



Director ODL <directorodl@deshbhagatuniversity.in>

Invitation

2 messages

Director ODL <directorodl@deshbhagatuniversity.in>
To: vice chancellor DBU <vc@deshbhagatuniversity.in>

Wed, Mar 25, 2026 at 2:04 PM

Respected Sir

jai hind

Kind submission that Center for Internal Quality Assurance(CIQA) for Open Distance Learning and Online Learning is scheduled on 27 March 2026 at 11.30 am in HIND DI CHADAR .

you being the chairperson is requested to show your presence

Thanks
Regards
Dr.sichu
Director ODL/OL

vice chancellor DBU <vc@deshbhagatuniversity.in>
To: Director ODL <directorodl@deshbhagatuniversity.in>

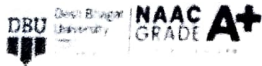
Wed, Mar 25, 2026 at 2:58 PM

I will be there
Sent from my iPhone

> On 25 Mar 2026, at 2:04 PM, Director ODL <directorodl@deshbhagatuniversity.in> wrote:

>
>

[Quoted text hidden]



Director ODL <directorodl@deshbhagatuniversity.in>

BOS meeting and CIQA meeting

4 messages

Director ODL <directorodl@deshbhagatuniversity.in> Fri, Mar 13, 2026 at 9:43 AM
To: "Dr.Khushboo Bansal Deputy Director Engineering" <Deputy.directorengg@deshbhagatuniversity.in>, Director Social Sciences <directorssd@deshbhagatuniversity.in>, Director - Business Management & Commerce <umcs@deshbhagatuniversity.in>, "Dr. Gurinder Kaur sandhu" <hodlibrary@deshbhagatuniversity.in>, director hotel management <directorhm1@deshbhagatuniversity.in>, Director Media <directormedia@deshbhagatuniversity.in>
Co vice chancellor DBU <vc@deshbhagatuniversity.in>

JAI HIND

Respected All

Kind submission that the BOard of Studies as well as Center for Internal Quality Assurance Meeting of ODL as well OL programme is scheduled on 25 March 2026

You are requested to kindly share your complete BOS files along with all agenda in both soft and hard form by 20 March 2026 so that it can be shared with external members beforehand

Any query please feel free to call

Thanks
Regards
Prof(Dr) H.K SIDHU

Dr. Gurinder Kaur sandhu <hodlibrary@deshbhagatuniversity.in>
To: Director ODL <directorodl@deshbhagatuniversity.in>

Wed, Mar 18, 2026 at 11:55 AM

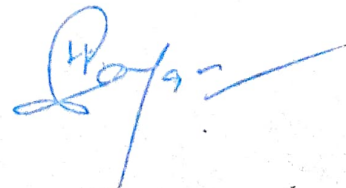
Agenda for the meeting of Centre for Internal Quality Assurance (CIQA) to be held on 27th March 2026 at 11.30 am in Hind Di Chadar, Vice Chancellor Secretariat Block of the University

Chairman's welcome address

Adoption of Agenda for Discussion

Apologies, if any

1. **Item No.1 (CIQA -01/2026):** To consider and recommend to Centre of ODL and OL regarding Board of Studies for various programmers as entitled by UGC for the Session 2026-2027 (**Annexure -I**).
2. **Item No.2 (CIQA -01/2026):** To consider and recommend to Centre of ODL and OL regarding the various meetings being attended as directed by UGC from time to time (**Annexure -II**).
3. **Item No. 3 (CIQA -01/2026):** To consider and recommend to Centre of ODL and OL the various Induction programmes being conducted for the programmes as entitled by UGC 7 (**Annexure -III**).
4. **Item No. 4 (CIQA -01/2026):** To consider and recommend to centre of ODL and OL regarding meetings related to grievances conducted for learners of ODL/OL (**Annexure -IV**).
5. **Item No.5 (CIQA -01/2026):** To consider and recommend to centre of ODL and OL the Faculty Development Programme being attended by the faculty (**Annexure -V**).
6. **Item No.6 (CIQA -01/2026):** To consider and recommend to centre of ODL and OL the feedback being taken from stakeholders
7. Any other item with the permission of the Chair.



