

**HEI ID:U-0684 Name of HEI:Desh Bhagat University,Mandi Gobindgarh,Punjab
Type of HEI:State Private University**

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2025-2026

HEI ID:

Name of HEI:

Type of HEI:

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HEI ID:**Name of HEI:****Type of HEI:****Part – I: General Information****1.1 Date of notification of the Centre(attach a copy of the notification):****Annexure 1.1****1.2 Details of Director, CIQA**

- Name :Prof(Dr) H.K Sidhu
- Qualification: PhD
- Appointment Letter and Joining Report: **Annexure-1.2**

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof(Dr) Harsh Sadawarti ,PhD	Computer Science and Engineering	18/2/2026
b.	Three Senior teachers of HEI	Member 1	Dr Parveen Rathi , PhD	Electrical Engineering	18/2/2026
		Member 2	Dr Khulbhusan ,BAMS	Ayurveda	23/8/2024
		Member 3	Prof(Dr) G.S Batra,PhD	Management	18/2/2026
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode	Member 4	Prof(Dr) Surjeet Patheja ,PhD	Media and Journalism	23/8/2024
		Member 5	Dr Renu Sharma, Ph D	Social Sciences and Languages	23/8/2024
		Member 6	DR Aman Sharma ,PhD	Hotel Management and Tourism	23/8/2024

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d.	Two External Experts of ODL and/or Online Education	Member 7	Dr Sandeep Kajal	Punjab Technical University, Jalandhar	23/8/2024
		Member 8	Dr Amita Kishtha	Punjabi University ,Patiala	23/8/2024
e.	Officials from departments of HEI	Member 9 Administration	Dr Parveen Rathi , PhD, Registrar	Electrical Engineering	18/2/2026

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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	- Administration - Finance	n			
		Member 10 Finance	Mr Sachin Jain, CA		23/8/2024
f.	Director, CIQA	Member Secretary	Prof(Dr) H.K Sidhu ,PhD	Botany and life Sciences	23/8/2024

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	18 August 2025	2		
Meeting 2	28/3/2026	2	Upload: Annexure A	upload

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD -MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans - gender)			
									M	F	TG	Total
1.												
N.		NA										

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Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.	NA											
N.												

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:**

From <Month, Year>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NA										
N.											

Not for Private University*Note: Mention details separately for <Month, Year>academic session, as applicable, as above.****1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

Sr. No.	UG Degree title	Duration(Years)	No. of Credits	Admission eligibility	Fee (Total Duration)	UGC recognition Letter no	No. of Learner Support Centre	Number of students admitted (Male/Female/Trans-gender)

HEI ID:**Name of HEI:****Type of HEI:**

								gender)		
								F	M	Total
1	BBA	03 Years	132	+2	Rs. 66000/-	8-10/2024(UGC DEB-1)	7	11	23	34
2	BA	03 Years	120	+2	Rs. 30000/-	8-10/2024(UGC DEB-1)	7	212	333	545

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***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	MA (English)	02 Years	82	Bachelors's	Rs. 22000/-	8-10/2024(UGC DEB-1)	4	09	31	0	40
2	MTTM	02 Years	40	Bachelors's	Rs. 60000/-	8-10/2024(UGC DEB-1)	1	2	1	0	03
3	MBA	02 years	106	Bachelors's	Rs. 52000/-	8-10/2024(UGC DEB-1)	7	25	18	0	43
4	M.Com	02 years	94	Bachelors's	Rs. 32000/-	8-10/2024(UGC DEB-1)	4	2	7	0	9

HEI ID:**Name of HEI:****Type of HEI:**

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Quality in ODL/OL is therefore maintained through systematic planning, learner support, effective teaching, reliable technology and continuous evaluation. One of the most important aspects of quality is the design and delivery of learning materials . Course content should be accurate, updated, well-structured and presented in a learner-friendly manner. In ODL, self-learning materials are designed to encourage independent study through clear explanations, examples, activities and self-assessment	

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		exercises. In OL, digital resources such as videos, presentations, e-books, simulations and interactive activities can be used to make learning more engaging. Learner support services are another essential component of quality. Students studying through ODL/OL may experience difficulties because they have limited face-to-face interaction with teachers and peers. Institutions therefore provide academic counselling, tutoring, mentoring, study centres, discussion forums and help desks. Timely guidance helps learners understand course requirements, solve academic problems and remain motivated. Quality is also maintained through effective communication and interaction. Online platforms allow teachers and learners	
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		to communicate through email, discussion boards, live classes, video conferencing and messaging systems. Regular interaction reduces the feeling of isolation and provides opportunities for learners to clarify doubts and receive feedback. Teachers should respond to learners' queries within a reasonable time and provide constructive feedback on assignments and activities. Assessment and evaluation are equally important. Quality assessment should measure whether learners have achieved the intended learning outcomes. Institutions may use assignments, quizzes, projects, examinations, presentations and other forms of continuous assessment. Clear assessment criteria, timely feedback and	
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		secure examination procedures help maintain fairness, validity and reliability. The technological infrastructure also plays a major role in maintaining quality in OL. Learning management systems should be user-friendly, secure and accessible on different devices. Institutions need to provide technical support so that learners can overcome problems related to login, connectivity, digital resources and online examinations. Accessibility features should also be incorporated to support learners with different needs. Finally, institutions must follow a process of continuous quality improvement. Feedback from learners, teachers and other stakeholders should be regularly collected and	
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		analysed. Course materials, teaching methods, student services and technological facilities should be reviewed and improved on the basis of this feedback. Quality assurance mechanisms, institutional policies and periodic evaluation further help maintain educational standards.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Collection and analysis of learner feedback. Students can provide feedback through surveys, questionnaires, interviews, online forums and grievance mechanisms. Their opinions regarding course content, learning materials, online classes, examinations, technical facilities and learner support can reveal areas requiring improvement. Institutions should	

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		not merely collect feedback but should also document the action taken in response to it. Another important practice is periodic review of academic programmes and processes. Courses and learning materials should be regularly reviewed to ensure that they remain relevant, accurate and aligned with learning outcomes and current developments. Examination procedures, assessment methods and online learning systems should also be evaluated periodically. Performance indicators such as completion rates, examination results, learner satisfaction, dropout rates and response times can be used to assess institutional effectiveness	
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3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	One of the major contributions to the identification of key quality areas is the systematic self-evaluation of institutional processes . HEIs regularly examine their academic, administrative and support activities to determine whether they are meeting established standards. The curriculum and programme design is another important area in which quality must be maintained. Academic programmes should be relevant to learners' needs, aligned with learning outcomes and responsive to developments in society, industry and professional fields. In ODL and OL, course content should also be suitable for independent and technology-enabled learning. Regular curriculum review helps institutions identify outdated content and introduce necessary improvements. Study materials, e-content, video lectures, presentations and other digital resources	
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		should be accurate, updated, accessible and learner-friendly. Faculty members and academic counsellors should use appropriate teaching strategies and provide adequate opportunities for interaction and feedback. Review of learner performance and feedback can help identify areas where teaching and learning practices need improvement.	
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	ALL programs are at par with the programs being run under conventional mode	

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5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Feedback is taken from learners as per feedback link, later it is evaluated and action taken Link for ODL students- https://forms.gle/8G7kG2eYrWXERuJD8	
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6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Periodic review meetings are held	
7.	Implementation of its recommendations through periodic reviews	Yes they are implemented	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Faculty are motivated for attending various conference sand seminars as organized by UGC also	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	1 Interaction with external experts from other universities as members of Board of Studies for quality feedback and guidance in Contents 2 Student orientation and Induction in every semester 3 Review meetings at regular interval 4 Complete feedback mechanism 5 Program delivery in Online mode is regularly monitored and detailed report submitted	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Yes it is don e	

HEI ID:**Name of HEI:****Type of HEI:**

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	As per guidelines	
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HEI ID:**Name of HEI:****Type of HEI:**

12.	Mechanism to ensure the proper implementation of Programme Project Reports	As per guidelines	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Yes all reports are maintained and uploaded on website also	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	All followed as per the suggestions	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Yes all the operations are student centric based	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	-	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	As the institution is new , so audit is just initiated	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	Also suggestions taken and query are handled	

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19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	As we coordinate with nearby institutions like Punjab University Chandigarh, Punjabi University Patiala for said support	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Annual meeting held as well as report uploaded	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	yes	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Submit as per guidelines	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	-	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	-	

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24.	Promoted automation of learner support services of the Higher Educational Institution	yes	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	yes	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Not yet , yet it is internal but in December 2026 it will be external also	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	-	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	yes	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	yes	

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

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1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Strong governance, effective management, strategic planning and well-defined operational plans and policies form the foundation of quality in an HEI. In ODL and OL, these elements ensure coordinated functioning, efficient use of resources, accountability and continuous improvement, ultimately leading to better educational outcomes and learner satisfaction. Desh Bhagat University Strictly adhere to all above	
2.	Articulation of Higher Educational Institution Objectives	All institutions objectives are taken care as per guidelines of ODL/OL	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	Curriculum Development is as per UGC DEB Guidelines 2020. Curriculum is approved In BOARD OF Studies meeting conducted every year with two external members also as part of the same. Learning material is delivered to student LMS as well as feedback of the learners taken.	Annexure- 2.2 (3)
4.	Programme Monitoring and Review	Monitoring of all is done by manager operations with Director being part of the same .	
5.	Infrastructure Resources	They are as per UGC Regulations 2020	
6.	Learning Environment and Learner Support	Eco friendly and all support to learners is available	

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7.	Assessment and Evaluation	As per regulations	
8.	Teaching Quality and Staff Development	As per regulations	

2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

HEI ID:**Name of HEI:****Type of HEI:**

1.	Academic Planning	As per guidelines	
2.	Validation	As per guidelines	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	As per guidelines	

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Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) -

Name: Prof.(Dr.) H.K. Sidhu

Designation: Director ODL/OL Desh Bhagat University, Mandi Gobindgarh

Annexure- 1.2

3.2 Compliance status of “Human Resource and Infrastructural Requirements” – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

As per UGC Guidelines

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	Yes
Assistant Registrar	1	Yes
Section Officer	1	Yes

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Assistants	3 (2 for DM Universities)	yes
Computer Operator	2	yes
Multi-Tasking Staff	2	yes

(Attach duly attested photocopy of appointment letter with salary details)

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

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Part – IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Upload guidelines: Yes	Annexure-4.2 (1)
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Upload mechanism: yes	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each	yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	yes	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Upload sample question paper	Annexure- 4.2 (5)
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes	Annexure-4.2 (7)
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process:	Annexure-4.2 (1)
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Central Examination System	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	yes	
	(b) Availability of biometric system	yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	yes	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Annexure 4.2 (12)	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Annexure 4.2 (12)	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted		

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	yes	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	yes	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	Upload samples : yet no batch passed out	
	(b) Each award shall also be uploaded on the National Academic Depository	yet no batch passed out	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	Upload samples yet no batch passed out	

HEI ID:**Name of HEI:****Type of HEI:**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

Only in online programs

4.4 Result and Student Progression**For UG, PG and PGD programmes**

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
Jan 2025	UG	Nil				
Jan 2025	PG	03	03	03	100%	nil

HEI ID:

Name of HEI:

Type of HEI:

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

AS per guidelines

5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

AS per guidelines

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

As per guidelines

HEI ID:**Name of HEI:****Type of HEI:**

Part – VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
1	UG	Desh Bhagat University, Mandi Gobindgarh	1	2	579	498
2	PG	Desh Bhagat University, Mandi Gobindgarh	1	2	190	155
	PGD	NA				

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

AS per norms

6.3 LSC wise enrollment details (Not for Private University)

HEI ID:**Name of HEI:****Type of HEI:**

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.										
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA			

6.4 Off campus details (For Deemed to be University): NA

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.							
N.							

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and	Date of delivery SLM	Whether SLM delivered to
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HEI ID:**Name of HEI:****Type of HEI:**

	January)		learners within a fortnight from the date of admission
Printing Material	July January	August (1 st Semester in September) Februray ((1 st Semester in March)	Yes
Audio-Video Material	July January	August (1 st Semester in September) Februray ((1 st Semester in March)	Yes
Online Material	July January	August (1 st Semester in September) Februray ((1 st Semester in March)	Yes
Compute based Material	July January	August (1 st Semester in September) Februray ((1 st Semester in March)	Yes

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N: **No**

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester wise – programmes wise)

b. Upload approval of statutory authorities of the Higher Educational Institution:
Upload

HEI ID:**Name of HEI:****Type of HEI:**

Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020– Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	yes	
Uploading of the following on HEI website https://dbuodl.in/			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	yes	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes	
5.	Programme-wise information on syllabus,	yes	

HEI ID:**Name of HEI:****Type of HEI:**

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;		
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	yes	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	yes	
8.	Information regarding all the programmes recognised by the Commission	yes	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	yes	
10.	Complete information about 'Self Learning	yes	

HEI ID:**Name of HEI:****Type of HEI:**

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	yes	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	yes	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	yes	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	In ODL exam are in Physical mode and in OL it is via online, proctored	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	yes	

HEI ID:

Name of HEI:

Type of HEI:

16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	NA	
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HEI ID:**Name of HEI:****Type of HEI:****Part – VIII: Admission and Fees****8.1 Compliance status of ‘Admissions and Fees’ – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Not applicable
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	As per norms
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes (Annexure 8.1(3))

HEI ID:**Name of HEI:****Type of HEI:**

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	yes
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	yes

HEI ID:**Name of HEI:****Type of HEI:**

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below: yes	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	As per university rules
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,	As per university rules

HEI ID:**Name of HEI:****Type of HEI:**

	which shall be in consonance with the resources	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	As per rules
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	As per rules
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	As per rules
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	As per rules
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	As per rules
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	As per rules

HEI ID:**Name of HEI:****Type of HEI:**

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	As per rules
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	As per rules
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	As per rules
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	yes

HEI ID:**Name of HEI:****Type of HEI:**

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	As per rules
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false	As per rules

HEI ID:

Name of HEI:

Type of HEI:

	or not based on facts or to be misleading	
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HEI ID:**Name of HEI:****Type of HEI:**

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of ‘Grievance Redressal Mechanism’ – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

Annexure-9.1

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
27	27

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

Annexure: Nodal OFFICER: Dr Arashdeep Singh

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
0	0	0

HEI ID:

Name of HEI:

Type of HEI:

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

Feedback system, audit

10.2 Best Practices of the HEI

Student Centric approach, daily coordination, weekend classes for OL, orientation and induction, Review meetings

10.3 Details of Job Fairs conducted by the HEI

NIL

10.4 Success Stories of students of ODL mode of the HEI

No batch passed out

10.5 Initiatives taken towards conversion of SLM into Regional Languages

Converted to English, Hindi and Punjabi

10.6 Number of students placed through Campus Placements

No batch passed out

10.7 Details of Alumni Cell and its activity

No batch passed out

10.8 Any other Information

-

HEI ID: U-0624

Name of HEI: Desh Bhagat University

Type of HEI: State Private University

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name: Dr. (Dr.) H. N. Sidhu

Seal: Director

Date: 31/8/2026
Centre for Distance and Online Education
Desh Bhagat University
Mandi Gobindgarh (Punjab)

Signature of the Registrar:

Name: Dr. Parveen Bhatia

Seal: DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)

Date: 31/8/2026



UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
Ministry of Education, Govt. of India
35, Feroze Shah Road, New Delhi - 110001
Website: <https://deb.ugc.ac.in/>
Email: ugcdeb.r45@gmail.com
Ph. No. 011-2360 4664/641

Speed Post/E-mail

F.No 8-10/2024(DEB-I)

February, 2025

**The Registrar
Desh Bhagat University, Punjab
Off to NH-44, Amloh Road,
Mandi Gobindgarh District
Fatehgarh Sahib, Punjab-14
Mandi Gobindgarh, Punjab 147301**

12 FEB 2025

Sub: Commission Order on the application submitted online by the Higher Educational Institution (HEI) for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode from academic year 2024-25, academic session beginning October 2024 (revised from July-August, 2024) and onwards-regarding.

Sir/Madam,

- UGC has notified the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments. Regulations 3, 4 and 5 describe the eligibility criterion for HEI, the process of application and the approval process for ODL and Online Programmes whereas Regulation 6 describes provisions of the right to appeal by the HEIs aggrieved with the order of the Commission.
- The Commission invited online applications from the eligible HEIs for recognition of the programmes under ODL mode from academic year 2024-25 academic session beginning October 2024 vide Public Notice F. No. 1-16/2024(DEB-I) dated 6th May, 2024.
- Application received from **Desh Bhagat University, Mandi, Punjab** for recognition of ODL programmes was assessed by Visiting Expert Committee (VEC), Expert Review Committee (ERC) and Standing Appellate Committee (SAC) duly constituted by the Chairman, UGC. The details of the meetings are as under:

Sr.No.	Name of the Committee	Date of meeting	Date of recommendation sheet shared with the HEI
For ODL Programmes:			
1.	Visiting Expert Committee (VEC)	13.08.2024 & 14.08.2024	17.10.2024
2.	Expert Review Committee (ERC)	10.10.2024	17.10.2024
3.	Standing Appellate Committee (SAC)	12.12.2024	07.01.2025

01 FEB 2025

The report of the VEC was considered by the ERC. Based on the recommendations of VEC/ERC/SAC and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme-wise recognition for the programmes to be offered in ODL mode from academic year 2024-25, academic session beginning October 2024 (revised from July-August, 2024) and onwards.

