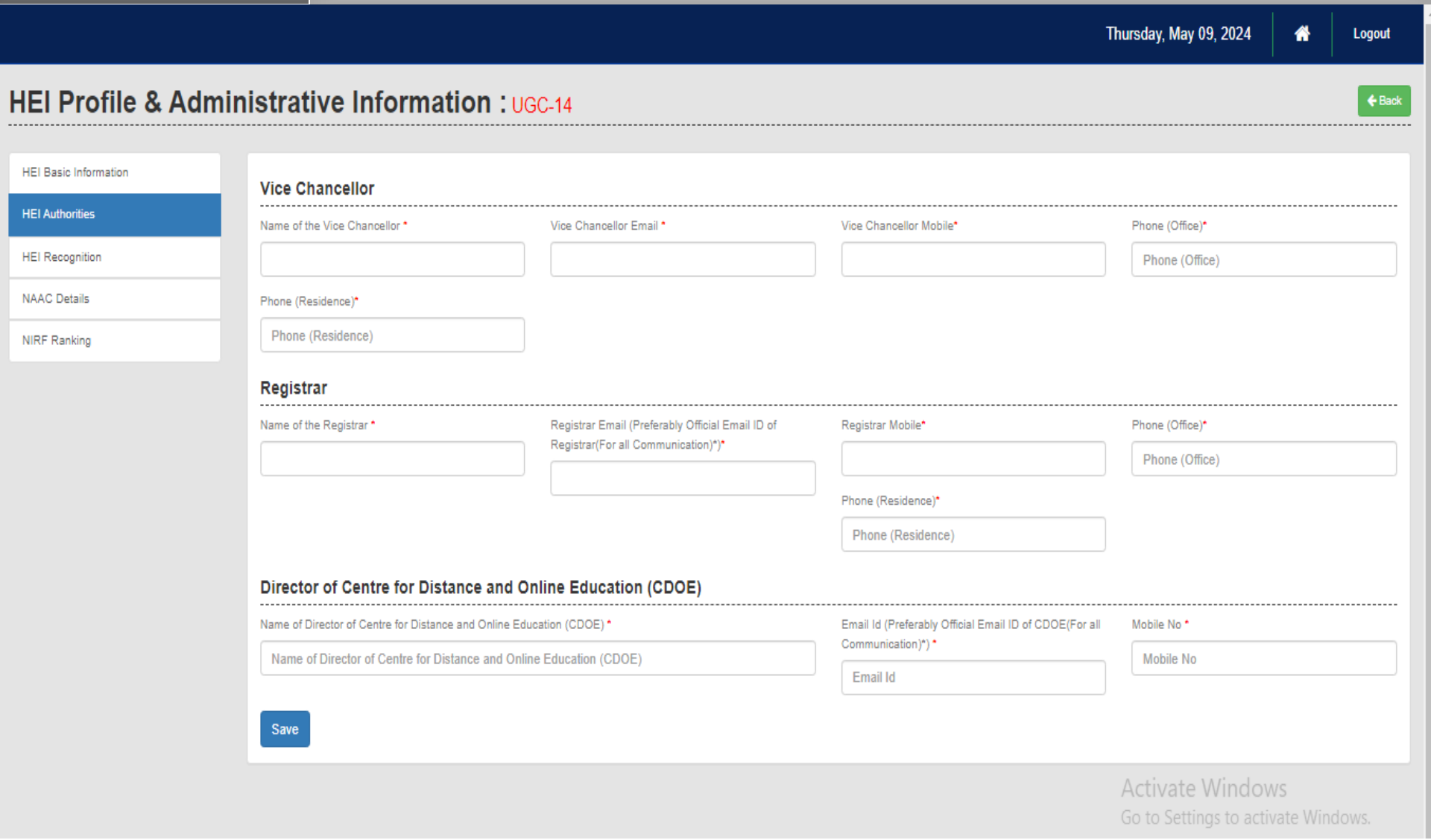
Email *:

Save

Activate Windows
Go to Settings to activate Windows.

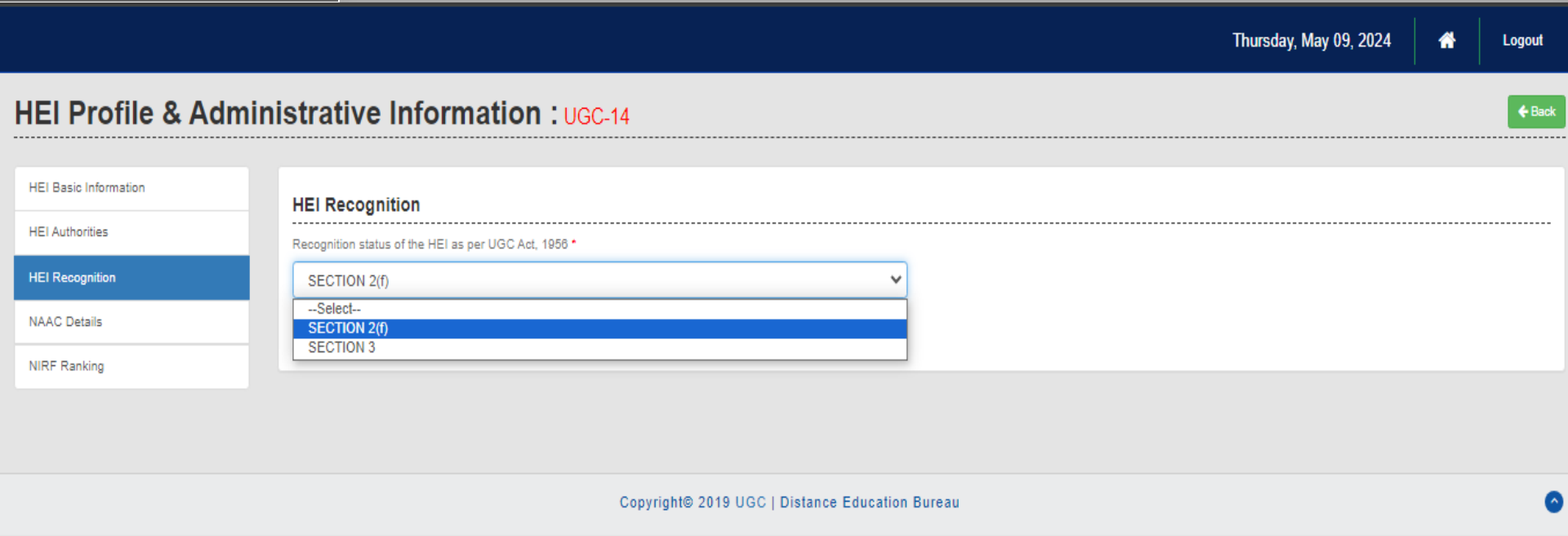
# Profile of HEI

HEI Profile & Administrative Information > HEI Authorities



# Profile of HEI

HEI Profile & Administrative Information > HEI Recognition




Activate Windows
Go to Settings to activate Windows.

