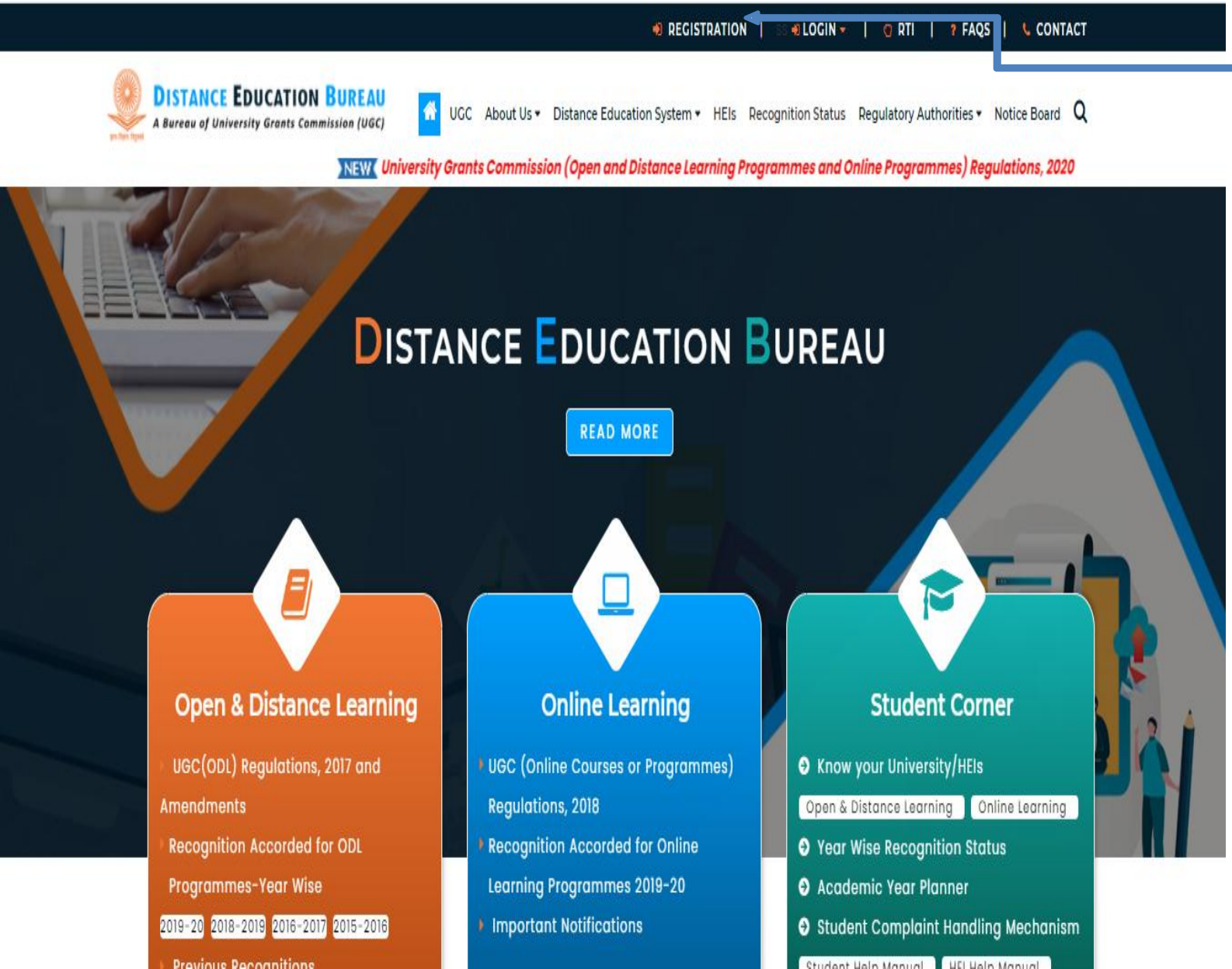
INVITATION OF PROPOSALS FROM HIGHER EDUCATIONAL INSTITUTIONS(HEIS) FOR RECOGNITION OF

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/



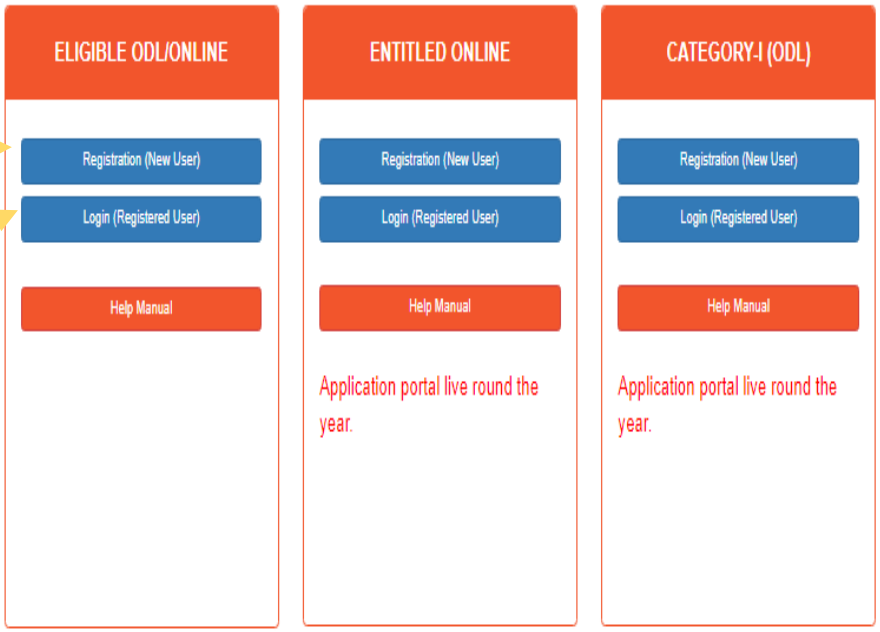
Click here to begin the process

विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

UGC(Distance Education Bureau)

New HEIs should Click here for the Registration

Already Registered HEIs should click here to apply.



Use these contact details for any General query

Use these contact details for any Technical query

DEB

Distance Education Bureau

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_UGC(ODL-Programmes-and-Online-Programmes)(Amendment)Regulations,-2021.pdfrespectively. 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@inflibnet.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

For Technical Query 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
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

DEB Distance Education Bureau

Registration:Higher Educational Institution

Basic Details

State* Gujarat

Full Name of HEI (as per UGC 2(F))* INFLIBNET-4

Full Address of HEI * GH 0

INFOCITY

PIN* 123456

City* Gandhinagar

District* Gandhinagar

University Type* Private University

Mode of Education* Dual Mode

Applying for* Open & Distance Learning (ODL)

Month & Year of Establishment * --Select Month-- 2004

No. of Years of Existence* 16

NAAC

Whether accredited from NAAC* --Select--

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

Year * --Select-- Ranking * --Select-- Upload NIRF Certificate * .pdf Format (Maximum File Size 1 MB) Choose File No file chosen

Year --Select-- Ranking --Select-- Upload NIRF Certificate .pdf Format (Maximum File Size 1 MB) Choose File No file chosen

Registrar Details

Name of Registrar* Name of Registrar

Mobile Number of Registrar* XXXXXXXXX

Official Email ID of Registrar(For all Communication)* Email of Registrar

I hereby declare 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

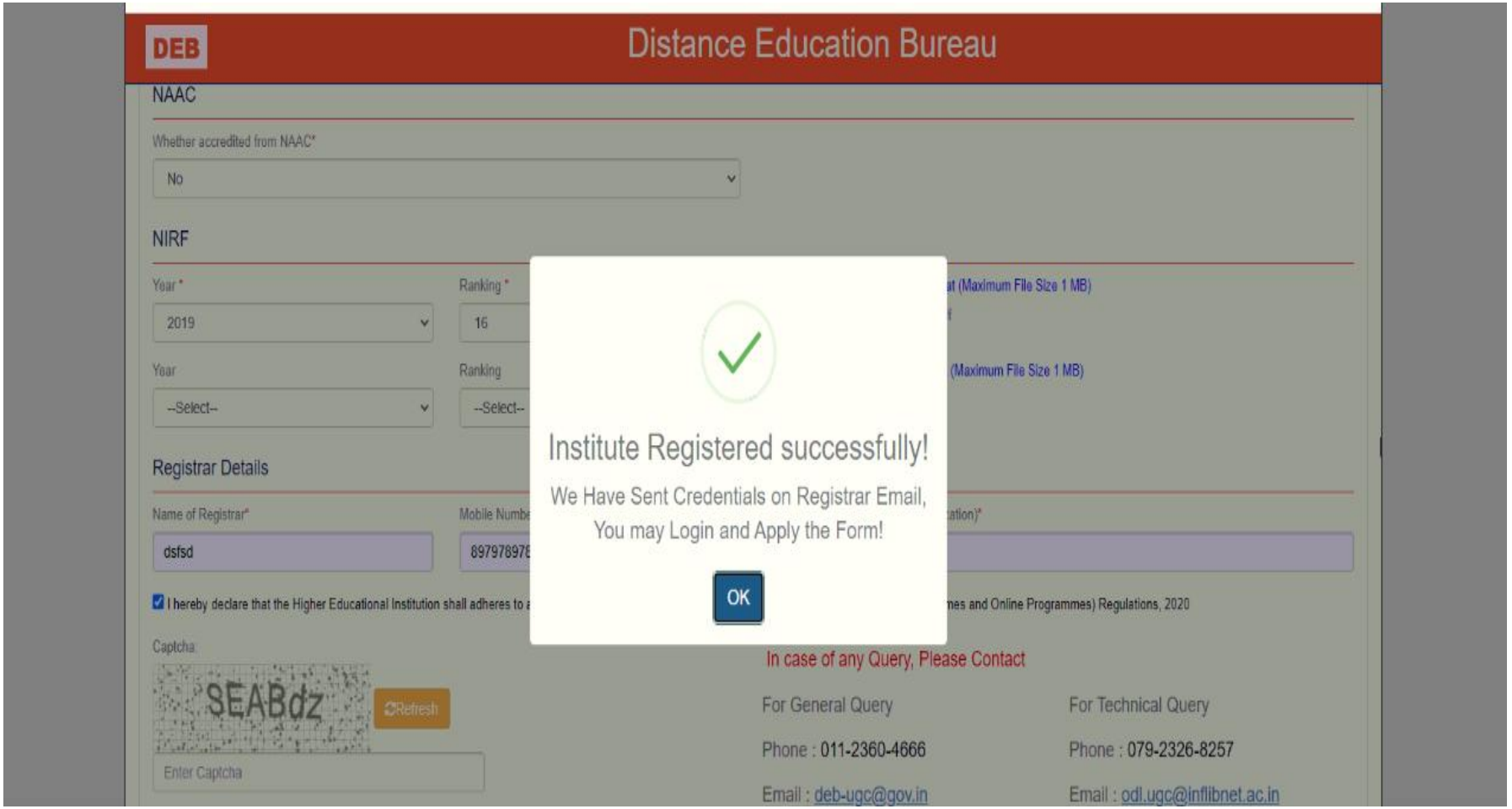
Captcha: hZkrq8 Refresh

Enter Captcha

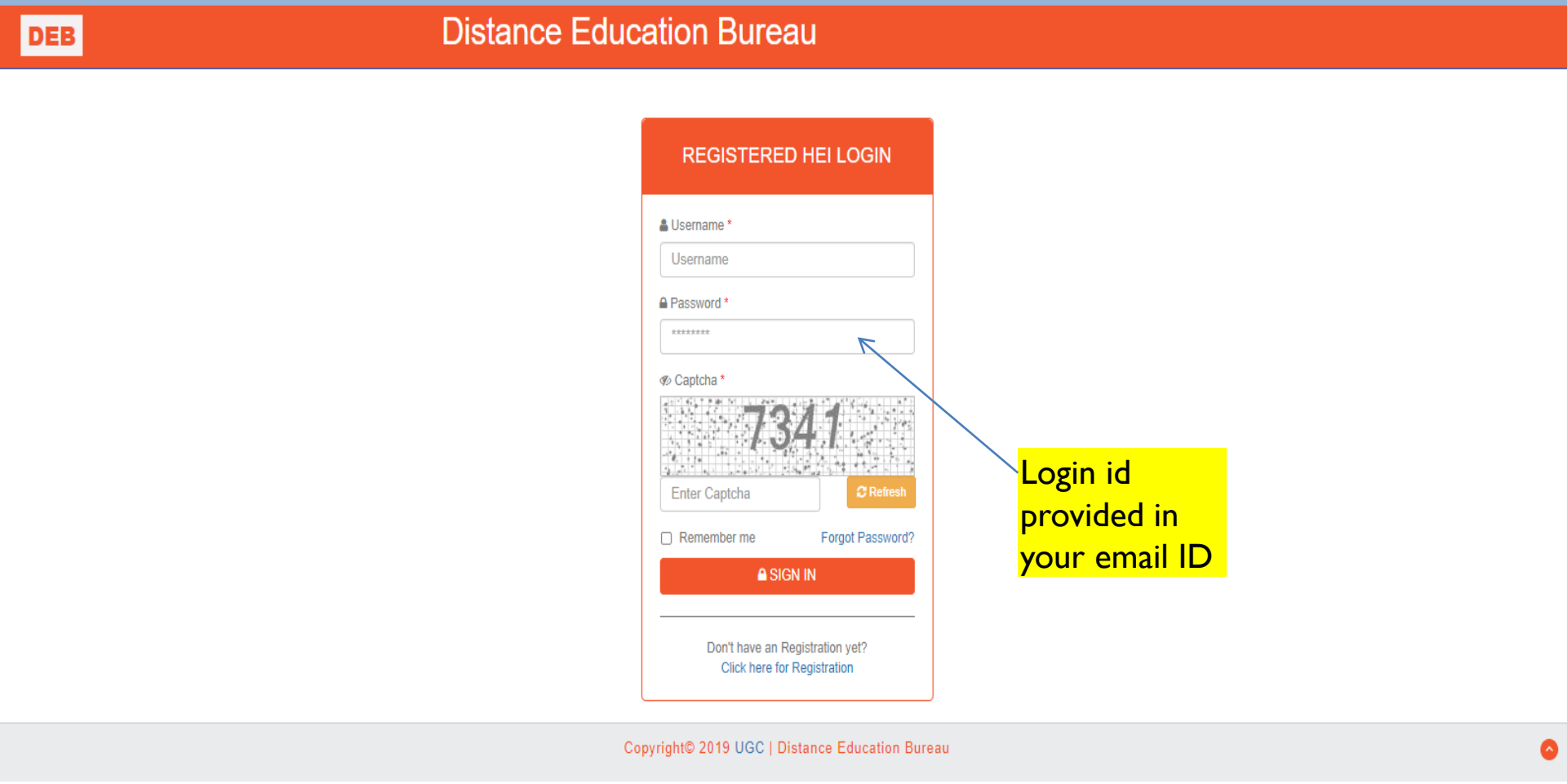
Save

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.



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



UGC DISTANCE EDUCATION BUREAU

Thursday, May 26, 2022 | Logout

DASHBOARD | PROPOSAL

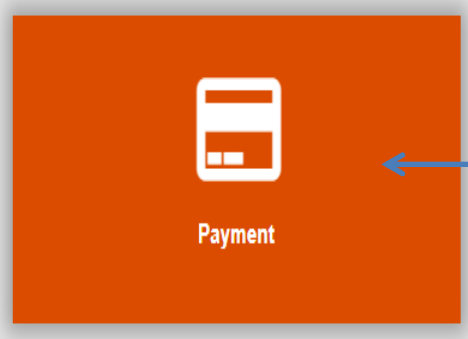
Dashboard

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

Type: **Private**

Address: **gher Educational Institution shall adheres t**

Required Documents Upload



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

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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