4. Programme wise recognition status

- (i) **Open and Distance Learning Programme Recognized from academic session October, 2024 (revised from July-August, 2024): Nil**
- (ii) **Open and Distance Learning Programme Recognized from academic session February, 2025 (on the basis of the recommendations of the SAC*): 06**

Sr. No.	Programme Name	Period of Recognition
1.	Bachelor of Business Administration (General) (03 Years)	2024-25, academic session beginning from February, 2025 to Academic Year 2028-29 (upto July, 2029 only).
2.	Bachelor of Arts (Combination of 3 Subjects)- General (03 Years)	
3.	Master of Arts – English (02 Years)	
4.	Master of Tourism & Travel Management (02 Years) (learner intake shall be limited to 240 intake)	
5.	Master of Business Administration (General) (02 Years) (learner intake shall be limited to 240 intake)	
6.	Master of Commerce (02 Year)	

*The recommendations of the VEC have been reversed by the SAC.

Note: The Expert Committee has recommended that HEI shall adhere to the specified learner intake for Master of Business Administration (General) and Master of Tourism & Travel Management programmes listed in the table above.

(iii) Open and Distance Learning Programmes Not Recognised: 07

Sr. No.	Programme Name	Reason for non-recognition
1.	Bachelor of Commerce	(i.) Assessment criteria of proposed programmes are not as per UGC (ODL Programmes and Online Programmes) Regulations, 2020.
2.	Bachelor of Computer Applications	(ii.) Qualification of full-time dedicated faculty for proposed programmes are not submitted. (iii.) SLM for proposed programmes need to be restructured as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. (iv.) Minimum number of credits criteria per semester is not followed for proposed programmes.
3.	Bachelor of Tourism & Travel Management	(i.) Assessment criteria of proposed programme are not as per UGC (ODL Programmes and Online Programmes) Regulations, 2020. (ii.) Qualification of full time dedicated faculty for proposed programme is not submitted. (iii.) SLM for proposed programme need to be restructured as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. (iv.) Minimum number of credits criteria per semester is not followed for proposed programme. (v.) Minimum duration of proposed Bachelor of Tourism & Travel Management programme is not as per Specification of Degrees, 2014.
4.	Bachelor of Education	(i.) Approval of Regulatory Authority (NCTE) is not submitted.
5.	Master of Education	(ii.) SLM for proposed programmes are not submitted. (iii.) FPR for proposed programmes are not as per UGC (ODL Programmes and Online Programmes) Regulations, 2020.
6.	Master of Arts - Journalism & Mass Communication	(i.) Assessment criteria of proposed programmes are not as per UGC (ODL Programmes and Online Programmes) Regulations, 2020.
7.	Master of Computer Applications	(ii.) Qualification of full time dedicated faculty for proposed programmes is not

		submitted. (iii.) SLM for proposed programmes need to be restructured as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. (iv.) Minimum number of credits criteria per semester is not followed for proposed programmes.
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5. For the programmes recognized in the aforementioned table the HEI shall comply with all the provisions of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments while offering the programmes in ODL mode.
6. The application of the HEI stands closed.
7. In the event any HEI is found offering programmes in Open and Distance Learning mode and/or Online mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders made there under, the Commission may take actions as per regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.
8. The decision of the Commission shall be final and binding on the HEI.

Yours faithfully,



(Neera Chopra)
Under Secretary

Copy to:

1. The Secretary, Higher Education, Government of Punjab, Chandigarh- 160 003, with a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.
2. The Economic Advisor, Distance Learning Section, MoE, Govt. of India, Shastri Bhawan, New Delhi – 110 001.
3. The Joint Secretary, Private University Bureau, UGC Bahadur Shah Zafar Marg Delhi, 110002.



(Krishan Pal Yadav)
Section Officer

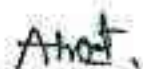
Ref. No. DBU/Reg/24/1739

Dated. 10-08-2024

Certified that following Faculty Member has been appointed as authorized person for Virtual Inspection of Open Distance Learning, Desh Bhagat University, Mandi Gobindgarh, Punjab

Name	Prof.(Dr)H.K.Sidhu
Designation	Director, ODL and OL
Email Id	directorodl@deshbhagatuniversity.in
Mobile No	6239564488


Registrar


Vice Chancellor

To

The Vice Chancellor

Desh Bhagat University

Mandi Gobindgarh (Punjab)

Subject: Acceptance of Job Offer for the Position of Director, Centre for Distance and Online Education

Dear Sir,

With reference to office order DBU/VC/24/35 dated 15 April 2024, I am writing to formally accept your offer for the position of Director, Centre for Open and distance learning at Desh Bhagat University. I am delighted to join the esteemed organization and look forward to contributing to the team.

As discussed, I will be starting my duties on 15 April 2024. I understand that my reporting time will be 09.00 hrs and I am expected to report to worthy Vice Chancellor. I am committed to giving my best to meet the goals and objectives of the University.

I am enthusiastic about the opportunity to work with Desh Bhagat University and am confident that my skills and experiences will be valuable assets to the team. I have reviewed the terms and conditions of employment and agree with them. Should you require any further information or paperwork from my end, please do not hesitate to contact me.

Thank you once again for this opportunity. I look forward to a mutually rewarding professional relationship.

Yours Sincerely,

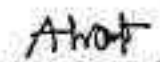


[Prof. (Dr.) Harvinder Kaur Sidhu,]

Date - 15/4/2024



REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)


DESH BHAGAT UNIVERSITY
Mandi Gobindgarh-147-301, Punjab (India)

DESHBHAGAT UNIVERSITY, MANDIGOBINDGARH
Centre for Open Distance Learning and Online Learning

Ref. No. DBU/CIQA/26/60

Date: 28/3/2026

Proceeding of CIQA Meeting

A meeting of CIQA (Center for Internal Quality Assurance) was held on 27 March 2026 at 11: AM in HIND DI CHADAR, Desh Bhagat University, Mandi Gobindgarh.

Following Members were present:

Sr. No.	Name of the Faculty	Department	Current Designation	Designation in CIQA
1	Prof. (Dr.) Harsh Sadawarti	-	Vice Chancellor	Chairperson
2	Dr. Parveen Rathi	Administration	Deputy Registrar	Member
3	Dr. Kulbhushan	Ayurveda	Director (Campus)	Member
4	Prof. (Dr.) G.S. Batra	Management & Commerce Research Cell/ ODL & OL	Pro-Vice Chancellor, Dean Management and Dean ODL & OL	Member
5	Dr. Surjeet Kaur Patheja	Media and Mass Communication	Director	Member
6	Dr. Renu Sharma	Social Sciences and Languages	Incharge	Member
7	Dr. Aman Sharma	Hotel Management and Tourism	Director	Member
8	Dr. Rahul Thor	Computer Science and Application	HoD	Member
9	Dr. Sandeep Kumar Kajal	Administration & Distance Learning	Deputy Registrar (Results), and Former Director, Distance Learning Programme, IK Gujral Panjab Technical University Professor	Member
10	Dr. Amita Kishtha	Education	Assistant Professor, Centre for Distance & Online Education	Member
11	Mr. Sachin Jain (Chartered Accountant)	Accounts	Finance Head, DBU	Member
12	Prof (Dr.) H.K. Sidhu	OL & ODL	Director - OL & ODL, DBU	Member Secretary

CONFIRMATION OF THE MINTUES

1. **Item no. CIQA /01:** To consider and recommend to Centre of ODL and OL regarding Board of studies for various Programmes as entitled by UGC for the session 2026-2027.

Resolution: Member secretary CIQA presented the details regarding the agenda points for Board of studies for various Programmes as entitled by UGC for the session 2026-2027(Annexure I)

- 2 **Item no. CIQA /02:** To Consider and recommend to Centre of ODL and OL regarding various meeting being attended as directed by UGC from time to time

Resolution: Member secretary CIQA submitted details of various meeting being attended as directed by UGC from time to time (Annexure II)

- 3 **Item no. CIQA /03:** To Consider and recommend to Centre of ODL and OL the various Induction Programmes being conducted for the Programmes as entitled by UGC

Resolution: Member secretary CIQA presented that at Start of every session orientation and induction is being conducted (Annexure III)

- 4 **Item no. CIQA/04 :** To Consider and recommend to Centre of ODL and OL regarding meetings related to grievances conducted for learners of ODL/OL

Resolution: Member secretary CIQA submitted the grievances are taken care and the grievances are solved (Annexure IV)

- 5 Item No. CIQA /05:** To Consider and recommend to Centre of ODL and OL the Faculty Development Programme being attended by the faculty

Resolution: Member secretary CIQA submitted that the university supports the faculty members for attending Faculty Development Programme being attended by the faculty (Annexure V)

- 6 Item No. CIQA /06:** To Consider and recommend to Centre of ODL and OL the Feedback being taken by stakeholders

Resolution: Member secretary CIQA presented that the Google sheet is circulated to all learners for feedback and action taken report is also prepared

Meeting ended with vote of thanks to the Chair.

The next meeting will be held in August proceedings March 2026
2026.


Member Secretary


Approved by
Vice Chancellor

U/S 2(f) and 12B of the UGC Act 1956, NAAC A+ Accredited



DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

Sub: Constitution of Faculty of Online Learning (OL) & Open and Distance Learning (ODL) for a period of 2 years from 01.01.2026 to 31.12.2028.

As prescribed in Chapter – I Statutes related to the constitution, powers and functions of the authorities and other bodies of the University, Faculty of Information Technology & Library Sciences is constituted for a period of two years from 01.01.2026 to 31.12.2028, as follows :-

Sr.	Name	Designation	Designation in BOS	E-mail ID	Mobile No.
1.	Dean of the Faculty				
1.1	Prof.(Dr.) G.S. Batra	Professor	Chairperson	prc.rdg@deshbhagatuniversity.in	9855024013
2.	Director of the School under Faculty				
2.1	Prof(Dr) H.K. Sidhu	Professor	Chairperson	directorad@deshbhagatuniversity.in	6239564488
3.	All Chairpersons/Heads of the Department in the Faculty				
3.1	Prof(Dr) Surjeet Patheja	Professor Cum Director Performing Arts and Media	Member	directormedia@deshbhagatuniversity.in	6284015022
3.2	Prof.(Dr.) Nidhi Gupta	Professor cum Director Management and Commerce	Member	umcs@deshbhagatuniversity.in	8360950569
3.3	Dr. Renu Sharma	Associate Professor cum In charge Social Sciences & Languages	Member	Asso_profssk@deshbhagatuniversity.in	8284009090
3.4	Dr. Aman Sharma	Associate Professor Cum Director Hotel Management	Member	directorhm@deshbhagatuniversity.in	8903794142
3.5	Dr Khushboo Bansal	Associate Professor Cum Deputy Director Engineering Technology and Computing	Member	Deputy_directoren@deshbhagatuniversity.in	7837556661
3.6	Dr. Gurinder Kaur Sandhu	Assistant Professor Cum Head Library Sciences	Member	librarian1@deshbhagatuniversity.in	7696339204
4.	All the Professors of the Faculty				
4.1	Prof(Dr) Surjeet Patheja	Professor Cum Director Performing Arts and Media	Member	directormedia@deshbhagatuniversity.in	6284015022
4.2	Prof.(Dr.) Nidhi Gupta	Professor cum Director Management and Commerce	Member	umcs@deshbhagatuniversity.in	8360950569
5.	All the Associate Professors of the Faculty				
5.1	Dr. Aman Sharma	Associate Professor	Member	directorhm@deshbhagatuniversity.in	8903794142
5.2	Dr Khushboo Bansal	Associate Professor	Member	Deputy_directoren@deshbhagatuniversity.in	7837556661

5.3	Dr. Renu Sharma	Associate Professor cum In charge Social Sciences & Languages	Member	Asso_profssk@deshbhagatuniversity.in	82840099 09
6.	Two Assistant Professors in the Faculty, by rotation				
6.1	Dr. Navbinder Kaur	Assistant Professor	Member	Nav_kaun@deshbhagatuniversity.in	98554294 28
6.2	Dr. Manpreet Kaur	Assistant Professor	Member	dr.manpreet@deshbhagatuniversity.in	95928131 75
7.	Two outside subject experts with relevant expertise or experience, to be nominated by the Vice-Chancellor				
7.1	Dr. Sandeep Kajar	Deputy Registrar and Former Director Distance Learning Programme, IK Gujral Punjab Technical University, Jalandhar	Member	skkazar@ptu.ac.in	94780580 20
7.2	Dr. Amita Kaishtha	Assistant Professor Centre for Distance and Online Education Punjabi University Patiala	Member	9amitakaishtha@gmail.com	97792715 19
8.	One member to be nominated by the Vice-Chancellor from amongst the teachers/Officers of the University.				
8.1					
9.	Deputy Registrar or any other official to be nominated by the Registrar				
9.1					

AGENDA

**For the meeting of the Board of Studies in
Centre of Open Distance Learning & Online
Learning**

To be held on

27 March , 2026 at 11AM

(Offline)

in 'Hind Di Chadar'

**at Vice Chancellor Secretariat Block of the
University**

Agenda for the meeting of Board of Studies in Centre of ODL & OL to be held on 27th March 2026 at 11 AM in Hind Di Chadar, Vice Chancellor Secretariat Block of the University

Chairman's welcome address

Adoption of Agenda for Discussion

Apologies, if any

1. **Item No.1 (BOS -01/2026):** To consider and recommend to Centre of ODL and OL / Academic Council to approve the Syllabi and schemes for various programmes as entitled by UGC for the Session 2026-2027 (**Annexure -I**).
2. **Item No.2 (BOS -01/2026):** To consider and recommend to Centre of ODL and OL / Academic Council to approve the Eligibility Criteria for various programmes as entitled by UGC for the Session 2026-2027 (**Annexure -II**).
3. **Item No. 3 (BOS -01/2026):** To consider and recommend to centre of ODL and OL / Academic Council to approve the percentage of the programme in which CBCS/ECS as be implemented for various programmes as entitled by UGC for the Session 2026-2027 (**Annexure -III**).
4. **Item No. 4 (BOS -01/2026):** To consider and recommend to centre of ODL and OL / Academic Council to approve the Assessment Criteria for various programmes as entitles by UGC for the Session 2026-2027 (**Annexure -IV**).
5. **Item No.5 (BOS -01/2026):** To consider and recommend to centre of ODL and OL / Academic Council to approve the Question paper patterns for various programmes as entitles by UGC for the Session 2026-2027 (**Annexure -V**).
6. **Item No.6 (BOS -01/2026):** To consider and recommend to centre of ODL and OL / Academic Council to approve the SLM/Live-Lectures/Recorded Lectures for various programmes as entitles by UGC for the Session 2026-2027 (**Annexure -VI**).
7. Any other item with the permission of the Chair.

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

Established under the Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

MINUTES of meeting attended via online mode with UGC on 25.3.2026 from 4.00 P.M to discuss various issues relating to admissions of Open Distance Learning and Online Learning.

Present:

1. Dr.HK Sidhu, Director (OL/ODL)

Meeting was chaired by UGC Secretary Dr Sallil Sachadeva and the technical team. About 211 different ODL/OL Institutes/Universities participated.

Sr.	Agenda	Discussion & decision
1.	DEB Portal	Dr Sallil Sachadeva sir highlighted the importance of DEB portal and appreciated the efforts of all. Sir asked about the queries related to admission uploading on portal. Several universities directors put forward the queries: 1 Issue related to Jail inmates 2 Issue related to International students 3 Some were facing issue related to login
2.	Suggestions	All queries were taken care and they have asked to upload all data not later than 30 March 2026 and they provided with email for any support.

Regards

Dr. H.K. SIDHU





Harendranath Bhattacharya
Unverified

Arpita Umranly
Unverified



Chat

Search

Message to everyone will be sent after the meeting

Higher Education & Research, Mumbai

100% Attendance Certificate & 100% Scholarship for the State Open University, Mysore, Karnataka

Online DDP, 100% Attendance & 100% Scholarship for the State Open University, Mysore, Karnataka

100% Attendance Certificate & 100% Scholarship for the State Open University, Mysore, Karnataka

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Write a message in WhatsApp (100% Attendance & 100% Scholarship for the State Open University, Mysore, Karnataka)

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DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under the Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

MINUTES of meeting attended via online mode with UGC on 12.2.2026 from 2.30 PM to 4.10 PM to discuss various issues relating to Open Distance Learning and Online Learning

Present:

Dr HK Sidhu, Director (OL/ODL)

Meeting was chaired by UGC Secretary Dr Manish Joshi. About 211 different ODL/OL Institutes/Universities participated

Sl.	Agenda	Discussion & decision
1.	DEB Portal	Dr Manish Joshi sir highlighted the importance of DEB portal and appreciated the efforts of all. Sir also guided that the modifications in regulations related to ODL/OL are in process. Thereafter he added that kindly share your suggestions and best practices that can be incorporated. In first session UGC officials randomly asked universities about their Facilities for interacting with learners, how study material is provided. In second session there was focus on best practices, how dual degree is being incorporated in institutions
2.	Suggestions and Challenges	Many Universities added about their issues like weightage of examination as 70: 30 need to be changed, to be followed as 50: 40 . Another query raised was that in DEB portal related to admission, three IDs are required, universities requested to opt for any one ID, Assignment marks need to be considered as separate weightage . One important point was that in ODL exams are with Pen and Paper mode and in UGC guidelines it is mentioned that exam can be online as well as Computer based . so it should be taken in to account ODL exams need .The above all were very clearly solved by UGC secretary and related to examination will be taken care

Conclusion: It was directed that quarterly meeting will be held. As per my understanding it is submitted that we need to focus in future on best practices like education to Jail Inmates and also elderly who has opted for some small scale business / Entrepreneurships

Regards

Dr H.K. SIDHU







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DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

MINUTES of meeting attended via online mode with UGC on 30.10.2025 at 4 PM onwards

Present:

1. Dr HK Sidhu, Director (OL/ODL)
2. Mr Tara Chand , Assistant General Manager
3. Mr Gurkirat Singh

Sr.	Agenda	Discussion & decision
1.	Presentation related to application process for Eligible and Entitled Institutions for ODL/OL	UGC official explained by giving a clear presentation regarding application process for Entitled and Eligible institutions for ODL/OL. He also explained what difference between Eligible is and Entitled, also put a light on programmes not permitted under ODL/OL. He also explained details related to application, PPR, E-Content and inspection. At last he responded to queries of HEL. Total 123 participants joined

Regards

Dr H.K SIDHU

Agli

U.S. 2(f) and 12B of the UGC Act 1956, NAAC A+ Accredited

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2012)

MINUTES of meeting attended via online mode with UGC DEB on 9.10.2025 at 11.00 am in
Mandi Chadar to discuss various issues relating to Open Distance Learning and Online
Education.

