

INVITATION OF PROPOSALS FROM HIGHER  
EDUCATIONAL INSTITUTIONS(HEIS) FOR  
RECOGNITION OF

OPEN AND DISTANCE LEARNING (ODL)  
AND ONLINE LEARNING (OL)

**Help Manual- Registration &  
Application Filling Procedure.**

Open the DEB website using the following URL-  
<https://deb.ugc.ac.in/>

The screenshot shows the homepage of the Distance Education Bureau (DEB) website. At the top, there is a dark blue navigation bar with links for REGISTRATION, LOGIN, RTI, FAQs, and CONTACT. Below this is the DEB logo and the text "DISTANCE EDUCATION BUREAU A Bureau of University Grants Commission (UGC)". A search bar is also present. A red banner below the header reads "NEW University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020". The main section features a large banner with the text "DISTANCE EDUCATION BUREAU" and a "READ MORE" button. Below the banner are three main sections: "Open & Distance Learning" (orange), "Online Learning" (blue), and "Student Corner" (teal). Each section contains a list of links and resources.

REGISTRATION | LOGIN | RTI | FAQs | CONTACT

**DISTANCE EDUCATION BUREAU**  
A Bureau of University Grants Commission (UGC)

**NEW** University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020

# DISTANCE EDUCATION BUREAU

READ MORE

## Open & Distance Learning

- UGC(ODL) Regulations, 2017 and Amendments
- Recognition Accorded for ODL Programmes-Year Wise
- 2019-20 2018-2019 2016-2017 2015-2016
- Previous Recognitions

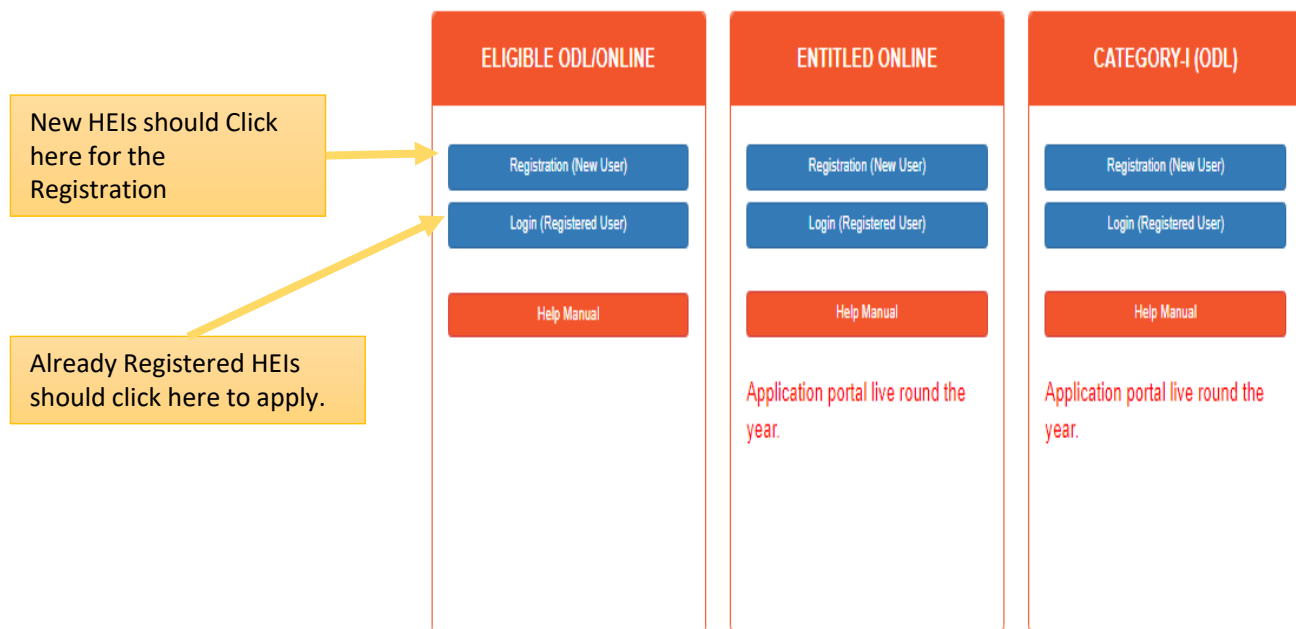
## Online Learning

- UGC (Online Courses or Programmes) Regulations, 2018
- Recognition Accorded for Online Learning Programmes 2019-20
- Important Notifications

## Student Corner

- Know your University/HEIs
- Open & Distance Learning Online Learning
- Year Wise Recognition Status
- Academic Year Planner
- Student Complaint Handling Mechanism
- Student Help Manual HEI Help Manual