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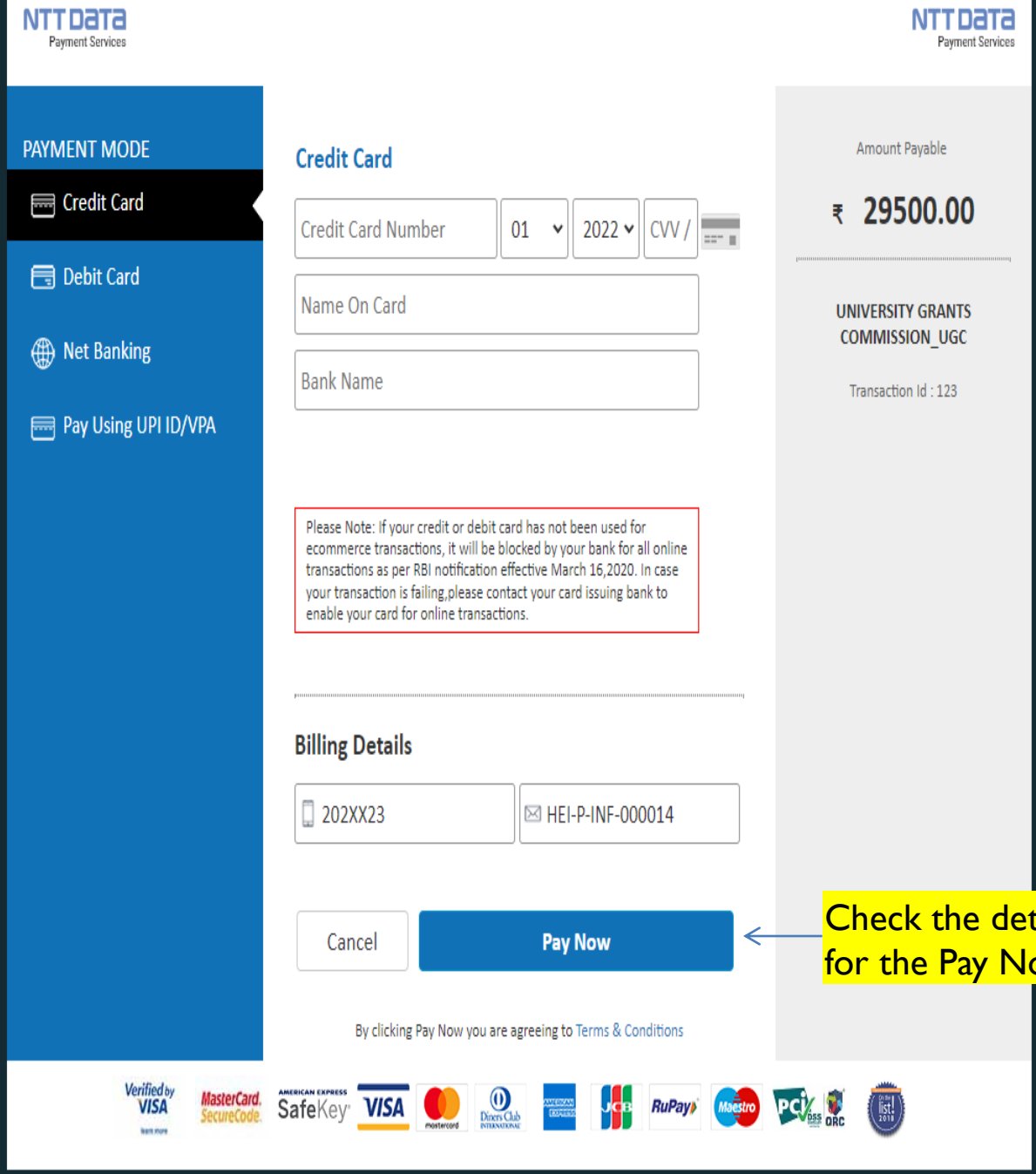
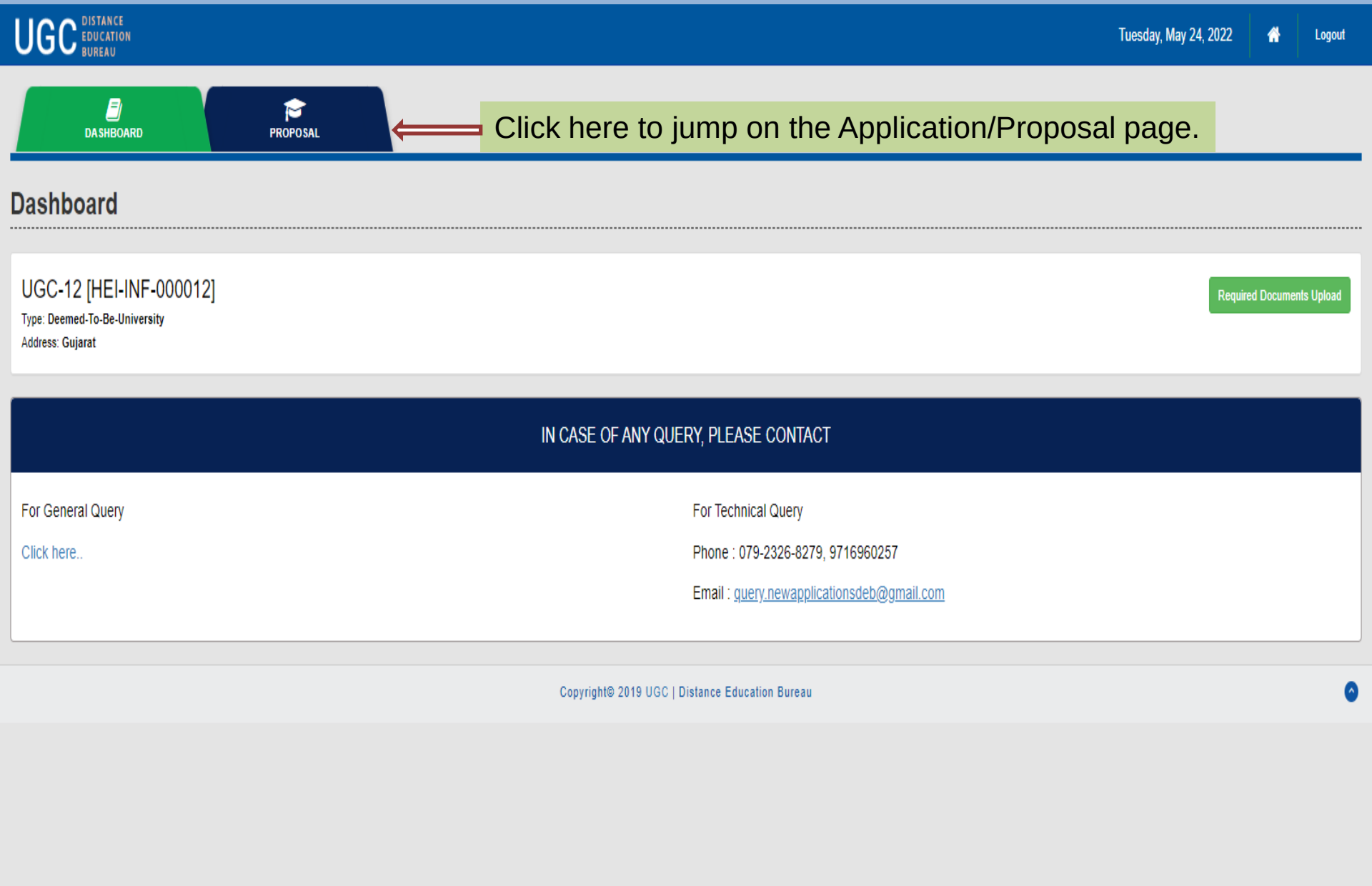
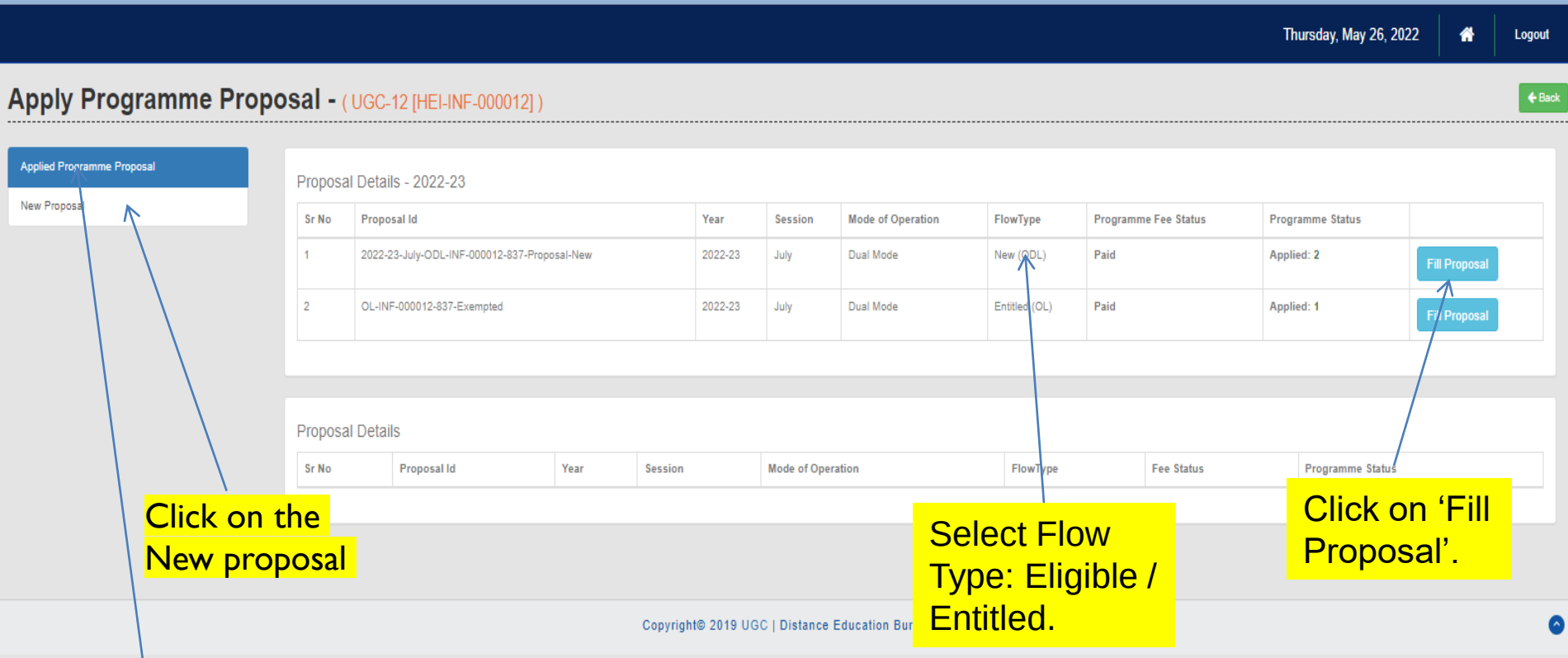

NTT DATA
Payment Services
NTT DATA
Payment Services
PAYMENT MODE
Credit Card
Debit Card
Net Banking
Pay Using UPI ID/VPA
Credit Card
Credit Card Number
01
2022
CVV /
Name On Card
Bank Name
Please Note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your 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-P-INF-000014
Cancel
Pay Now
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

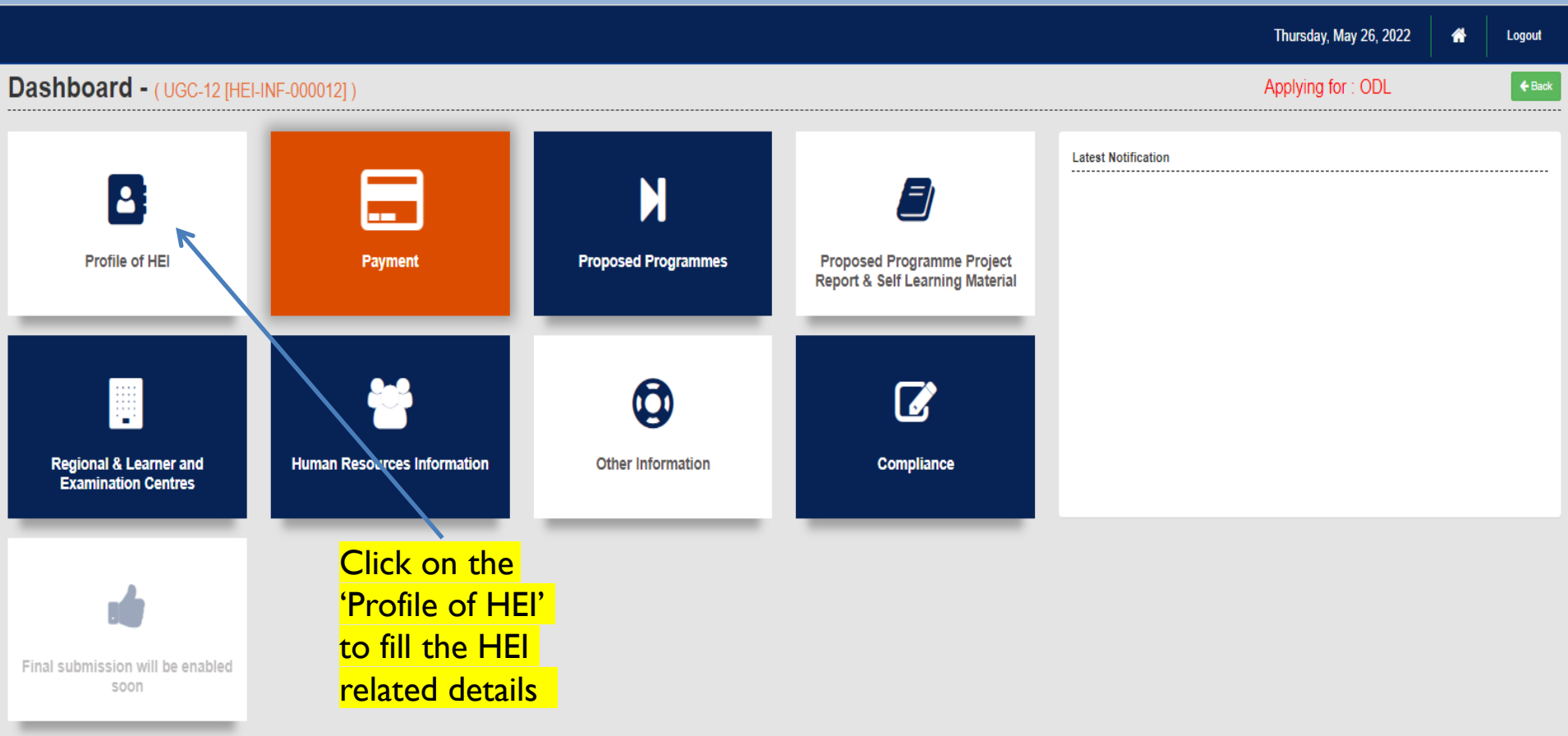
After making the registration fee payment, ‘Proposal’ button will become activated.