# Profile of HEI

HEI Profile & Administrative Information > UGC DEB Recognition

## UGC DEB Recognition : UGC-14

Back

- HEI Basic Information
- HEI Authorities
- HEI Recognition
- UGC DEB Recognition
- NAAC Details
- NIRF Ranking
- Territorial Jurisdiction

### UGC DEB Recognition

Whether HEI is recognized by UGC, DEB under UGC (ODL) Regulations, 2017/ UGC (Online Courses or Programmes) Regulations, 2018 or UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments ?*

Yes

☐ UGC (ODL) Regulations, 2017 ☐ UGC (Online Courses or Programmes) Regulations, 2018 ☐ UGC (ODL Programmes and Online Programmes) Regulations, 2020

| Year | Regulations | Upload the supporting documents i.e. Recognition letters | Letter No | Date of UGC recognition letter | |
|---|---|---|---|---|---|
| -Select- | -Select- | Choose File No file chosen File Must be in .pdf Format | Letter No | dd-MM-yyyy | Save |

| Year | Regulations | Letter No | Date of UGC recognition letter | File | Action |
|---|---|---|---|---|---|

When was SLM delivered to Learner/Student for last academic year?*

| Type of Material | Date of commencement of academic year/academic session | Date of delivery of SLM to Learner/Student |
|---|---|---|
| Printing Material | dd-MM-yyyy | dd-MM-yyyy |
| Audio-Video Material | dd-MM-yyyy | dd-MM-yyyy |
| Online Material | dd-MM-yyyy | dd-MM-yyyy |
| Computer based Material | dd-MM-yyyy | dd-MM-yyyy |

Compliance of Commission decision regarding uploading of annual report of CIQA for recognized/entitled academic year(s)?*

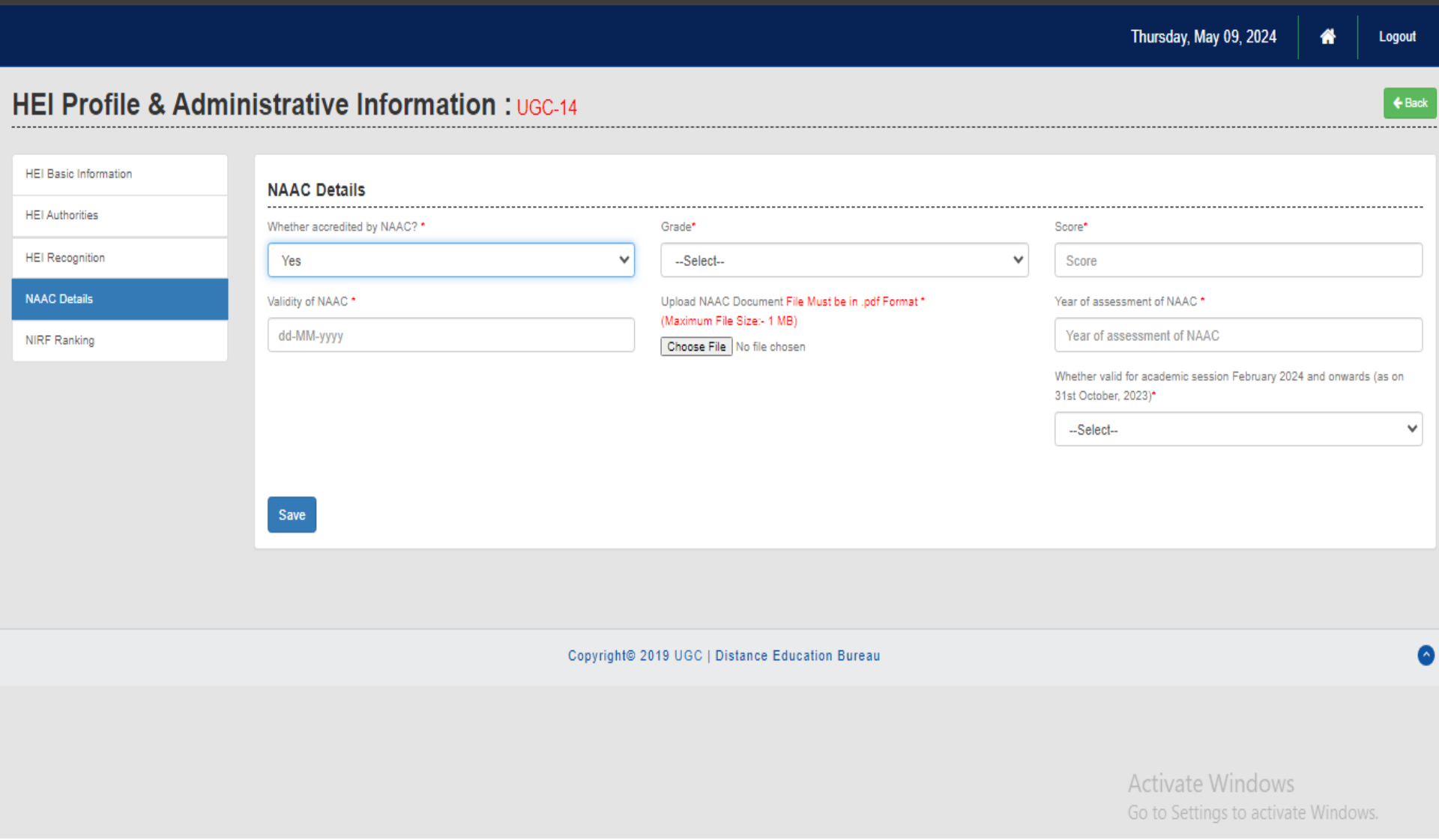
--Select--

Activate Windows
Go to Settings to activate Windows.