Click here  
to begin  
the  
process



## Read the general instructions and Accept the conditions

APPLICATION FOR RECOGNITION OF PROGRAMMES 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 July - August, 2022 (revised as September, 2022) 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, UGC (Open and Distance Learning Programmes and Online Programmes) (Amendment) Regulations, 2021 have been notified in the Gazette on 1st July, 2021. These regulations are available on UGC website at <https://deb.ugc.ac.in/Uploads/20200906.pdf> and [https://www.ugc.ac.in/pdfnews/6852408\\_UCG\(ODL-Programmes-and-Online-Programmes\)\(Amendment\)Regulations,-2021.pdf](https://www.ugc.ac.in/pdfnews/6852408_UCG(ODL-Programmes-and-Online-Programmes)(Amendment)Regulations,-2021.pdf) respectively. Kindly read the same before applying.
2. The HEI intending to apply shall register online through the portal. After successful registration, the ID and password will be sent at the registered official 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/ authorised official of HEI is allowed to register on the behalf of the HEI.
3. 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.
4. The applicant will be able to access the online application form after log in 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.
5. After submission of online application, the HEI shall submit a copy of application along with the duly notarised affidavit to 'Joint Secretary (DEB), University Grants Commission, Distance Education Bureau, 35, Froze Shah Road, Delhi -110001, within 15 working days after submission of the online application form.
6. 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 [odl.ugc@infibnet.ac.in](mailto:odl.ugc@infibnet.ac.in).
7. 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.
8. HEIs are requested to visit the UGC DEB website at <http://deb.ugc.ac.in> on regular basis for updates/ further information.
9. Kindly contact:  
For General Query [generalquery.deb.ugc@gmail.com](mailto:generalquery.deb.ugc@gmail.com)  
For Technical Query [query.newapplicationdeb@gmail.com](mailto:query.newapplicationdeb@gmail.com)

☐ 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.

Accept



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](mailto: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: Higher Educational Institution

#### Basic Details

State*	Full Name of HEI (as per UGC 2(F))*	Full Address of HEI *	INFOCITY <span>1</span>
Gujarat	INFLIBNET-4	GH 0	
PIN*	City*	District*	University Type*
123456	Gandhinagar	Gandhinagar	Private University
Mode of Education*	Applying for*	Month & Year of Establishment *	No. of Years of Existence*
Dual Mode	Open & Distance Learning (ODL)	--Select Month-- 2004	16

#### NAAC

Whether accredited from NAAC\*

--Select--

**NIRF** (Upload Screenshot of NIRF Website, showing HEI Name with its Ranking.)

Year *	Ranking *	Upload NIRF Certificate * .pdf Format (Maximum File Size 1 MB)
--Select--	--Select--	<a href="#">Choose File</a> No file chosen
Year	Ranking	Upload NIRF Certificate .pdf Format (Maximum File Size 1 MB)
--Select--	--Select--	<a href="#">Choose File</a> No file chosen

#### Registrar Details

Name of Registrar*	Mobile Number of Registrar*	Official Email ID of Registrar(For all Communication)*
Name of Registrar	XXXXXXXXXX	Email of Registrar

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

Captcha:



[Refresh](#)

Enter Captcha

Save

Click 'Save' to submit registration form

'Institute Registered successfully' message will appear after submitting the registration form. An email consisting of Credentials will be sent to HEI's registered email Id.

**DEB** Distance Education Bureau

**NAAC**

Whether accredited from NAAC\*

No

**NIRF**

Year \* 2019 Ranking \* 16

Year --Select-- Ranking --Select--

**Registrar Details**

Name of Registrar\* dsfsd Mobile Number\* 897978978

☒ I hereby declare that the Higher Educational Institution shall adhere to the Regulations, 2020

Captcha: SEABdz Refresh

Enter Captcha

**Institute Registered successfully!**

We Have Sent Credentials on Registrar Email,  
You may Login and Apply the Form!


OK


**In case of any Query, Please Contact**


For General Query	For Technical Query
Phone : 011-2360-4666	Phone : 079-2326-8257
Email : <a href="mailto:deb-ugc@gov.in">deb-ugc@gov.in</a>	Email : <a href="mailto:odi.ugc@inlibnet.ac.in">odi.ugc@inlibnet.ac.in</a>


# Use the credentials sent on Registered Email Id to login to the dashboard and proceed with the process of online application


**REGISTERED HEI LOGIN**

 Username \*

 Password \*


 Captcha \*



 Refresh

☐ Remember me

[Forgot Password?](#)

 SIGN IN

Don't have an Registration yet?

[Click here for Registration](#)

Login id  
provided in  
your email ID





DASHBOARD



PROPOSAL

## Dashboard

UGC-14 [HEI-P-INF-000014]

Type: Private

Address: gher Educational Institution shall adheres t

Required Documents Upload



Payment

Click on the  
Payment to pay the  
Registration Fee.

IN CASE OF ANY QUERY, PLEASE CONTACT

For General Query

[Click here..](#)

For Technical Query

Phone : 079-2326-8279, 9716960257

Email : [query.newapplicationsdeb@gmail.com](mailto:query.newapplicationsdeb@gmail.com)

# Payment of Registration fee

Thursday, May 26, 2022



Logout

Payment - ( UGC-14 [HEI-P-INF-000014] )

← Back

Fee Type\*

--Select--

Click on Registration

Fee Amount\*

29500

Check the amount

Total Fees (Including GST 18%) :

Payment

Click the payment

Payment History

Registration Payment :-

Sr No	Year	Session	Category	No of programme	Fee Amount	Payment Status	Bank Transaction Reference No	PaymentDate
-------	------	---------	----------	-----------------	------------	----------------	-------------------------------	-------------



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



## PAYMENT MODE

 Credit Card Debit Card Net Banking Pay Using UPI ID/VPA

## Credit Card

Please Note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16,2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

## Billing Details

By clicking Pay Now you are agreeing to [Terms & Conditions](#)

Amount Payable

₹ 29500.00


UNIVERSITY GRANTS  
COMMISSION\_UGC


Transaction Id : 123

Check the details  
for the Pay Now



# After making the registration fee payment, ‘Proposal’ button will become activated.

 DASHBOARD

 PROPOSAL

Click here to jump on the Application/Proposal page.