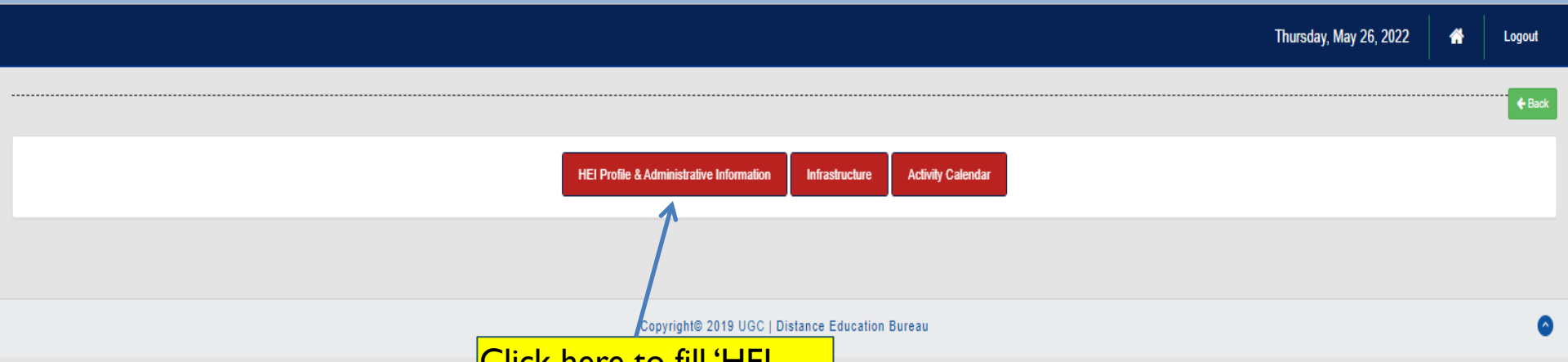
New Proposal Window



1. HEI PROFILE

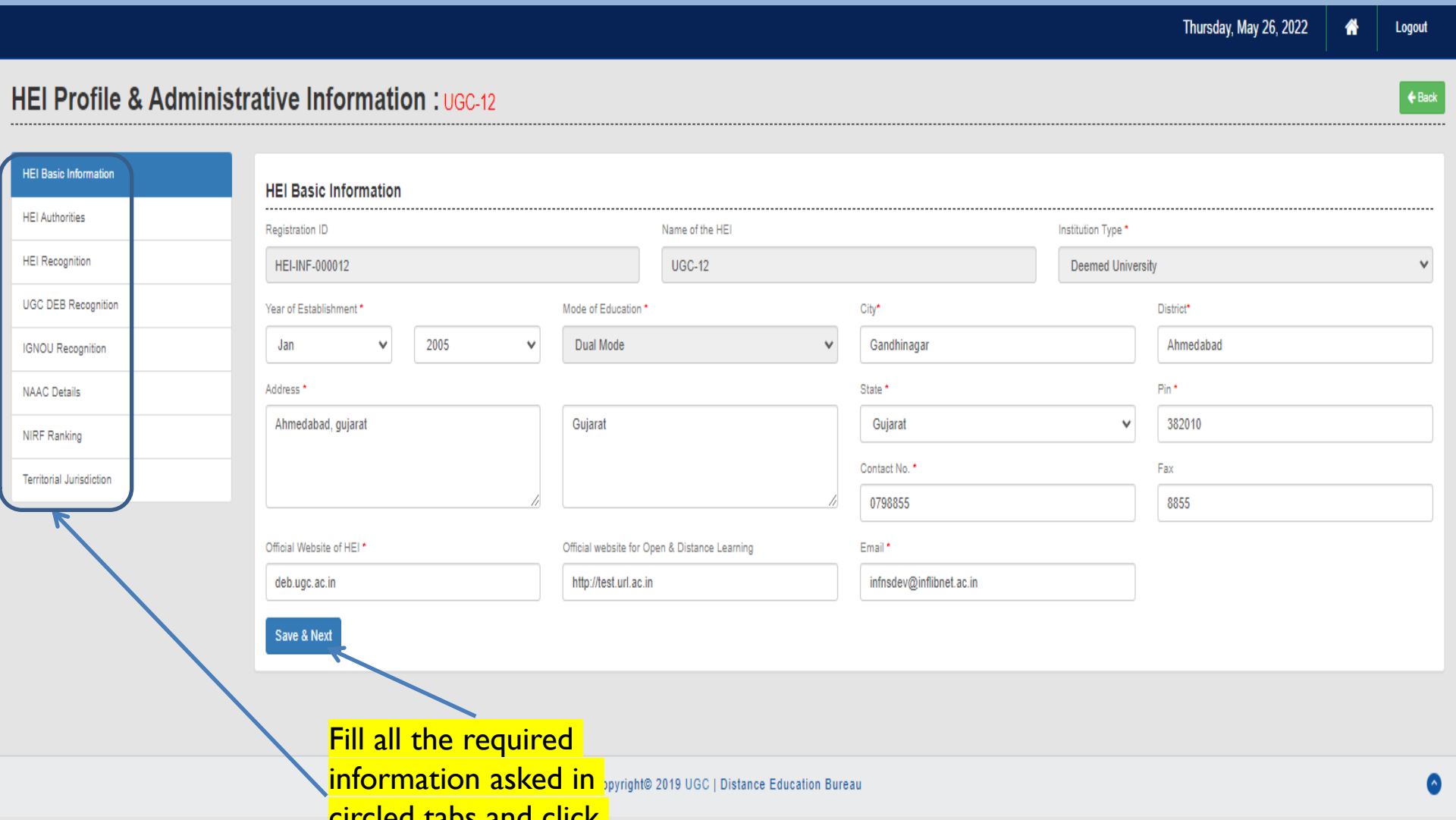


HEI Profile



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

HEI Profile & Administrative Information page

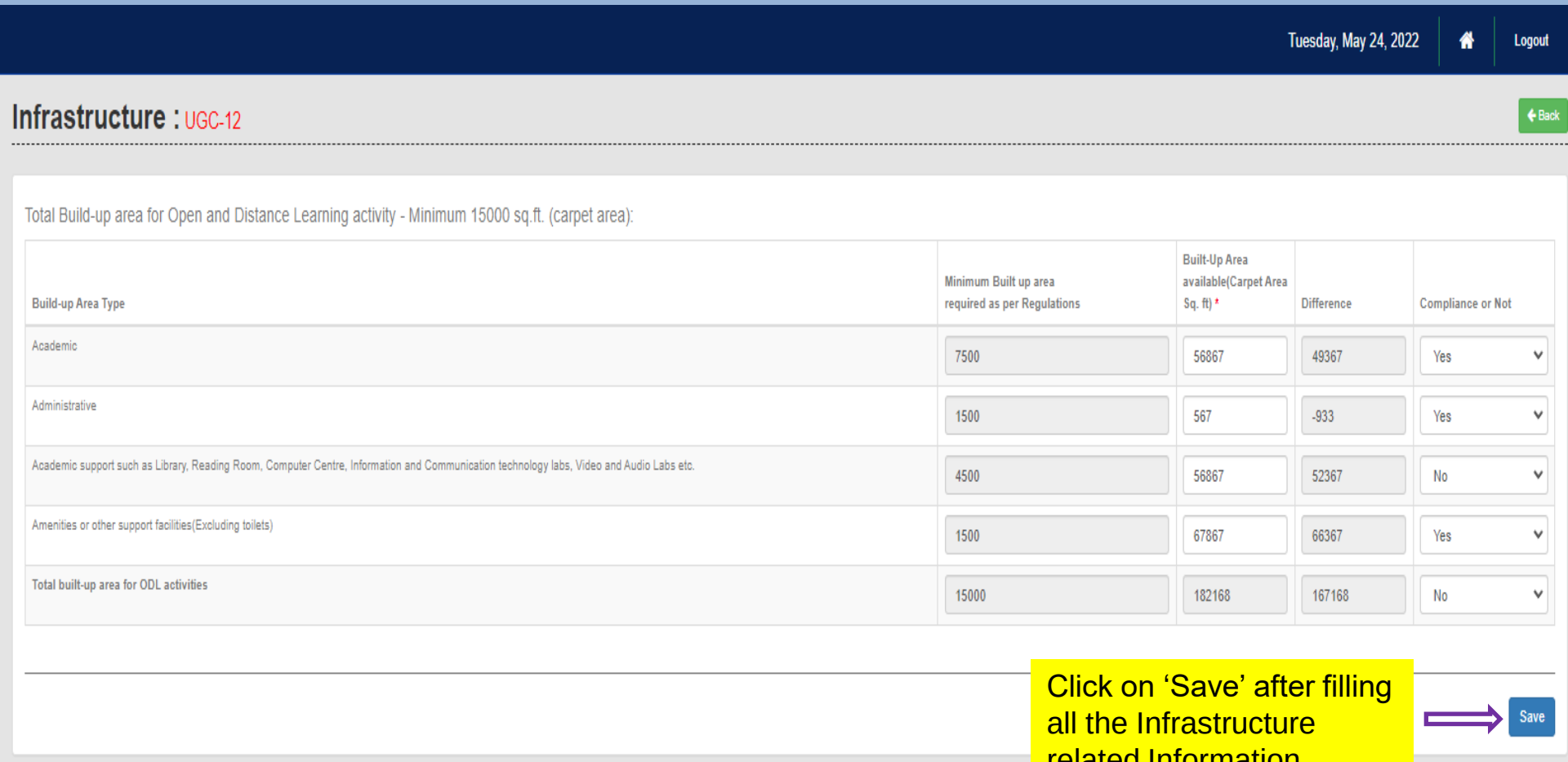


Fill all the required information asked in circled tabs and click on the Save and Next.

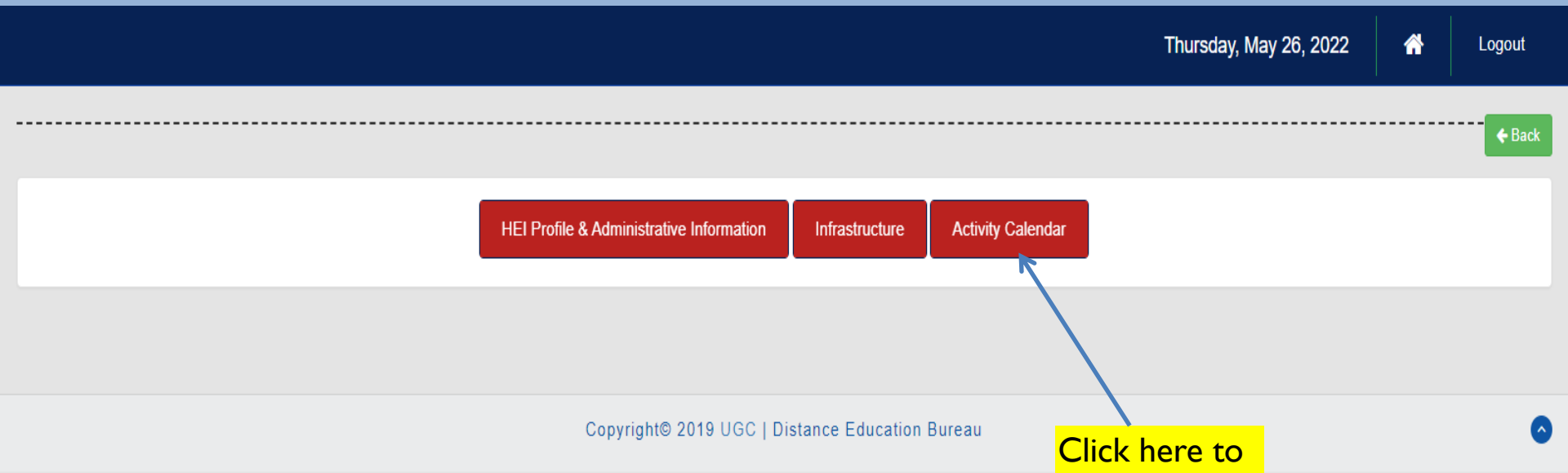
HEI Profile > Infrastructure

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

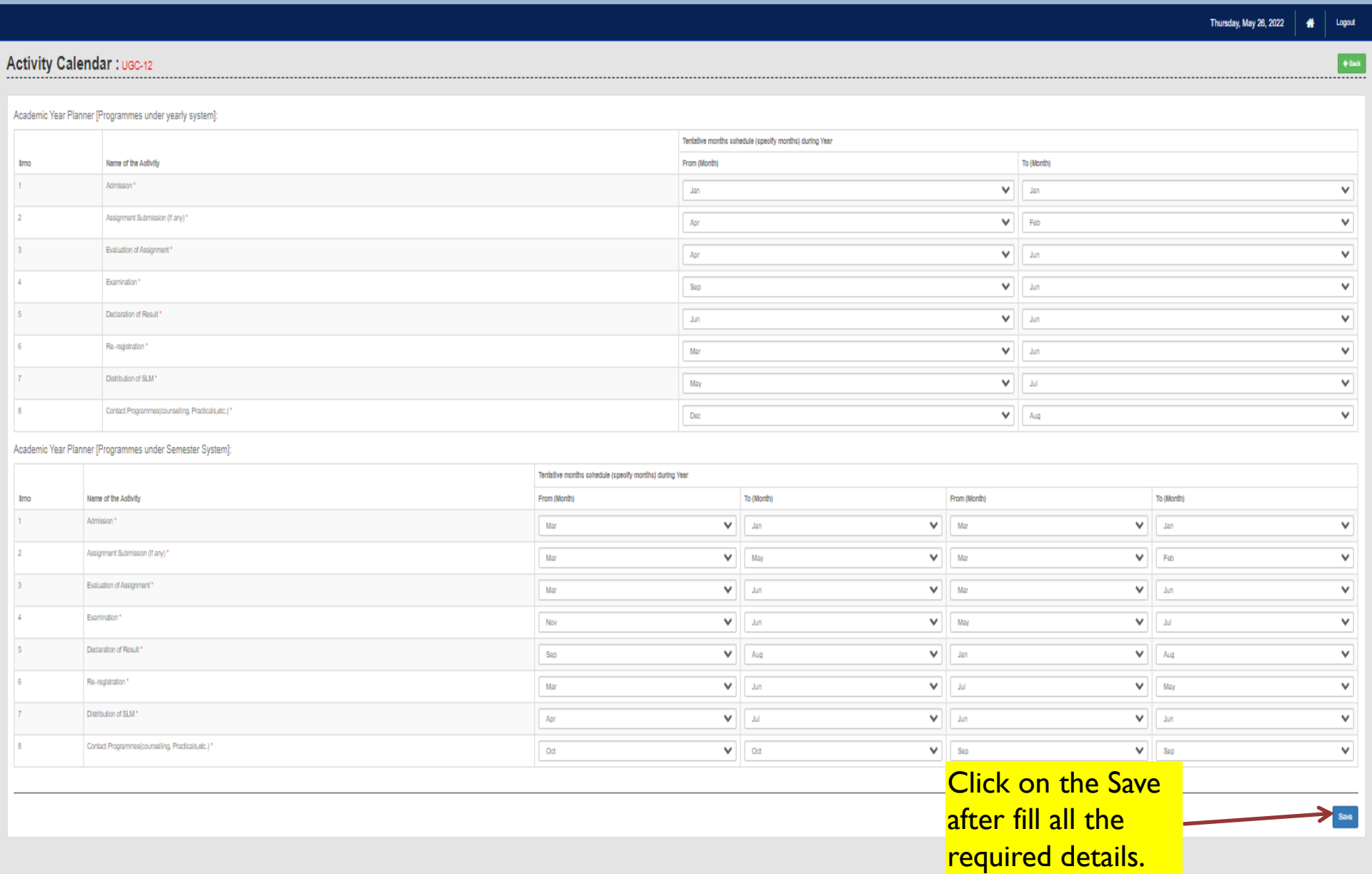
Infrastructure page (Inner view)



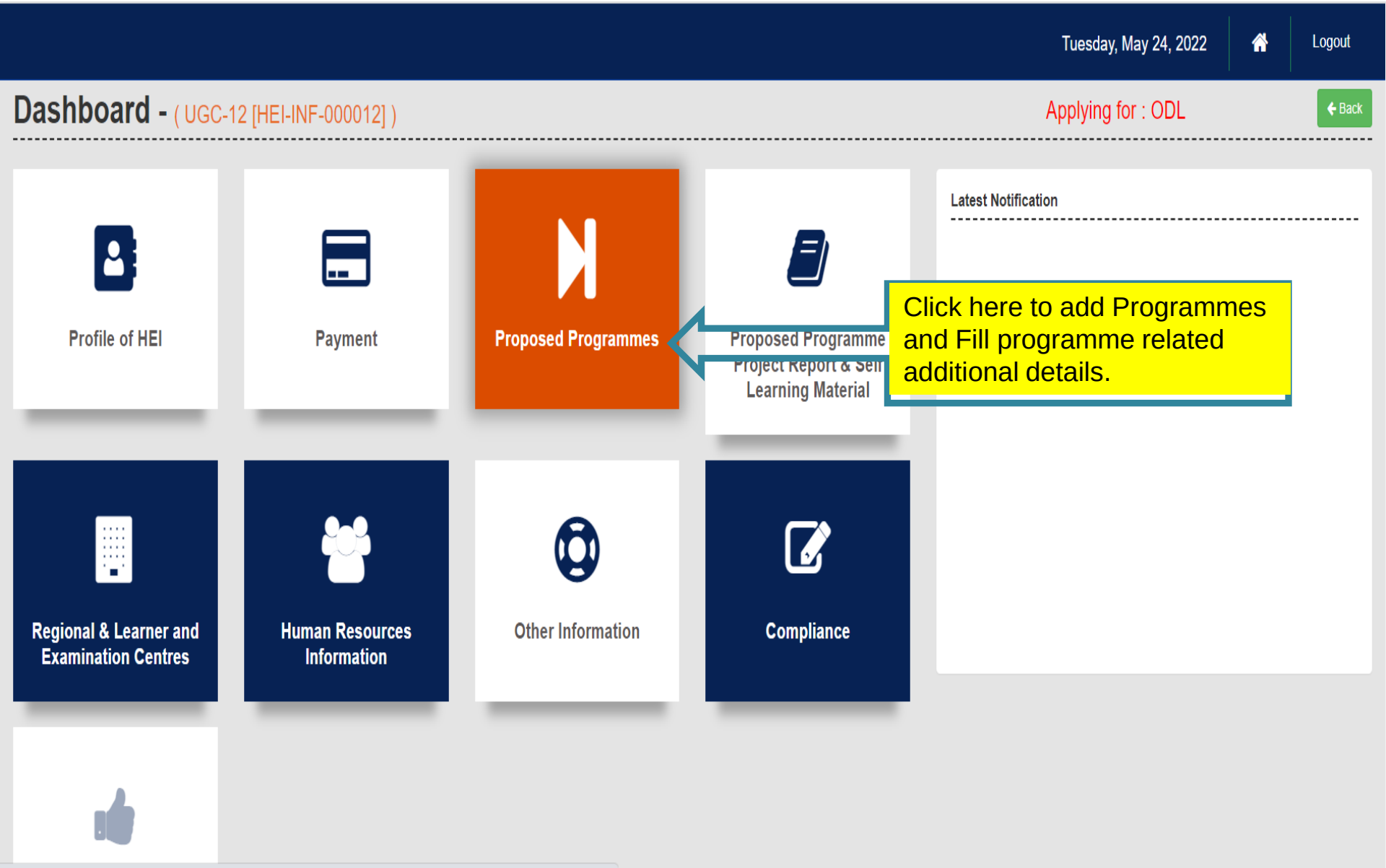
HEI Profile > Activity Calendar



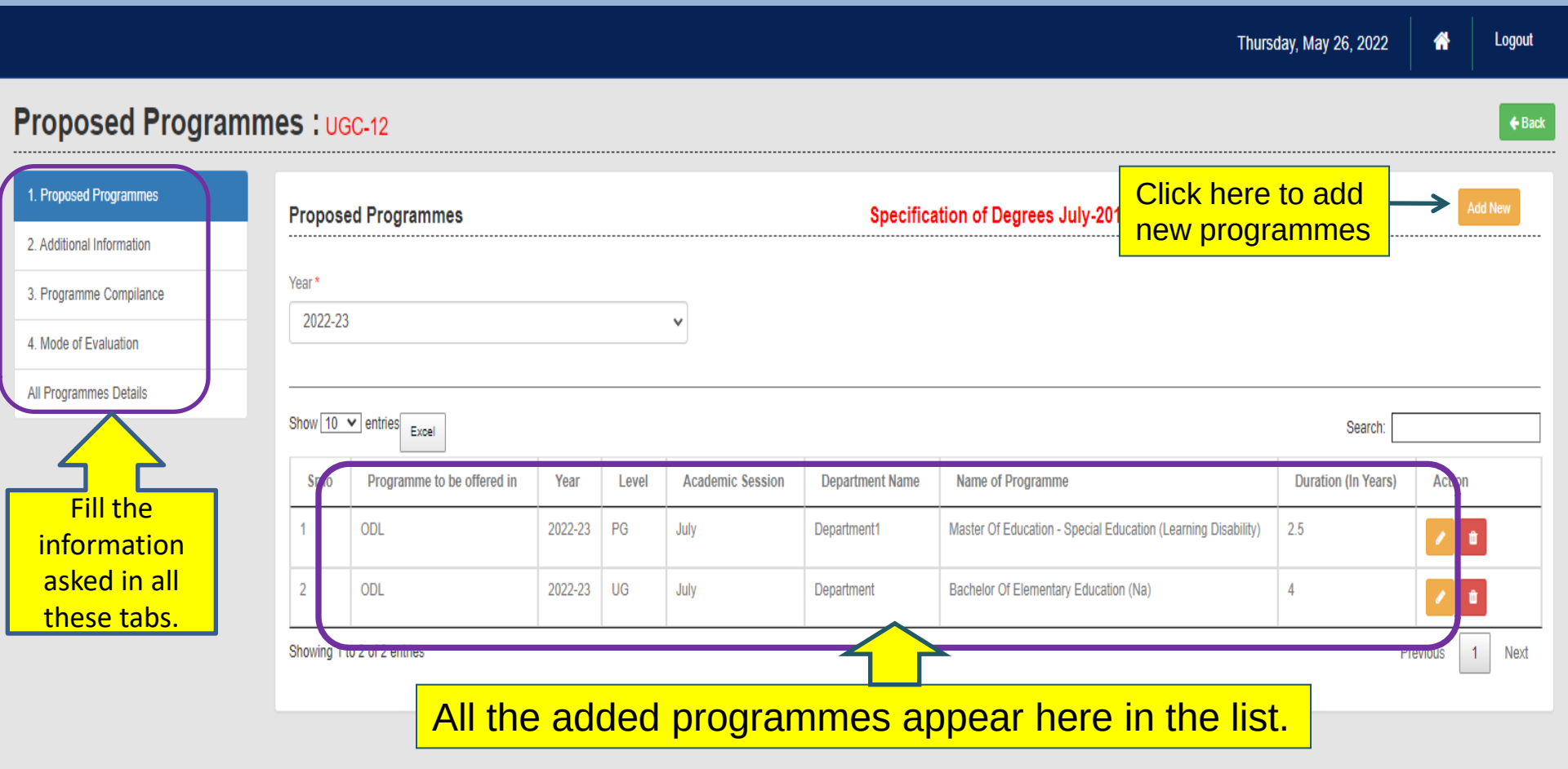
ACTIVITY CALANDER (Inner Page View)