Dr H.K. Sidhu, Director (OL/ODL)
Mr Tara Chand, Assistant General Manager

Meeting was chaired by UGC Secretary Dr. Manish Joshi. About 211 different ODL
Institutes/Universities participated

Sr.	Agenda	Discussion & decision
1.	DEB Portal	Dr. Manish Joshi sir highlighted the importance of DEB portal - appreciated the efforts of all. Sir also guided that the modification regulations related to ODL/OL are in process. Thereafter he said that kindly share your suggestions and best practices that can be incorporated.
2.	Suggestions and Challenges	Many Universities added about their issues like DEB ID, approval of programmes, tools etc. The above all were very clearly solved by UGC secretary.
3.	UGC DEB office report	Last but not least the UGC DEB office shared that no institutes/universities are not responding to data asked. The issue was related to Programme details and CICA meeting.

Conclusion: It was directed that quarterly meeting will be held. As per my understanding, it is confirmed that we need to focus in future on best practices like education to jail inmates and also elderly who has opted for some small scale business/Entrepreneurships. We will also follow mentor-mentee concept and monthly meeting with learners.

Forwards
Dr H.K. SIDHU

Agli

**Report of Online Meeting with the Secretary Higher Education, UGC
Regarding ODL and OL programs**

An online interaction was held on February 12, 2026, with the Secretary (Higher Education), University Grants Commission, New Delhi, to discuss various issues concerning Open and Distance Learning (ODL) and Online Learning (OL) programmes offered by Higher Education Institutions (HEIs) across the country.

The meeting was chaired by the Secretary, UGC, and was attended by approximately 291 representatives from different HEIs. DBU was represented by the undersigned in the capacity of Dean, Centre for ODL and OL Programmes. The Director of the Centre also attended the meeting.

Key issues relating to the implementation of the National Education Policy (NEP) 2020 in ODL and OL programmes were discussed in detail.

During the interaction, a query was raised by myself regarding the introduction of certain short-term and skill-building Certificate and Diploma programmes at DBU. The Secretary, UGC, elaborated on the initiatives under the Skill Development Mission of the Government of India and emphasized the need for alignment with the relevant Sector Skill Councils.

It was clarified that short-term skill-based courses such as Digital Marketing, Artificial Intelligence, Machine Learning, etc., may be offered in ODL and OL modes by HEI. However, for Undergraduate and Master's degree programmes, approval from the UGC-DEB is mandatory.

The Secretary also explained the examination pattern applicable to ODL and OL programmes. It was stated that Multiple Choice Questions (MCQs) may be included in the final examinations in OL programs, as they facilitate easier evaluation and are also student-friendly.

This is submitted for kind information and record.

Dr. Gurdip Singh Batra
Pro Vice Chancellor RDC
Desh Bhagat University
Mandi Gobindgarh, Punjab

Dated: February 17, 2026

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

(Venue: online: Orientation of Online Students for Semester II)

Dated 30-07-2025

Online Orientation Cum induction was conducted with all students of Online Programme of session JAN 2025 on 30 July 2025 at 12.30 pm to 1.30 pm. Orientation was attended by:

1. Prof(Dr) H.K Sidhu: Director ODL/OL
2. Dr Navninder Kaur: Programme Coordinator: Languages
3. Dr Rajdeep Kaur: Programme Coordinator Social Sciences and Languages
4. Dr Rahul Thor: Programme Coordinator Computer Science and Applications
5. Dr Tanveet Kaur: Programme Coordinator Management and Commerce
6. Ms Gurjit Kaur: Programme Coordinator Management and Commerce
7. Ms Damanpreet Kaur: Deputy Director ODL/OL
8. Mr Gurkirat Singh: Manager ODL and OL
9. Students of Online programs

Following was discussed:

1. Director ODL/OL on behalf of management, Vice Chancellor Sir and all faculty members formally welcomed all faculty members and students. She asked students to share any query related to academics, result and further progress
2. One of the student named Harman asked regarding the marks as it is shown in Grading, so he was made aware about the same
3. Students also had query related to deposit of fee, which was clarified by Ms Damanpreet Kaur that today all students will get details regarding schedule of fee deposit for semester II.
4. Director ODL/OL requested all students to attend the live sessions as well as queries sessions according to the time table which is already being shared by Mr Gurkirat singh as well as Programme coordinators.
5. Students were also made aware regarding academic calendar(shared with all) .They were guided that all assignments need to be submitted as per academic calendar
6. At last Prof(Dr)H.K Sidhu thanked all

Welcome to DBU OL -Your Orientation Awaits!

Inbox



Support CDOE

Thu, Mar 19, 5:20 PM (3 days ago)

to bcc: me

Dear Learners,



JAI HIND!



We are thrilled to welcome you to the **DBU Online family!**

Your journey towards academic excellence begins here, and we can't wait to see you thrive.

In Your Orientation Session, You Will:



Explore our Learning Management System (LMS)



Understand academic processes & guidelines



Meet your faculty and fellow learners



Learn tips for online learning success

July

17

Date: 20.03.2026



Time: 04:00 PM – 5:00 PM



Join Link:

<https://teams.microsoft.com/meet/45386183354622?p=8h19upHtAeHHxrh5Qx>



Once again, welcome on board!

We are excited to be part of your academic journey. Let's make this an **enriching and unforgettable experience together.**



**Best Regards,
Desh Bhagat University**



DBU OL Support Team



Email: support.cdoe@deshbhagatuniversity.in



Contact No: 9056044437 (9:00 AM – 5:00 PM)

**Report on– Student Orientation Cum Induction Programme : Online and Open
Distance Learning Programme JAN 2026 BATCH**

Date: Friday , March 20, 2026
Time: 4:00 PM onwards

The Student Induction Programme for Online and Open Distance Learning (ODL) was successfully conducted to familiarize newly enrolled students with the academic structure, learning methodologies, and institutional support systems.

The programme commenced with a warm welcome address by the Director, Prof. (Dr.) H.K. Sidhu, who greeted the participants and emphasized the significance of the induction programme in ensuring a smooth academic transition for learners in the online and distance learning mode.

This was followed by an insightful address by the Hon'ble Vice Chancellor, Prof. (Dr.) Harsh Sadawarti. He highlighted the growing importance of Online Learning (OL) and

Open Distance Learning (ODL) in the present educational landscape. He elaborated on how these modes provide flexibility, accessibility, and opportunities for lifelong learning. The Vice Chancellor also shared the notable achievements and milestones of the University, inspiring students to actively engage in their academic journey and make the most of available resources.

Subsequently, a detailed presentation was delivered by the Director, Prof. (Dr.) H.K. Sidhu.

The presentation focused on key academic and operational aspects including:

- Structure of the academic timetable
- Use and navigation of the Learning Management System (LMS)
- Schedule of online classes and learning sessions
- Examination and evaluation processes
- Functioning of the Student Query Support Center for resolving academic and technical issues

The session provided students with a comprehensive understanding of the learning framework and equipped them with the necessary information to effectively participate in the ODL and Online programme.

Thereafter Mr Gurkirat Singh, manager operations focused upon the LMS login and other details.

The programme concluded with an interactive session, where students' queries were

addressed, ensuring clarity and confidence among participants.

It concluded by Vote of thanks by Prof(Dr) H.K Sidhu



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DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

MINUTES of meeting held on 9.09.2025 at 11.30 am in HIND DI CHADAR to discuss various issues relating to Open Distance Learning and Online Learning

Present:

1. Prof(Dr) Harsh Sadawarti: Vice Chancellor
2. Dr HK Sidhu, Director (OL/ODL)
3. Prof(Dr) Parvin Kumar, Controller Of Examinations
4. Mr Tara Chand, Assistant General Manager
5. Mr Gurkirat Singh, Manager Operations
6. Mr Varun Pandey, Sonnet Incharge
7. Mr Prince, ERP coordinator
8. Mr Inderjeet Khurana, OSD to Vice Chancellor Sir
9. Mr Balakram, Website Developer
10. Ms Jaspreet Kaur, Admin ODL/OL

11. Worthy Vice Chancellor Sir appreciated the efforts of all involved in ODL/OL, he also added that ODL/OL team members Mr Tara Chand, Assistant General Manager Mr Gurkirat Singh, Manager Operations will be now functioning from Campus and thereafter various agenda were discussed:

Sr.	Agenda	Discussion & decision
1.	Status Report of Admission	Dr. Harvinder Kaur Sidhu, Director OL/ODL submitted that as per portal of UGC DEB total admissions till 9/9/2025 11 am as 211. Mr Tarachand added that apart from it 199 admissions have being done Worthy Vice Chancellor Sir has directed that last date for all data completion of admissions done will be 30 September 2025 It was also submitted that in programmes like 1 MCA 2 MA Punjabi 3 MA Hindi The admissions as per data are very less so will not be continued, last data for the said programmes is 30 September 2025 and if admissions are less than 5, the students to be counselled for other programmes
2.	SOP related to academics, Operations and Examination	Vice Chancellor Sir has directed that in order to have better and smooth functioning, SOP will be prepared and last date for the same is 20 September 2025 It was decided to constitute following committee for preparation of SOP: 1. Prof(Dr) H.K Sidhu: SOP of Academics 2. Mr Tarachand: SOP of Admission 3. Mr Gurkirat Singh: SOP of Operations 4. Dr Pravin Kumar, COE SOP OF Examination

		5. Mr Varun Pandey, SOP of all Support Operations
3.	Additional faculty for OL/ODL	It was decided that the OL classes will be held on Saturday and Sunday and as two batches are running simultaneously so there is requirement of Faculty in BA ,BBA and BCOM. Dr Navdeep Kaur, has being asked to do the needful before the weekend
4.	Examination Issues	Worthy Vice Chancellor sir has suggested that in coming semester there should be no gap in examination also, the admit form, Date Sheet, examination form and examination of OL will be strictly online whereas for ODL it will be as per norms The ERP team will do all preparations before hand It was also decided that DMC of Jan 2025 batch will be released by 15 September 2025
5.	ERP Platform	Vice Chancellor Sir has asked the Sonnet team to provide excel sheet for student details to Director ODL/OL which she will submit in 2 slots 1 By 30 September 2025 2 When all admissions will close The admin , Ms Jaspreet Kaur will be guided by ERP Faculty about how to make registration return Vice Chancellor Sir has also directed Sonnet team to provide Single Point of Contact for task related to ODL/OL
6.	e-Content AND Books	Vice Chancellor Sir has also put forward that quotations of three vendors need to be finalised by Mr Gurkirat Singh and to be submitted to Vice Chancellor Office not later than 11 September 2025 , Focus to be on conversion to regional languages also
7.	Eligibility Issue	As per query related to rejection of admission of two Learners in MCOM, Prof(Dr) H.K Sidhu submitted the eligibility that : B.Com/BBA/Bcom Hons with 45% Marks Or A graduate with Hons in Economics/ Mathematics /Statistics /Commerce/Computer Sciences/Computer Applications with 45% marks Or A candidate who has passed BVOC in Banking/Insurance/Retailing Eligibility will be revised with approval and learners will be permitted
8.	Reporting of Deputy Director ODL/OL	Vice Chancellor Sir also directed that MS Damanpreet Kaur, Deputy Director ODL/OL will be working from university w.e.f 1/10/2025

The meeting ended with a vote of thanks to the Chair.

Compliance Report of Faculty Development Program (FDP) On "Design and Development of E-Content for Online Learning and MOOCs."

Name of Participant: Gurjit Kaur

Designation/Department: Assistant Professor /Department of Business
Management and Commerce

Institution: Desh Bhagat University, Mandi Gobindgarh Punjab

Title of FDP: Design and Development of E-Content for Online Learning and
MOOCs

Duration: 6 Days(18 Feb 2026 to 25 Feb 2026)

Mode of Conduct: Online

Introduction

I successfully participated in a **six-day Faculty Development Program (FDP)** titled "**Design and Development of E-Content for Online Learning and MOOCs.**" The program was conducted in **online mode** and consisted of **24 well-structured sessions** delivered by experienced resource persons.

The FDP aimed to enhance the digital teaching competencies of educators by providing practical training in the **creation of effective e-content** and the use of **modern educational technologies** for online learning environments and MOOCs.

Learning Objectives

The major objectives of the FDP were:

- To develop skills for **designing and developing digital learning materials**.
- To introduce faculty members to **AI-based tools for e-content creation**.
- To enhance the use of **online platforms for teaching, communication, and assessment**.
- To improve the overall **quality of online teaching and learning experiences**.

Key Topics and Skills Acquired

During the FDP, participants received practical exposure to various **digital tools and techniques** used in online education. The major learning outcomes include:

- **E-Content Development using AI Tools:** Training on tools such as **Renderforest** and **Napkin AI** for designing engaging educational content.
- **QR Code Generation:** Learning how to create QR codes for easy sharing of learning resources and digital materials with students.
- **Video Content Development:** Hands-on training in creating instructional videos using **ScreenPal**, which can be used for lectures and demonstrations.
- **Audio Content Creation:** Learning how to record and edit audio lectures and podcasts using **Audacity** and **Audio.com**.
- **Effective Use of Google Classroom:** Understanding how to manage classes, share resources, assign tasks, and communicate effectively with students in an online environment.
- **Google Forms for Feedback and Assessment:** Training on creating online forms to collect **student feedback, quizzes, and surveys** efficiently.

These sessions were interactive and provided **practical insights into modern digital teaching practices.**

Evaluation:

Component	Marks	Remarks
Assignment	20	Completed and submitted
Presentation	20	Delivered effectively
MCQ Test	60	Scored full marks
Total	100	Achieved A+ Grade

1. Assignments and Submissions:

- Completed the assignment given by the program coordinators using the specified tools.
- Submitted the assignment on **Google Classroom** within the stipulated time.

2. Presentation:

- Prepared and delivered a presentation demonstrating how I used the tools to create content.
- Explained the process and outcomes effectively to the program coordinators and participants.

3. Assessment/Test:

- Appeared for the FDP test consisting of **60 marks**, multiple-choice questions (MCQs).
- Successfully completed all required tasks and evaluations.

I confirm that I have successfully completed all the FDP requirements, including assignments, presentations, and tests, and have adhered to all instructions provided by the program coordinators.

Conclusion

The Faculty Development Program was highly informative and enriching. It significantly improved my understanding of **digital content creation, AI-based tools, and online teaching platforms**. The knowledge gained from this FDP will help in **designing engaging e-learning materials and improving the effectiveness of online teaching and MOOCs**.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Staff Training and Research Institute of Distance Education
Maidan Garhi, New Delhi -110068; <http://www.ignou.ac.in>

IG/STRIDE/MT/2026/FDPR-00329

Date : February 27, 2026

Payment Receipt

Received with thanks Rs. 8000/- (Rupees eight thousand only) vide Transaction ID. 603616762735 dated 05 February 2026 from **GURJIT KAUR, DESH BHAGAT UNIVERSITY, PUNJAB** towards Registration Fee for enrollment in the Six Days Faculty Development Programme on "Design & Development of e-Content for Online Learning and MOOCs" (Online Mode) held from 18th to 25th February 2026 organised by STRIDE, IGNOU, New Delhi.


Director, STRIDE, IGNOU

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Staff Training and Research Institute of Distance Education

Maidan Garhi, New Delhi - 110068; <http://www.ignou.ac.in>

IG/STRIDE/MT/2026/FDP-08362

Date: February 27, 2026

CERTIFICATE

This is to certify that **GURJIT KAUR** of **DESH BHAGAT UNIVERSITY, PUNJAB** completed a 6-day Faculty Development Programme on "*Design & Development of e-Content for Online Learning and MOOCs*" held from 18th to 25th February 2026 and obtained Grade 'A+'



Dr. Manoj Turkey
Programme Coordinator



Dr. Ran Chandra
Programme Coordinator



Prof. Anita Periyadarshini
Director, STRIDE

Grading System*

Grade	Percent Value
A+	85% and above
A	70% to 84%
B	60% to 69%
C	50% to 59%

Participants scoring less than 50% marks will not be given a certificate

* In accordance with UGC D. O. No. F. 5-1/2024 (MMTTP Guidelines) dated 22nd February, 2024

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

CIQA meeting, Dated 27/3/2026
Attendance Sheet

Sr. No.	Name of the Faculty	Department	Signature
1	Prof. (Dr.) Harsh Sadawarti		Online
2	Dr. Parveen Rathi	Administration	Online
3	Dr. Kulbhushan	Ayurveda	Kulbhushan 27/3/26
4	Prof. (Dr.) G.S. Batra	Management & Commerce/Research Cell/ ODL & OL	G.S. Batra 27/3/26
5	Dr. Surjeet Kaur Patheja	Media and Mass Communication	Surjeet Kaur Patheja 27/3/26
6	Dr. Renu Sharma	Social Sciences and Languages	Renu Sharma 27/3/26
7	Dr. Aman Sharma	Hotel Management and Tourism	Aman Sharma 27/3/26
8	Dr. Rahul Thor	Computer Science and Application	Rahul Thor 27/3/26
9	Dr. Sandeep Kumar Kajal	Administration & Distance Learning	Sandeep Kumar Kajal 27/3/26
10	Dr. Amita Kishtha	Education	Amita Kishtha 27/3/26
11	Mr. Sachin Jain (Chartered Accountant)	Accounts	Not available
12	(Dr.) H.K. Sidhu	OL & ODL	H.K. Sidhu 27/3/26

[Handwritten Signature]
27/3/26

Date - 26/8/26

DBU/ODL/OL/2026/89

ODL Programme Delivery – Learning Material

Login: <http://erp.dbuodl.in/>

Technical Framework:-

Frontend: Next.js React, TypeScript, Tailwind CSS, Zustand

Backend: .NET, REST API

Authentication: JWT-based authentication

Database: Microsoft SQL Server

Student ERP: Students are provided with access to the Student ERP portal through individual login credentials. The portal enables students to access programme-related information and various academic services.