## Dashboard

UGC-12 [HEI-INF-000012]

Type: Deemed-To-Be-University  
Address: Gujarat

Required Documents Upload

IN CASE OF ANY QUERY, PLEASE CONTACT

For General Query  
[Click here..](#)

For Technical Query  
Phone : 079-2326-8279, 9716960257  
Email : [query.newapplicationsdeb@gmail.com](mailto:query.newapplicationsdeb@gmail.com)

# New Proposal Window

Thursday, May 26, 2022



Logout

## Apply Programme Proposal - ( UGC-12 [HEI-INF-000012] )

← Back

### Applied Programme Proposal

New Proposal

### Proposal Details - 2022-23

Sr No	Proposal Id	Year	Session	Mode of Operation	FlowType	Programme Fee Status	Programme Status	
1	2022-23-July-ODL-INF-000012-837-Proposal-New	2022-23	July	Dual Mode	New (ODL)	Paid	Applied: 2	<a href="#">Fill Proposal</a>
2	OL-INF-000012-837-Exempted	2022-23	July	Dual Mode	Entitled (OL)	Paid	Applied: 1	<a href="#">Fill Proposal</a>

### Proposal Details

Sr No	Proposal Id	Year	Session	Mode of Operation	FlowType	Fee Status	Programme Status
-------	-------------	------	---------	-------------------	----------	------------	------------------

Click on the  
New proposal

Select Flow  
Type: Eligible /  
Entitled.

Click on 'Fill  
Proposal'.

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This tab will show you all  
the application filled in  
the previous years

# 1. HEI PROFILE

Thursday, May 26, 2022



Logout

Dashboard - ( UGC-12 [HEI-INF-000012] )

Applying for : ODL

← Back



Profile of HEI



Payment



Proposed Programmes



Proposed Programme Project  
Report & Self Learning Material

Latest Notification



Regional & Learner and  
Examination Centres



Human Resources Information



Other Information



Compliance



Final submission will be enabled  
soon

Click on the  
'Profile of HEI'  
to fill the HEI  
related details

IN CASE OF ANY QUERY, PLEASE CONTACT

For General Query

Phone : 011-2360-4666

Email : [deb.query@infibnet.ac.in](mailto:deb.query@infibnet.ac.in)

For Technical Query

Phone : 079-2326-8279

Email : [odl.ugc@infibnet.ac.in](mailto:odl.ugc@infibnet.ac.in)

# HEI Profile

Thursday, May 26, 2022



Logout

← Back

HEI Profile & Administrative Information

Infrastructure

Activity Calendar

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Click here to fill 'HEI profile & Administrative details under HEI Profile button.

# HEI Profile & Administrative Information page

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Logout

## HEI Profile & Administrative Information : UGC-12

← Back

### HEI Basic Information

HEI Authorities

HEI Recognition

UGC DEB Recognition

IGNOU Recognition

NAAC Details

NIRF Ranking

Territorial Jurisdiction

### HEI Basic Information

Registration ID

HEI-INF-000012

Name of the HEI

UGC-12

Institution Type \*

Deemed University

Year of Establishment \*

Jan

2005

Mode of Education \*

Dual Mode

City \*

Gandhinagar

District \*

Ahmedabad

Address \*

Ahmedabad, gujarat

State \*

Gujarat

State \*

Gujarat

Pin \*

382010

Contact No. \*

0798855

Fax

8855

Official Website of HEI \*

deb.ugc.ac.in

Official website for Open & Distance Learning

http://test.url.ac.in

Email \*

infsdev@infilbnet.ac.in

Save & Next

Fill all the required information asked in circled tabs and click on the Save and Next.



# HEI Profile > Infrastructure

Thursday, May 26, 2022



Logout

← Back

HEI Profile & Administrative Information

Infrastructure

Activity Calendar

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Click on the  
'Infrastructure'  
tab to fill HEI  
infrastructure  
related details.



# Infrastructure page (Inner view)

Tuesday, May 24, 2022



Logout

Infrastructure : UGC-12

← Back

Total Build-up area for Open and Distance Learning activity - Minimum 15000 sq.ft. (carpet area):

Build-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft) *	Difference	Compliance or Not
Academic	<input type="text" value="7500"/>	<input type="text" value="56867"/>	<input type="text" value="49367"/>	<input type="text" value="Yes"/>
Administrative	<input type="text" value="1500"/>	<input type="text" value="567"/>	<input type="text" value="-933"/>	<input type="text" value="Yes"/>
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	<input type="text" value="4500"/>	<input type="text" value="56867"/>	<input type="text" value="52367"/>	<input type="text" value="No"/>
Amenities or other support facilities(Excluding toilets)	<input type="text" value="1500"/>	<input type="text" value="67867"/>	<input type="text" value="66367"/>	<input type="text" value="Yes"/>
Total built-up area for ODL activities	<input type="text" value="15000"/>	<input type="text" value="182168"/>	<input type="text" value="167168"/>	<input type="text" value="No"/>

Click on 'Save' after filling all the Infrastructure related Information.