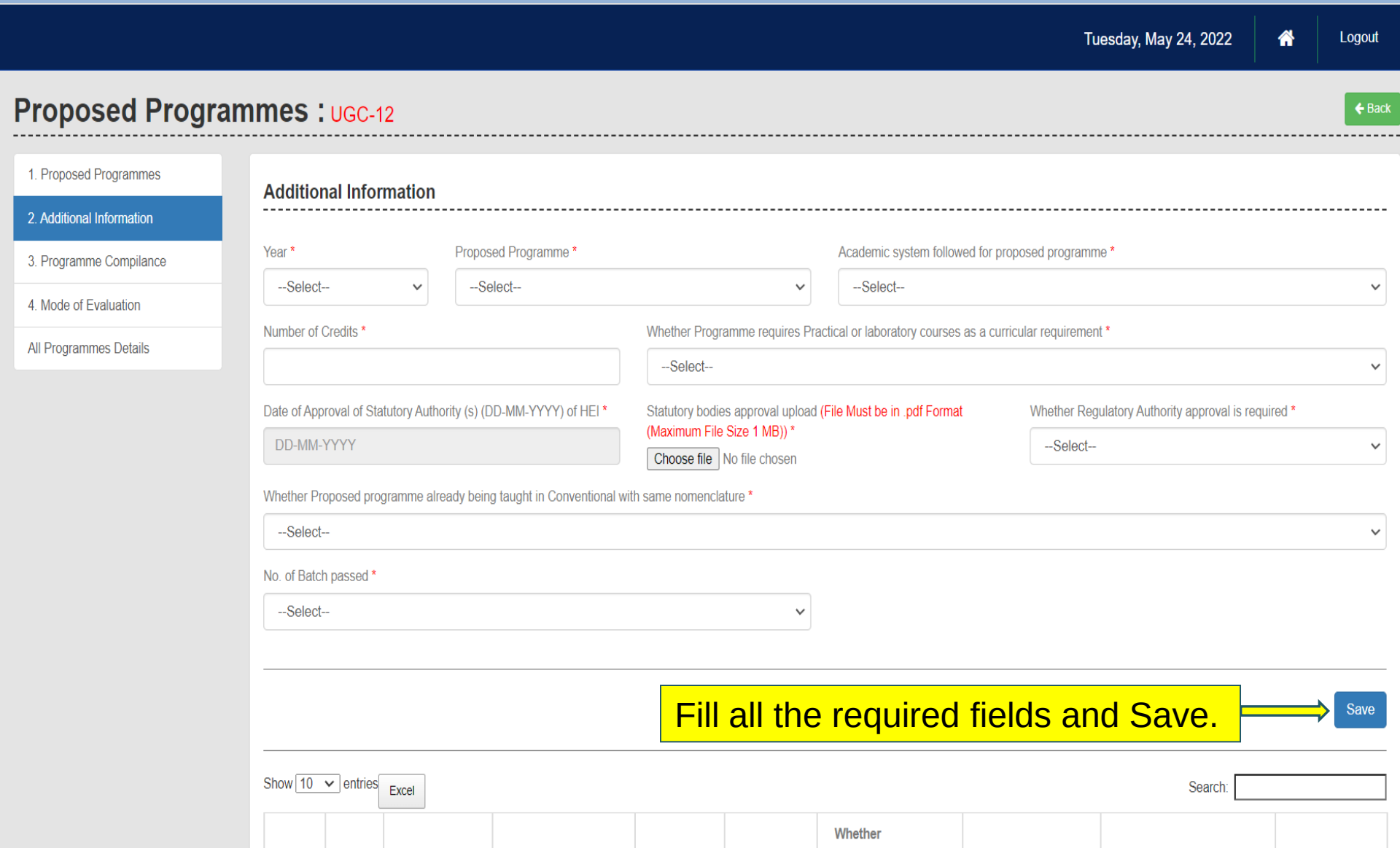
2. Proposed Programmes: Click on Proposed Programmes tab to Programmes and Additional Information.



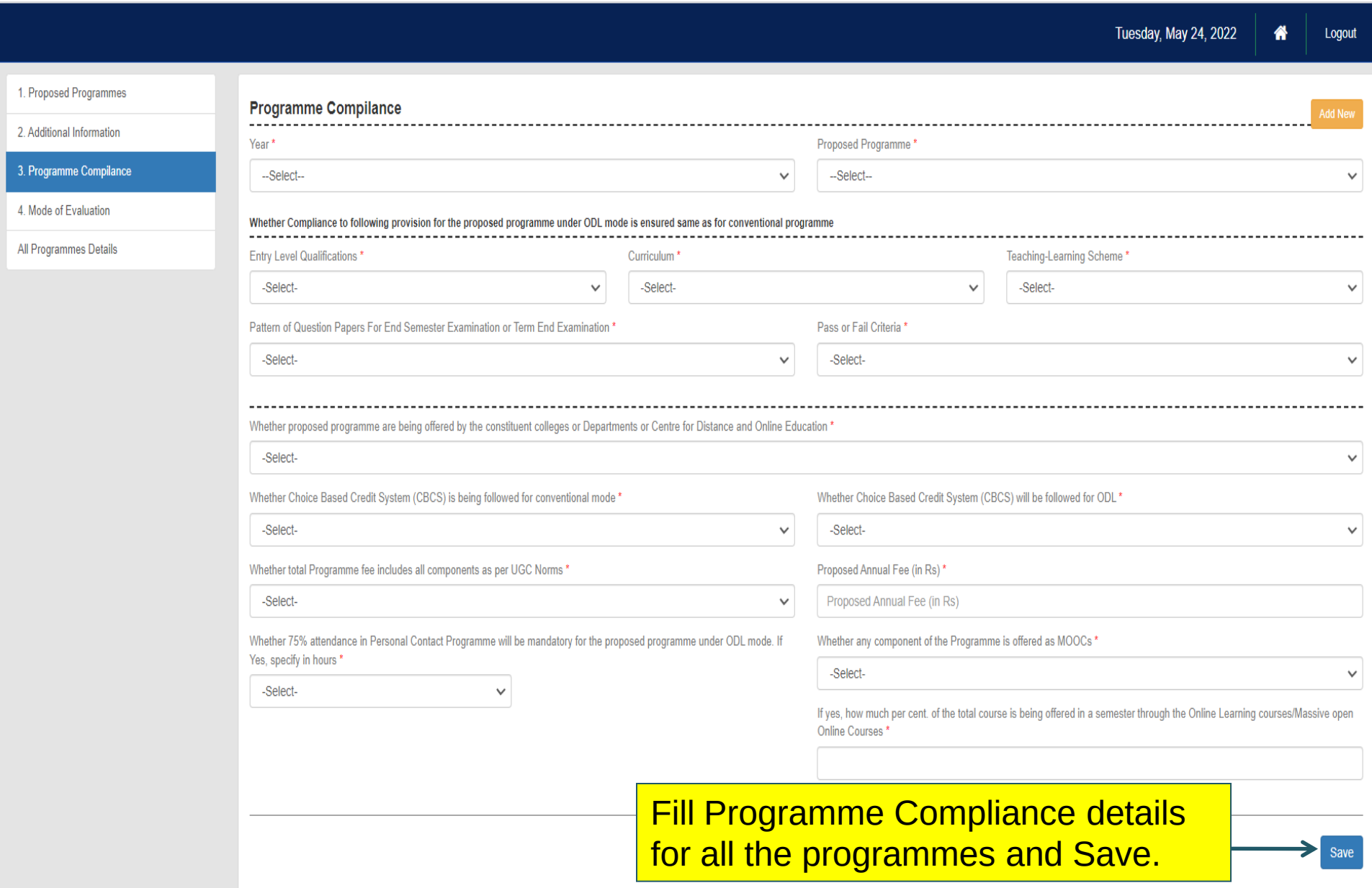
PROPOSED PROGRAMMES (Cont.)



Proposed Programmes > Additional Information



Proposed Programmes > Programme Compliance



Proposed Programme > Mode of Evaluation

Tuesday, May 24, 2022 | Logout

Proposed Programmes : UGC-12

Back

1. Proposed Programmes
2. Additional Information
3. Programme Compilance
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

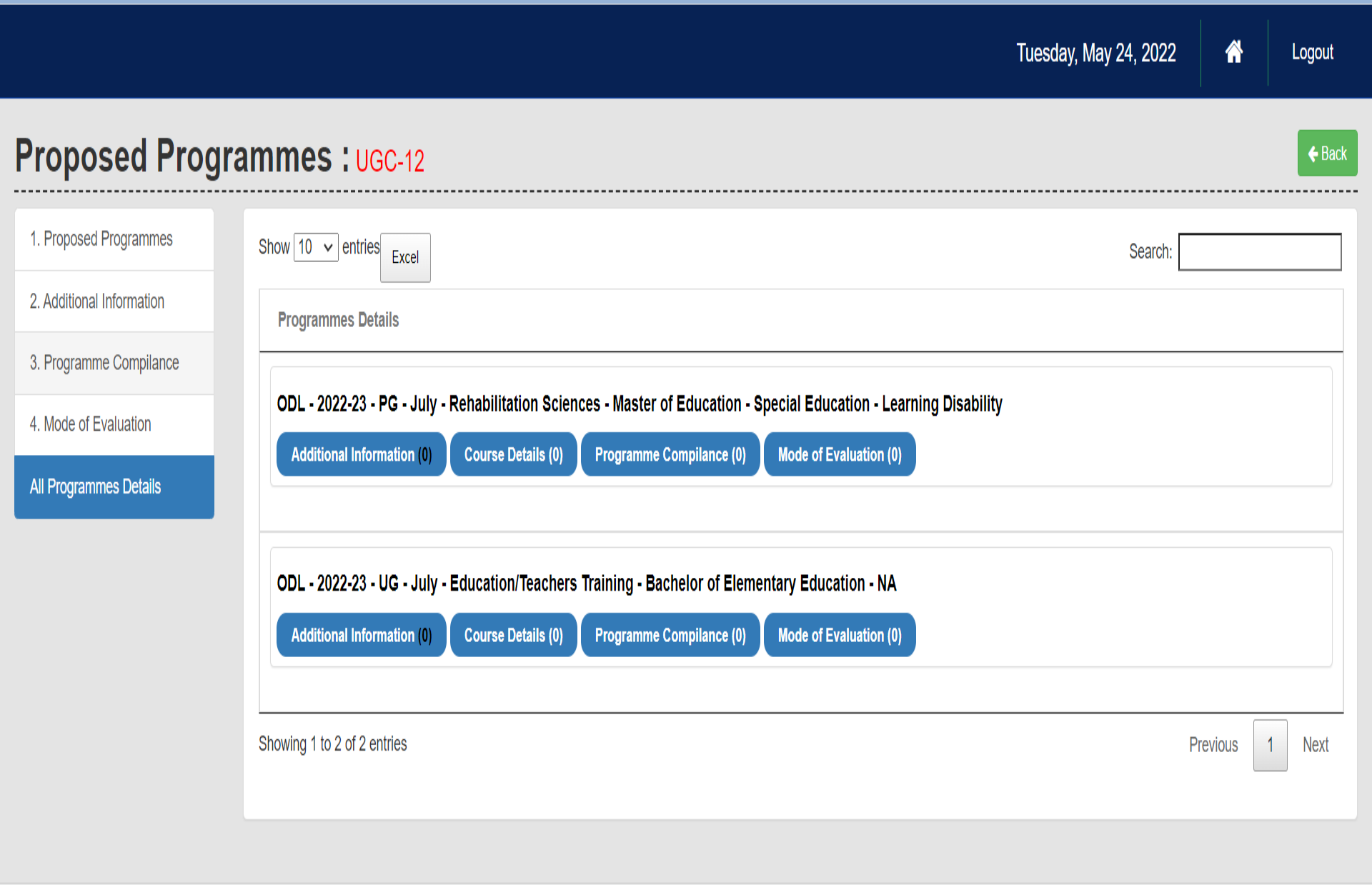
Search:

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

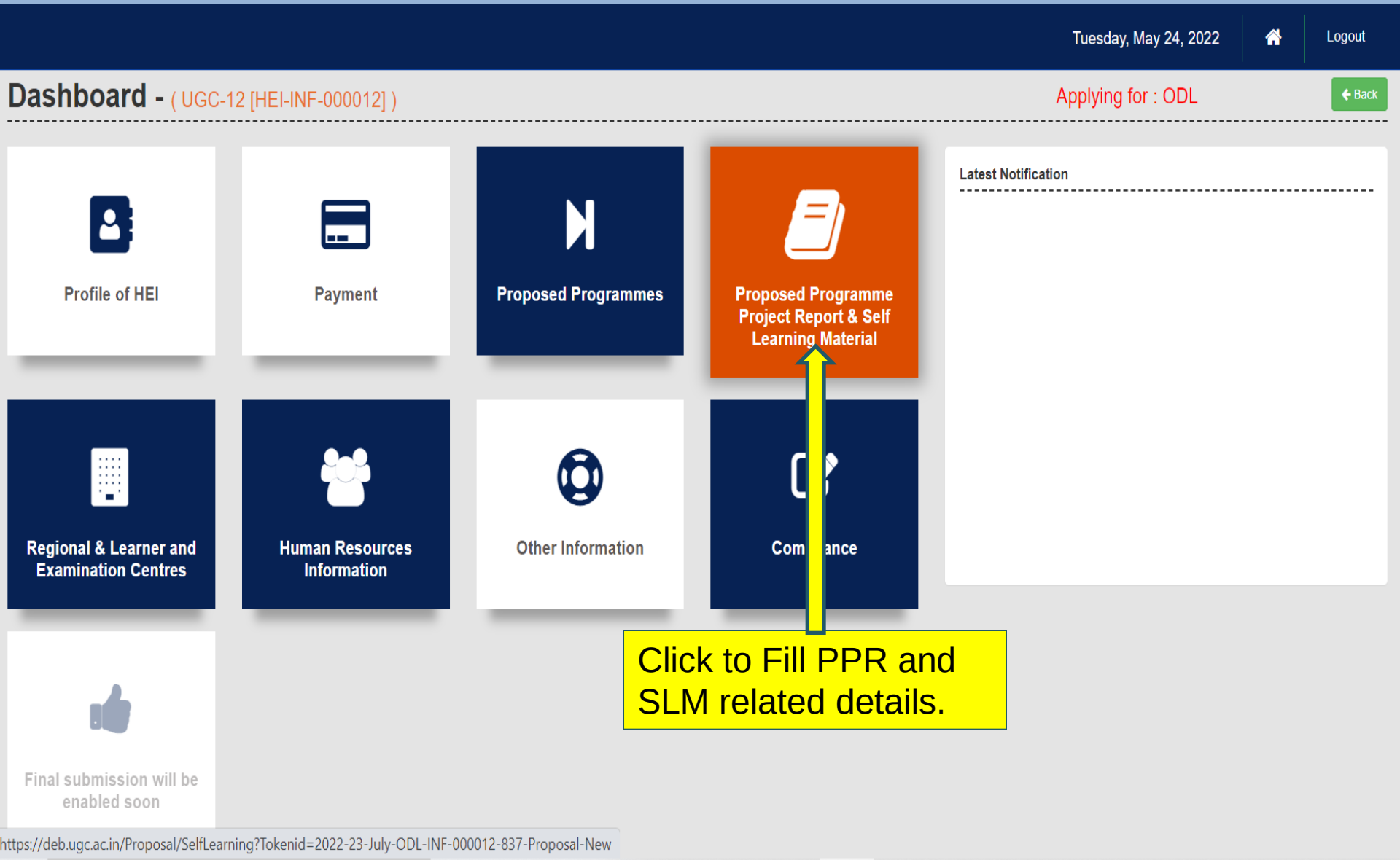
Showing 0 to 0 of 0 entries

Previous Next

Proposed Programmes > All Programmes Details

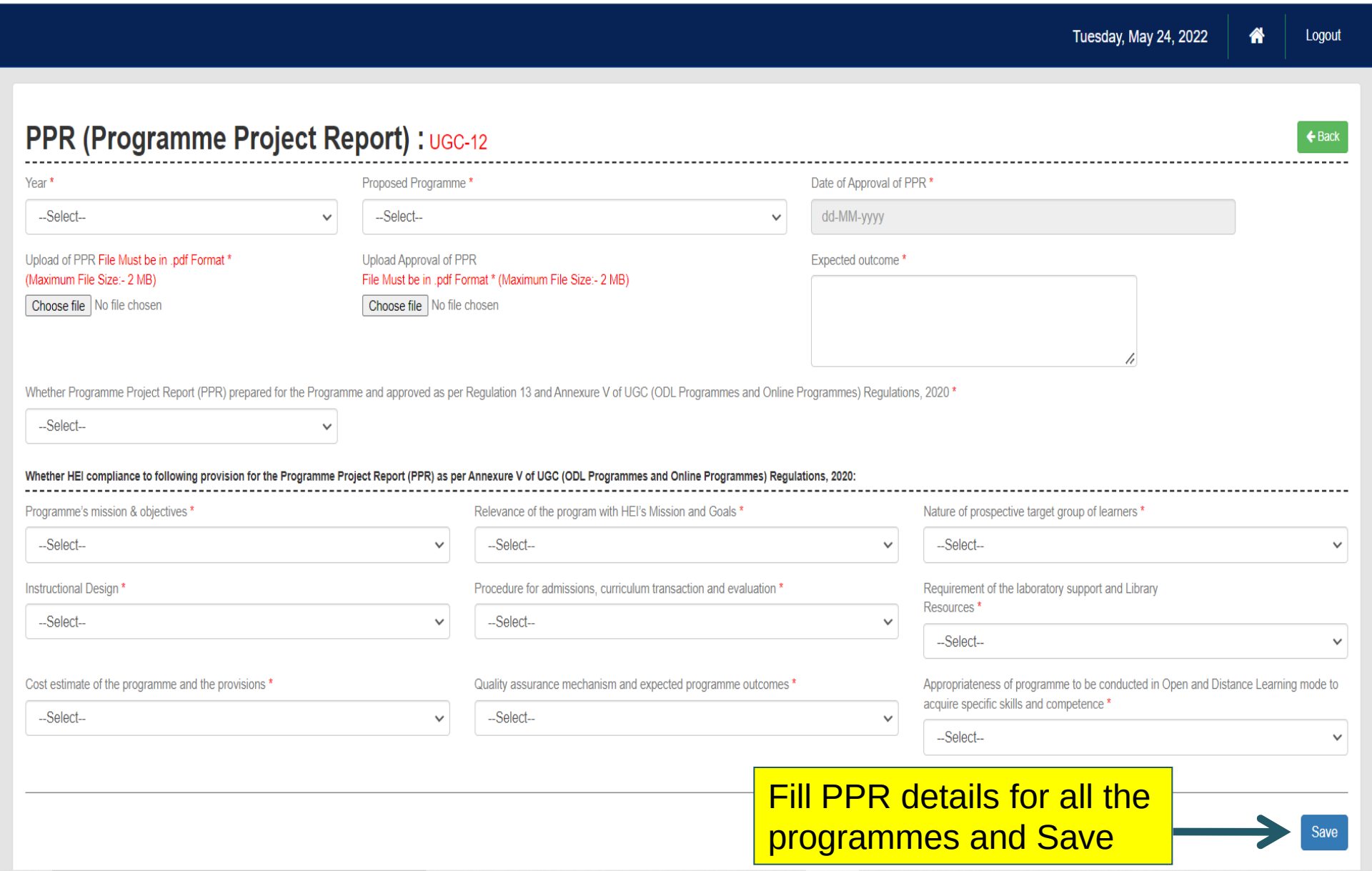


3. Proposed Programme Project Report & Self Learning Material



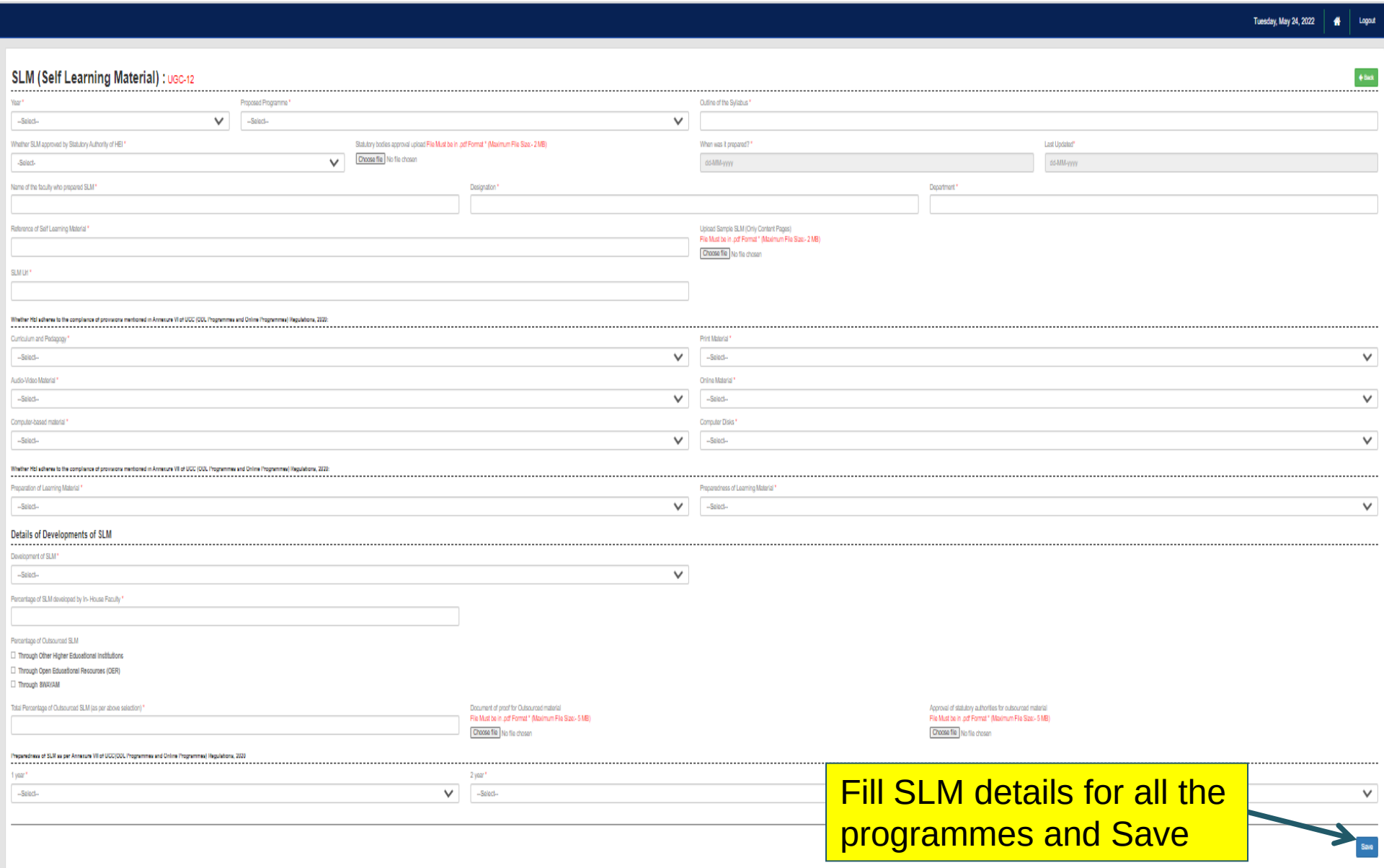
Proposed Programme > PPR (Programme Project Report)

PPR (Programme Project Report)

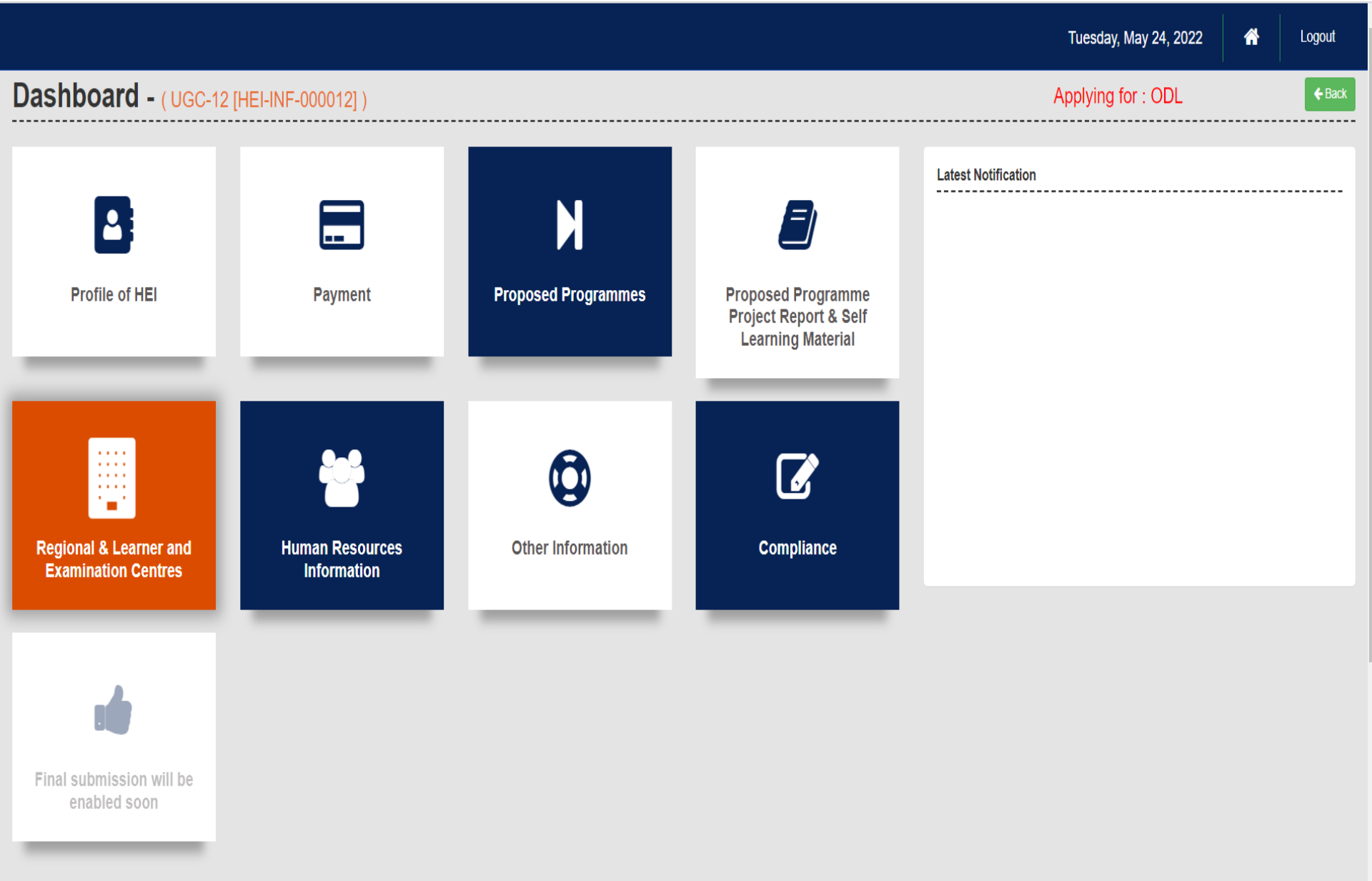


Proposed Programme > SLM (Self Learning Material)

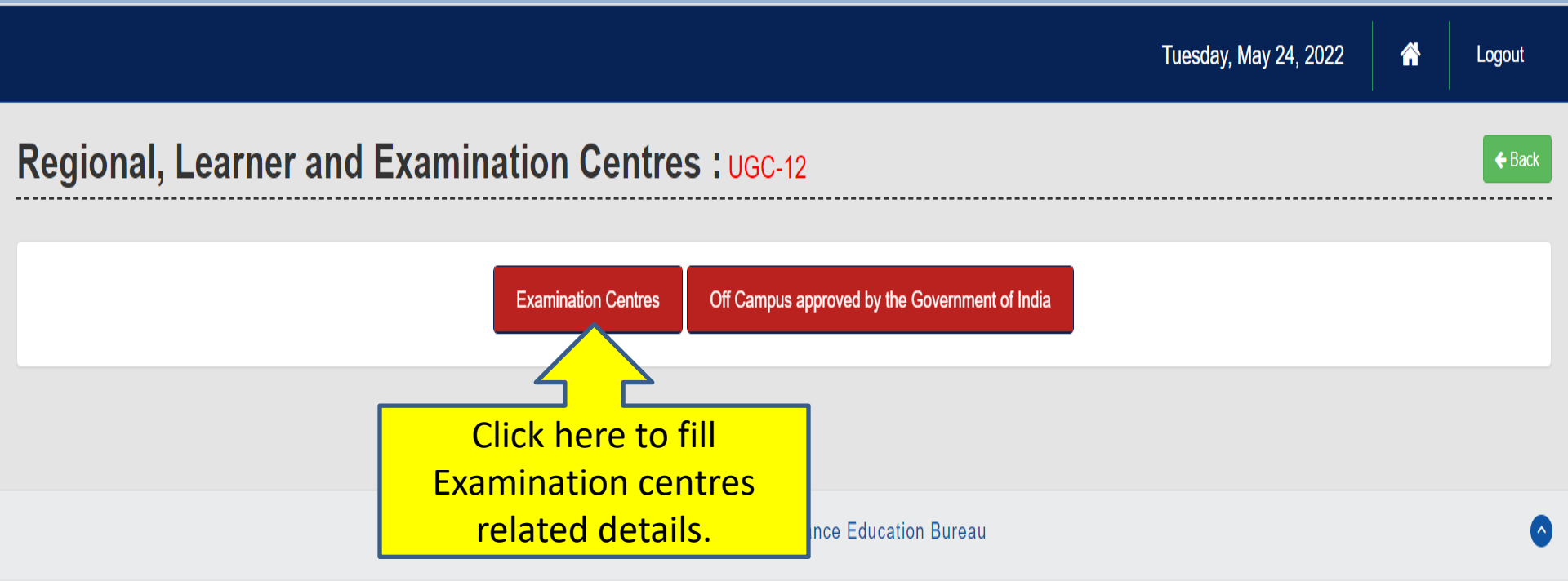
SLM (Self Learning Material)



4. Regional & Learner and Examination centres



Region, Learner and Examination Centres



Examination Centre

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Examination Centre : UGC-12

Back

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--

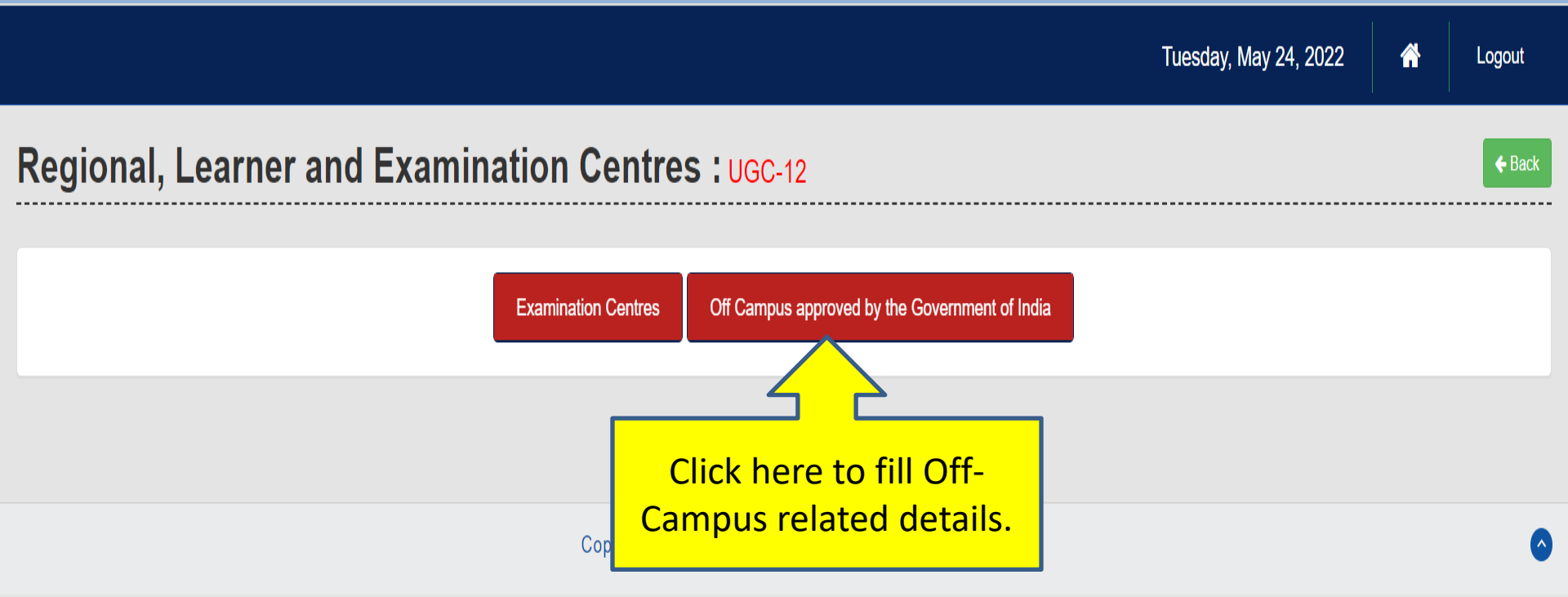
A) Proposed Examination Centre for term end examinatino for ODL programme for Upcoming Academic Years

Srno	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 *	
5	Provision of Video recording *	