Save

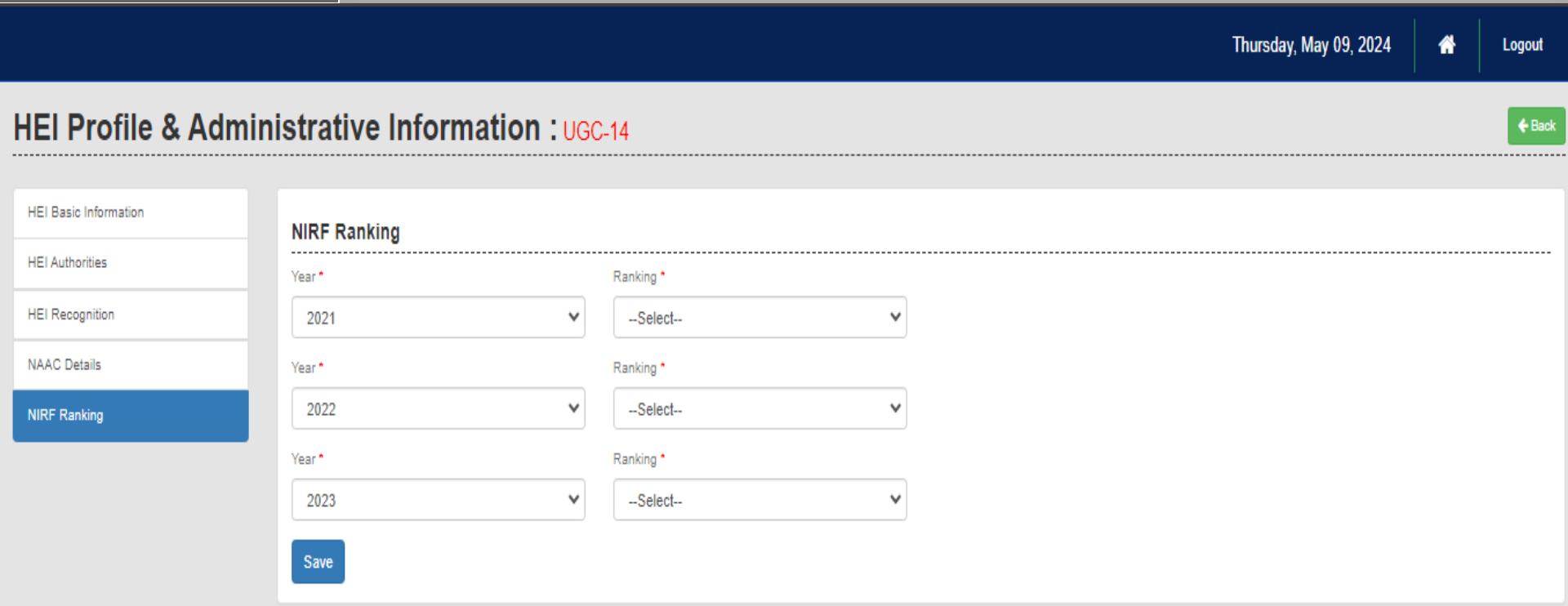
# Profile of HEI

## HEI Profile & Administrative Information > NAAC Details



# Profile of HEI

HEI Profile & Administrative Information > NIRF Ranking

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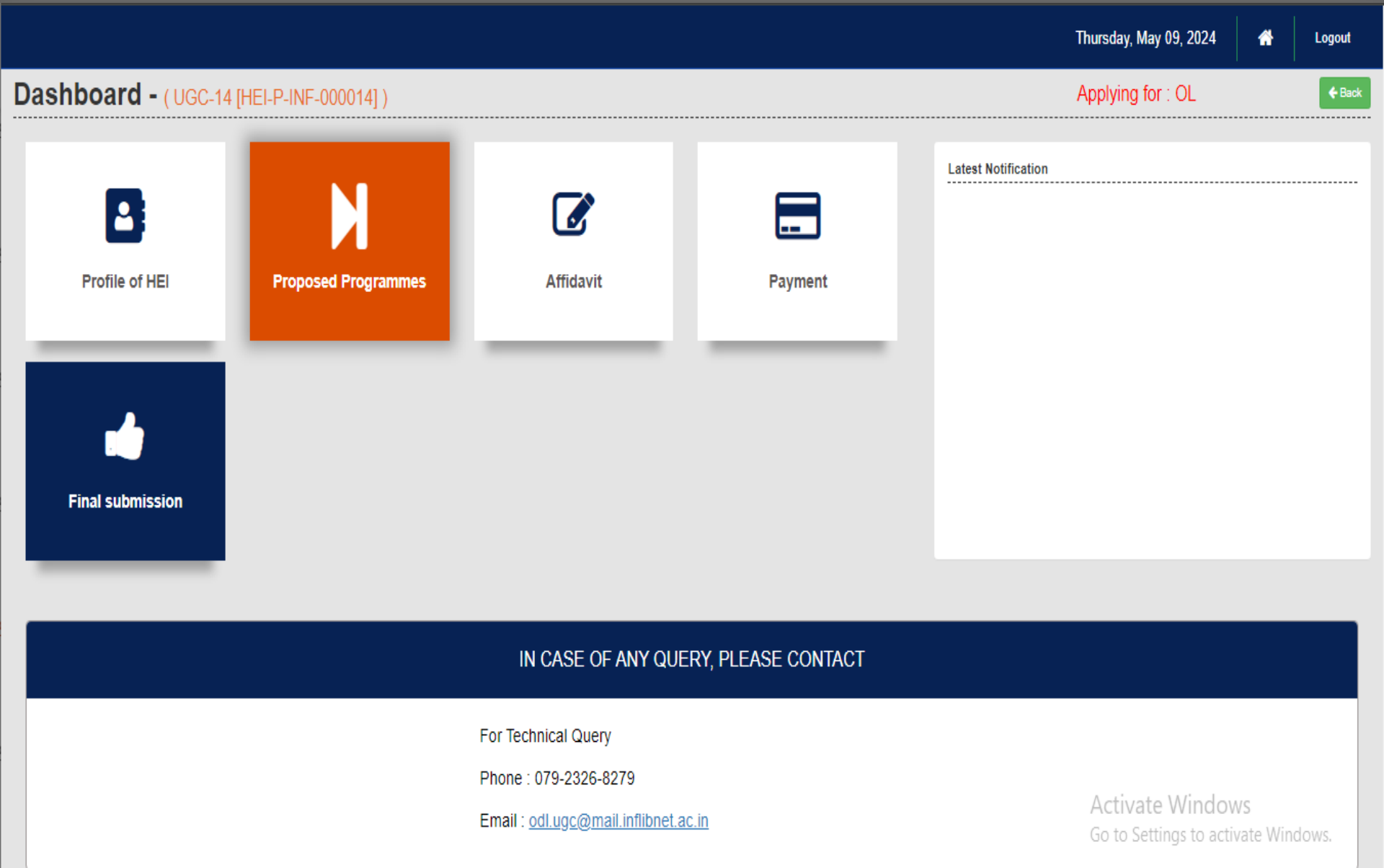
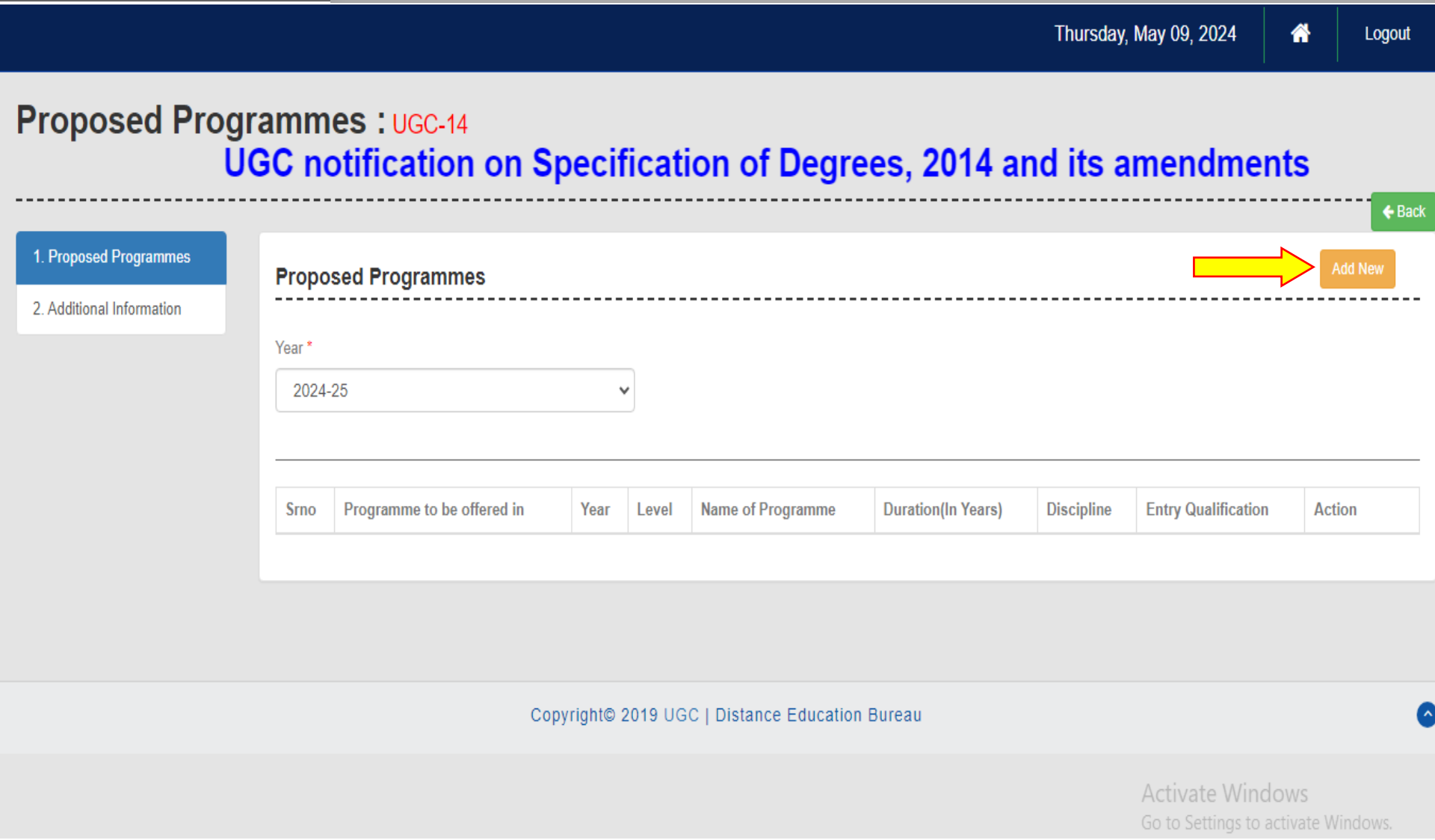
# Proposed Programmes



# Proposed Programmes

Click on ‘Add New’ button to add new programme.
All the applied programmes can be seen in table.



# Proposed Programmes

Proposed Programme > Add New > Initial Form

Thursday, May 09, 2024 | Logout

## Proposed Programmes : UGC-14

### UGC notification on Specification of Degrees, 2014 and its amendments

Back

1. Proposed Programmes
2. Additional Information

**Proposed Programmes** — Add New

You are allowed to propose 3 UG programmes and 10 PG programmes including all years.

Programme to be offered in * : --Select--

Academic Year * : 2024-25

Academic Session * : --Select--

Level * : --Select--

Discipline * :

Specified Degrees * : --Select--

Specialization : --Select--

Entry Qualification (as per the Specification of Degree, 2014 and its amendments.)* : --Select--

Duration (as per the Specification of Degrees, 2014 and its amendments) * : --Select--

Specialization:

* For applying 'integrated Programmes', select Any other option under "Specified Degree" Dropdown Menu.

Save

Year * : 2024-25

| Srno | Programme to be offered in | Year | Level | Name of Programme | Duration(In Years) | Discipline | Entry Qualification | Action |
|---|---|---|---|---|---|---|---|---|

Activate Windows
Go to Settings to activate Windows.