Save

# HEI Profile > Activity Calendar

Thursday, May 26, 2022



Logout

[← Back](#)

HEI Profile & Administrative Information

Infrastructure

Activity Calendar

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Click here to  
fill Activity  
Calendar  
related details.

# ACTIVITY CALANDER (Inner Page View)

Thursday, May 26, 2022



Logout

Activity Calendar : UGC-12

Back

Academic Year Planner [Programmes under yearly system]:

Slno	Name of the Activity	Tentative months schedule (specify months) during Year	
		From (Month)	To (Month)
1	Admission *	Jan	Jan
2	Assignment Submission (if any) *	Apr	Feb
3	Evaluation of Assignment *	Apr	Jun
4	Examination *	Sep	Jun
5	Declaration of Result *	Jun	Jun
6	Re-registration *	Mar	Jun
7	Distribution of SLM *	May	Jul
8	Contact Programmes(counselling, Practicals,etc.) *	Dec	Aug

Academic Year Planner [Programmes under Semester System]:

Slno	Name of the Activity	Tentative months schedule (specify months) during Year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission *	Mar	Jan	Mar	Jan
2	Assignment Submission (if any) *	Mar	May	Mar	Feb
3	Evaluation of Assignment *	Mar	Jun	Mar	Jun
4	Examination *	Nov	Jun	May	Jul
5	Declaration of Result *	Sep	Aug	Jan	Aug
6	Re-registration *	Mar	Jun	Jul	May
7	Distribution of SLM *	Apr	Jul	Jun	Jun
8	Contact Programmes(counselling, Practicals,etc.) *	Oct	Oct	Sep	Sep

Click on the Save after fill all the required details.

Save

## 2. Proposed Programmes: Click on Proposed Programmes tab to Programmes and Additional Information.

Tuesday, May 24, 2022



Logout

Dashboard - ( UGC-12 [HEI-INF-000012] )

Applying for : ODL

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Profile of HEI



Payment



Proposed Programmes



Proposed Programme  
Project Report & Self  
Learning Material

Latest Notification

Click here to add Programmes and Fill programme related additional details.



Regional & Learner and  
Examination Centres



Human Resources  
Information



Other Information



Compliance



# PROPOSED PROGRAMMES (Cont.)

Thursday, May 26, 2022



Logout

## Proposed Programmes : UGC-12

← Back

1. Proposed Programmes

2. Additional Information

3. Programme Compliance

4. Mode of Evaluation

All Programmes Details

### Proposed Programmes

Specification of Degrees July-201

Click here to add new programmes

Add New




Year \*

2022-23

Show 10 entries

Excel

Search:

Sr no	Programme to be offered in	Year	Level	Academic Session	Department Name	Name of Programme	Duration (In Years)	Action
1	ODL	2022-23	PG	July	Department1	Master Of Education - Special Education (Learning Disability)	2.5	 
2	ODL	2022-23	UG	July	Department	Bachelor Of Elementary Education (Na)	4	 

Showing 1 to 2 of 2 entries

Previous

1

Next

All the added programmes appear here in the list.

Fill the information asked in all these tabs.



# Proposed Programmes > Additional Information

Tuesday, May 24, 2022



Logout

## Proposed Programmes : UGC-12

← Back

1. Proposed Programmes

2. Additional Information

3. Programme Compliance

4. Mode of Evaluation

All Programmes Details

### Additional Information

Year \*

--Select--

Proposed Programme \*

--Select--

Academic system followed for proposed programme \*

--Select--

Number of Credits \*

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

--Select--

Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI \*

DD-MM-YYYY

Statutory bodies approval upload (File Must be in .pdf Format (Maximum File Size 1 MB)) \*

Choose file No file chosen

Whether Regulatory Authority approval is required \*

--Select--

Whether Proposed programme already being taught in Conventional with same nomenclature \*

--Select--

No. of Batch passed \*

--Select--

Fill all the required fields and Save.

Save

Show 10 entries

Excel

Search:

Whether

# Proposed Programmes > Programme Compliance

Tuesday, May 24, 2022



Logout

1. Proposed Programmes

2. Additional Information

3. Programme Compliance

4. Mode of Evaluation

All Programmes Details

## Programme Compliance

Add New

Year \*

--Select--

Proposed Programme \*

--Select--

Whether Compliance to following provision for the proposed programme under ODL mode is ensured same as for conventional programme

Entry Level Qualifications \*

-Select-

Curriculum \*

-Select-

Teaching-Learning Scheme \*

-Select-

Pattern of Question Papers For End Semester Examination or Term End Examination \*

-Select-

Pass or Fail Criteria \*

-Select-

Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education \*

-Select-

Whether Choice Based Credit System (CBCS) is being followed for conventional mode \*

-Select-

Whether Choice Based Credit System (CBCS) will be followed for ODL \*

-Select-

Whether total Programme fee includes all components as per UGC Norms \*

-Select-

Proposed Annual Fee (in Rs) \*

Proposed Annual Fee (in Rs)

Whether 75% attendance in Personal Contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours \*

-Select-

Whether any component of the Programme is offered as MOOCs \*

-Select-

If yes, how much per cent. of the total course is being offered in a semester through the Online Learning courses/Massive open Online Courses \*

Fill Programme Compliance details for all the programmes and Save.