ERP Facilities: The Student ERP portal provides students with access to essential facilities and information, including:

- Notices and important announcements
- Course registration forms
- Examination results
- Student ID cards
- Complaint box

Learning Material: Programme-wise learning materials are shared with ODL students through their registered email IDs.

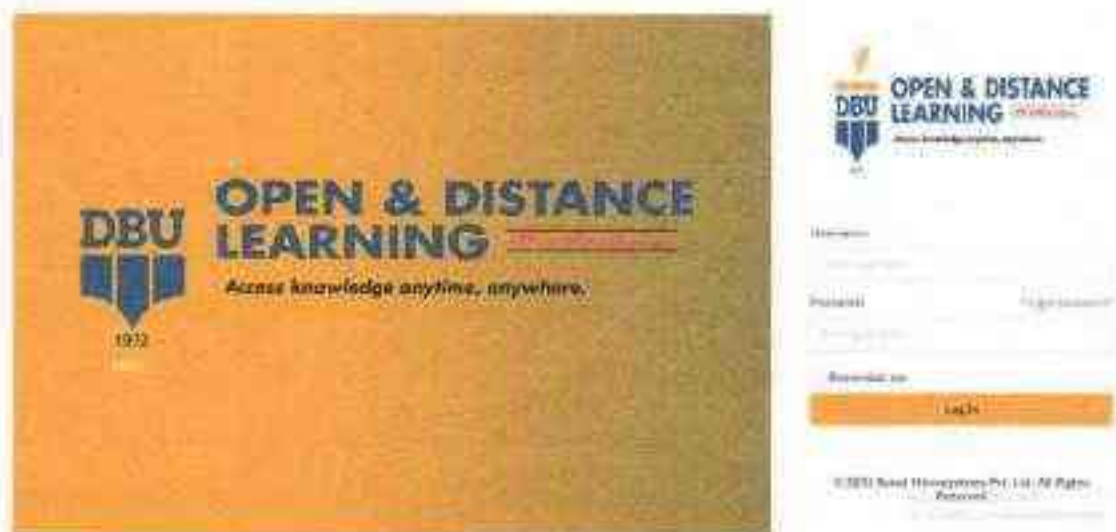
Assignments: Assignments are shared with students as per the Academic Calendar. The assignment details clearly specify the commencement date and the last date for submission, enabling students to complete and submit their assignments within the prescribed timeline.

PCP Classes: Personal Contact Programme (PCP) classes are conducted in accordance with the schedule provided in the Academic Calendar. Students are informed about the schedule and other relevant details in advance.

Supporting Evidence: Screenshots of the Student ERP login page and dashboard are attached as supporting evidence to demonstrate the information, facilities and services available to students through the ERP system.

Student Support – Email and Phone: Students can contact the institution through email or telephone for academic and administrative queries, assistance and clarification.

ODL ERP Screenshots: ODL students can access the ERP for the notice, course registration form, examination results, ID card and complaint box.



Prince Raj
ERP (Sonet)
Prince Raj

Ravindra Singh
Mr. Ravindra Singh
Operation Manager
ODL/OL

H.K. Sidhu
Dr. H.K. Sidhu
Director
ODL/OL

Examination Manual

2025 and Onwards

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



Office of the Controller of the Examinations


**CONTROLLER OF EXAMINATIONS
DESH BHAGAT UNIVERSITY
BRANCH GODDARGAH PULJANG, MOGA**

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STANDARD OPERATING PROCEDURE (SOP)

FOR CONDUCT OF ONLINE (OL) AND OPEN & DISTANCE LEARNING (ODL) EXAMINATIONS

Department: Examination Department

Branch: Examination Branch / Centre for Distance and Online Education (CDOE)

University: Desh Bhagat University, Mandi Gobindgarh, Punjab

Applicable To: Online (OL) and Open & Distance Learning (ODL) Programmes

1. UNIVERSITY PROFILE AND REGULATORY FRAMEWORK

Desh Bhagat University shall conduct examinations for students enrolled in its Online (OL) and Open & Distance Learning (ODL) programmes in accordance with the University's Act, Statutes, Ordinances, Regulations, examination rules and other applicable academic policies.

The examination process shall also follow the latest applicable instructions, regulations and notifications issued by the University Grants Commission (UGC), UGC-Distance Education Bureau (UGC-DEB) and the concerned statutory or professional regulatory bodies, wherever applicable.

The University shall regularly review the examination process to ensure that it remains in line with the latest regulatory requirements. In case of any change in the applicable regulations, the revised statutory or regulatory provisions shall prevail over this SOP.

The University's official records shall be maintained with respect to its applicable recognition, entitlement, accreditation and statutory status, including NAAC accreditation, UGC recognition/entitlement and Section 12(B) status, as applicable to the relevant academic session.

This SOP is intended to provide a common working procedure for all persons involved in the conduct and administration of OL and ODL examinations.

2. PURPOSE OF THE SOP

The main purpose of this SOP is to ensure that examinations of Online and Open & Distance Learning programmes are conducted in a systematic, transparent, secure and fair manner.

The SOP provides a common procedure for all stages of the examination process, beginning with examination planning and ending with result declaration and preservation of examination records.

The examination process broadly covers:

Examination Planning → Examination Form → Eligibility Verification → Date Sheet → Admit Card → Centre Allocation → Question Paper Preparation → Examination Conduct → Answer Book Management → Evaluation → Result Processing → Result Declaration → DMC/Grade Card/Degree/Transcript Processing → Record Preservation

The SOP is intended to ensure that the responsibilities of the Examination Branch, CDOE, examination centres, Centre Superintendents, invigilators, examiners, evaluators and other concerned officials are clearly defined.

3. SCOPE

This SOP shall apply to all examination-related activities connected with the University's Online and Open & Distance Learning programmes, including:

1. End-Semester/Term-End examinations.
2. Theory examinations.
3. Practical examinations, wherever applicable.
4. Project, dissertation and viva-voce examinations, wherever applicable.
5. Examination centres approved/designated by the University.
6. Examination Branch.
7. CDOE/ODL Directorate.
8. Learner Support Centres, wherever applicable.
9. Centre Superintendents.
10. Observers and Flying Squads.
11. Invigilators.
12. Paper Setters and Moderators.
13. Examiners and Scrutinizers.
14. Result-processing staff.
15. EMS/ERP and technical support staff.

16. Any other person specifically authorized to perform examination-related duties.

4. BASIC PRINCIPLES OF EXAMINATION ADMINISTRATION

The University shall make every effort to ensure that examinations are conducted in a manner that is:

- fair and transparent;
- properly planned and supervised;
- secure and confidential;
- student-friendly and accessible;
- free from unfair practices;
- properly documented;
- accurately evaluated;
- supported by appropriate technology; and
- capable of being audited and reviewed whenever required.

Particular attention shall be given to student eligibility, identity verification, confidentiality of question papers, examination material security, proper evaluation, accurate result processing and timely disposal of examination-related grievances.

5. RESPONSIBILITY OF THE EXAMINATION BRANCH

The Examination Branch shall be responsible for the overall coordination and administration of examinations.

Its major responsibilities shall include:

1. Issuing examination notifications.
2. Opening and processing examination forms.
3. Verifying student eligibility.
4. Preparing final eligible student lists.
5. Preparing examination schedules/date sheets.
6. Generating and issuing admit cards.
7. Allocating students to examination centres.
8. Appointing examination staff.
9. Making arrangements for question papers and other confidential material.
10. Coordinating the conduct of examinations.

11. Receiving and maintaining answer books.
12. Making arrangements for evaluation.
13. Processing award lists and examination marks.
14. Processing and verifying results.
15. Placing results before the competent authority for approval.
16. Declaring results after due approval.
17. Handling rechecking/re-evaluation cases, wherever applicable.
18. Maintaining examination-related grievances and their disposal.
19. Processing DMCs/Grade Cards and coordinating Degree/Transcript-related records.
20. Maintaining examination statistics and records.
21. Ensuring proper preservation of examination documents.

The Examination Branch shall maintain proper communication with CDOE, EMS/ERP support staff, Finance Branch, Registration Branch and other concerned offices wherever their involvement is required.

6. RESPONSIBILITY OF CDOE / ODL DIRECTORATE

The CDOE/ODL Directorate shall provide the Examination Branch with the academic and programme-related information required for conducting examinations.

This shall include, wherever applicable:

1. Programme and course details.
2. Approved course structure.
3. Student academic records.
4. Assignment/continuous assessment records.
5. Practical/PCP records.
6. Student eligibility information.
7. Academic calendar.
8. Learner Support Centre details.
9. Programme-specific examination requirements.
10. Any instructions issued by the competent regulatory authority relating to ODL programmes.

The CDOE and Examination Branch shall maintain a proper written communication record for important examination-related matters.

7. EXAMINATION PLANNING

Before every examination session, the Examination Branch shall prepare an examination plan in consultation with CDOE and other concerned branches.

The plan shall normally include:

- programme and semester-wise student strength;
- number of subjects/papers;
- proposed examination dates;
- examination centres;
- question paper requirements;
- answer book requirements;
- examination staff requirements;
- evaluation arrangements;
- result-processing schedule;
- DMC/Grade Card preparation;
- rechecking/re-evaluation schedule, wherever applicable;
- examination expenditure and remuneration; and
- record-preservation requirements.

The examination plan shall be placed before the competent authority for approval wherever required.

8. EXAMINATION NOTIFICATION

The Examination Branch shall issue the examination notification sufficiently in advance so that students and concerned offices have adequate time to complete the required formalities.

The notification shall normally mention:

1. Programme and semester/year.
2. Examination session.
3. Date for opening of examination forms.
4. Last date for submission of examination forms.
5. Examination fee.
6. Late fee, if applicable.
7. Proposed commencement of examinations.
8. Examination mode.
9. Important instructions.
10. Contact details of the concerned University office.

The notification shall be circulated through the University's approved communication channels.

9. EXAMINATION FORM

Students shall submit their examination forms through the prescribed University system, including EMS/ERP or any other system approved by the University.

The Examination Branch shall check the following information before finalizing the examination list:

- student name;
- registration/enrollment number;
- programme;
- semester/year;
- subject/course codes;
- examination fee;
- previous examination record;
- academic eligibility;
- assignment/continuous assessment requirements;
- practical/project requirements; and
- any hold, detention or other restriction applicable to the student.

Any discrepancy noticed during scrutiny shall be referred to the concerned branch for correction before the final examination list is prepared.

10. ELIGIBILITY VERIFICATION

Eligibility shall be verified before the student is included in the final examination list and issued an admit card.

The verification shall normally cover:

Admission/Registration → Programme → Semester → Courses → Examination Fee → Academic Eligibility → Continuous Assessment → Practical/Project Requirements → Previous Result → Other Applicable Requirements

A student shall not ordinarily be permitted to appear in an examination merely on the basis of an informal request. Any exception shall require proper verification and approval by the competent authority.

Where applicable, the University shall also verify compliance with the relevant UGC-DEB admission/enrolment requirements.

11. FINAL ELIGIBLE STUDENT LIST

After completion of eligibility verification, the Examination Branch shall prepare the Final Eligible Student List.

The list shall be checked and approved by the authorized officer before roll numbers, admit cards, centre allocation and attendance sheets are finalized.

The list may contain the following details:

Sr. No.	Student Name	Registration No.	Roll No.	Program me	Semester	Course Code	Eligibility	Remarks
---------	--------------	------------------	----------	------------	----------	-------------	-------------	---------

Any correction made after finalization of the list shall be properly recorded and authorized.

12. ROLL NUMBER AND EXAMINATION IDENTIFICATION

A consistent identification system shall be followed throughout the examination process.

The identification chain shall normally be:

Student ID → Registration No. → Roll No. → Programme → Semester → Course Code

The same information shall be reflected, wherever applicable, in:

- admit card;
- attendance sheet;
- seating plan;
- answer book;
- award list;
- result processing;
- DMC/Grade Card; and
- examination records.

This shall help prevent errors in identification and result processing.

13. ADMIT CARD

The admit card shall be generated only after the student has been included in the final eligible list.

The admit card shall contain, wherever applicable:

1. University name/logo.
2. Student photograph.
3. Student name.
4. Parent's name.
5. Registration number.
6. Roll number.
7. Programme.
8. Semester/year.
9. Examination session.
10. Examination centre and address.
11. Subject-wise examination date and time.
12. Important examination instructions.

Students shall be advised to check the details on their admit cards before appearing in the examination and immediately report any discrepancy to the Examination Branch.

14. ADMIT CARD CORRECTION

If any mistake is noticed in the student's name, photograph, roll number, subject, centre, date or time, the correction shall be made only through the authorized procedure.

All corrections made after issue of the admit card shall be properly recorded so that the change can be traced whenever required.

15. ODL EXAMINATION CENTRES

ODL examinations shall be conducted only at examination centres established, designated or approved by the University in accordance with the applicable UGC-DEB regulations and University rules.

The University shall consider the following while establishing or designating an examination centre:

- number of students;
- geographical location;
- accessibility;
- seating capacity;
- availability of suitable rooms;
- electricity and basic facilities;
- security arrangements;
- availability of examination staff;
- technical facilities, where required;
- facilities for students with disabilities; and
- other applicable regulatory requirements.

The University shall maintain an inspection/verification report for each examination centre.

16. EXAMINATION CENTRE APPROVAL

Before an examination centre is used, its suitability shall be verified by the University.

The centre should, wherever applicable, have:

1. Adequate examination rooms.
2. Sufficient seating.
3. Proper lighting and ventilation.
4. Reliable electricity supply.
5. Drinking water.
6. Toilets.
7. Suitable furniture.
8. Security arrangements.
9. Safe storage for examination material.
10. Emergency and safety arrangements.
11. Accessibility facilities.
12. CCTV/monitoring facilities where required.
13. Adequate examination staff.

The inspection report shall be placed on record for future reference.

17. CENTRE LOCATION AND CONTROL

The establishment and use of ODL examination centres shall be governed by the applicable UGC-DEB regulations and University rules.

No private, unauthorized or unapproved organization shall be treated as an examination centre unless its use is specifically permitted under the applicable regulations and formally approved/designated by the University.

Learner Support Centres may be used for examination purposes only when they meet the applicable requirements and have been duly approved/designated by the University.

The University shall retain overall supervision and control over the conduct of examinations.

18. CENTRE CODE

Every approved/designated examination centre shall be allotted a unique centre code.

The centre code shall be used in examination-related records, including:

- centre allocation;
- question-paper packets;
- attendance sheets;
- answer-book packets;
- centre reports;
- observer reports; and
- examination correspondence.

19. CENTRE ALLOCATION

Centre allocation shall be carried out after finalization of the eligible student list.

While allocating students, the Examination Branch shall consider:

- student location;
- programme;
- semester;
- course;
- examination date;
- available centre capacity;
- special requirements; and
- applicable University/regulatory requirements.

The final centre allocation list shall be checked and approved by the competent authority or authorized officer.

20. CENTRE SUPERINTENDENT

A Centre Superintendent shall be appointed through an official University order for each examination centre.

The appointment order shall mention, wherever applicable:

- name of the Centre Superintendent;
- designation;
- examination centre;
- centre code;
- examination session;
- duties and responsibilities;
- reporting authority; and
- confidentiality requirements.

The Centre Superintendent shall remain responsible for the proper conduct of examinations at the allotted centre.

21. DUTIES OF CENTRE SUPERINTENDENT

The Centre Superintendent shall be responsible for the day-to-day conduct of the examination at the centre.

The main duties shall include:

1. Receiving examination material.
2. Checking sealed packets at the time of receipt.
3. Keeping confidential material in safe custody.
4. Preparing the seating arrangement.
5. Deploying invigilators.
6. Verifying candidates.
7. Ensuring that question papers are opened at the prescribed time.
8. Maintaining discipline in the examination hall.
9. Ensuring proper attendance.
10. Reporting unfair means cases.
11. Maintaining answer-book accounts.
12. Collecting and packing answer books.
13. Dispatching answer books and other required documents.
14. Submitting the centre report.

15. Immediately reporting any major incident to the Examination Branch.

22. INVIGILATORS

Invigilators shall be appointed according to the number of candidates and University norms.

Before the examination begins, the Centre Superintendent shall brief all invigilators regarding their duties and the instructions applicable to the examination.

Invigilators shall:

- verify student identity and admit cards;
- ensure proper seating;
- distribute examination material;
- maintain discipline;
- prevent unfair means;
- record attendance;
- supervise the examination;
- collect answer books; and
- report any irregularity immediately to the Centre Superintendent.

23. OBSERVER

The University may appoint an Observer for examination centres where additional supervision is considered necessary, particularly for high-strength, sensitive or important examinations.

The Observer may monitor:

- opening and availability of question papers;
- candidate identity verification;
- seating arrangements;
- invigilation;
- examination discipline;
- unfair means cases;
- collection of answer books;
- packing and dispatch; and
- compliance with University instructions.

The Observer shall submit a signed report to the Examination Branch after the visit.

24. FLYING SQUAD

The University may constitute Flying Squads for surprise inspections of examination centres.