Fill Examination Centre related details and Save

Save

Region, Learner and Examination Centres



Off Campus approved by the Government of India

Tuesday, May 24, 2022 | Logout

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

Back

Name of Centre *
Name of Centre

Address of Centre Line 1*
Address of Centre Line 1

Address of Centre line 2 *
Address of Centre line 2

City*
City

District*
District

State*
--Select--

Pin Code*
Pin Code

Upload notification published in the Official Gazette*
(Max. File Size-1 MB, .pdf Format)
Choose file No file chosen

Save

Fill the information and Save

Show 10 entries Excel

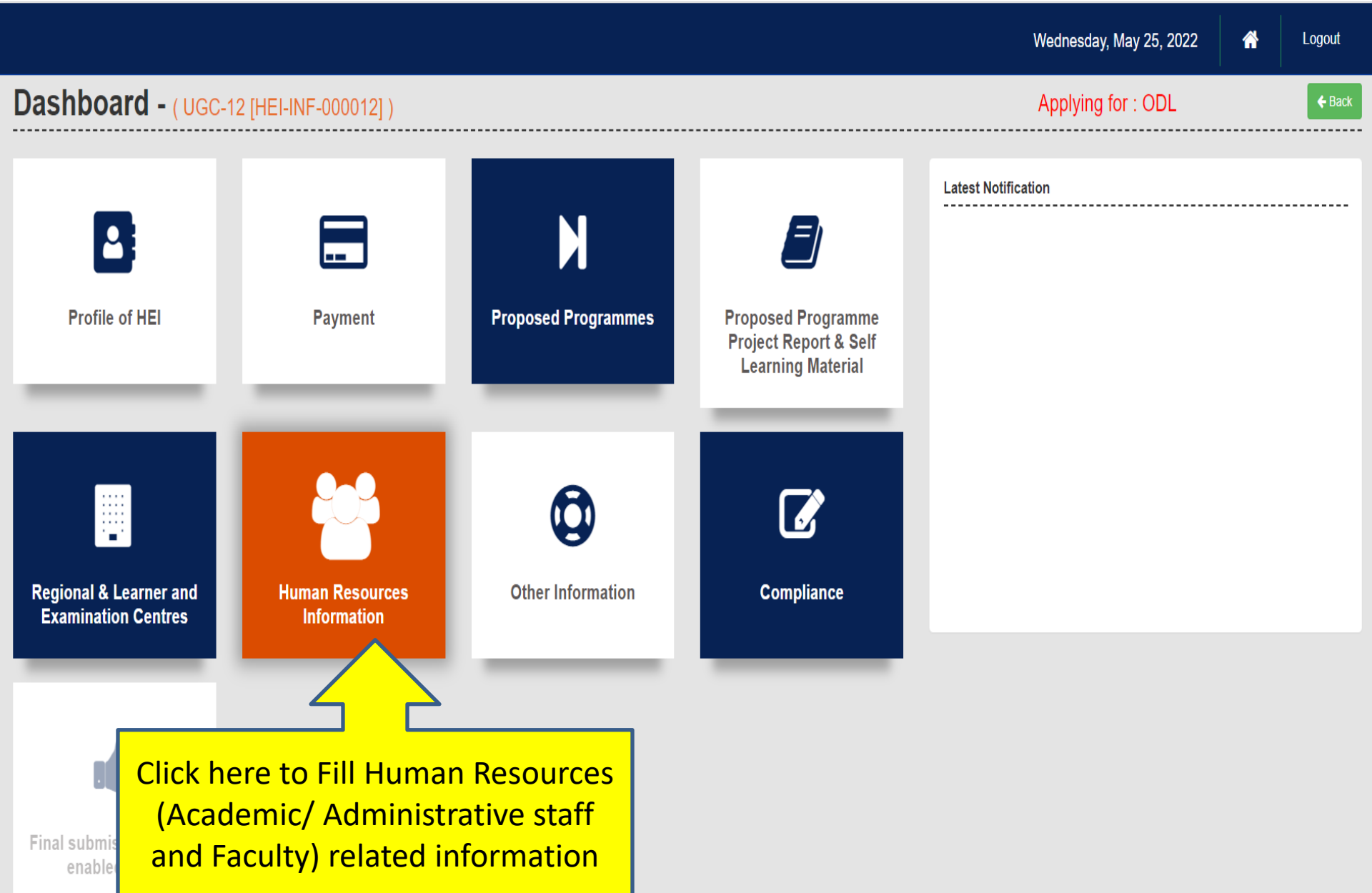
Search:

Srno	Name of Centre	Address of Centre	City	District	Pin Code	State	Action
1	Inflibnet	Gandhinagar Ahmedabad	ahmedabad	Ahmedabad	380062	12	

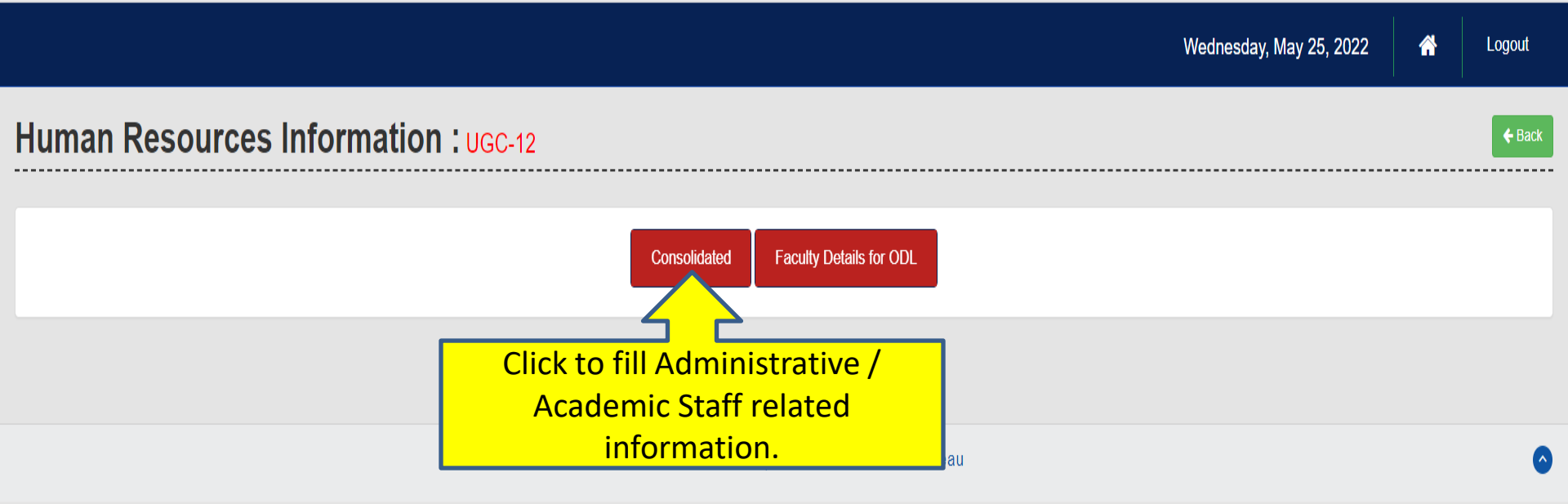
Showing 1 to 1 of 1 entries

Previous 1 Next

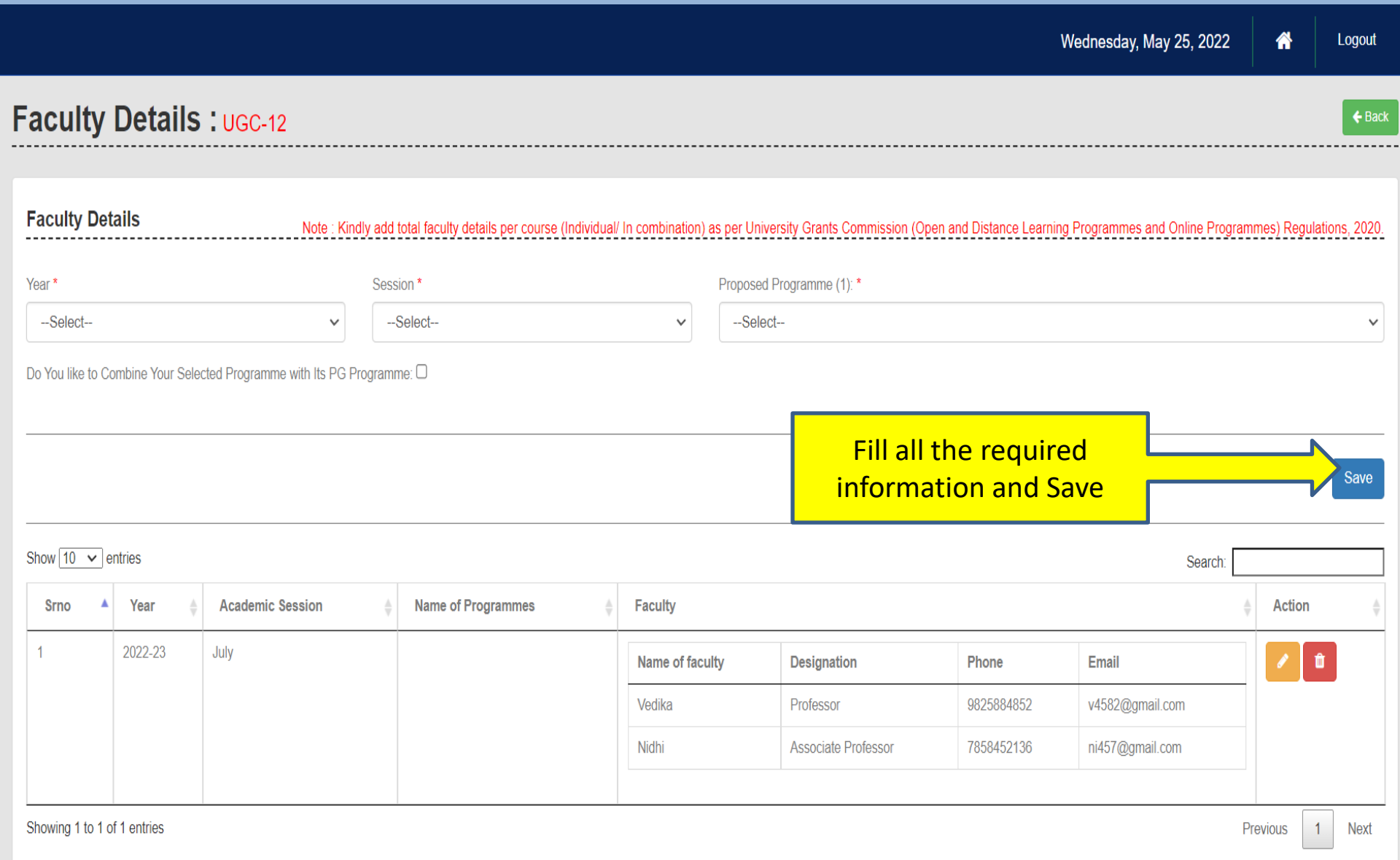
5. Human Resource Information



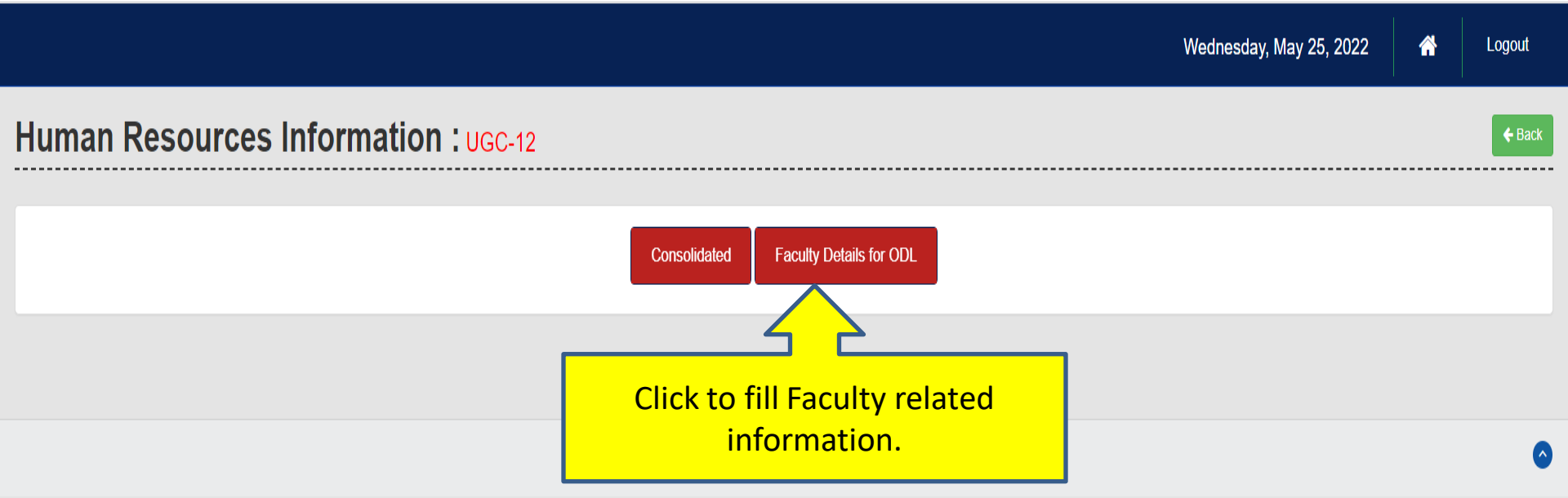
Human Resources Information (Cont.)



Human Resource Information > Consolidated (Academic/Administrative Staff)



Human Resources Information



Human Resources Information > Faculty Details for ODL

Wednesday, May 25, 2022 | 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 Experiance