Save



# Proposed Programme > Mode of Evaluation

Tuesday, May 24, 2022



Logout

## Proposed Programmes : UGC-12

← Back

1. Proposed Programmes

2. Additional Information

3. Programme Compliance

4. Mode of Evaluation

All Programmes Details

### Mode of Evaluation

Year \*

--Select--

Proposed Programme \*

--Select--

Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations \*

--Select--

Examination Scheme

--Select--

Percentage of Continuous Assessment(%)

Percentage of End-Semester(%)

Percentage of Term End Examination(%)

Pass/Fail Criteria (% Pass Marks)

### Mode of Examination

Fill Mode of Evaluation related details and Save

Save

Show 10 entries

Excel

Search:

Srno	Year	Name of Programme	Examination Scheme	Percentage of Continuous Assessment(%)	Pass/Fail Criteria (% Pass Marks)	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

# Proposed Programmes > All Programmes Details

Tuesday, May 24, 2022



Logout

## Proposed Programmes : UGC-12

← Back

1. Proposed Programmes

2. Additional Information

3. Programme Compliance

4. Mode of Evaluation

All Programmes Details

Show  entries

Excel

Search:

### Programmes Details

**ODL - 2022-23 - PG - July - Rehabilitation Sciences - Master of Education - Special Education - Learning Disability**

Additional Information (0)

Course Details (0)

Programme Compliance (0)

Mode of Evaluation (0)

**ODL - 2022-23 - UG - July - Education/Teachers Training - Bachelor of Elementary Education - NA**

Additional Information (0)

Course Details (0)

Programme Compliance (0)

Mode of Evaluation (0)

Showing 1 to 2 of 2 entries

Previous

1

Next

# 3. Proposed Programme Project Report & Self Learning Material

Tuesday, May 24, 2022



Logout

Dashboard - ( UGC-12 [HEI-INF-000012] )

Applying for : ODL

← Back



Profile of HEI



Payment



Proposed Programmes



Proposed Programme  
Project Report & Self  
Learning Material

Latest Notification



Regional & Learner and  
Examination Centres



Human Resources  
Information



Other Information



Compliance



Final submission will be  
enabled soon

Click to Fill PPR and  
SLM related details.

# Proposed Programme > PPR (Programme Project Report)

Tuesday, May 24, 2022



Logout

## Proposed Programme Project Report & Self Learning Material : UGC-12

[← Back](#)

PPR (Programme Project Report)

SLM (Self Learning Material)

Click to fill PPR details

# PPR (Programme Project Report)

Tuesday, May 24, 2022



Logout

## PPR (Programme Project Report) : UGC-12

← Back

Year \*

--Select--

Proposed Programme \*

--Select--

Date of Approval of PPR \*

dd-MM-yyyy

Upload of PPR File Must be in .pdf Format \*  
(Maximum File Size:- 2 MB)

Choose file

No file chosen

Upload Approval of PPR

File Must be in .pdf Format \* (Maximum File Size:- 2 MB)

Choose file

No file chosen

Expected outcome \*

Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020 \*

--Select--

Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Programme's mission & objectives \*

--Select--

Relevance of the program with HEI's Mission and Goals \*

--Select--

Nature of prospective target group of learners \*

--Select--

Instructional Design \*

--Select--

Procedure for admissions, curriculum transaction and evaluation \*

--Select--

Requirement of the laboratory support and Library Resources \*

--Select--

Cost estimate of the programme and the provisions \*

--Select--

Quality assurance mechanism and expected programme outcomes \*

--Select--

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence \*

--Select--

Fill PPR details for all the programmes and Save

Save

# Proposed Programme > SLM (Self Learning Material)

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Logout

## Proposed Programme Project Report & Self Learning Material : UGC-12

← Back

PPR (Programme Project Report)

SLM (Self Learning Material)

Click to fill SLM  
related details.

# SLM (Self Learning Material)

Tuesday, May 24, 2022



Logout

Back

SLM (Self Learning Material) : UGC-12

Year *	Proposed Programme *	Outline of the Syllabus *
<div>--Select--</div>	<div>--Select--</div>	
Whether SLM approved by Statutory Authority of HEI *	Statutory bodies approval upload <small>File Must be in .pdf Format * (Maximum File Size- 2 MB)</small>	When was it prepared? *
<div>--Select--</div>	<div>Choose file</div> No file chosen	<div>ddMM-yyyy</div>
Name of the faculty who prepared SLM *	Designation *	Department *
Reference of Self Learning Material *	Upload Sample SLM (Only Content Pages) <small>File Must be in .pdf Format * (Maximum File Size- 2 MB)</small>	Last Updated *
	<div>Choose file</div> No file chosen	<div>ddMM-yyyy</div>
SLM UR *		
Whether HEI adheres to the compliance of provisions mentioned in Annexure VII of UGC (OOL Programme and Online Programme) Regulations, 2020:		
Curriculum and Pedagogy *	Print Material *	
<div>--Select--</div>	<div>--Select--</div>	
Audio-Video Material *	Online Material *	
<div>--Select--</div>	<div>--Select--</div>	
Computer-based material *	Computer Disk *	
<div>--Select--</div>	<div>--Select--</div>	
Whether HEI adheres to the compliance of provisions mentioned in Annexure VIII of UGC (OOL Programme and Online Programme) Regulations, 2020:		
Preparation of Learning Material *	Preparedness of Learning Material *	
<div>--Select--</div>	<div>--Select--</div>	
Details of Developments of SLM		
Development of SLM *		
<div>--Select--</div>		
Percentage of SLM developed by In-House Faculty *		
Percentage of Outsourced SLM		
<input type="checkbox"/> Through Other Higher Educational Institutions		
<input type="checkbox"/> Through Open Educational Resources (OER)		
<input type="checkbox"/> Through BHARATAM		
Total Percentage of Outsourced SLM (as per above selection) *	Document of proof for Outsourced material <small>File Must be in .pdf Format * (Maximum File Size- 5 MB)</small>	Approval of statutory authorities for outsourced material <small>File Must be in .pdf Format * (Maximum File Size- 5 MB)</small>
	<div>Choose file</div> No file chosen	<div>Choose file</div> No file chosen
Preparedness of SLM as per Annexure VII of UGC (OOL Programme and Online Programme) Regulations, 2020		
1 year *	2 year *	
<div>--Select--</div>	<div>--Select--</div>	