The Flying Squad may check:

- identity verification;
- seating arrangements;
- invigilation;
- question-paper security;
- unfair means;
- use of prohibited electronic devices;
- CCTV/monitoring arrangements, where applicable; and
- answer-book management.

A confidential inspection report shall be submitted to the Examination Branch.

25. QUESTION BANK

Where applicable, the University shall maintain a confidential question bank for OL/ODL programmes.

The question bank shall be prepared with reference to the approved syllabus and examination scheme.

The questions should provide appropriate coverage of the syllabus and, where applicable, a suitable balance of difficulty levels and question types.

Access to the question bank shall be restricted to authorized persons only.

The question bank shall be reviewed and updated periodically as required.

26. QUESTION PAPER SETTING

Question setters shall be appointed by the competent authority.

The paper setter shall:

1. Follow the approved syllabus.

2. Follow the approved examination scheme.
3. Ensure adequate syllabus coverage.
4. Maintain an appropriate level of difficulty.
5. Follow the prescribed marks distribution.
6. Ensure clear and unambiguous questions.
7. Avoid unnecessary repetition.
8. Ensure that the paper can reasonably be completed within the prescribed time.
9. Maintain strict confidentiality.

27. QUESTION PAPER MODERATION

Question papers shall be moderated in accordance with the University's examination policy.

The Moderator/Moderation Committee shall check:

- syllabus coverage;
- marks distribution;
- difficulty level;
- language and clarity;
- technical correctness;
- question numbering;
- internal choices;
- repetition;
- suitability of the paper for the prescribed duration; and
- overall examination format.

Necessary corrections shall be made before the question paper is finalized.

28. QUESTION PAPER CONFIDENTIALITY

Question papers and question banks shall be treated as confidential examination material.

They shall be handled only by authorized persons and through approved systems and procedures.

Question papers shall not be:

- shared with unauthorized persons;
- sent through personal email;

- circulated through unauthorized messaging applications;
- stored on unauthorized devices;
- printed through unauthorized arrangements; or
- disclosed to students or any other unauthorized person.

Any suspected leakage, loss or compromise shall immediately be reported to the Controller of Examinations and competent authority.

29. QUESTION PAPER PRINTING, PACKING AND DISPATCH

Question papers shall be printed and handled under controlled conditions.

Before dispatch, the Examination Branch shall ensure that:

1. The required number of copies has been printed.
2. Question papers have been checked.
3. Papers have been packed centre-wise and paper-wise.
4. Packets have been properly sealed.
5. Confidential material is kept in secure custody.
6. Dispatch is made only through the approved process.
7. A proper record of issue and receipt is maintained.

The Examination Branch shall maintain a confidential material register.

30. OPENING OF QUESTION-PAPER PACKET

Question-paper packets shall be opened only at the prescribed time and by authorized examination staff.

If a packet appears to be damaged, opened or tampered with, the Centre Superintendent shall not proceed without recording the condition of the packet and informing the Examination Branch/competent authority immediately.

Further action shall be taken as per the instructions received from the University.

31. EXAMINATION HALL ENTRY

Candidates shall be allowed to enter the examination hall after verification of their:

- admit card;
- approved identity document/University ID;
- roll number;
- subject/course details; and
- photograph or other prescribed identity verification.

Cases of impersonation shall be dealt with under the University's applicable Unfair Means/UMC rules.

32. EXAMINATION HALL RULES

Candidates shall:

- report to the examination centre within the prescribed time;
- occupy the seat allotted to them;
- maintain silence and discipline;
- use only permitted stationery;
- follow instructions issued by the Centre Superintendent and invigilators.

Unless specifically permitted, candidates shall not carry mobile phones, smart watches, Bluetooth devices, communication devices, written material or other unauthorized electronic or written material into the examination hall.

33. SEATING PLAN

The seating plan shall be prepared before commencement of the examination.

The University may adopt roll-number-wise or other suitable seating arrangements depending upon the nature of the examination.

Where required, the seating plan may be displayed outside the examination hall.

A copy of the final seating plan shall be retained at the centre for record.

34. ATTENDANCE

Attendance shall be recorded for every examination paper.



Candidates shall sign or otherwise authenticate their attendance against the correct roll number.

Where biometric or other identity-authentication arrangements are prescribed by the University or applicable regulations, the same shall be followed.

Any discrepancy in attendance shall be immediately brought to the notice of the Centre Superintendent.

35. LATE ENTRY

The University shall prescribe the permissible period for late entry.

A candidate arriving after the prescribed time shall not ordinarily be permitted to enter the examination hall without proper authorization.

Where late entry is permitted, the reason shall be recorded.

36. EARLY LEAVING

Candidates shall not normally be permitted to leave the examination hall during the initial period prescribed by the University.

Before leaving the examination hall, the candidate shall submit the answer book and any other examination material required to be returned.

The invigilator shall ensure that the answer book has been properly collected before allowing the candidate to leave.

37. ADDITIONAL ANSWER BOOKS

Where additional answer books are issued, the serial number/identification of each additional book shall be recorded and linked with the candidate's main answer book.

The invigilator shall maintain a record of the number of additional answer books issued to each candidate.

All answer books issued to the candidate shall be collected before the candidate leaves the examination hall.



38. ANSWER BOOK ACCOUNTING

The Centre Superintendent shall maintain proper accounting of answer books.

The reconciliation shall normally follow:

Answer Books Received = Answer Books Used + Unused Answer Books + Damaged/Cancelled Answer Books

Any shortage, excess or other discrepancy shall be reported immediately to the Examination Branch.

39. COLLECTION AND PACKING OF ANSWER BOOKS

After completion of the examination:

1. Answer books shall be collected from all candidates.
2. The number of answer books shall be counted.
3. Attendance shall be reconciled with the number of answer books received.
4. Used and unused answer books shall be separately accounted for.
5. Answer books shall be packed and sealed as prescribed.
6. Dispatch details shall be entered in the relevant register.
7. The packets shall be sent to the designated University/evaluation location.

40. UNFAIR MEANS CASES (UMC)

Any case involving suspected unfair means shall be dealt with under the University's applicable UMC rules and regulations.

Examples may include:

- possession of unauthorized material;
- copying;
- communicating with another candidate;
- use of unauthorized electronic devices;
- impersonation;
- unauthorized assistance;
- tampering with answer books; or

- any other act specifically treated as unfair means under University rules.

The Centre Superintendent shall ensure that all UMC cases are properly documented and forwarded to the University for consideration by the competent authority/UMC Committee.

41. UMC PROCEDURE

The following procedure shall normally be followed:

Step 1: Invigilator notices and reports the suspected case.

Step 2: Centre Superintendent examines the matter.

Step 3: Relevant material/evidence is secured, wherever applicable.

Step 4: Candidate's statement is obtained as per University rules.

Step 5: UMC report is prepared with supporting evidence.

Step 6: Centre Superintendent verifies and signs the report.

Step 7: The complete case is forwarded to the Examination Branch.

Step 8: The case is placed before the authorized UMC Committee/competent authority.

Step 9: The Committee considers the case and makes its recommendation.

Step 10: Final action is taken by the competent authority in accordance with University rules.

42. EXAMINATION INCIDENT REPORT

A separate incident report shall be prepared for any major incident that may affect the smooth or fair conduct of an examination.

Examples include:

- shortage or wrong supply of question papers;
- printing errors;
- missing answer books;
- impersonation;

- UMC cases;
- medical emergencies;
- power failure;
- CCTV/technical failure;
- disruption at the examination centre;
- natural calamity;
- law-and-order problems; or
- any security-related incident.

The Centre Superintendent shall report serious incidents to the Examination Branch without unnecessary delay.

43. PRACTICAL, PROJECT, DISSERTATION AND VIVA-VOCE EXAMINATIONS

Where practical, project, dissertation or viva-voce examinations form part of a programme, they shall be conducted in accordance with the approved programme regulations and University examination rules.

The University shall, as applicable:

1. Prepare the eligible student list.
2. Finalize the schedule.
3. Appoint qualified examiners/evaluators.
4. Verify the required facilities.
5. Conduct the examination/evaluation.
6. Record marks.
7. Obtain proper authentication.
8. Verify the marks.
9. Enter/upload the marks in the prescribed system.
10. Preserve the relevant records.

44. EVALUATION CENTRE

The University shall designate an appropriate location or system for evaluation of answer books.

The evaluation centre shall have suitable arrangements for:

- secure storage of answer books;
- controlled access;
- adequate seating and working space;

- proper lighting;
- confidential handling of records; and
- preservation of evaluation documents.

Only authorized persons shall be permitted access to evaluation material.

45. APPOINTMENT OF EXAMINERS

Examiners shall be appointed by the competent authority based on the requirements of the concerned programme/subject.

While making appointments, the University shall consider:

- academic qualifications;
- subject expertise;
- teaching/research experience;
- University norms;
- professional requirements, wherever applicable; and
- conflict of interest.

46. EVALUATION PROCEDURE

Examiners shall evaluate answer books in accordance with the approved syllabus, marking scheme and University instructions.

They shall:

1. Evaluate answers fairly and objectively.
2. Follow the prescribed marking scheme.
3. Award marks for all attempted answers.
4. Check totaling.
5. Ensure correct transfer of marks.
6. Properly authenticate award records.
7. Maintain confidentiality.
8. Submit the completed awards within the prescribed time.

Any serious discrepancy noticed during evaluation shall be brought to the notice of the Examination Branch.

47. EVALUATION QUALITY CONTROL

The Examination Branch may undertake suitable checks to ensure accuracy and consistency in evaluation.

These may include:

- scrutiny;
- sample checking;
- totaling verification;
- missing-mark verification;
- moderation, wherever prescribed; and
- review of unusual or abnormal marks.

Where a serious discrepancy is found, the matter shall be referred to the competent authority for appropriate action.

48. AWARD LIST

The award list shall contain the details prescribed by the University and may include:

- roll number;
- registration number;
- paper/course code;
- maximum marks;
- marks obtained;
- internal/assignment marks;
- practical marks;
- total marks; and
- grade, wherever applicable.

Once the award list has been finalized, no alteration shall be made without proper authorization.

49. EMS/ERP RESULT PROCESSING

Where EMS/ERP is used for result processing, marks shall be entered only through authorized user accounts.

The normal workflow shall be:

Award List → Data Entry → Verification → Locking → Tabulation → Result Processing → Approval → Result Declaration

Any correction made after locking of marks shall require proper authorization and, wherever available, an audit trail.

User IDs and passwords shall not be shared.



50. RESULT VERIFICATION

Before the result is placed for approval, the Examination Branch shall carry out appropriate verification.

Level 1 – Marks Verification

Marks entered in EMS/ERP shall be checked against the approved award lists.

Level 2 – Tabulation Verification

Totals, grades and result status shall be checked.

Level 3 – Eligibility Verification

Student eligibility shall be rechecked wherever required.

Level 4 – Academic Verification

Credits, semester requirements and other applicable academic conditions shall be verified.

Level 5 – Final Approval

The result shall be placed before the competent authority for approval.

51. RESULT PROCESSING AND DECLARATION

The result shall normally follow the process:

Award List → EMS/ERP Data Entry → Verification → Tabulation → Result Committee/Competent Authority → Approval → Result Declaration

The result may contain, as applicable:

- student details;
- programme;
- semester/year;
- subject-wise marks/grades;
- credits;
- SGPA/CGPA; and

- result status.

No result shall be declared until the prescribed verification and approval process has been completed.

52. RESULT WITHHELD

A student's result may be kept withheld only for a genuine and documented reason permitted under University rules.

Reasons may include:

- pending UMC case;
- eligibility discrepancy;
- missing or incomplete award;
- verification pending;
- identity discrepancy; or
- any other reason approved under the applicable University regulations.

A Result Withheld Register shall be maintained and reviewed periodically until the case is disposed of.

53. RECHECKING / RE-EVALUATION

The University shall specify, programme-wise and regulation-wise, whether rechecking, scrutiny, re-evaluation or provision of answer-book photocopy is permitted.

The relevant notification shall clearly mention:

- eligibility;
- application period;
- prescribed fee;
- application procedure;
- applicable conditions; and
- final disposal mechanism.

54. EXAMINATION GRIEVANCES

The University shall maintain a proper mechanism for receiving and disposing of examination-related grievances.

Grievances may relate to:

- admit card;
- subject or course details;
- examination centre;
- examination conduct;
- result;
- marks;
- UMC matters;
- rechecking/re-evaluation; or
- other examination-related issues.

The grievance record shall contain:

Date Student Programme Issue Action Taken Status Disposal Date

Every grievance shall be examined by the concerned office and disposed of within the applicable procedure and timeline.

55. ODL AND ONLINE EXAMINATION

55.1 ODL Examination

ODL examinations shall be conducted at examination centres established/designated/approved by the University or through any other mode specifically permitted under the applicable regulatory framework.

The examination shall be managed under the overall supervision of the University's authorized examination/evaluation unit.

55.2 Online Examination

Online examinations shall be conducted through a University-approved online examination system.

Depending upon the examination scheme and applicable requirements, the system may include:

- student authentication;
- secure login;
- identity verification;
- examination timing controls;
- question-paper security;
- online proctoring/monitoring;
- activity logging;
- secure answer submission;



- technical support; and
- preservation of examination data.

56. ONLINE EXAMINATION SECURITY

The University shall maintain appropriate security controls for online examinations, including:

1. Individual user accounts.
2. Secure authentication.
3. Identity verification.
4. Controlled examination access.
5. Confidential question-paper handling.
6. Proctoring/monitoring, where prescribed.
7. Activity and incident logs.
8. Secure submission of answers.
9. Data backup.
10. Appropriate audit trails.

Technical incidents affecting the examination shall be recorded and reviewed before final result processing wherever necessary.

57. CCTV AND EXAMINATION MONITORING

Where CCTV or other monitoring systems are installed or required, the University shall prescribe the areas to be covered, recording arrangements, access permissions and retention period.

CCTV recordings shall be accessed only by authorized officials and only for legitimate examination, security, audit or inquiry purposes.

58. DIGITAL SECURITY AND EMS/ERP ACCESS

The University shall maintain appropriate controls over examination data and EMS/ERP access.

These shall include:

- individual user IDs;
- role-based access;

- secure passwords;
- restricted administrative access;
- audit trails;
- regular backups; and
- suitable recovery arrangements.

No employee shall share his/her EMS/ERP login credentials with another person.

Any alteration to examination or result data shall be made only by an authorized person and through the prescribed procedure.

59. EMERGENCY AND EXCEPTIONAL SITUATIONS

If an examination is affected by a natural disaster, law-and-order problem, technical failure, power failure, question-paper discrepancy, medical emergency, security issue or any other serious incident, the Centre Superintendent shall immediately inform the Examination Branch.

The centre shall not independently cancel, postpone or change an examination without authorization from the University.

However, where immediate action is necessary for the safety of students or staff, reasonable temporary measures may be taken and reported to the University without delay.

60. ACCESSIBILITY AND SPECIAL REQUIREMENTS

The University shall provide examination facilities to eligible students with disabilities in accordance with applicable law, regulatory requirements and University policy.

Depending upon the approved entitlement, facilities may include:

- accessible seating;
- scribe;
- additional time;
- accessible examination rooms; and
- permitted assistive technology.

Such facilities shall be approved and documented before the examination wherever possible.

61. CONFLICT OF INTEREST

All persons appointed for examination duties shall maintain impartiality and disclose any actual conflict of interest.

Where a person has a direct personal or academic interest in a particular candidate that may affect the integrity of the examination process, appropriate alternative arrangements shall be made.

62. CONFIDENTIALITY

All persons involved in examination work shall maintain strict confidentiality regarding:

- question papers;
- question banks;
- student marks;
- results before official declaration;
- UMC cases;
- confidential correspondence;
- passwords and login information; and
- other examination-related information not intended for public disclosure.

The University may obtain a confidentiality declaration from paper setters, moderators, examiners, technical staff and other personnel handling confidential examination material.

63. PROHIBITED / UNAUTHORIZED ACTIVITIES

No examination centre, Learner Support Centre, staff member or other person shall:

1. Prepare or circulate unauthorized question papers.
2. Change examination dates without approval.
3. Issue unauthorized admit cards.
4. Alter marks without authorization.
5. Permit an ineligible student to appear without proper approval.
6. Handle confidential examination material without authority.

7. Give any assurance regarding alteration of examination results.
8. Collect unauthorized examination charges.
9. Share confidential examination information.

Any such activity shall be reported to the competent authority and dealt with under the applicable University rules.

64. EXAMINATION REMUNERATION

The University shall prescribe remuneration, wherever applicable, for examination duties such as:

- paper setting;
- moderation;
- evaluation;
- practical examination;
- Centre Superintendent;
- invigilation;
- observation;
- Flying Squad;
- scrutiny; and
- other examination-related duties.

Claims for remuneration shall be supported by the prescribed duty certificate, attendance or other relevant records.

65. EXAMINATION RECORDS

The Examination Branch shall maintain all important examination records in physical and/or digital form, as applicable.

These may include:

1. Examination notifications.
2. Examination forms.
3. Eligibility lists.
4. Final examination lists.
5. Date sheets.
6. Admit-card records.
7. Centre allocation lists.
8. Centre inspection reports.
9. Centre approval/designation records.
10. Appointment orders.
11. Question-paper records.

12. Question-bank records.
13. Confidentiality declarations.
14. Attendance sheets.
15. Seating plans.
16. Answer-book records.
17. Dispatch registers.
18. Examiner records.
19. Award lists.
20. UMC records.
21. Observer reports.
22. Flying Squad reports.
23. Result tabulation sheets.
24. Result approval records.
25. Rechecking/re-evaluation records.
26. Grievance records.
27. Examination statistics.
28. DMC/Grade Card records.
29. Other records required under University rules.

66. RECORD RETENTION

The University shall maintain a record-retention schedule for examination documents.