# Proposed Programmes

Proposed Programme > Add New > Additional Details

Thursday, May 09, 2024 | Logout

## Proposed Programmes : UGC-14

Back

1. Proposed Programmes
2. Additional Information

### Additional Information

Year *
--Select--

Proposed Programme *
--Select--

Academic system followed for proposed programme *
--Select--

Whether Programme requires Practical or laboratory courses as a curricular requirement *
--Select--

Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature *
--Select--

No. of Batch passed *
--Select--

Save

Show 10 entries Excel

Search:

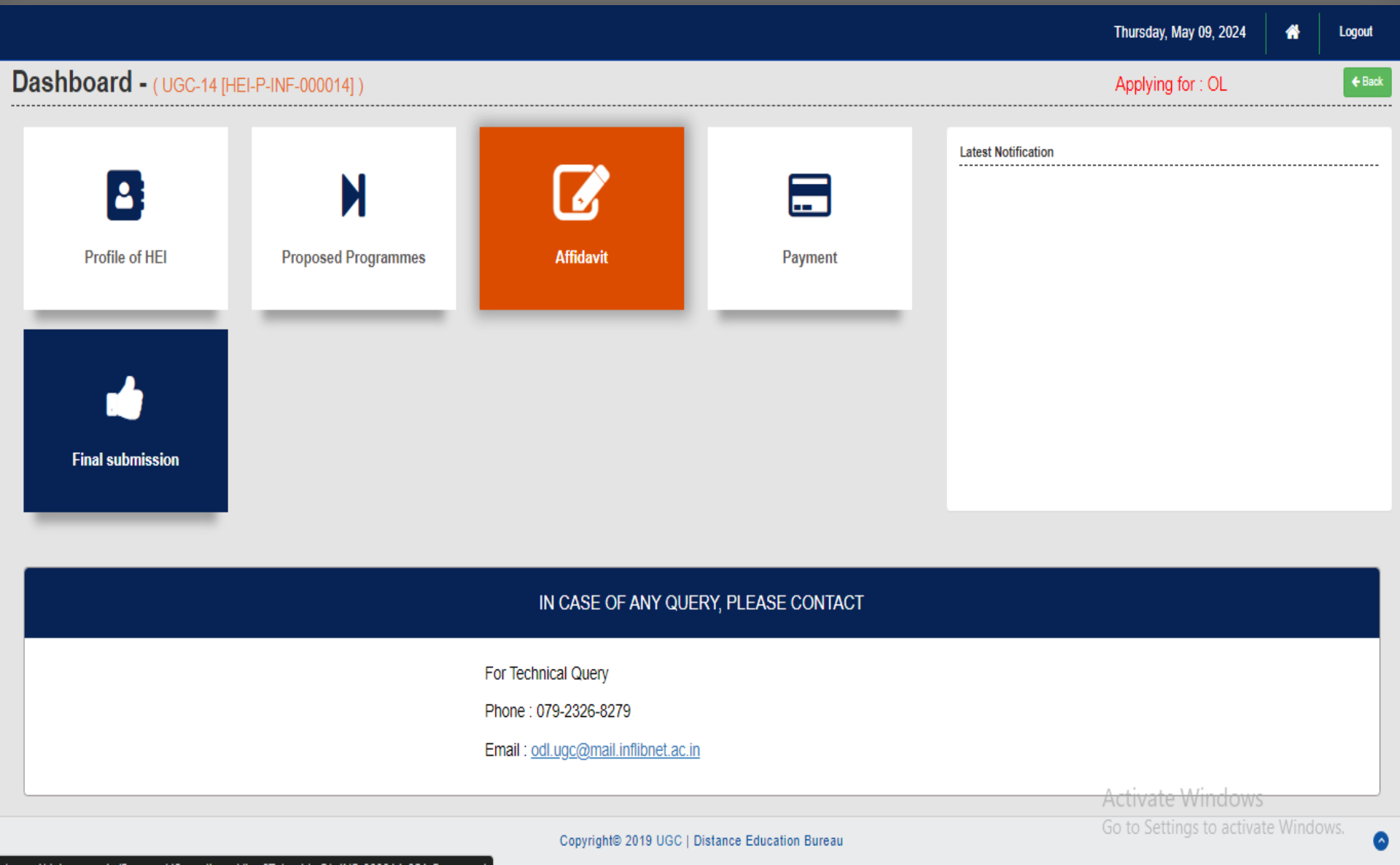
| Srno | Year | Name of Programme | Whether Programme requires Practical or laboratory courses as a curricular requirement | Whether Regulatory Authority approval is required | Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature | No.of Batch Passed | Action |
|---|---|---|---|---|---|---|---|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Activate Windows
Go to Settings to activate Windows.

# Affidavit & Undertaking



# Compliance

# Affidavit and Undertaking

Thursday, May 09, 2024 | Logout

## Affidavit: UGC-14

Back

### Affidavit

Upload Affidavit as per the prescribed format File Must be in .pdf Format * (Maximum File Size:- 1 MB)

Choose File No file chosen

Download Prescribed Format of Entitled HEIs Affidavit

Undertaking

Upload Undertaking as per the prescribed format File Must be in .pdf Format * (Maximum File Size:- 1 MB)