Fill SLM details for all the programmes and Save

Save

# 4. Regional & Learner and Examination centres

Tuesday, May 24, 2022



Logout

**Dashboard** - ( UGC-12 [HEI-INF-000012] )

Applying for : ODL

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Profile of HEI



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Compliance



Final submission will be  
enabled soon



# Region, Learner and Examination Centres

Tuesday, May 24, 2022



Logout

Regional, Learner and Examination Centres : UGC-12

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Examination Centres

Off Campus approved by the Government of India

Click here to fill  
Examination centres  
related details.

nce Education Bureau



# Examination Centre

Tuesday, May 24, 2022



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Examination Centre : UGC-12

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It is certified that all the activities for examination like paper setting, the conduct of examination, evaluation of answer sheets and declaration of results are being conducted by HEI and not through any franchise or outsourced arrangement. \*

--Select--

Name of the Centre \*

Address \*

City \*

Pin Code \*

State \*

--Select--

Briefly write on the methods and steps to be adopted for conduct of examination to ensure security, transparency & credibility of examination \*

Whether Examination centre fulfills all the requirement mentioned in Annexure II \*

--Select--

A) Proposed Examination Centre for term end examination for ODL programme for Upcoming Academic Years

Sno	Preparedness Status	Status
1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure III of UGC (ODL Programmes and online Programmes) Regulations, 2020 *	--Select--
2	Whether the examination centre is located as per sub regulation 15 and Annexure II of Regulations *	--Select--
3	Provision of CCTV Cameras *	--Select--
4	Provision of Bio-metric attendance *	--Select--
5	Provision of Video recording *	--Select--

Fill Examination Centre related details and Save

Save

# Region, Learner and Examination Centres

Tuesday, May 24, 2022



Logout

Regional, Learner and Examination Centres : UGC-12

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Examination Centres

Off Campus approved by the Government of India

Click here to fill Off-Campus related details.

Copy



# Off Campus approved by the Government of India

## Off Campus approved by the Government of India : UGC-12

[← Back](#)

Name of Centre \*

Address of Centre Line 1 \*

Address of Centre line 2 \*

City \*

District \*

State \*

--Select--

Pin Code \*

Upload notification published in the Official Gazette \*

Choose file

No file chosen

Choose file

No file chosen

Save



Fill the information and Save

Showing 1 to 1 of 1 entries

Show 10 entries

Excel

Search:

Srno	Name of Centre	Address of Centre	City	District	Pin Code	State	Action
1	Infiibnet	Gandhinagar Ahmedabad	ahmedabad	Ahmedabad	380062	12	<div></div>

Showing 1 to 1 of 1 entries

Previous

1

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◀

▶

# 5. Human Resource Information

Wednesday, May 25, 2022



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Click here to Fill Human Resources  
(Academic/ Administrative staff  
and Faculty) related information

Final submission  
enable

# Human Resources Information (Cont.)

Wednesday, May 25, 2022



Logout

Human Resources Information : UGC-12

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Consolidated

Faculty Details for ODL

Click to fill Administrative /  
Academic Staff related  
information.

au



# Human Resource Information > Consolidated (Academic/Administrative Staff)

Wednesday, May 25, 2022



Logout

## Faculty Details : UGC-12

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### Faculty Details

Note : Kindly add total faculty details per course (Individual/ In combination) as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Year \*

Session \*

Proposed Programme (1): \*

Do You like to Combine Your Selected Programme with Its PG Programme: ☐

Fill all the required  
information and Save

Save

Show 10 entries

Search:

Srno	Year	Academic Session	Name of Programmes	Faculty				Action
1	2022-23	July						<div><div></div><div></div></div>
				Name of faculty	Designation	Phone	Email	
				Vedika	Professor	9825884852	v4582@gmail.com	
				Nidhi	Associate Professor	7858452136	ni457@gmail.com	

Showing 1 to 1 of 1 entries

Previous 1 Next

# Human Resources Information

Wednesday, May 25, 2022



Logout

Human Resources Information : UGC-12

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Consolidated

Faculty Details for ODL

Click to fill Faculty related  
information.