The retention period shall be decided in accordance with University policy, applicable regulations and the nature of the record.

Records having permanent academic, statutory or legal value shall be preserved permanently or for the period prescribed by the competent authority.

This shall include, wherever applicable, answer books, award lists, result records, UMC records, question-paper records, attendance records, centre reports and important digital examination records.

67. EXAMINATION AUDIT AND REVIEW

After completion of each examination session, the Examination Branch may conduct an internal review of the examination process.

The review shall cover, wherever applicable:

1. Number of students registered.
2. Number of eligible students.

3. Number of students appeared.
4. Number of absentees.
5. Number of examination centres.
6. UMC cases.
7. Question-paper incidents.
8. Answer-book discrepancies.
9. Evaluation status.
10. Result status.
11. Pending cases.
12. Student grievances.
13. Issues faced during the examination.
14. Suggestions for improvement.

The findings may be used to improve the examination process for subsequent sessions.

68. EXAMINATION STATISTICS

The Examination Branch shall prepare session-wise examination statistics.

Particular	Number
Students Registered	
Students Eligible	
Students Appeared	
Students Absent	
Students Passed	
Students Failed	
UMC Cases	
Withheld Results	
Rechecking/Re-evaluation Cases	
Results Declared	
Examination Centres	

The statistics may be used for internal review, quality assurance, management reporting and regulatory requirements.

69. CENTRE SUPERINTENDENT FINAL REPORT

After completion of the examination, the Centre Superintendent shall submit a final report containing:

1. Total candidates allotted.
2. Candidates appeared.
3. Candidates absent.
4. Answer books used.
5. Answer books unused.
6. UMC cases, if any.
7. Major incidents, if any.
8. Question-paper discrepancies, if any.
9. Examination material reconciliation.
10. Dispatch details.
11. CCTV/security report, wherever applicable.
12. Certificate regarding satisfactory conduct of the examination.

70. EXAMINATION COMPLETION CERTIFICATE

The Centre Superintendent shall certify:

"Certified that the examination was conducted in accordance with the instructions issued by Desh Bhagat University and that all examination material, answer books, attendance records and other examination documents have been properly accounted for and forwarded to the University as prescribed."

71. RESULT TO DMC / GRADE CARD / DEGREE / TRANSCRIPT

After final approval and declaration of the result, the academic record shall be updated and the relevant documents shall be processed.

The normal process shall be:

Result Declaration → Academic Record Update → DMC/Grade Card Generation → Verification → Authentication/Signatures → Dispatch/Student Delivery

Degree Certificates, Transcripts and other academic documents shall be issued only after the student has fulfilled the applicable academic and administrative requirements of the University.

72. COMPLETE ODL EXAMINATION WORKFLOW

A. PRE-EXAMINATION

Academic Planning



Examination Calendar



Examination Notification



Examination Form & Fee



Eligibility Verification



Final Eligible Student List



Roll Number Generation



Date Sheet



Admit Card



Centre Selection/Approval



Centre Allocation

B. QUESTION PAPER

Question Bank



Paper Setter Appointment



Question Paper Setting



Moderation



Confidential Printing/Preparation



Centre-wise Packing & Dispatch

C. EXAMINATION

Centre Preparation

↓
Student Identity Verification
↓
Seating Plan
↓
Attendance
↓
Examination Conduct
↓
Invigilation/Monitoring
↓
UMC/Incident Reporting, if any
↓
Answer Book Collection
↓
Reconciliation
↓
Packing & Secure Dispatch

D. EVALUATION

Evaluation Centre
↓
Examiner Appointment
↓
Answer Book Distribution
↓
Evaluation
↓
Scrutiny/Moderation, where applicable
↓
Award List
↓
Award Verification

E. RESULT

EMS/ERP Data Entry
↓
Verification
↓
Tabulation
↓
Eligibility/Credit Verification
↓

Result Approval



Result Declaration

F. POST-RESULT

DMC/Grade Card



Transcript/Degree, where applicable



Rechecking/Re-evaluation, where applicable



Grievance Disposal



Examination Statistics



Audit/Review



Record Preservation

73. ONLINE (OL) EXAMINATION WORKFLOW

The online examination process shall normally follow:

Student Eligibility



Examination Registration



Online Admit Card/Examination Credentials



Identity Authentication



System/Technical Readiness Check



Secure Login



Online Examination/Proctoring, where applicable



Activity Monitoring/Recording, where applicable



Answer Submission



Technical/Incident Review

↓
Evaluation
↓
Marks Processing
↓
Verification
↓
Result Approval
↓
Result Declaration

74. QUALITY ASSURANCE

The University shall periodically review the OL and ODL examination system to ensure that the process remains effective and compliant with the latest applicable requirements.

The review shall consider:

- UGC/UGC-DEB requirements;
- statutory and professional regulatory requirements;
- University examination regulations;
- academic standards;
- examination security;
- student grievances;
- examination incidents;
- technology and system performance; and
- recommendations arising from audits and reviews.

Where necessary, corrective and preventive measures shall be introduced to improve the examination process.

75. REVIEW AND REVISION OF SOP

This SOP shall be reviewed periodically and whenever there is a significant change in:

1. UGC/UGC-DEB regulations.
2. Statutory or professional regulatory requirements.
3. University Act, Statutes, Ordinances or Regulations.
4. Examination rules.
5. Examination technology or systems.
6. Examination procedures.
7. Findings of internal audit or review.

8. Major examination incidents.

Any amendment to this SOP shall be approved by the competent authority before implementation.

In case of any inconsistency between this SOP and a subsequently issued statutory or regulatory requirement, the latest applicable statutory/regulatory requirement shall prevail.

76. FINAL COMPLIANCE DECLARATION

Desh Bhagat University shall make every effort to conduct its Online and Open & Distance Learning examinations in a fair, transparent, secure and accountable manner.

All examination activities shall be carried out in accordance with:

Applicable UGC/UGC-DEB Regulations + Statutory/Regulatory Requirements + University Act/Statutes/Ordinances + Approved Academic Regulations + University Examination Rules + Programme-Specific Requirements

The University may, with the approval of the competent authority and subject to applicable regulations:

- establish or designate examination centres;
- add or discontinue examination centres;
- modify examination arrangements;
- introduce technology-enabled examination systems;
- conduct inspections and audits;
- take corrective action; and
- revise examination procedures whenever required.

No examination centre or examination activity shall be treated as authorized unless it has been established, designated or approved through the prescribed University process and meets the applicable requirements.

The Examination Branch and CDOE shall maintain proper records of the examination process so that the entire examination cycle can be verified whenever required.



Controller of Examinations



**CONTROLLER OF EXAMINATIONS
DESH BHAGAT UNIVERSITY
MANI GORINDRAH PUNJAB, INDIA**

Roll no.....

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: BBA, Sem: 1st
Subject Name: Marketing Principles and Management
Subject Code: BBAP-101ODL

Maxi Marks: 70

Time Allowed: 3 hrs

Instructions for candidates:

Section-A This Section Consist of 12 MCQs with four options of answers. All the questions will be compulsory and each question will carry 1 (one) mark.

Section-B: Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section-C: Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

Section-A: MCQs

Q1.

1. What is the primary objective of marketing.

- (a) Production efficiency (b) Customer satisfaction
(c) Cost minimization (d) Employee welfare

2. Which approach focuses on satisfying customer needs better than competitors.

- (a) Product-oriented
(b) Sales-oriented
(c) Market-oriented
(d) Production-oriented

3. Rural marketing primarily targets which segment?

- (a) Urban elite (b) Town dwellers (c) Village population (d) International markets

4. The 4Ps of marketing mix include:

- (a) Product, Price, Place, Promotion (b) People, Process, Physical evidence, Price
(c) Product, Planning, Promotion, Place (d) Price, People, Process, Product

5. Digital marketing strategies include:

- (a) TV advertising only (b) Social media marketing
(c) Door-to-door sales (d) Print media only

6. Price mix decisions involve:

- (a) Product design (b) Pricing strategy (c). Advertising campaigns (d). Sales promotion

7. Distribution channels are important for

- (a) Product availability (b) Employee training
(c). Social media engagement (d). Market research

Multiple Choice Questions

8. Market segmentation helps in:
(a) Increasing production costs
(b) Targeting specific customer groups
(c) Reducing product quality
(d) Ignoring customer needs
9. Marketing Information System (MIS) is used to:
(a) Enter product prices only
(b) Collect, analyze, and disseminate marketing data
(c) Hire employees
(d) Launch products
10. Advertising trends include:
(a) Traditional media only
(b) Digital and social media marketing
(c) Door-to-door campaigns
(d) None of the above
11. Which type of marketing focuses on long-term customer relationships?
(a) Transactional marketing
(b) Relationship marketing
(c) Direct marketing
(d) Mass marketing
12. Marketing research techniques include:
(a) Surveys, interviews, observation
(b) Price cutting only
(c) Selling products door-to-door
(d) Designing logos only

Section-B: Short Questions

- Q2.**
- Define marketing and explain its key objectives.
 - Explain any three approaches to marketing with examples.
 - What is rural marketing, and why is it important for developing economies?
 - List and briefly explain the components of the marketing mix.
 - What is a Marketing Information System (MIS), and how does it support marketing decisions?

Section-C: Long Questions

- Q3.** "Explain the concept of marketing and discuss its importance, Objectives and Need in modern business.
- Q4.** Discuss the product mix and product management strategies that help in market success. Explain the different types of distribution channels and their significance in marketing?
- Q5.** What is market segmentation? Describe its methods and benefits for businesses?

Roll no.....

Desh Bhagat University, Mandi Gobindgarh

Jan. 2026 (Regular) Examinations

Class: BBA, Sem: I

Subject Name: Principles and Practices of Management

Subject Code: BBAM-102ODL

Max Marks: 70

Time Allowed: 3 Hours

Instructions for candidates:

Section A: -There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

Section A – MCQs

Q1.1. Management is mainly concerned with:

- (a) Resources
- (b) Objectives
- (c) Coordination
- (d) All of these

2. Planning involves:

- (a) Setting objectives
- (b) Forecasting
- (c) Decision-making
- (d) All of these

3. Who proposed 14 principles of management?

- (a) Taylor
- (b) Fayol
- (c) Weber
- (d) Mayo

4. Behavioural theory focuses on:

- (a) Structure
- (b) Machines
- (c) Human behaviour
- (d) Rules

5. Staffing means:

- (a) Hiring employees
- (b) Training employees
- (c) Placement of employees
- (d) All of these

6. Motivation encourages employees to:

- (a) Avoid work
- (b) Improve performance
- (c) Resist authority
- (d) None

7. Top-level management is responsible for:

- (a) Routine work
- (b) Policy making
- (c) Supervision
- (d) Control

8. Authority is the:

- (a) Obligation to perform work
- (b) Right to command
- (c) Accountability
- (d) Discipline

9. Which function ensures work is going as planned?

- (a) Planning
- (b) Organising
- (c) Controlling
- (d) Leading

10. CSR refers to responsibility towards:

- (a) Employees only
- (b) Society only
- (c) Stakeholders
- (d) Government

11. Unity of command means:

(b) One boss

(c) One plan

12. Leadership is the ability to:

(a) Force employees

(c) Control work

(b) One goal

(d) One department

(b) Influence people

(d) Punish staff

Section B – Short Questions

Q2.

- a) Define management and explain its importance in modern organizations.
- b) Explain the concept of planning and discuss its advantages.
- c) What is motivation? Explain any two theories of motivation.
- d) Describe the different levels of management with suitable examples.
- e) Explain the role of a manager in an organization.

Section C – Long Questions

- Q3. Explain in detail the functions of management and their significance in achieving organizational goals.
- Q4. Discuss classical and behavioural management theories highlighting their features and limitations.
- Q5. Explain modern trends in management and their relevance in today's business environment.

Roll no.....

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: BBA, Sem: 1st
Subject: Commercial Law
Subject Code: BBAL-103ODL

Maxi Marks: 70

Time Allowed: 3 hrs

Instructions for candidates:

Section-A This Section Consist of 12 MCQs with four options of answers. All the questions will be compulsory and each question will carry 1 (one) mark.

Section-B: Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section-C: Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

Section-A: Q1. MCQs

1. Which of the following is an essential element for a valid contract?

- A) Mutual agreement between the parties
- B) Agreement made only in writing
- C) Agreement that is oral only
- D) Agreement made without consideration

2. An offer must be:

- A) Made with an intention to create legal obligation
- B) A mere statement of intention
- C) Given without the knowledge of the offeree
- D) Made to a large group of people

3. When does an offer become a contract?

- A) When the offer is made
- B) When the offeree accepts the offer unconditionally
- C) When the offer is communicated to a third party
- D) When the offeror is paid a sum of money

4. Which of the following is NOT valid consideration?

- A) Money paid in exchange for a service
- B) A promise made for past actions
- C) A promise made in exchange for another promise
- D) Promise to do an act legally required to be done

5. Which of the following is NOT an example of a person lacking capacity to contract?

- A) A minor
- B) An unsound person
- C) A person intoxicated at the time of contract
- D) A person with full legal capacity

6. Free consent is absent in which of the following situations?

- A) The contract is made under a mutual mistake
- B) One party is forced to sign the contract
- C) The contract is made based on consideration
- D) The contract is entered into by a minor

7. Which of the following contracts is void?

- A) A contract to sell illegal goods
- B) A contract to sell a car
- C) A contract for a legal service
- D) A contract with mutual consent

8. The performance of a contract means:

- A) The contract is executed as per the terms agreed
- B) Payment is made by one party

- C) All parties agree to a new contract
- D) One party offers to perform and the other refuses
- 9. A partnership firm is defined as:
 - A) A contract where the business is owned by a single individual
 - B) A form of business where two or more persons carry on a business with a profit motive
 - C) A sole proprietorship
 - D) A public company registered with the government
- 10. Which of the following is NOT a characteristic of a partnership?
 - A) Mutual agency between partners
 - B) Limited liability for all partners
 - C) Sharing of profits and losses
 - D) Formation by a contract
- 11. Registration of a partnership firm is:
 - A) Compulsory under the Partnership Act
 - B) Mandatory only for large firms
 - C) Optional, but it provides benefits such as legal protection
 - D) Not required by law
- 12. Which of the following is a duty of a partner in a partnership firm?
 - A) To contribute capital based on personal choice
 - B) To act in the best interests of the partnership
 - C) To make personal profits from the firm's assets
 - D) To keep business activities confidential from other partners

Section-B: Q2. Short Questions

1. What are the essential elements required to form a valid contract under the Indian Contract Act, 1872?
2. Define 'consideration' in the context of a contract. Why is it important for a contract to be valid?
3. What is the difference between 'void' and 'voidable' contracts? Provide examples.
4. What are the rights of a partner in a partnership firm under the Partnership Act, 1932?
5. Explain the term 'quasi-contract'. How does it differ from a formal contract?

Section-C: Long Questions

- Q3. What is a contract? Explain the elements required to form a valid contract.
- Q4. Who are considered competent to contract under the Indian Contract Act?
- Q5. What is meant by 'legality of object' in contract law? What happens if the object of a contract is illegal?

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: BBA, Sem: 1st
Subject Name : Micro Economics
Subject Code: BBAE-104ODL

Maxi Marks: 70

Time Allowed: 3 hrs

Instructions for candidates:

Section-A This Section Consist of 12 MCQs with four options of answers. All the questions will be compulsory and each question will carry 1 (one) mark.

Section-B: Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section-C: Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

Section-A: MCQs

Q1.

1. Microeconomics primarily studies.

- (a) National income (b) Behaviour of individual units
(c) General price level (d) Economic growth

2. The key difference between microeconomics and macroeconomics is that.

- (a) Micro studies inflation; macro studies price
(b) Micro studies aggregates; macro studies individuals
(c) Micro focuses on individual units; macro focuses on aggregates
(d) Both study the same concepts

3. The law of demand states an _____ relationship between price and quantity demanded.

- (a) Direct (b) Inverse (c) Neutral (d) Proportional

4. Price elasticity of demand measures the responsiveness of demand to changes in:

- (a) Income (b) Taste (c) Price (d) Population

5. Utility refers to:

- (a) Stock of goods (b) Satisfaction from consumption
(c) Market price (d) Production capacity

6. A consumer reaches equilibrium when:

- (a) MU falls to zero (b) $MU_x/P_x = MU_y/P_y$ (c). MU increases (d). Total utility is maximum

7. Indifference curves are generally

- (a) Upward sloping (b) Downward sloping (c). Horizontal (d). Vertical

8. Consumer equilibrium in indifference curve analysis occurs where

- (a) Budget line intersects the indifference curve
(b) Indifference curve is tangent to the budget line
(c). Indifference curve is above the budget line

(d). Both curves are parallel

9. The production function shows the relationship between

(a) Price and output (b) Input and output (c). Cost and revenue

(d). Profit and output

10. Variable proportions occur in the:

(a) Long run

(b) Short run

(c). Very long run

(d). All periods

11. Total Revenue (TR) is equal to:

(a) Price + Quantity

(b) Price $\times$ Quantity

(c). Price $\times$ Quantity

(d). Output $\times$ Cost

12. In perfect competition, a firm is a:

(a) Price maker

(b) Price regulator

(c) Price taker

(d) Price negotiator

Section-B: Short Questions

Q2.

- Explain the meaning, nature, and scope of microeconomics.
- Discuss the law of demand and the factors influencing demand.
- Describe the concept of utility and explain the conditions of consumer equilibrium under cardinal utility analysis.
- Explain the properties of indifference curves with suitable diagrams?
- Describe the law of variable proportions and its three stages.

Section-C: Long Questions

Q3. Define elasticity of demand and discuss the factors affecting it. Explain the price elasticity of demand and its types.

Q4. Discuss consumer equilibrium using the indifference curve approach? Explain how a consumer reaches equilibrium with the help of the budget line and IC curve.