DESHBHAGATUNIVERSITY,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)

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 to be 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	pvc.rdc@deshbhagatuniversity.in	9855028013
2.	Director of the School under Faculty				
2.1	Prof(Dr) H.K Sidhu	Professor	Chairperson	directoradl@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.profssl@deshbhagatuniversity.in	8284009909
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.directorengg@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.directorengg@deshbhagatuniversity.in	7837556661

5.3	Dr. Renu Sharma	Associate Professor cum In charge Social Sciences & Languages	Member	Asso.profssl@deshbhagatuniversity.in	82840099 09
6.	Two Assistant Professors in the Faculty, by rotation				
6.1	Dr Navninder Kaur	Assistant Professor	Member	Nav.kaur@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 Kajal	Deputy Registrar and Former Director ,Distance Learning Programme, IK Gujral Punjab Technical University, Jalandhar	Member	skkazal@ptu.ac.in	94780980 20
7.2	Dr. Amita Kaishtha	Assistant Professor ,Centre for Distance and Online Education ,Punjabi University Patiala	Member	9amitakaistha@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 PM to discuss various issues relating to admissions of Open Distance Learning and Online Learning

Present:

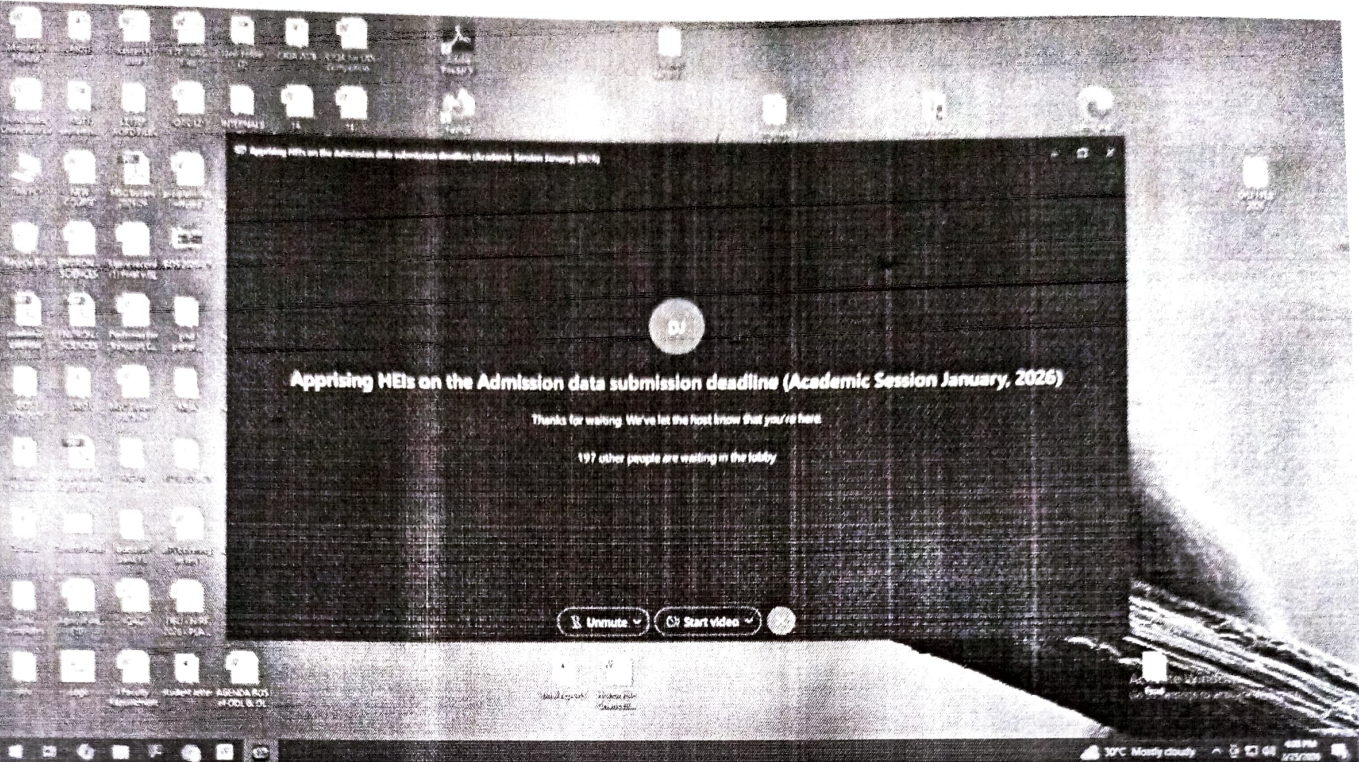
1. Dr HK Sidhu, Director (OL/ODL)