# Human Resources Information > Faculty Details for ODL

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Logout

## Faculty Details : UGC-12

← Back

### Faculty Details

Note : Kindly add total faculty details per course (Individual/ In combination) as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Year \*

2022-23

Session \*

July onwards

Proposed Programme (1): \*

Bachelor Of Elementary Education (Na) (ODL)

Do You like to Combine Your Selected Programme with Its PG Programme: ☐

### Faculty

Name of faculty : \*

Faculty Name

Designation: \*

--Select--

Qualification: \*

--Select--

Specialization: \*

Specialization

Teaching experience : \*

Teaching Experience

Phone No. : \*

Phone

Email ID : \*

Email

### Faculty

Name of faculty : \*

Faculty Name

Designation: \*

--Select--

Qualification: \*

--Select--

Specialization: \*

Specialization

Teaching experience : \*

Teaching Experience

Phone No. : \*

Phone

Email

Email

Fill the Faculty details for all the programmes and Save

Save

# 6. Other Information

Wednesday, May 25, 2022



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Compliance



Final submission will be  
enabled soon

Click to fill Digitization Status,  
Status of Court Cases and Help  
Desk Details.

# Other Information > Digitization Status

Wednesday, May 25, 2022



Logout

## Computerization / Digitization Status : UGC-12

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Srno	Activities	Yes / No
1	Student registration / Admission	<input type="text" value="Yes"/>
2	Administration	<input type="text" value="No"/>
3	Finance	<input type="text" value="Yes"/>
4	Academic activities	<input type="text" value="No"/>
5	Student Support System	<input type="text" value="Yes"/>
6	Continuous Evaluation	<input type="text" value="Yes"/>
7	Online Support	<input type="text" value="No"/>

Fill all the required details and Save

Save

# Other Information > Status of Court Case(s)

Wednesday, May 25, 2022



Logout

Status of a Court case(s) : UGC-12

← Back

Status of a Court case(s) pertaining to (if any) filed by the HEI or any Institution or body related to the HEI offering Open and Distance Education wherein UGC has been made a party (Kindly mention 'NA' in each field and save an entry, if the menu is Not Applicable)

W.P.No \*

Court / Jurisdiction \*

Status as on date \*

Fill all the Court cases related details and Save

Save

Show 10 entries

Excel

Search:

Srno	W.P.No	Court / Jurisdiction	Status as on date	Action
1	V56	68HJK	05/05/2022	 

Showing 0 to 0 of 0 entries

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# Other Information > Status of Court Case(s)

Wednesday, May 25, 2022



Logout

Help Desk : UGC-12

← Back

Help Desk Address *	Name of Contact Person *	Designation *
<input type="text" value="Test"/>	<input type="text" value="Nidhi"/>	<input type="text" value="Programmer"/>
Phone No. *	Email ID. *	Contact hours for Help Desk *
<input type="text" value="2356145263"/>	<input type="text" value="beremin@gmail.com"/>	<input type="text" value="5623653253"/>

Fill all the Help Desk  
related details and Save

Save



# 7. Compliance

Thursday, May 26, 2022



Logout

Dashboard - ( UGC [HEI-M-100002] )

Applying for : ODL

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Profile of HEI



Payment



Proposed Programmes



Proposed Programme Project  
Report & Self Learning Material

Latest Notification

Submission of Annual Report of the Centre for Internal Quality Assurance (CIQA) by the recognized/entitled HEIs to offer ODL programmes as per UGC (ODL) Regulations, 2017 for the academic year 2019-20



Regional & Learner and  
Examination Centres



Human Resources Information



Other Information



Compliance



Final submission will be enabled  
soon

IN CASE OF ANY QUERY, PLEASE CONTACT

For General Query

Phone : 011-2360-4666

Email : [deb\\_query@infibnet.ac.in](mailto:deb_query@infibnet.ac.in)

For Technical Query

Phone : 079-2326-8279

Email : [odl\\_ugc@infibnet.ac.in](mailto:odl_ugc@infibnet.ac.in)

# Compliance page (Inner view)

Thursday, May 26, 2022



Logout

Compliance: UGC

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## Compliance to specific provisions of UGC (ODL Programmes and Online Programmes) Regulations, 2020

The HEI undertakes to ensure all the provisions of the regulation and few specific provisions adherence to the following:

Learner Support Centre defined under these regulations will not be the Learner Support Centre for more than two Higher Educational Institutions at a time to offer programmes in Open and Distance Learning mode: \*

--Select--

Learner Support Centre will not be set up under a franchisee agreement in any case. \*

--Select--

Academic and instructional facilities at its Learner Support Centres for Open and Distance Learning mode, and information resources for online delivery of programmes meet all the conditions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and guidelines issued from time to time. \*

--Select--

Intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by HEI shall not be more than three times of the approved intake in conventional mode (in case of Dual Mode). \*

--Select--

Learning enrolment under science discipline will commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners (for Open University). \*

--Select--

Private University established under a State Act will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters: \*

--Select--

Academic and administrative staff has appointed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulation, 2018. \*

--Select--

Academic Staff mentioned in application are exclusively appointed for the proposed programmes. \*

--Select--

Examination Centres meet all the guidelines laid under Annexure II of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Affidavit

Upload Affidavit as per the prescribed format.

File Size:- 1 MB)

Choose File

Upload the Affidavit here.

After filling all the Compliance details and Uploading

Click to download prescribed format of Affidavit

Download Prescribed Format of Affidavit

Save

# 7. Payment: HEI need to pay fees for the applied programmes.

Wednesday, May 25, 2022



Logout

Dashboard - ( UGC-12 [HEI-INF-000012] )

Applying for : ODL

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Final submission will be  
enabled soon



# Payment - ( UGC-12 [HEI-INF-000012] )

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Fee Type\*

Programme



Select 'Programme' in Fee type.