Choose File No file chosen

Download Prescribed Format of Undertaking

Save

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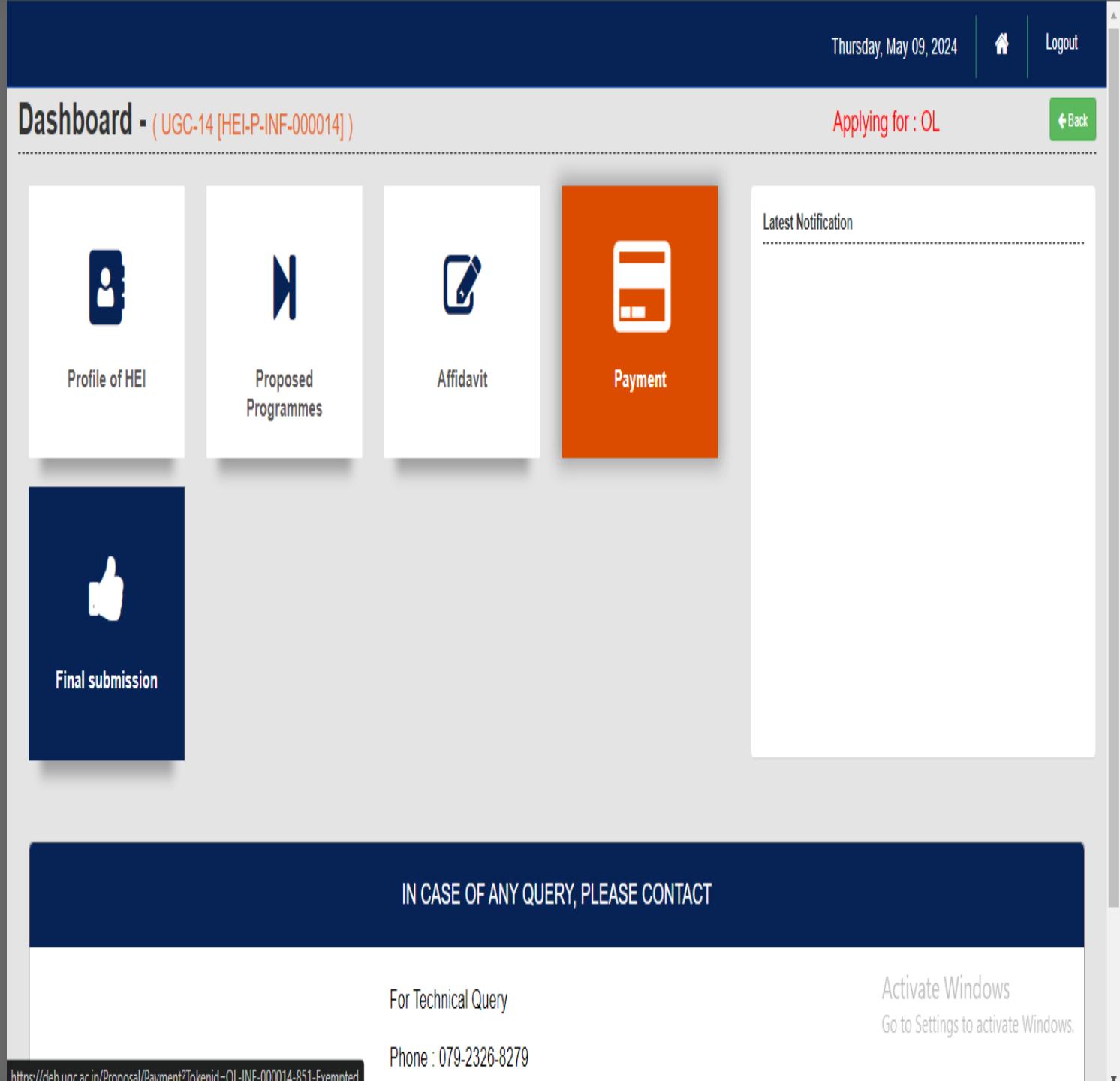
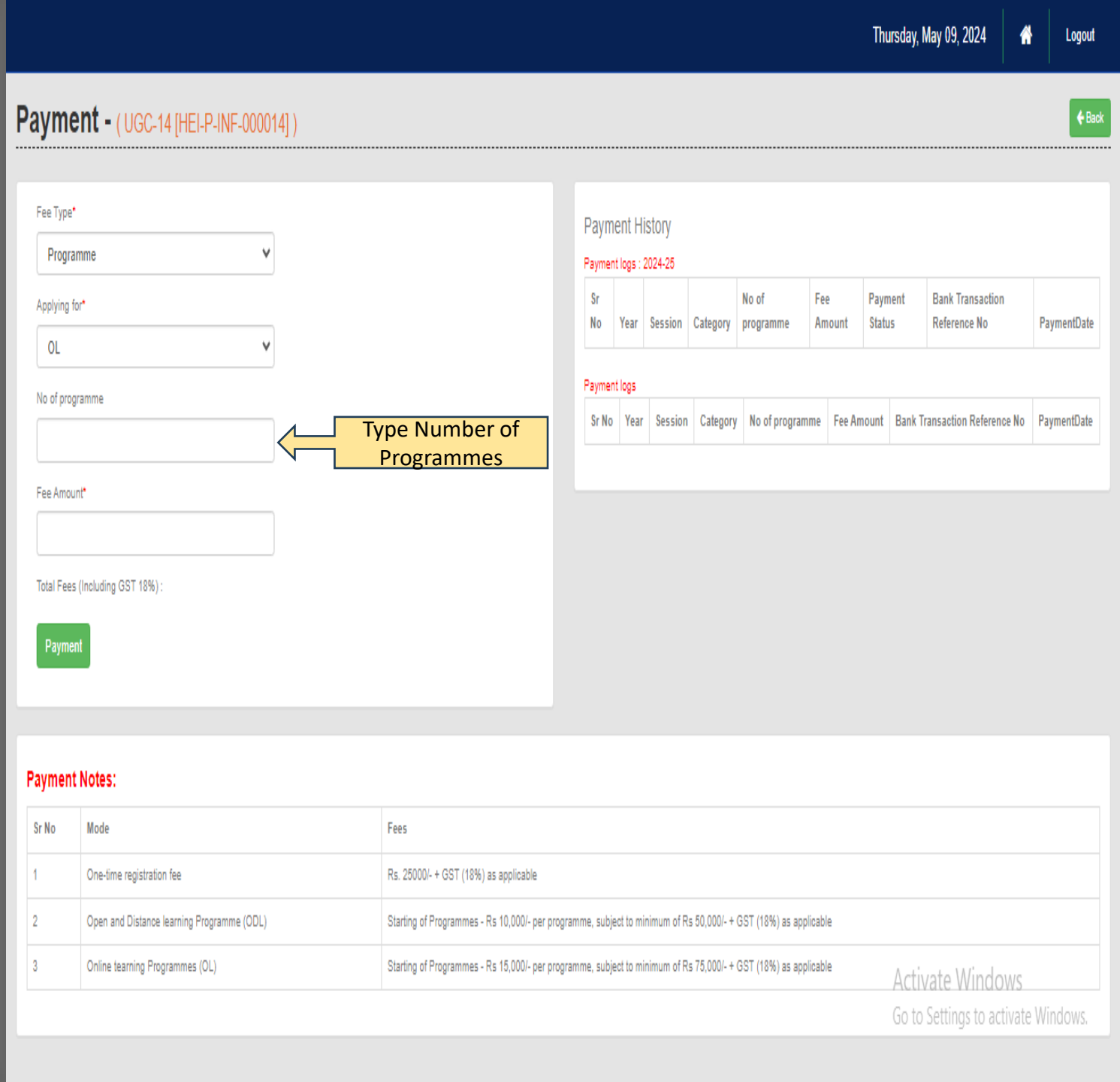
# Payment