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	<p>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</p> <p>Several universities directors put forward the queries :</p> <ol style="list-style-type: none">1 Issue related to Jail Inmates2 Issue related to International students3 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



Apprising HEIs on the Admission data submission deadline (Academic Session January, 2026)



Hitendranath Bhattacharya
Unverified

Arpita Umraniya
Unverified



Chat

Message to everyone will be sent after the meeting.

- Higher Education & Research, Mysuru
- KSOU Mysuru, Karnataka 4:08 PM
Good evening
Open University, Mysuru, Karnataka.
- Director CDOE, Des. 08:00 PM
Good evening
Director.CDOE, Dean Dayal Upadhyaya
Gorakhpur University Gorakhpur
- JADAV NIKUN Unverified 4:08 PM
Kindly share the website link where
data needs to be entered
- You 4:10 PM
Prof[DR]H.K. Sidhu from Doshi Bhawan
University,MARDI GOBINDGARH,
PUNJAB

Write a message to Apprising HEIs on the Admission data submission deadline (Academic Session January, 2026)

Activate Windows
Go to Settings to activate Windows.

Unmute Stop video Share AI Assistant

30°C Mostly cloudy 4:10 PM 1/12/2025

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:

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

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

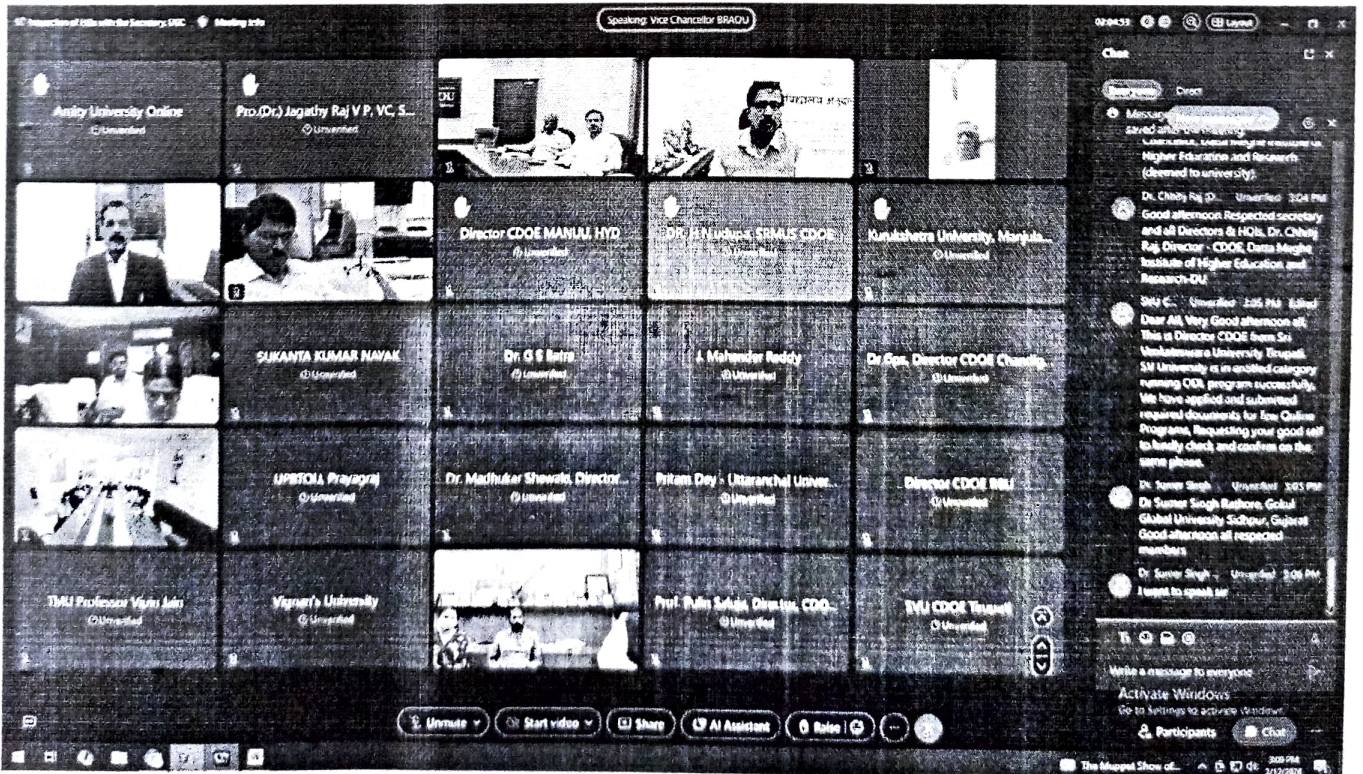
Sr.	Agenda	Discussion & decision
1.	DEB Portal	<p>Dr Manish Joshi sir highlighted the importance of DEB portal and appreciated the efforts of all. Sir also guided that the modifications in regulations related to ODL/OL are in process. Thereafter he added that kindly share your suggestions and best practices that can be incorporated.</p> <p>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</p>
2.	Suggestions and Challenges	<p>Many Universities added about their issues like weightage of examination as 70: 30 need to be changed, to be followed as 60: 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</p>

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







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)

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 HEI. 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 2013)

MINUTES of meeting attended via online mode with UGC DEB on 9.10.2025 at 11.00 am in MIND DI CHADAR to discuss various issues relating to Open Distance Learning and Online Learning

Present:

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

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

Sr.	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.
2.	Suggestions and Challenges	Many Universities added about their issues like DEB ID creation, 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 of institutes/universities are not responding to data asked. The data was related to Programme details and CIQA meeting

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. We will also follow mentor mentee concept and monthly meeting with learners

Regards
Dr H.K SIDHU

Dr Manish Joshi (A)



DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Mandi Gobindgarh, Punjab
Approved under U/S 2(f) and 12 B of UGC Act 1956,
(NAAC A+ Accredited)