Q5. Explain the different market forms: perfect competition, monopoly, monopolistic competition, and oligopoly. Compare perfect competition and monopoly with suitable points?

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

SECTION A: Multiple Choice Questions ($12 \times 1 = 12$ marks)

1.

1. Tagore in "Song 36" expresses:
 - a) Nationalism
 - b) Spiritual longing
 - c) Wealth
 - d) Adventure
2. In *From Home Coming*, the poet recalls:
 - a) City life
 - b) Childhood memories
 - c) Travel experiences
 - d) School routine
3. The "myriad-winged bird" primarily represents:
 - a) Sorrow
 - b) Freedom of soul
 - c) Danger
 - d) Wealth
4. In Maya Angelou's poem, the caged bird:
 - a) Flies freely
 - b) Cries in captivity
 - c) Hunts for food
 - d) Sings for joy
5. Orwell's essay highlights the difference between:
 - a) British English and French
 - b) Spoken and broken English
 - c) Poetry and prose
 - d) Written and oral exams
6. Good writing requires:
 - a) Complex words
 - b) Clarity and precision
 - c) Repetition
 - d) Ambiguity

7. *The Conjuror's Revenge* ends with:

- a) Punishment for greed
 - b) Success in magic
 - c) Lost opportunity
 - d) Celebration
8. Martin Luther King Jr. dreams of:
- a) Freedom for all
 - b) Personal fame
 - c) Wealth and power
 - d) A new city
9. Correct sentence: "He _____ (go) to school every day."
- a) go
 - b) goes
 - c) went
 - d) going
10. Correct modal: "You _____ not cheat in exams."
- a) may
 - b) must
 - c) can
 - d) shall
11. Antonym of "Victory":
- a) Success
 - b) Defeat
 - c) Triumph
 - d) Achievement
12. Correct determiner: "I have _____ friends in my class."
- a) many
 - b) much
 - c) little
 - d) few

SECTION B: Short Answer Type Questions (50-60 words) ($4 \times 7 = 28$ marks)

- 2. What kind of poverty does the poet Rabindranath Tagore refer to?
- 3. Why was the Quick Man puzzled?
- 4. What is the significance of freedom in *Myriad-Winged Bird*?
- 5. Which phrase suggests that 'word' offers comfort to the poetry?
- 6. Why does Shaw think that he cannot present himself as a model of good English?

SECTION C: Essay Type Questions (100-150 words) ($2 \times 15 = 30$ marks)

- 7. Explain the importance of clear writing.
- 8. Attempt a character-sketch of the speaker on the basis of the clue provided in the poem "From Homecoming".
- 9. Write on one: Advantages of technology or Importance of discipline

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: BBA, Sem: I"
Subject Name: Environmental Science
Subject Code: DBES-101ODL

Maxi Marks: 70

Instructions for candidates:

Time Allowed: 3 Hrs

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

Section A

1.

1. All forms of water that comes down on Earth, including rain, snow, hail etc. is known as

- a) Calcification
- b) Fixation
- c) Precipitation
- d) Accumulation

2. The ocean covers _____ percentage of Earth's surface.

- a) 51.5%
- b) 61%
- c) 71%
- d) 91%

3. The portion of the earth and its environment which can support life is known as _____

- a) Crust
- b) Biosphere
- c) Exosphere
- d) Atmosphere

4. The main energy source for the environment is _____

- a) Solar energy
- b) Chemical energy
- c) Bioelectric energy
- d) Electrical energy

5. The area to which a species is biologically adapted to live is known

- a) Niche
- b) Habitat
- c) Succession
- d) Community

6. Study of inter-relationship between organisms and their environment is called?

- a) Ecology
- b) Ecosystem
- c) Phytogeography
- d) Ethology

7. ~~Water~~ Pollution is caused by....

- a) Industrial Wastes
- b) Detergents
- c) Agrochemicals
- d) All of these

8. The chemical structure of Ozone is

- a) O_2
- b) O_3
- c) O_4
- d) Oz_3

9. The historical monument that is affected by acid rain is

- a) Taj Mahal
- b) Pyramid of Egypt
- c) Pisa Tower
- d) Golden Temple

10. What are the three R's that are used to save the environment which includes forest?

- a) Reduce, Reuse, Recycle
- b) Reserve, Reduce, Recycle
- c) Reuse, Reserve, Reduce
- d) Reserve, Reuse, Reduce

11. Which one of the following movement was carried out for the conservation of forests and the environment?

- a) Forest movement
- b) Ganaga Action Plan
- c) Tehri Andolan
- d) Chipko Andolan

12. What is called for the collection of rainwater for use?

- a) Rain collection
- b) Rainwater harvesting
- c) Rain digging
- d) Rain water pumping

Section B

2. What are renewable and non-renewable resources? Explain with suitable examples.
3. What is deforestation? Analyse its cause and consequences.
4. Explain following terms Producers, consumers and decomposers.
5. Discuss the different methods of conservation of water.
6. Explain need for public awareness of Environmental education.

Section C

7. Explain water and land resources in details.
8. Define Ecosystem, their types, characteristic features also explain.
9. What is environmental pollution Causes, effects and control measures it?

Roll No.....

Set-B

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: Literary Criticism-I
Subject Code: MAEG-201 ODL

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks

SECTION A — MCQs (12 × 1 = 12 Marks)

1. Aristotle classifies poetry on the basis of
 - a) Language alone
 - b) Medium, object, and manner
 - c) Theme and form
 - d) Moral purpose
2. Hamartia in tragedy means
 - a) Punishment
 - b) Moral weakness
 - c) Tragic flaw or error
 - d) Fate
3. Aristotle preferred a plot that is
 - a) Episodic
 - b) Simple
 - c) Complex
 - d) Ornamental
4. Which element of tragedy involves reasoning and ideas?
 - a) Spectacle
 - b) Thought
 - c) Melody
 - d) Diction
5. Wordsworth reacted against
 - a) Romanticism
 - b) Classical rules
 - c) Artificial poetic diction
 - d) Nature poetry
6. Wordsworth believed poetry should deal with
 - a) Urban life
 - b) Political ideology
 - c) Common rural life
 - d) Mythology
7. According to Wordsworth, the poet is
 - a) A philosopher
 - b) A man speaking to men

- c) A social reformer
- d) A historian
- 8. Arnold viewed poetry as
 - a) Mere entertainment
 - b) Substitute for religion
 - c) Historical document
 - d) Personal expression
- 9. Arnold emphasized the importance of
 - a) Romantic imagination
 - b) Classical balance
 - c) Objective criticism
 - d) Emotional overflow
- 10. Eliot criticized romantic poetry for
 - a) Lack of tradition
 - b) Excessive personal emotion
 - c) Use of imagery
 - d) Musical quality
- 11. Eliot believes that the poet's mind acts as
 - a) A mirror
 - b) A catalyst
 - c) A symbol
 - d) A historian
- 12. "Tradition and the Individual Talent" was written by
 - a) Matthew Arnold
 - b) I.A. Richards
 - c) T.S. Eliot
 - d) Ezra Pound

Section B: Short Answer Type Questions ($4 \times 7 = 28$ marks)

(Attempt any four.)

- 2. Explain Aristotle's concept of tragic hero.
- 3. Discuss Wordsworth's views on the role of imagination.
- 4. What is the significance of touchstone method in Arnold's criticism?
- 5. Explain Eliot's theory of impersonality in poetry.
- 6. Write a short note on unity of plot.

Section C: Essay Type Questions ($2 \times 15 = 30$ marks)

(Attempt any two.)

- 7. Examine Aristotle's *Poetics* as a systematic study of dramatic art.
- 8. Discuss Matthew Arnold's views on the function and value of poetry.
- 9. Critically analyze T.S. Eliot's essay "*Tradition and the Individual Talent*."

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: British Novel-I
Subject Code: MAEG-202 ODL

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

SECTION A — MCQs (12 × 1 = 12 Marks)

1.

1. *Joseph Andrews* was originally conceived as a parody of
 - a) *Clarissa*
 - b) *Pamela*
 - c) *Tom Jones*
 - d) *Robinson Crusoe*
2. Henry Fielding describes *Joseph Andrews* as a
 - a) Tragedy
 - b) Romance
 - c) Comic epic in prose
 - d) Sentimental novel
3. Parson Adams is best known for his
 - a) Worldly wisdom
 - b) Hypocrisy
 - c) Learning and innocence
 - d) Ambition
4. The central theme of *Joseph Andrews* is
 - a) Revenge
 - b) Chastity and virtue
 - c) Political power
 - d) Social ambition
5. *Mansfield Park* primarily focuses on
 - a) Romantic passion
 - b) Moral education
 - c) Industrial progress
 - d) Gothic mystery
6. The protagonist of *Mansfield Park* is
 - a) Maria Bertram
 - b) Julia Bertram
 - c) Fanny Price
 - d) Mary Crawford

7. Jane Austen is known for her use of
 - a) Stream of consciousness
 - b) Gothic elements
 - c) Irony and realism
 - d) Symbolism
8. *Great Expectations* is narrated by
 - a) Dickens himself
 - b) An omniscient narrator
 - c) Pip in first person
 - d) Estella
9. Pip's expectations are financed by
 - a) Miss Havisham
 - b) Joe Gargery
 - c) Abel Magwitch
 - d) Jaggers
10. Miss Havisham represents
 - a) Social reform
 - b) Romantic idealism
 - c) Emotional decay
 - d) Motherly affection
11. Dickens criticizes which aspect of Victorian society in *Great Expectations*?
 - a) Religious faith
 - b) Industrialization
 - c) Class system
 - d) Rural life
12. The moral growth of Pip mainly involves
 - a) Gaining wealth
 - b) Social status
 - c) Understanding true values
 - d) Achieving revenge

Section B: Short Answer Type Questions

(4 × 7 = 28 marks)

Attempt any four.

2. Explain Fielding's concept of "comic epic in prose."
3. Comment on the role of Parson Adams in *Joseph Andrews*.
4. Discuss the character of Fanny Price.
5. What is the significance of Miss Havisham in *Great Expectations*?
6. Write a short note on social class in Dickens's novels.

Section C: Essay Type Questions

(2 × 15 = 30 marks)

Attempt any two.

7. Discuss *Joseph Andrews* as a satire on hypocrisy and affectation.
8. Examine *Mansfield Park* as a novel of moral responsibility and discipline.
9. Trace Pip's moral development in *Great Expectations*.

Roll No.....

Set-A

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: History and Major Movements-II
Subject Code: MAEG-203ODL

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

SECTION A — MCQs (12 × 1 = 12 Marks)

1.

1. The Romantic Age emphasizes
 - a) Reason and order
 - b) Industrial progress
 - c) Emotion and imagination
 - d) Social realism
2. William Wordsworth is associated with the
 - a) Victorian Age
 - b) Romantic Age
 - c) Modern Age
 - d) Elizabethan Age
3. The Victorian Age coincides with the reign of
 - a) King George III
 - b) Queen Anne
 - c) Queen Victoria
 - d) King Edward VII
4. A major concern of Victorian literature is
 - a) Mythology
 - b) Social reform
 - c) Fantasy
 - d) Supernaturalism
5. Modern Age literature is marked by
 - a) Optimism
 - b) Stability
 - c) Experimentation
 - d) Moral certainty
6. Stream of Consciousness technique focuses on
 - a) External action
 - b) Logical narration

- c) Inner thoughts of characters
- d) Social background
- 7. The term "Avant-Garde" refers to
 - a) Traditional writing
 - b) Conservative art
 - c) Experimental art
 - d) Religious literature
- 8. Humanism emphasizes
 - a) Divine authority
 - b) Human values and dignity
 - c) Political power
 - d) Colonial expansion
- 9. Intertextuality means
 - a) Influence of society on literature
 - b) Relationship between texts
 - c) Author's biography
 - d) Historical criticism
- 10. Orientalism was critically analyzed by
 - a) Raymond Williams
 - b) Edward Said
 - c) T.S. Eliot
 - d) Roland Barthes
- 11. Epic Theatre is associated with
 - a) Samuel Beckett
 - b) Bertolt Brecht
 - c) Henrik Ibsen
 - d) Anton Chekhov
- 12. Theatre of the Absurd reflects
 - a) Moral order
 - b) Rational society
 - c) Meaninglessness of existence
 - d) Romantic idealism

Section B: Short Answer Type Questions

(4 × 7 = 28 marks)

Attempt any four.

- 2. Discuss the main features of the Romantic Age.
- 3. Write a short note on Victorian realism.
- 4. Explain the concept of Stream of Consciousness.
- 5. What is meant by Intertextuality?
- 6. Briefly explain Epic Theatre.

Section C: Essay Type Questions

(2 × 15 = 30 marks)

Attempt any two.

- 7. Discuss the major characteristics of Romantic literature with suitable examples.
- 8. Examine Victorian literature as a reflection of social and moral concerns.
- 9. Analyze the key features of Modern Age literature.

Roll No.....

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: Indian Writing in English
Subject Code: MAEG-204ODL

Set-B

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks

SECTION A — MCQs (12 × 1 = 12 Marks)

1.

1. Sarojini Naidu's poetry is known for its
 - a) Harsh realism
 - b) Musical quality
 - c) Experimental style
 - d) Political satire
2. *The Soul's Prayer* emphasizes
 - a) Material prosperity
 - b) Humility before God
 - c) National pride
 - d) Romantic love
3. Tagore's concept of God in *Gitanjali* is
 - a) Distant and abstract
 - b) Cruel and punishing
 - c) Intimate and personal
 - d) Mythical
4. Song 11 of *Gitanjali* stresses
 - a) Ritual worship
 - b) Renunciation
 - c) Inner devotion
 - d) Political freedom
5. In *Night of the Scorpion*, the villagers' reactions show
 - a) Scientific temper
 - b) Indifference
 - c) Superstition
 - d) Fearlessness
6. Ezekiel's poetry often reflects
 - a) Rural nostalgia
 - b) Indian urban middle-class life
 - c) Mythological past
 - d) Romantic imagination

7. *A River* contrasts
 - a) Tradition and modernity
 - b) Town and village
 - c) Flood and drought
 - d) Past and present poets
8. Ramanujan's poetry is characterized by
 - a) Ornate language
 - b) Irony and precision
 - c) Excessive emotion
 - d) Idealism
9. Raju becomes a spiritual guide mainly due to
 - a) Genuine devotion
 - b) Social compulsion
 - c) Personal ambition
 - d) Accidental circumstances
10. *The Guide* deals primarily with
 - a) Political freedom
 - b) Spiritual transformation
 - c) Feminist issues
 - d) Historical events
11. Arundhati Roy's novel is set in
 - a) Tamil Nadu
 - b) Kerala
 - c) Karnataka
 - d) Bengal
12. The title *The God of Small Things* refers to
 - a) Minor deities
 - b) Small joys and forbidden love
 - c) Children's world
 - d) Religious rituals

Section B: Short Answer Type Questions

(4 × 7 = 28 marks)

Attempt any four.

2. Comment on the lyrical quality of Sarojini Naidu's poetry.
3. Explain the relevance of devotion and humanity in *Gitanjali*.
4. Write a short note on irony in Ezekiel's *Philosophy*.
5. Discuss memory and personal history in Ramanujan's poems.
6. Explain the narrative technique of *The God of Small Things*.

Section C: Essay Type Questions

(2 × 15 = 30 marks)

Attempt any two.

7. Critically analyze Nissim Ezekiel's contribution to modern Indian English poetry.
8. Discuss R.K. Narayan's *The Guide* as a novel of moral and spiritual growth.
9. Examine the themes of love, caste, and transgression in *The God of Small Things*.

Roll No.....

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: EVS
Subject Code: DBES-101 ODL

Set-B

Maxi Marks: 70

Instructions for candidates:

Time Allowed: 3 Hrs

- Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.
Section B:- Short Answer Type Questions :-There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.
Section C:- Essay Type Questions:-There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

SECTION A — MCQs (12 × 1 = 12 Marks)

1.

1. Sustainable development aims at
 - a) Rapid industrialization
 - b) Economic growth only
 - c) Meeting present needs without harming future needs
 - d) Maximum use of resources
2. Overgrazing mainly affects
 - a) Water resources
 - b) Soil fertility
 - c) Air quality
 - d) Climate
3. Dams are associated with which major environmental problem?
 - a) Soil erosion
 - b) Displacement of people
 - c) Air pollution
 - d) Noise pollution
4. Food chains always begin with
 - a) Herbivores
 - b) Carnivores
 - c) Producers
 - d) Decomposers
5. Ecological succession refers to
 - a) Energy loss
 - b) Species extinction
 - c) Gradual change in ecosystems
 - d) Food web formation
6. Which ecosystem has the highest biodiversity?
 - a) Desert
 - b) Grassland
 - c) Forest
 - d) Tundra
7. Endangered species are those that
 - a) Are recently discovered

- b) Are harmful
- c) Face risk of extinction
- d) Are domesticated
- 8. Marine pollution is mainly caused by
 - a) Industrial effluents
 - b) Agricultural waste
 - c) Oil spills
 - d) All of the above
- 9. Thermal pollution affects mainly
 - a) Air bodies
 - b) Land
 - c) Water bodies
 - d) Soil
- 10. Rainwater harvesting helps in
 - a) Increasing floods
 - b) Groundwater recharge
 - c) Causing erosion
 - d) Reducing rainfall
- 11. The Wildlife Protection Act was enacted in
 - a) 1972
 - b) 1986
 - c) 1991
 - d) 2002
- 12. Consumerism leads to
 - a) Resource conservation
 - b) Waste generation
 - c) Biodiversity protection
 - d) Sustainable living

Section B: Short Answer Type Questions

(4 × 7 = 28 marks)

Attempt any four.