Phone No. : * Phone

Email ID : * Email

Faculty

Name of faculty : * Faculty Name

Designation: * --Select--

Qualification: * --Select--

Specialization: * Specialization

Teaching experience : * Teaching Experiance

Phone No. : * Phone

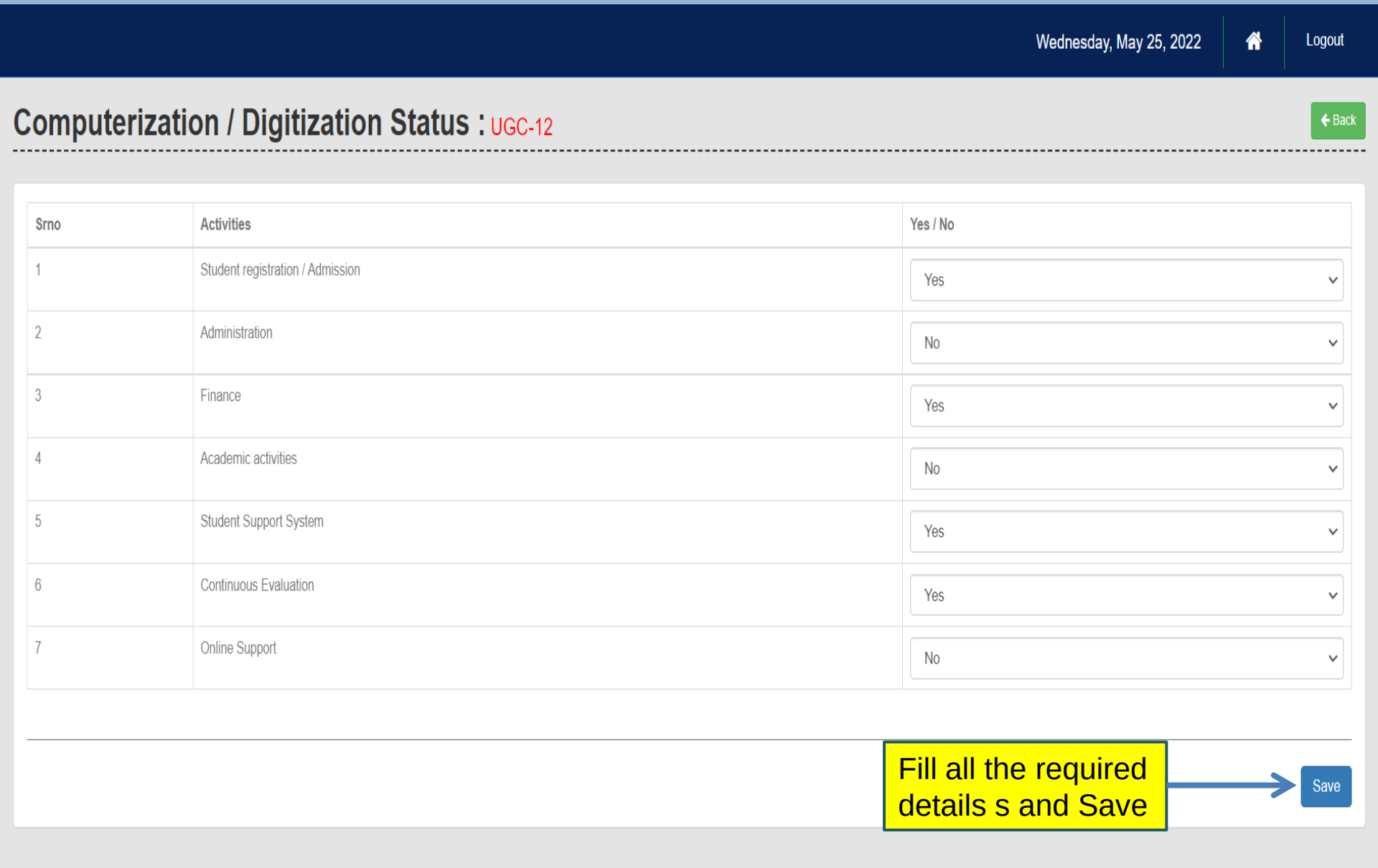
Em

Fill the Faculty details for all the programmes and Save

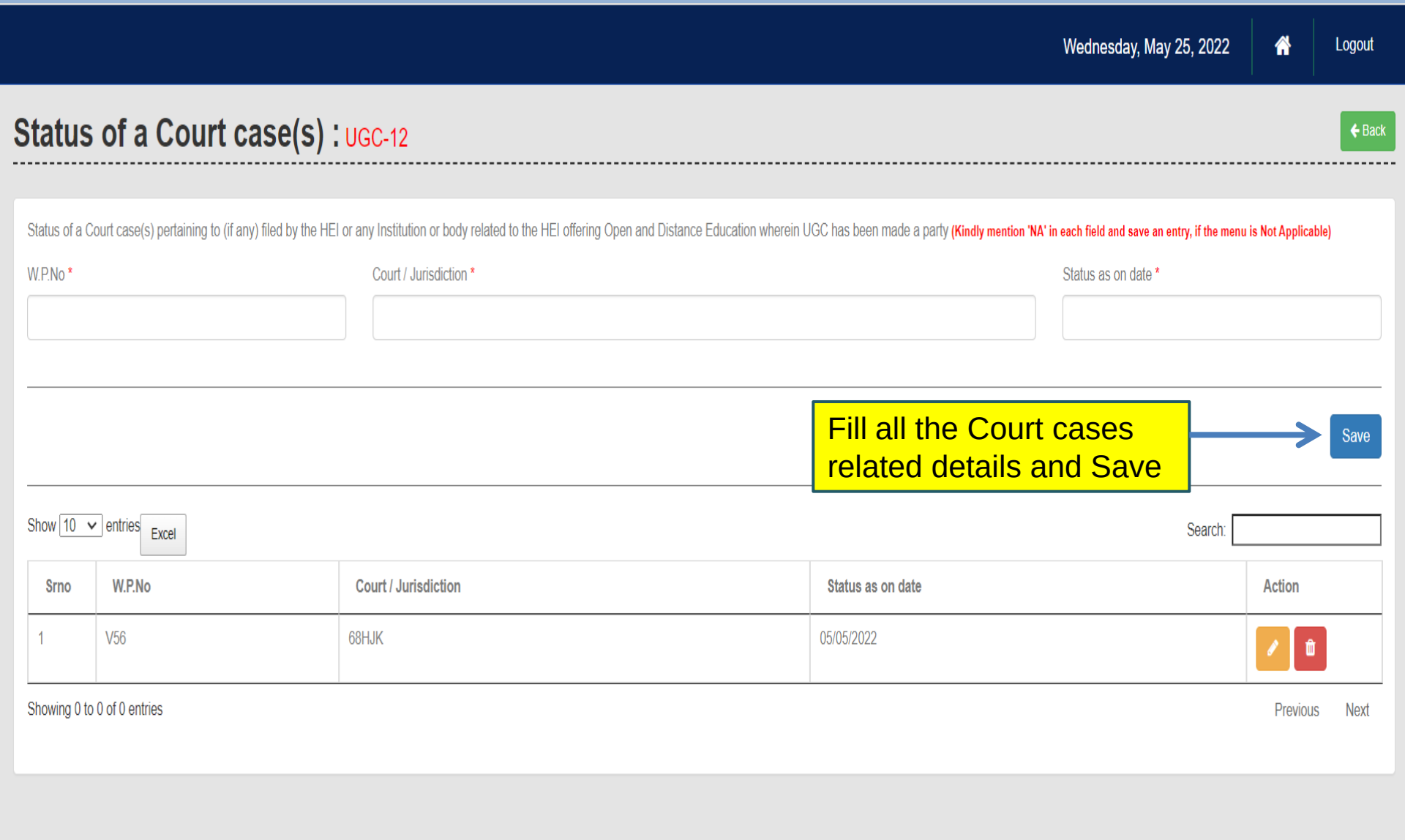
Save

6. Other Information

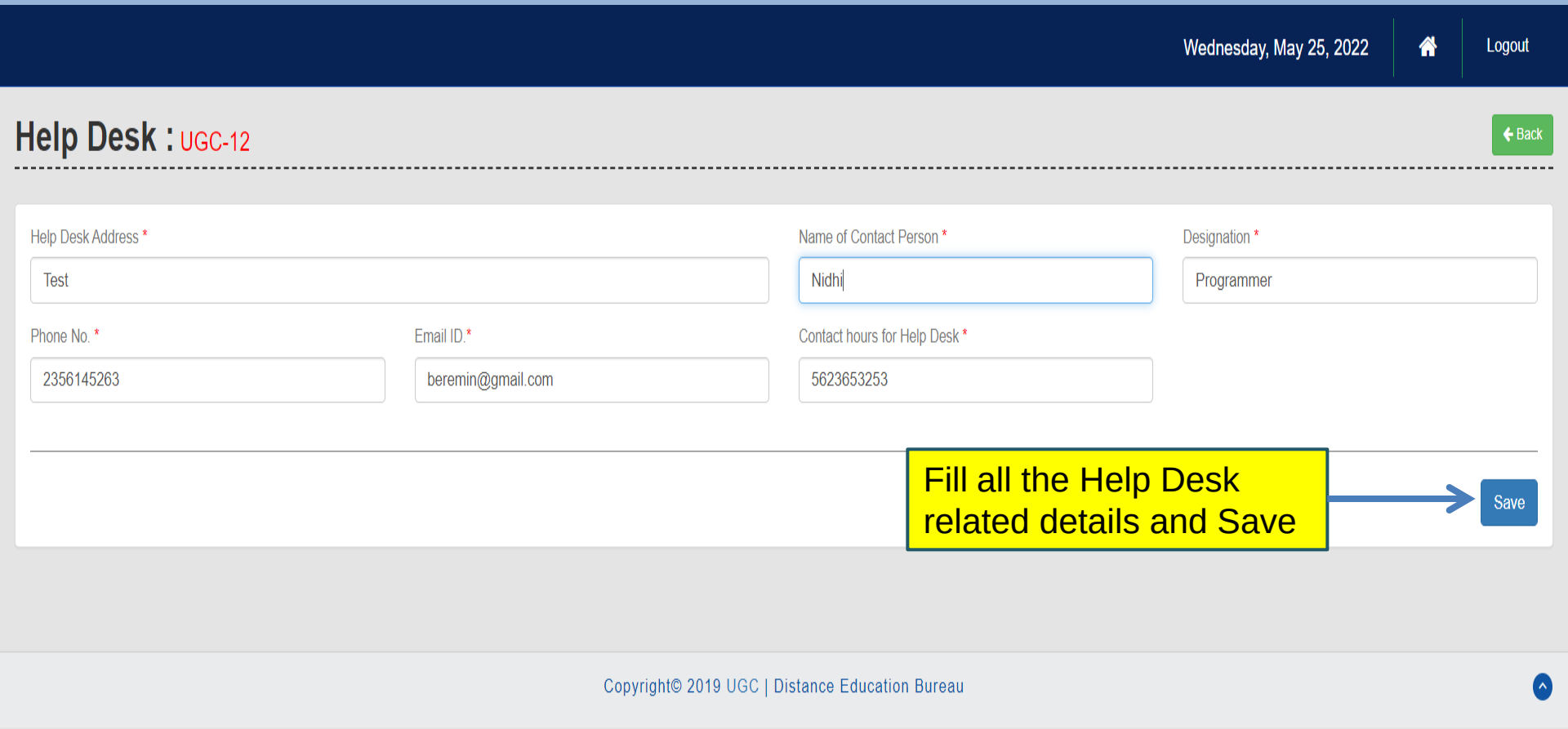
Other Information > Digitization Status



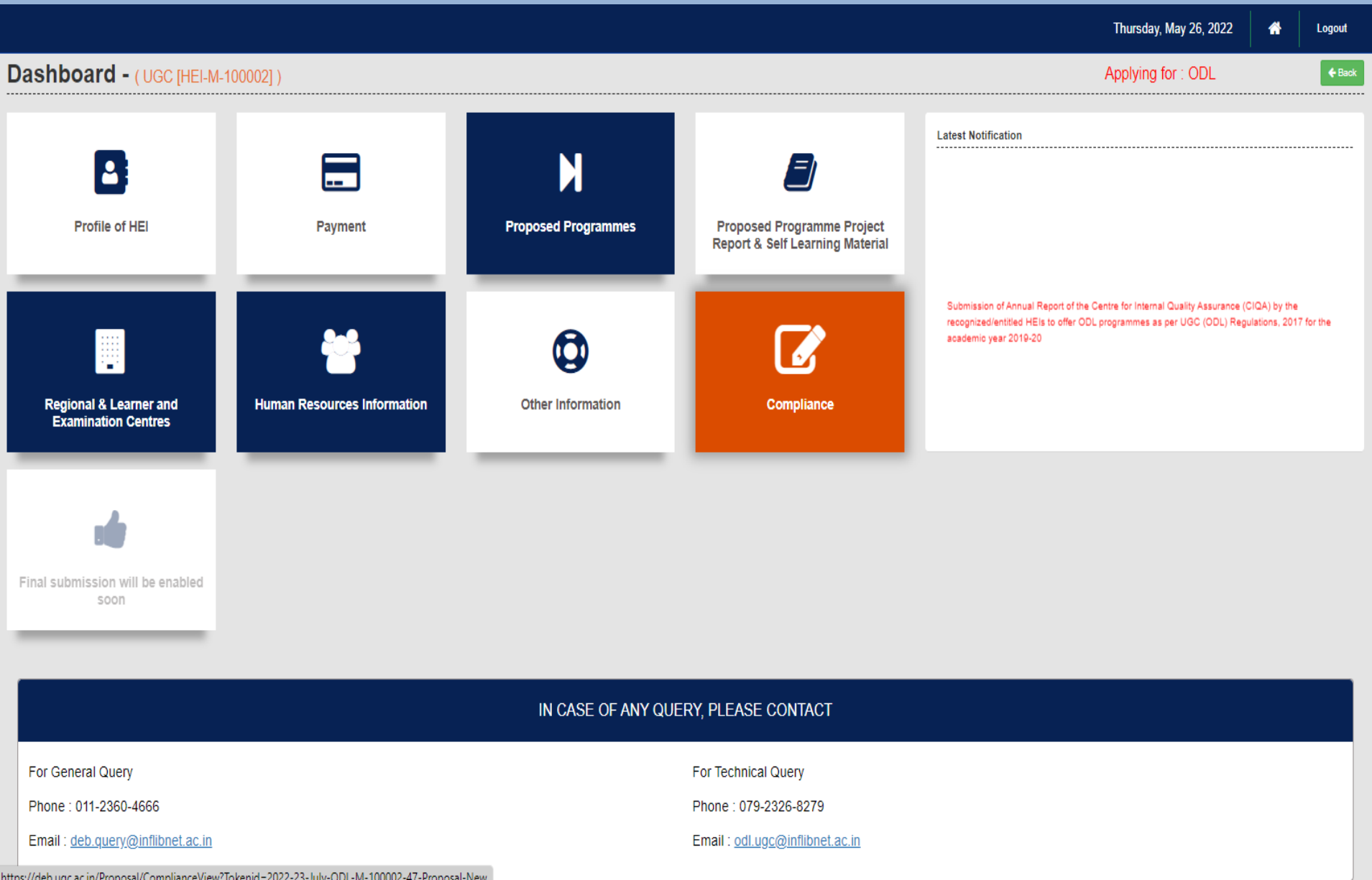
Other Information > Status of Court Case(s)



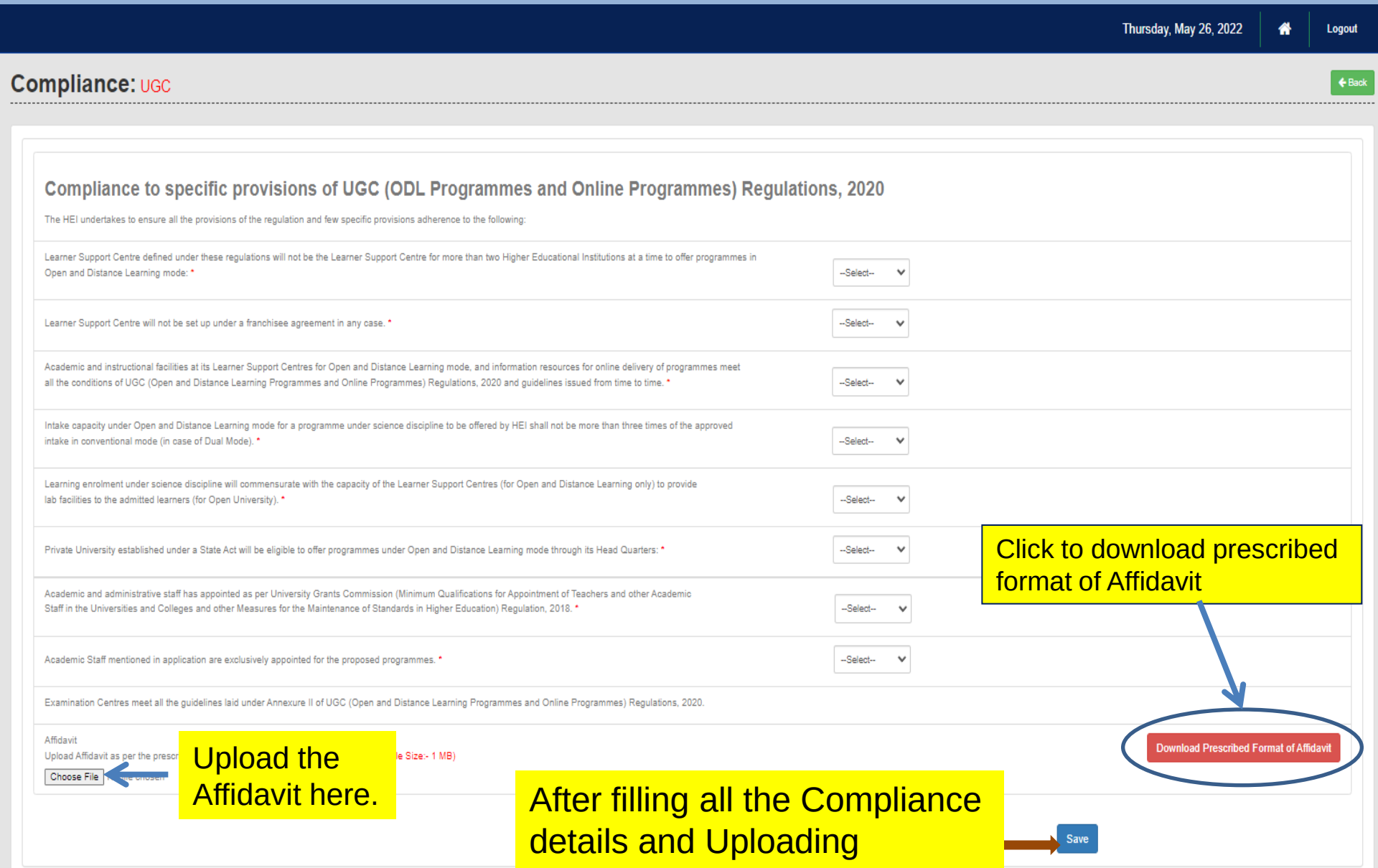
Other Information > Status of Court Case(s)