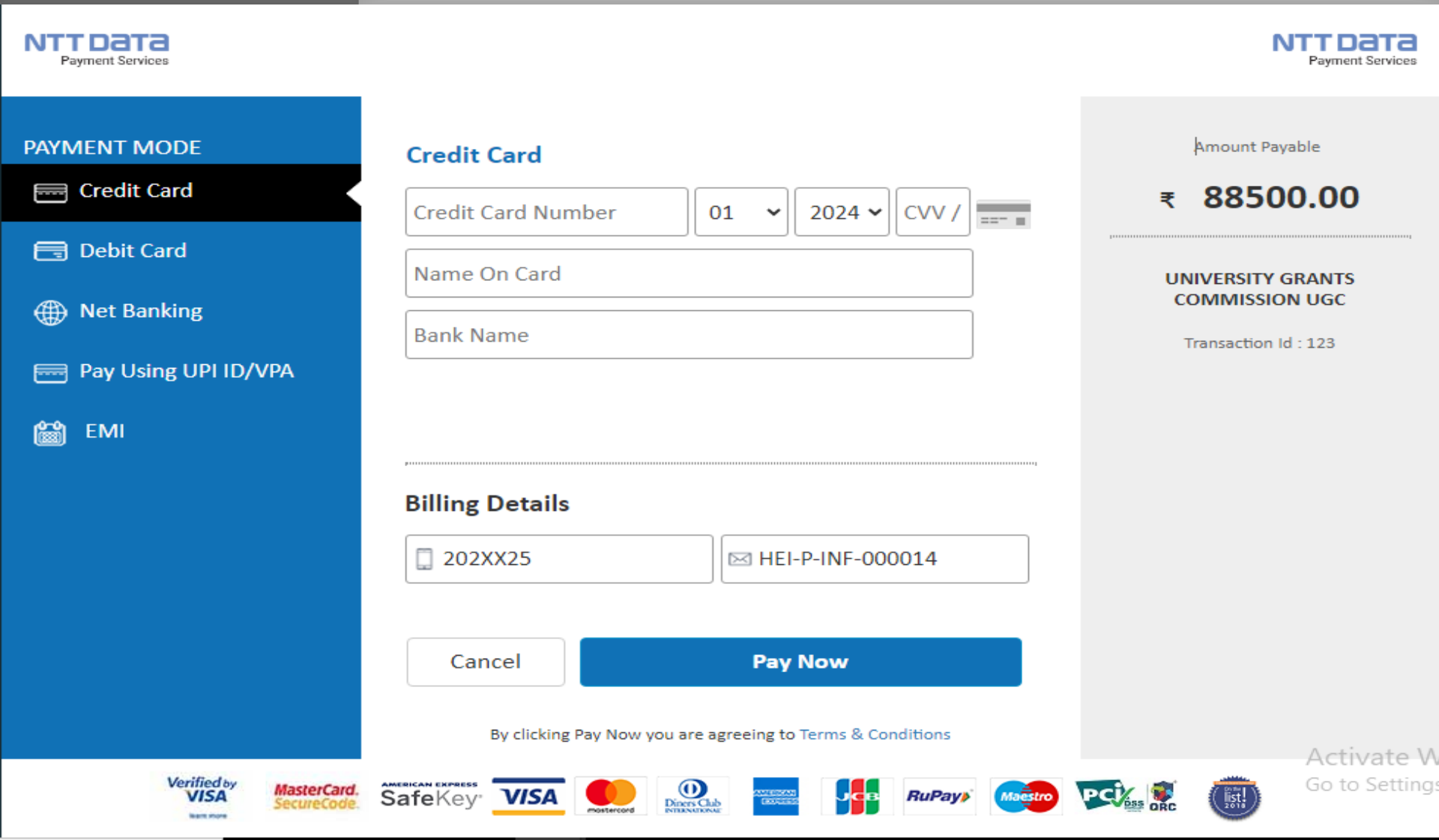

Thursday, May 09, 2024
Logout
Dashboard - ( UGC-14 [HEI-P-INF-000014] )
Applying for : OL
Back
Profile of HEI
Proposed Programmes
Affidavit
Payment
Latest Notification
Final submission
IN CASE OF ANY QUERY, PLEASE CONTACT
For Technical Query
Phone : 079-2326-8279
Activate Windows
Go to Settings to activate Windows.