Applying for\*

ODL



Select the application type.

No of programme

3

Number of Programmes applied for.

Fee Amount\*

59000

Amount of Fee to be paid.

Total Fees (Including GST 18%) : 59000

Payment

Click here to make the payment.

## Payment History

Payment logs : 2022-23

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
-------	------	---------	----------	-----------------	------------	-------------------------------	-------------

Refer this table for Fee related Information

## 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

PAYMENT MODE

 Credit Card

 Debit Card

 Net Banking

 Pay Using UPI ID/VPA

Choose the  
payment  
mode.

Credit Card

Credit Card Number

01 ▾

2022 ▾

CVV /


Name On Card

Bank Name

Please Note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

Billing Details

 202XX23

 HEI-INF-000012

Cancel

Pay Now

By clicking Pay Now you are agreeing to [Terms & Conditions](#)

Amount Payable

₹ 59000.00

UNIVERSITY GRANTS  
COMMISSION\_UGC

Transaction Id : 123

Fill these fields  
and click on 'Pay  
Now' button.

Click here to  
pay the fee.

# 9. Submission

Thursday, May 26, 2022



Logout

Dashboard - ( UGC-12 [HEI-INF-000012] )

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Profile of HEI



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Click to Submit the  
Application Proposal

# Read and check all the Points in the Declaration page and Click on “Agree and Preview”

Thursday, May 26, 2022



Logout

Submission : UGC-12

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It is hereby declared and affirmed that the Higher Educational Institution shall adheres to all the provisions mentioned under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including following Annexures

- ☐ Centre for Internal Quality Assurance (CIQA) in Annexure I
- ☐ Conduct of Examination and Minimum Standards for Examination Centres in Annexure II
- ☐ Territorial Jurisdiction and Regulating Provisions for Different Types of Higher Educational Institutions in Annexure III (For ODL Programmes)
- ☐ Human Resource and Infrastructural Requirements in Annexure-IV
- ☐ Guidelines on Programme Project Report (PPR) in Annexure-V
- ☐ Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy in Annexure-VI
- ☐ Guidelines on Self-Learning Material and E-Learning Material in Annexure-VII
- ☐ Learner Support Centres in Annexure-VIII
- ☐ Assessment Criteria for Offering Online Programmes through Non-SWAYAM Learning Platform as per Annexure-IX
- ☐ Grievance Redress Mechanism in Annexure-X

Further undertakes to ensure that the HEI shall display on its website a joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance, authenticating the documents uploaded on its website, in compliance of regulation 9 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI understand that in case information provided is found to be contrary to the fact, it would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode

☐ Profile of HEI ☐ Proposed Programmes ☐ Proposed Programme Project Report & Self Learning Material ☐ Regional & Learner and Examination Centres ☐ Human Resources Information ☐ Other Information

Check these Boxes.

Agree & Preview

Click here to fill declaration and view the Preview before making final Submission.

After clicking “Agree and Preview” button, the preview of the application will appear. If all the details filled by HEIs are correct then click on “Submit” button to make final Submission. HEIs can download the application preview after the Successfully submission of Application.

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Leamer Support Centre defined under these regulations will not be the Leamer Support Centre for more than two Higher Educational Institutions at a time to offer programmes in Open and Distance Learning mode.-

Leamer Support Centre will not be set up under a franchisee agreement in any case. ->

Academic and instructional facilities at its Leamer Support Centres for Open and Distance Learning mode, and information resources for online delivery of programmes meet all the conditions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and guidelines issued from time to time. ->

Intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by HEI shall not be more than three times of the approved intake in conventional mode (in case of Dual Mode). ->

Learning enrolment under science discipline will commensurate with the capacity of the Leamer Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners (for Open University). ->

Private University established under a State Act will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters. ->

Academic and administrative staff has appointed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulation, 2018. ->

Academic Staff mentioned in application are exclusively appointed for the proposed programmes. ->

Examination Centres meet all the guidelines laid under Annexure II of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Upload Affidavit as per the prescribed format -> View

Submission

It is hereby declared and affirmed that the Higher Educational Institution shall adheres to all the provisions mentioned under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including following Annexures

☐ Centre for Internal Quality Assurance (CIIA) in Annexure I

☐ Conduct of Examination and Minimum Standards for Examination Centres in Annexure II

☐ Territorial Jurisdiction and Regulating Provisions for Different Types of Higher Educational Institutions in Annexure III (For ODL Programmes)

☐ Human Resource and Infrastructural Requirements in Annexure-IV

☐ Guidelines on Programme Project Report (PPR) in Annexure-V

☐ Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy in Annexure-VI

☐ Guidelines on Self-Learning Material and E-Learning Material in Annexure-VII

☐ Leamer Support Centres in Annexure-VIII

☐ Assessment Criteria for Offering Online Programmes through Non-SWVWM Learning Platform as per Annexure-IX

☐ Grievance Redress Mechanism in Annexure-X

Further undertakes to ensure that the HEI shall display on its website a joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance, authenticating the documents uploaded on its website, in compliance of regulation 9 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.  
The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.  
The HEI understand that in case information provided is found to be contrary to the fact, it would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode

Submit

Click ‘Submit’ to make final Submission.

Thank You!