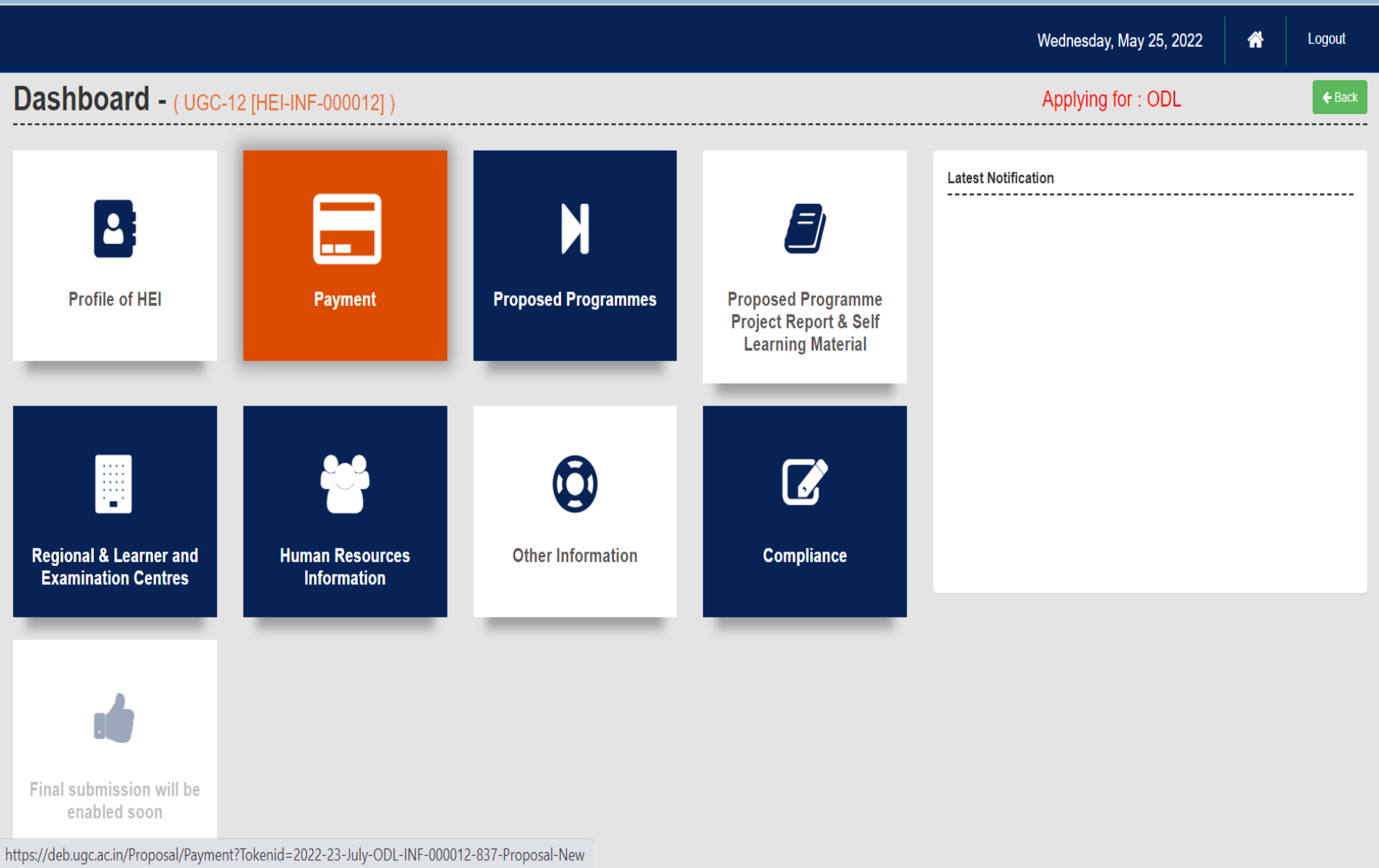
7. Compliance

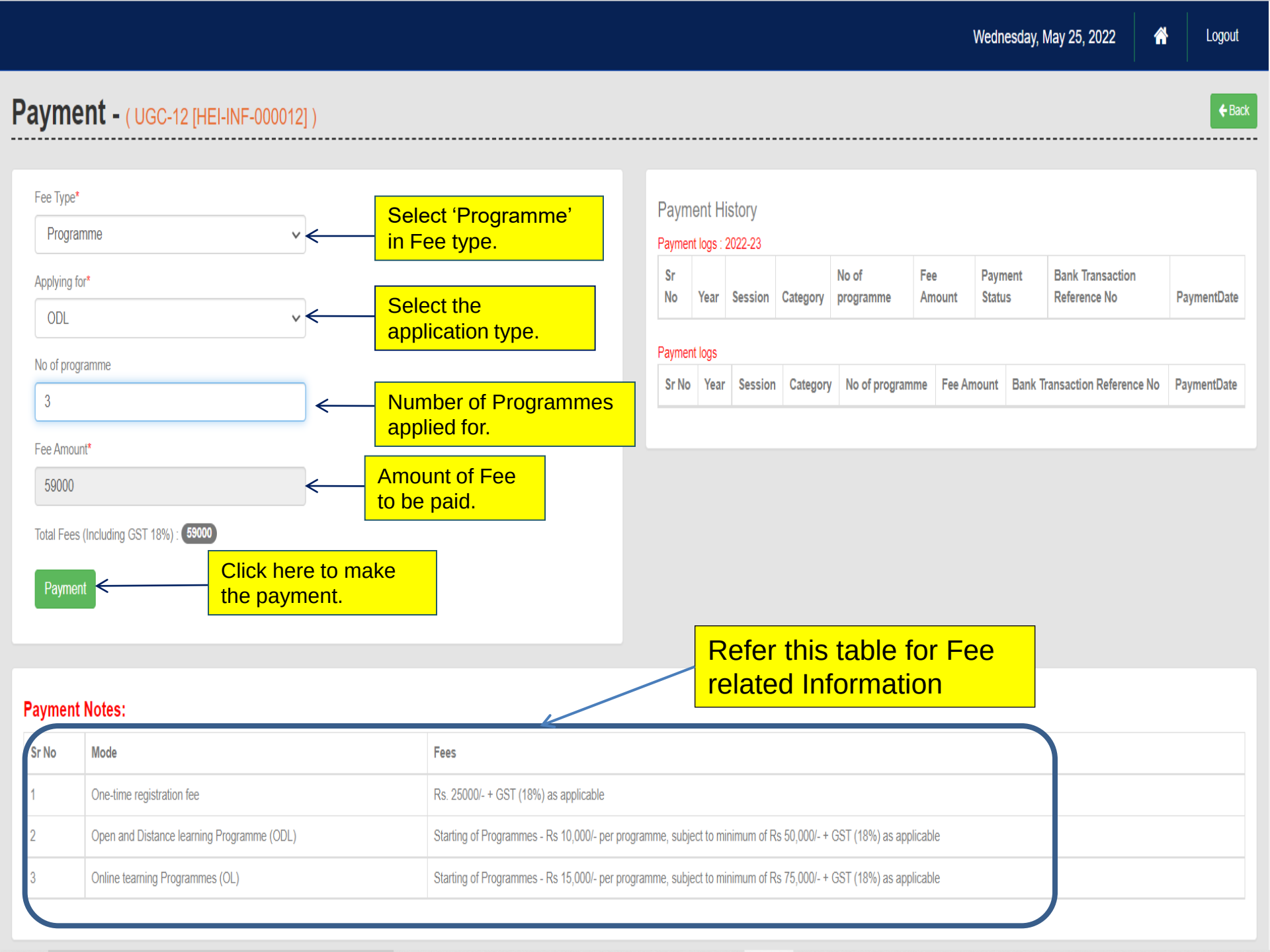


Compliance page (Inner view)



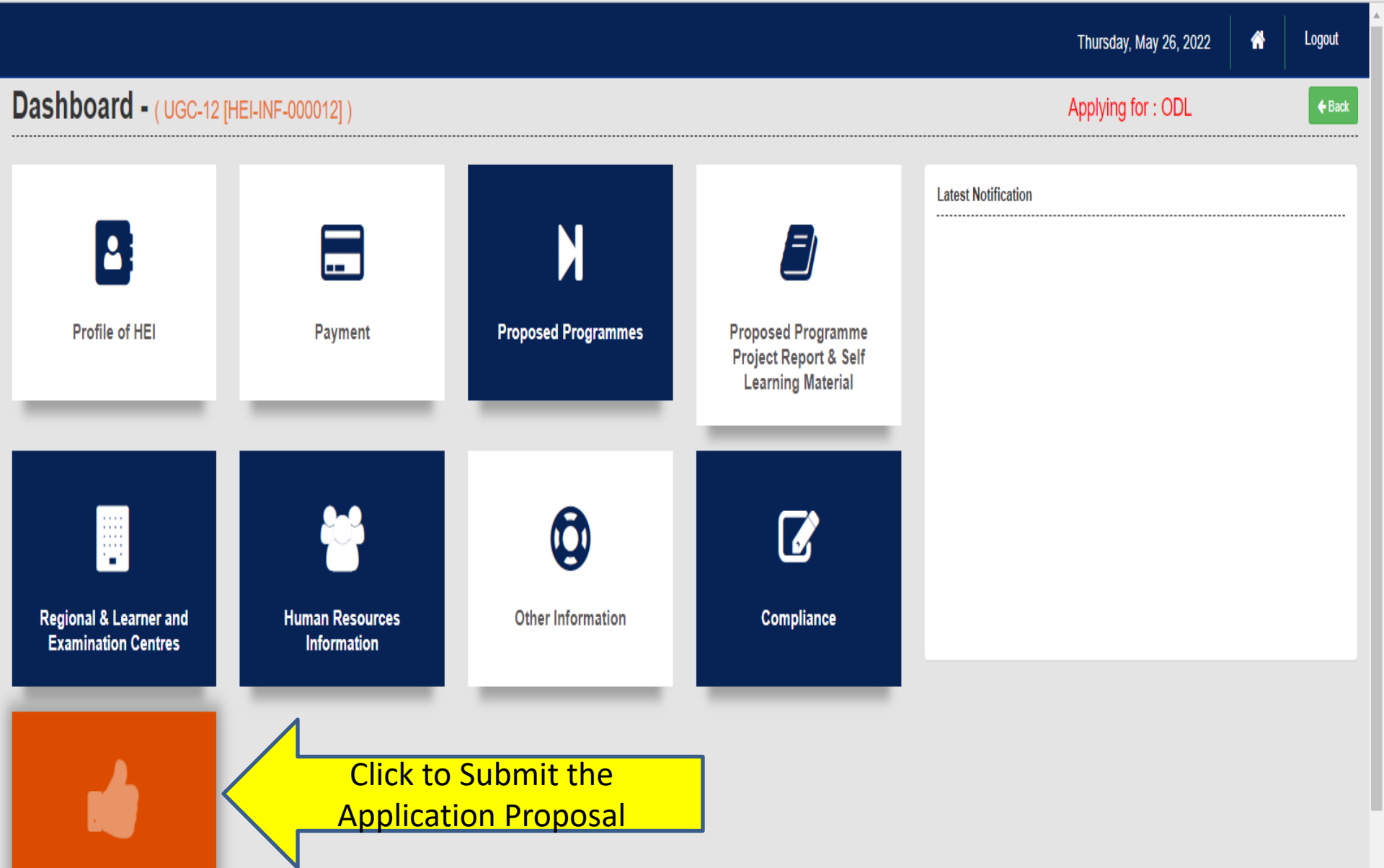
7. **Payment**: HEI need to pay fees for the applied programmes.



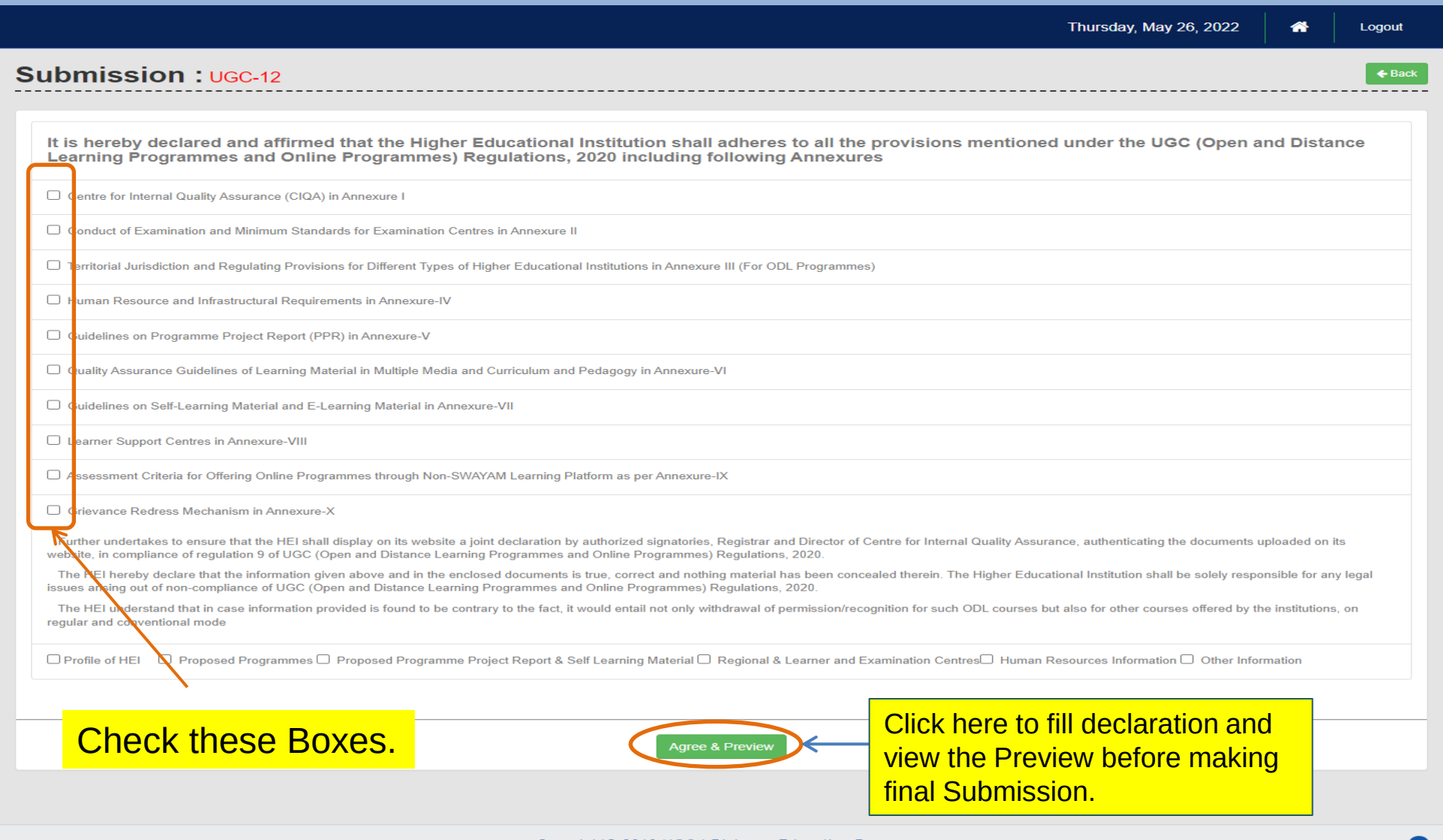

Wednesday, May 25, 2022
Logout
Payment - (UGC-12 [HEI-INF-000012])
Back
Fee Type*
Programme
Select 'Programme' in Fee type.
Applying for*
ODL
Select the application type.
No of programme
3
Number of Programmes applied for.
Fee Amount*
59000
Amount of Fee to be paid.
Total Fees (Including GST 18%) : 59000
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

NTT DATA
Payment Services
NTT DATA
Payment Services
PAYMENT MODE
Credit Card
Debit Card
Net Banking
Pay Using UPI ID/VPA
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
Choose the payment mode.
Fill these fields and click on 'Pay Now' button.
Click here to pay the fee.

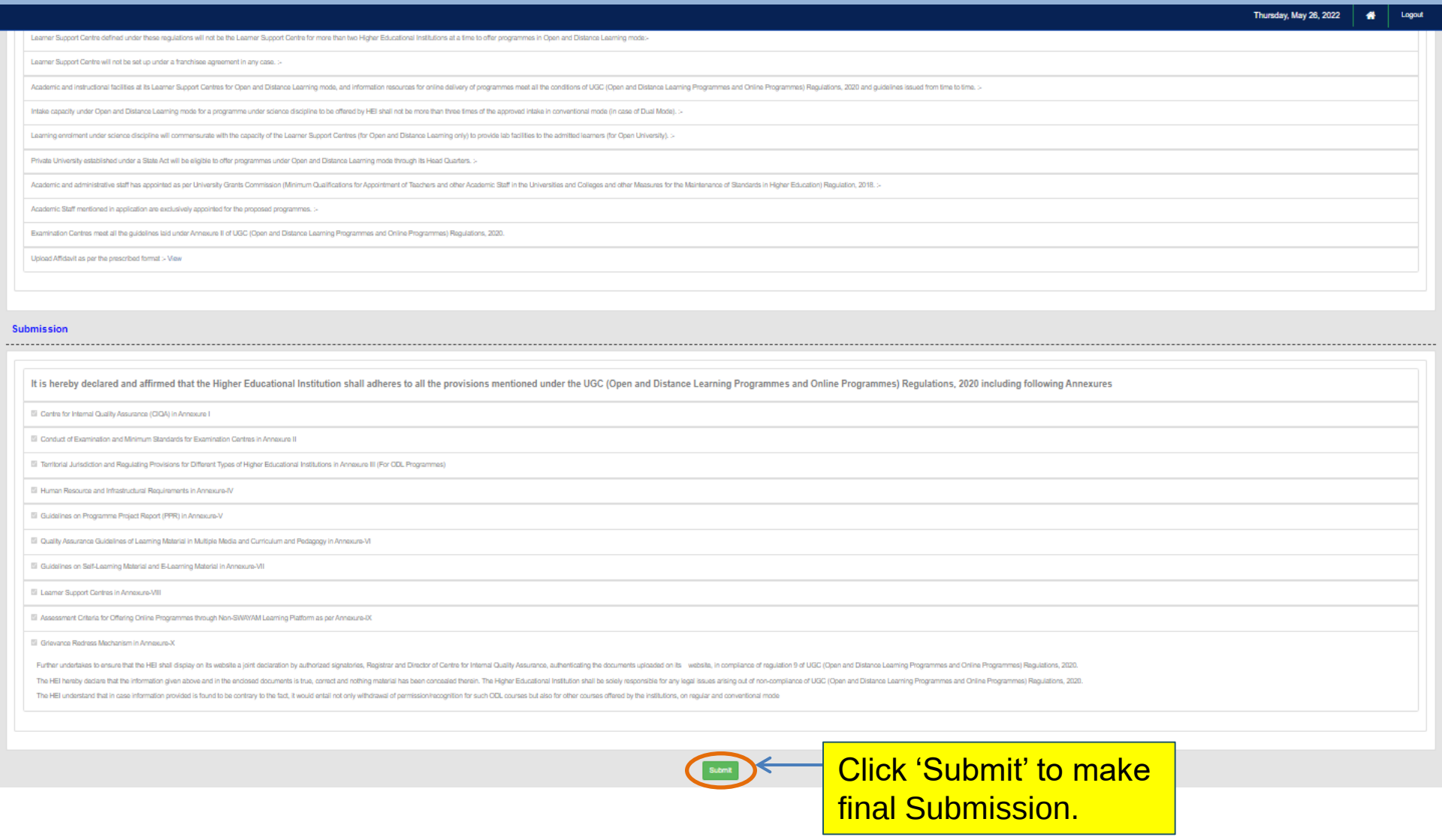
9. Submission



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



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.



Click 'Submit' to make final Submission.

Thank You!