# Payment

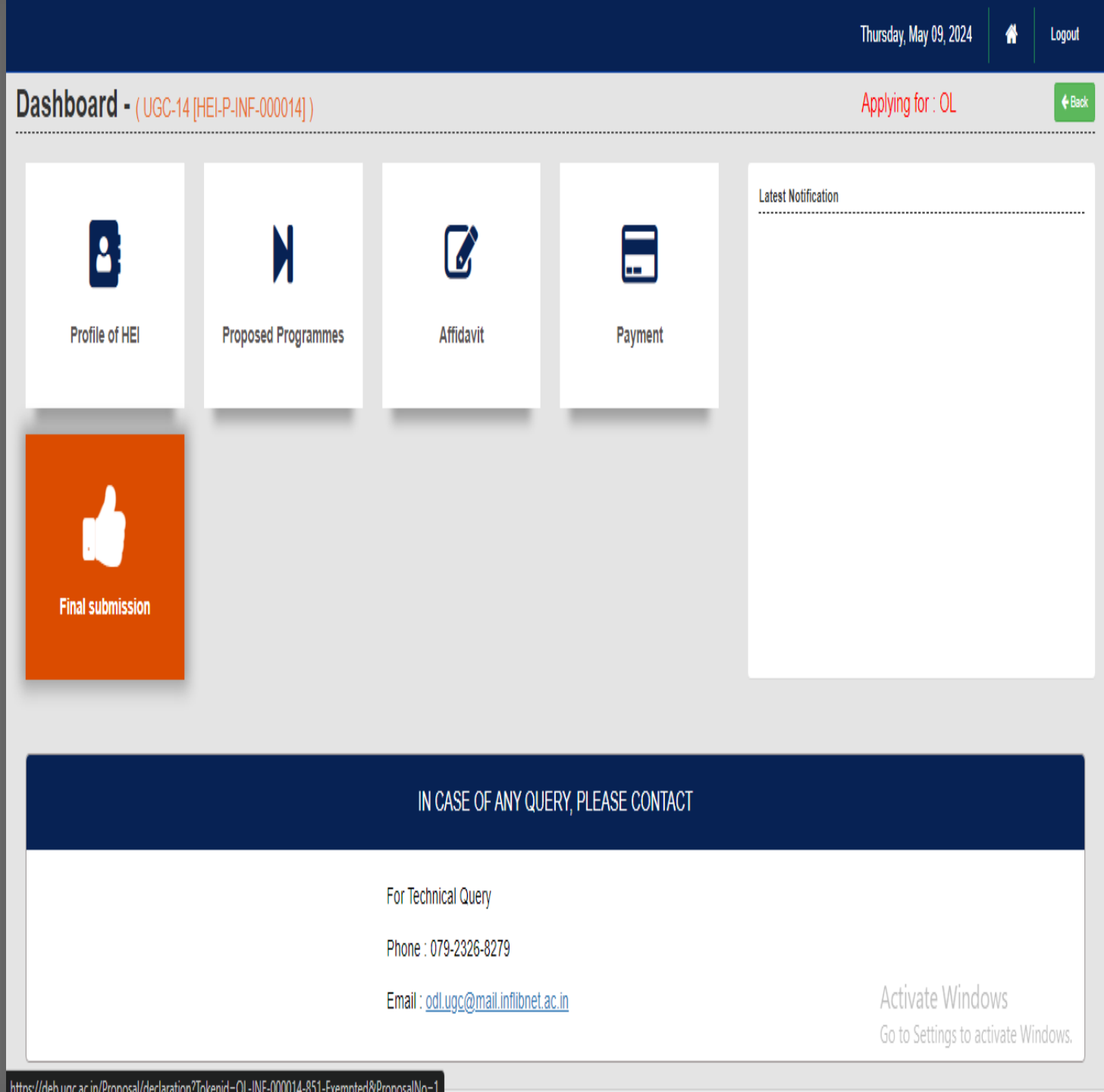

Thursday, May 09, 2024
Logout
Payment - ( UGC-14 [HEI-P-INF-000014] )
Back
Fee Type*
Programme
Applying for*
OL
No of programme
Type Number of Programmes
Fee Amount*
Total Fees (Including GST 18%) :
Payment
Payment History
Payment logs : 2024-25
Sr No
Year
Session
Category
No of programme
Fee Amount
Payment Status
Bank Transaction Reference No
PaymentDate
Payment logs
Sr No
Year
Session
Category
No of programme
Fee Amount
Bank Transaction Reference No
PaymentDate
Payment Notes:
Sr No
Mode
Fees
1
One-time registration fee
Rs. 25000/- + GST (18%) as applicable
2
Open and Distance learning Programme (ODL)
Starting of Programmes - Rs 10,000/- per programme, subject to minimum of Rs 50,000/- + GST (18%) as applicable
3
Online learning Programmes (OL)
Starting of Programmes - Rs 15,000/- per programme, subject to minimum of Rs 75,000/- + GST (18%) as applicable
Activate Windows
Go to Settings to activate Windows.

# Payment

# Payment of programmes through integrated Payment Gateway

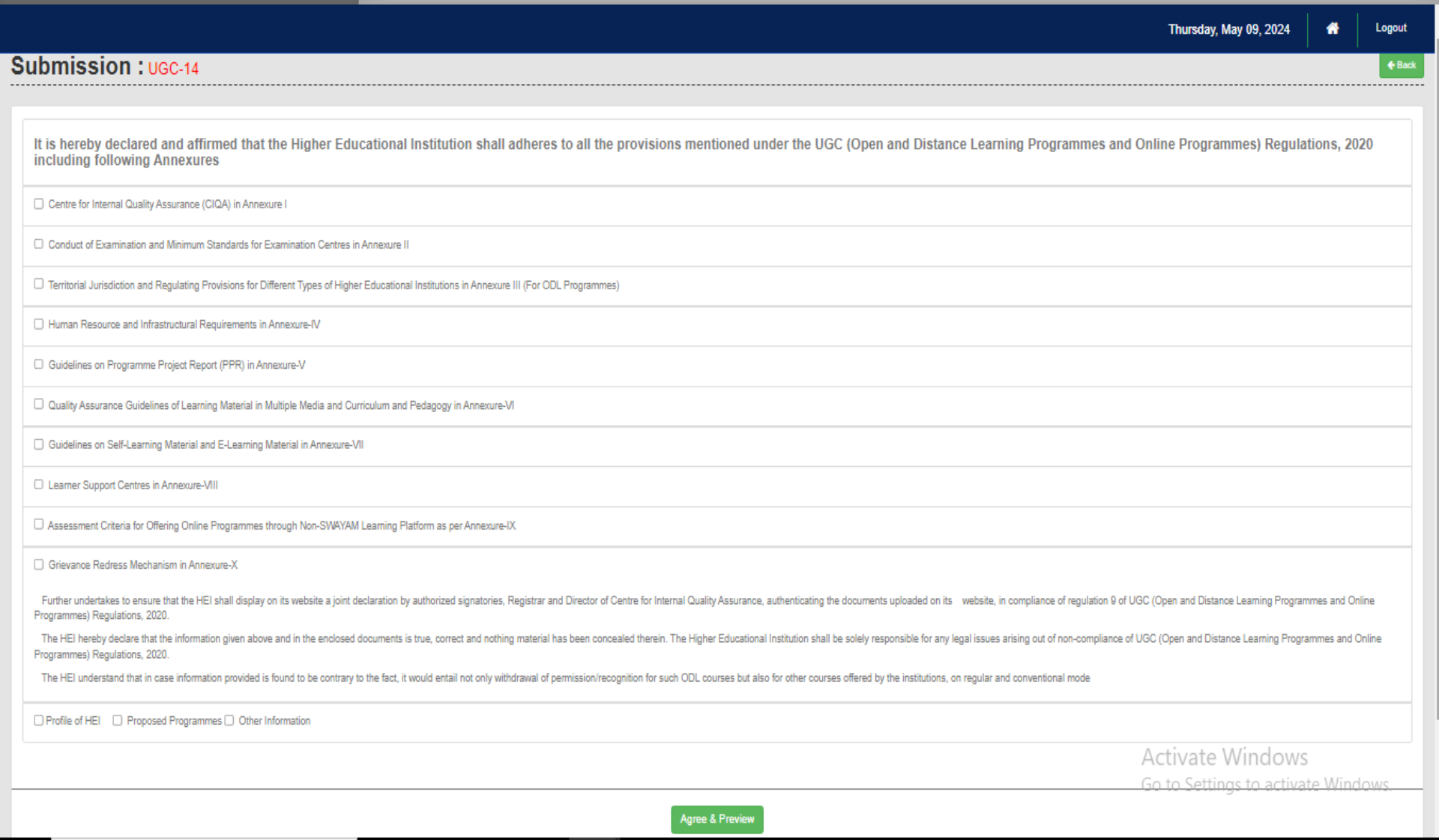


# Final Submission



# Final Submission

**HEIs need to check all the boxes and click on 'Agree & Preview'. It will show up all the information filled and then HEIs should submit the application.**



# Thank You

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