**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

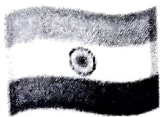


Support CDOE

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

to bcc: me

Dear Learners,



JAI HINDI



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



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**



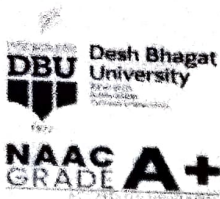
DBU OL Support Team



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

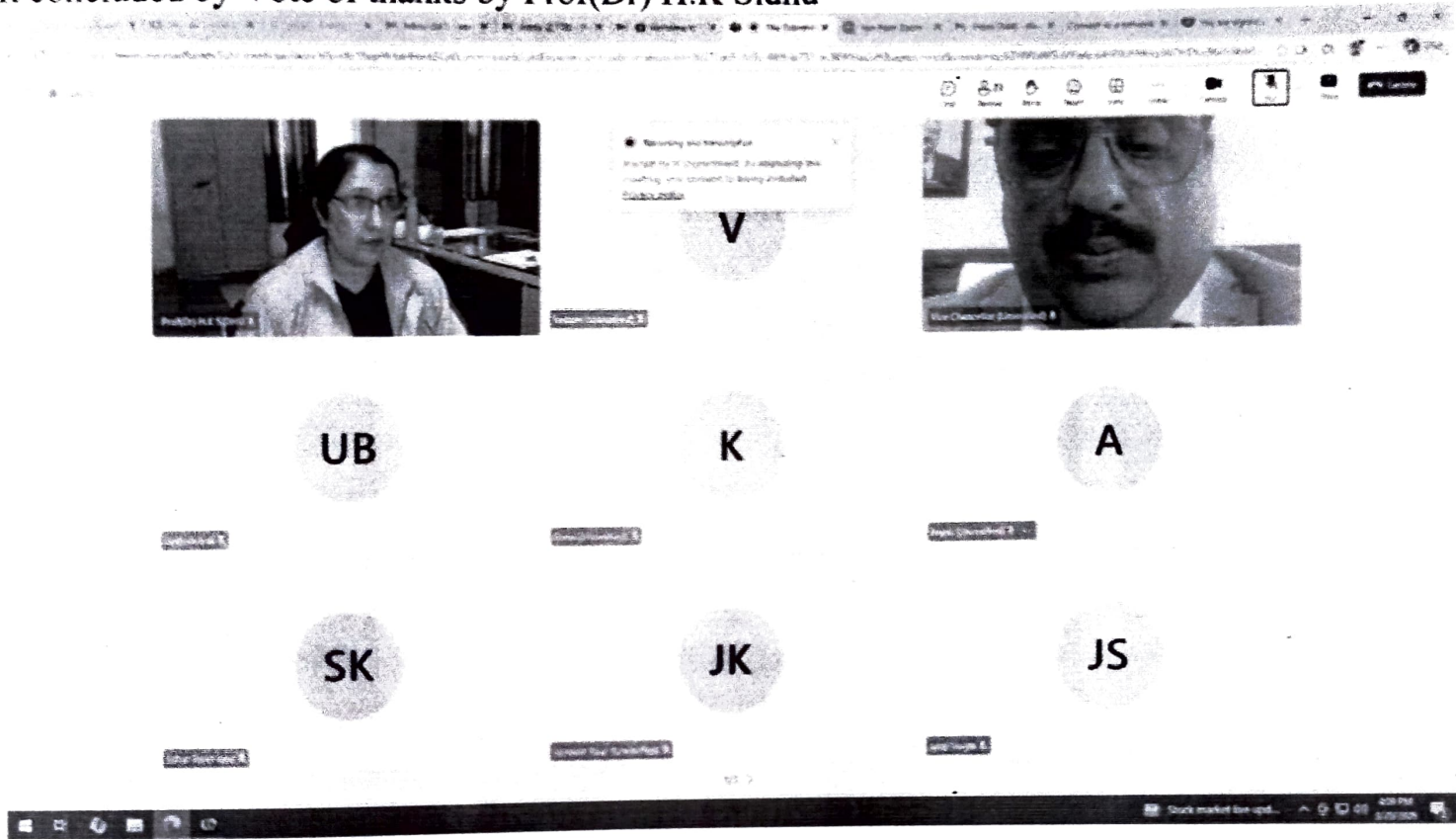
The session provided students with a comprehensive understanding of the learning framework and equipped them with the necessary information to effectively participate in the ODL and Online programme.

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



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	<p>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</p> <p>Worthy Vice Chancellor Sir has directed that last date for all data completion of admissions done will be 30 September 2025</p> <p>It was also submitted that in programmes like</p> <ol style="list-style-type: none"> 1 MCA 2 MA Punjabi 3 MA Hindi <p>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</p>
2.	SOP related to academics, Operations and Examination	<p>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</p> <p>It was decided to constitute following committee for preparation of SOP:</p> <ol style="list-style-type: none"> 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 quottaions 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



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IG/STRIDE/MT/2026/FDP-00862

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 Tirkey
Programme Coordinator

Dr. Ram Chandra
Programme Coordinator

Prof. Anita Priyadarshini
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