- 2. Explain the need for public awareness in environmental protection.
- 3. Discuss water resource problems in India.
- 4. Write a short note on food webs and ecological pyramids.
- 5. What are the threats to biodiversity?
- 6. Explain disaster management with reference to floods and earthquakes.

Section C: Essay Type Questions

(2 × 15 = 30 marks)

Attempt any two.

- 7. Discuss the concept, structure, and function of ecosystems with suitable examples.
- 8. Explain major social issues related to environment and sustainable development.
- 9. Discuss environmental legislation in India and issues in their enforcement.

Roll No.....

Desh Bhagat University, Mandi Gobindgarh
Jan. 2026 (Regular) Examinations
Class: M.A. English ODL, Sem:II
Subject Name: EDP
Subject Code: DBED-100 ODL

See

Maxi Marks: 70

Time Allowed: 3 Hrs

Instructions for candidates:

Section A: - There will be 12 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Short Answer Type Questions :- There will be 5 questions out of which 4 have to be attempted. Each question carries 7 (Seven) marks.

Section C:- Essay Type Questions:- There will be 3 questions out of which 2 have to be attempted. Each question carries 15 (Fifteen) marks.

SECTION A — MCQs (12 × 1 = 12 Marks)

1.
 1. An entrepreneur is a person who
 - a) Works for wages
 - b) Takes risk and starts a business
 - c) Manages government enterprises
 - d) Invests only in shares
 2. Entrepreneurship mainly involves
 - a) Routine management
 - b) Risk-taking and innovation
 - c) Job security
 - d) Administrative control
 3. Which of the following is an important factor influencing entrepreneurship?
 - a) Climate
 - b) Social and cultural environment
 - c) Age factor only
 - d) Luck
 4. One major advantage of being an entrepreneur is
 - a) Fixed income
 - b) Job security
 - c) Independence
 - d) No responsibility
 5. Entrepreneurship plays a vital role in economic development by
 - a) Increasing imports
 - b) Generating employment
 - c) Increasing inflation
 - d) Reducing competition
 6. The evolution of entrepreneurship in India is closely linked with
 - a) Industrial policy
 - b) Agricultural policy
 - c) Foreign trade policy
 - d) Defence policy

7. Entrepreneurial skills include
 - a) Clerical skills
 - b) Technical, managerial and personal skills
 - c) Only financial skills
 - d) Only marketing skills
8. The Need for Achievement theory was proposed by
 - a) Peter Drucker
 - b) David McClelland
 - c) Adam Smith
 - d) Joseph Schumpeter
9. Environmental scanning helps an entrepreneur to
 - a) Reduce costs
 - b) Identify business opportunities
 - c) Avoid competition
 - d) Increase profits immediately
10. Which of the following is a source of finance for start-ups?
 - a) Government schemes
 - b) Angel investors
 - c) Venture capital
 - d) All of the above
11. Feasibility analysis mainly assesses
 - a) Employee skills
 - b) Market and financial viability
 - c) Brand image
 - d) Office location
12. A business plan is
 - a) A legal document only
 - b) A financial statement
 - c) A written roadmap for a business
 - d) A government policy

Section B: Short Answer Type Questions

(4 × 7 = 28 marks)

Attempt any four.

2. Define entrepreneur and entrepreneurship.
3. Explain the importance of entrepreneurship in economic development.
4. Discuss entrepreneurial characteristics and skills.
5. What is environmental scanning?
6. Write a short note on sources of finance for start-ups.

Section C: Essay Type Questions

(2 × 15 = 30 marks)

Attempt any two.

7. Discuss the concept of entrepreneurship and factors influencing entrepreneurial growth in India.
8. Examine the role of entrepreneurship in economic development.
9. Explain feasibility and viability analysis in project preparation.



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S. No.



Registration No. : 209-OBUDK (MG)-2025		Roll No. : A2561063402214	MONTH & YEAR OF EXAMINATION : January 2025		
Name : Sharanjit Kaur		Mother's Name : Palwinder Kaur			
Father's Name : Harpal Singh		Semester : I		Mode : ODL	
Programme : Bachelor of Arts					
Course Code	Course Title	Course Type	Credits	Grade	Grade Point
BADS-1010DL	English	L	4	A	8
BAGP-1020DL	General Punjab	L	4	A	8
BAPS-1040DL	Political Science	L	4	A+	9
BAHS-1050DL	History	L	4	A	8
BAED-1070DL	Sociology	L	4	A+	9

Credit Registered in the Semester: 20

Semester Grade Point Average (SGPA) : 8.40
Result Status: Pass/Fail/Re-appear : PASS
Equivalent Percentage : 84.00

Place : Mandi Gobindgarh

Date of Issue : 12 Aug 2025

Controller of Examinations

Registrar

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Ref. No.: DBU/COE/2026/06/18/
Date: 18/06/2026
Subject: Appointment of Observers for ODL Examinations

In connection with the conduct of the ODL Examinations, the following officials are hereby appointed/deputed as Observers at the examination centres mentioned below for the dates specified against each centre:

Sr.	Place	Dates of Duty	Name of Observers
1	Ludhiana	22.06.2026 to 29.06.2026	Mr. Armit Sharma
2	Amritsar/Ajnala	21.06.2026 to 30.06.2026	Mr. Tara Chand Saini
3	Batala	21.06.2026 to 30.06.2026	Mr. Gagandeep Singh
4	Nihal Singh Wala (Moga)	21.06.2026 to 30.06.2026	Dr. Rajeev Dahiya
5	Chahal (Tarn Tarn)	21.06.2026 to 30.06.2026	Ms. Damanpreet Kaur
6	Jalal (Bhagta Bhai Ka)	21.06.2026 to 30.06.2026	Dr. Simranjeet Kaur
7	Firozpur Cantt	21.06.2026 to 30.06.2026	Mr. Harwinder Singh
8	Talwandi Sabo	21.06.2026 to 30.06.2026	Mr. Ravinder Singh
9	Jalalabad (Fazilka)	21.06.2026 to 30.06.2026	Ms. Arshpreet Kaur

The above officials are requested to ensure the smooth and fair conduct of the examinations as per the University rules, regulations and examination guidelines. They shall maintain proper confidentiality, discipline and examination records during the period of duty.

TA/DA shall be paid as per DBU norms.

This office order is issued with the approval of the competent authority.


Controller of Examinations
Desh Bhagat University
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH PUNJAB, INDIA

Copy to:

1. The Hon'ble Vice Chancellor, Desh Bhagat University, for information.
2. All concerned Centre Superintendents, for compliance.
3. Manager, OL/ODL, for necessary action.
4. Office record.

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 02/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Mr. Tara Chand Saini, hereby submit my duty report as Observer for the ODL Examination conducted at Amritsar/Ajnala from 21.06.2026 to 30.06.2026.

During my observation duty, I found the examination process to be well organized and orderly. The examination staff performed their responsibilities appropriately and the prescribed University procedures were observed. The centre maintained proper discipline and the examination was conducted peacefully without any major issue.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please

Name of Observer	Mr. Tara Chand Saini
Examination Centre	Amritsar/Ajnala
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 02/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Mr. Amit Sharma, hereby submit my duty report as Observer for the ODL Examination conducted at Ludhiana from 22.06.2026 to 29.06.2026.

I monitored the examination activities throughout my assigned duty period. The examination was conducted in a disciplined and systematic manner, and the prescribed instructions were duly followed. The arrangements and overall conduct of the examination were satisfactory. No significant irregularity or untoward incident came to my notice.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Mr. Amit Sharma
Examination Centre	Ludhiana
Period of Duty	22.06.2026 to 29.06.2026
Signature of Observer	

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 03/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Mr. Harwinder Singh, hereby submit my duty report as Observer for the ODL Examination conducted at Ferozpur Cantt from 21.06.2026 to 30.06.2026.

I inspected and observed the examination process during the period assigned to me. The conduct of the examination was satisfactory, systematic and in line with the applicable University instructions. The centre maintained a suitable examination environment, and no major discrepancy or untoward occurrence was noticed.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Mr. Harwinder Singh
Examination Centre	Ferozpur Cantt
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 02/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Dr. Simranjeet Kaur, hereby submit my duty report as Observer for the ODL Examination conducted at Jalandhar (Bhagta Bhai Ka) from 21.06.2026 to 30.06.2026.

On the basis of my observation, the examination activities were carried out smoothly and in accordance with the University's examination guidelines. The staff maintained proper discipline and handled the examination responsibilities satisfactorily. I did not observe any significant irregularity or incident requiring special reporting.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Simranjeet Kaur
Examination Centre	Jalandhar (Bhagta Bhai Ka)
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 01/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Ms. Damanpreet Kaur, hereby submit my duty report as Observer for the ODL Examination conducted at Chahal (Tara Tara) from 21.06.2026 to 30.06.2026.

I remained present as Observer and supervised the general conduct of the examination. The examination environment was orderly and peaceful, with the prescribed procedures being followed by the concerned staff. The arrangements at the centre were found satisfactory, and no major irregularity or malpractice was observed during the duty period.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please

Name of Observer	Ms. Damanpreet Kaur
Examination Centre	Chahal (Tara Tara)
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 03/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Dr. Rajeev Dahiya, hereby submit my duty report as Observer for the ODL Examination conducted at Nihal Singh Wala (Moga) from 21.06.2026 to 30.06.2026.

The examination proceedings were reviewed during my assigned period of observation. I am satisfied that the examination was conducted according to the instructions and norms laid down by the University. The centre arrangements were adequate, discipline was maintained, and no untoward incident or major irregularity was reported to me.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Rajeev Dahiya
Examination Centre	Nihal Singh Wala (Moga)
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	<u>Rajeev Dahiya</u>

DESH BHAGAT UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

DUTY REPORT OF OBSERVER

Date: 03/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Mr. Ravinder Singh, hereby submit my duty report as Observer for the ODL Examination conducted at Talwandi Sabo from 21.06.2026 to 30.06.2026.

My observation of the examination proceedings indicates that the examination was conducted in an orderly and disciplined manner. The concerned staff complied with the prescribed examination instructions and the arrangements at the centre were satisfactory. No major irregularity, malpractice or disturbance was brought to my notice.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Mr. Ravinder Singh
Examination Centre	Talwandi Sabo
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	<u>Ravinder Singh</u>

DESH BHAGAT UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
DUTY REPORT OF OBSERVER

Date: 03/07/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of ODL Examination

Respected Sir,

I, Ms. Arshpreet Kaur, hereby submit my duty report as Observer for the ODL Examination conducted at Jalalabad (Fazilka) from 21.06.2026 to 30.06.2026.

I hereby report that the examination at the assigned centre was conducted satisfactorily under proper supervision. The prescribed examination norms and procedures were followed and discipline was maintained throughout the examination. There was no major irregularity or untoward incident observed during my period of duty.

Overall Assessment: The examination was conducted smoothly and satisfactorily as per the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Ms. Arshpreet Kaur
Examination Centre	Jalalabad (Fazilka)
Period of Duty	21.06.2026 to 30.06.2026
Signature of Observer	

Date - 26/8/26

DBU/ODL4OL/2026/70

Admission Process for Open & Distance Learning (ODL) Programmes

Process overview

The admission process for Desh Bhagat University's Open & Distance Learning (ODL) programmes is a structured, seven-step workflow that takes a prospective learner from initial enquiry through to registration and access to the DBU ERP student login. ODL programmes do not provide LMS access, learners are provided ERP login access only. Each step is described below, followed by the corresponding process flowchart and supporting screen references.

Step 1: Register for Admission

- Visit the University website <https://dbuodl.in/> and click on "Apply Now"
- Fill in the online enquiry form at <https://dbuodl.in/apply-now/>, or provide details during a telephonic interaction with the University representative.
- Login credentials for the online admission portal are shared by the University via the registered email ID.

Step 2: Login to Admission Portal

- Log in to the Online Admission Portal using the credentials provided by the University.

Step 3: Fill the Application Form

- Complete the Online Admission Application Form, providing:
- Application details
- Personal details
- Medium / course selection
- Contact details
- Other relevant details

Step 4: Upload Documents

- Upload original scanned copies of qualifying and supporting documents as per eligibility criteria.

Step 5: Document Verification

- University officials verify the submitted documents and details.

Step 6: Fee Payment

- Upon successful verification, the applicant proceeds with online payment of the applicable programme fee.

Step 7: Registration and ERP Access

- After completion of the admission process, learners are registered and provided access to the DBU ERP student login.

Process flowchart



Supporting screen references

The following screenshots correspond to the University website, the online admission enquiry form, and the ERP login portal referenced in Steps 1 and 7.

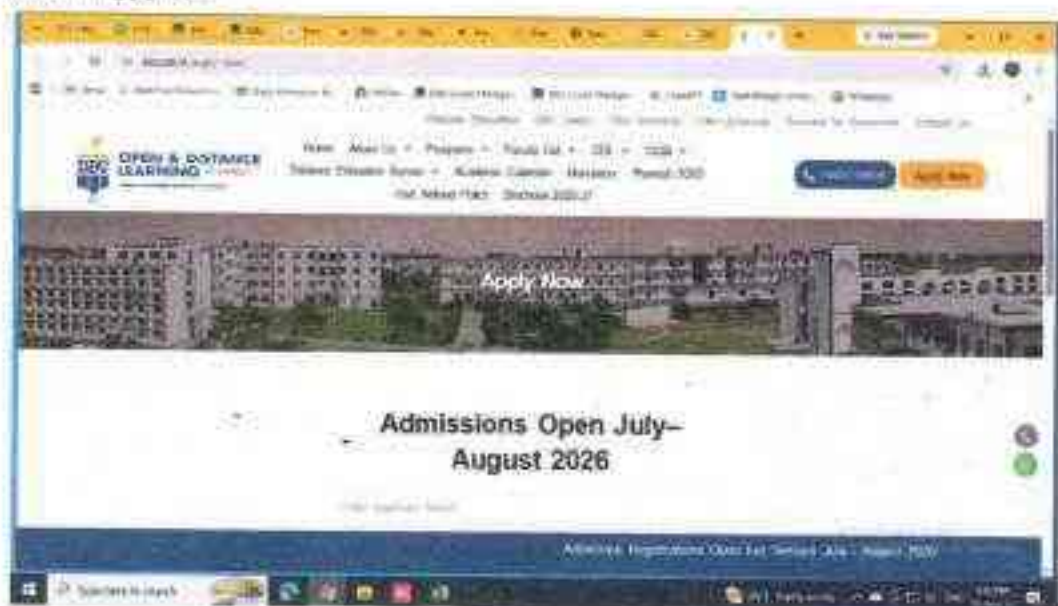
Step 1 — University website (Apply Now)

<http://thucsd.vn>



Step 1 — Online admission enquiry form

<http://thucsd.vn/apply-now>



Step 7 — ERP login portal

<https://erp.dbuodl.in/Account/Login>



Mr. Tarachand Saini
Assistant General Manager (AGM)
ODL/OL

Dr. H.K. Sidhu
Director
ODL/OL

Student Grievance Redressal Cell (SGRC)

Objectives

1. To provide an opportunity for the students to freely express their grievance, with utmost anonymity.
2. To set up mechanism for speedy & expeditious resolution of grievances.
3. To provide an appropriate counselling to the students in the process of resolving the grievances.
4. To promote cordial relationship amongst the students.

Functions

1. To review the complaints received by the SGRC.
2. To follow the principles of natural justice in considering the grievances.
3. To report with recommendations, if any, to Vice Chancellor of the university.
4. To conduct the surveys to identify the problems of students and provide suitable

Procedure for Submitting the Grievances:

An aggrieved student can submit the application seeking redressal of grievance to the committee.

- The online grievance submits on University website.
- By logging student id & click on Grievance tab.
- Click on the link & fill the Google form as per the details required in the form with nature of grievance.
- Click on submit button.
- The grievance will automatically update on SGRC Google form & team will see and works on those grievances as per the grievance.

Composition of SGRC Members

Name	Designation
Dr. Pooja Gulati	Chairperson
Dr. Arashdeep Singh	Member
Dr. Lovesampuranjot Kaur	Member
Dr. Amandeep Singh	Member

Name	Designation
Dr. Prabjot Kaur Ghuman	Member
Ms. Shivani	Member
Mr. Ashok Paul Batra	Ombudsman

Contact for Grievance Resolution.

- Dr. Arashdeep Singh (Deputy Director of SGRC)
- Contact Detail: 7340833313,
- WhatsApp: 9991111276,
- Email: directorstudents@deshbhagatuniversity.in

Handwritten signature

Handwritten signature

Director

Centre for Distance and Online Education
Desh Bhagat University
Mandi Goindwar (Punjab)

Director
Centre for Distance and Online Education
Desh Bhagat University
Mandi Goindwar (Punjab)

Methods of Grievance Submission



Desh Bhagat University
Creating a Better Tomorrow





STUDENT GRIEVANCE REDRESSAL CELL (SGRC)



1. ONLINE SUBMISSION

1. Visit the university website www.deshbhagatuniversity.in.
2. Click on the tab "Grievance Redressal Cell" on the homepage.
3. Fill out the online grievance submission form with relevant details.
4. Submit the grievance electronically through the website.

2. OFFLINE SUBMISSION

1. Visit the Department of Student Welfare located in the Student Centre on campus.
2. Approach the designated staff or grievance handling personnel.
3. Fill up a grievance form provided by the staff.
4. Submit the completed form physically at the department's office.

3. EMAIL SUBMISSION

1. Send an email detailing the grievance to the designated email address: directorstudent@deshbhagatuniversity.in.
2. Ensure to include all necessary information and relevant attachments in the email.

4. HELPLINE NUMBERS

1. Call the helpline numbers: 7346633373, 990010270.
2. Speak directly with the grievance redressal cell representatives to report your grievance.
3. Use WhatsApp to message the helpline numbers for grievance submission.
4. Include relevant details and attachments in your WhatsApp message.