

HEI ID: U-0684 Name of HEI: Desh Bhagat University, Mandi Gobindgarh

Type of HEI: State Private University

Annual Report

OF

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

PROGRAMMES UNDER

ONLINE 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
d.	Two External	Member 7	Dr Sandeep Kajal	Punjab Technical	23/8/2024

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	Experts of ODL and/or Online Education	Member 8	Dr Amita Kishtha	Punjabi University ,Patiala	23/8/2024
e.	Officials from departments of HEI	Member 9 Administratio	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:

Form - Faculty, 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)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	T G	Total
1.	NA										
N.											

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

HEI ID:**Name of HEI:****Type of HEI:****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)	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NA											
N.												

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	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	NA									
N.										

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:**

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

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee Total Duration (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	BA	03 Years	120	+2	Rs. 66000/-		249	96	0	345
2	BBA	03 Years	132	+2	Rs. 114000/-		39	14	0	53
3	B.Com	03 Years	132	+2	Rs 78000/-		89	41	0	130

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

HEI ID:**Name of HEI:****Type of HEI:****1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

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

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MJMC	02 years	64	Graduation	Rs. 48000/-	27.06.2025	5	0	0	5
2.	MA English	02 Years	80	Graduation	Rs. 48000/-	27.06.2025	8	7	0	15
3	MA History	02 Years	80	Graduation	Rs. 48000/-	27.06.2025	1	8	0	9
4	MA Hindi	02 years	80	Graduation	Rs. 48000/-	27.06.2025	02	0	0	2
5	MA Political Science	02 Years	80	Graduation	Rs. 48000/-	27.06.2025	5	3	0	8
6	MA Punjabi	02 Yeara	80	Graduation	Rs. 48000/-	27.06.2025	8	4	0	12
7	MBA	02 Years	106	Graduation	Rs. 120000/-	27.06.2025	42	22	0	64
8	Mcom	02 Years	94	Graduation	Rs. 64000/-	27.06.2025	2	3	0	5
9	MCA	02 years	80	Graduation	Rs. 88000/-	27.06.2025	11	5	0	16
10	MLIB	01 Year	46	Graduation	Rs. 24000/-	27.06.2025	7	1	0	8

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

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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HEI ID:

Name of HEI:

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

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

		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 Online 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	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Link for OL students- https://forms.gle/uaYSVt3TKTC8pN3J8	

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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 and 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 done	

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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.	(a) 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	
	(b) 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	yes	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	-	

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

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 Online 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 online programmes	Upload relevant document

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

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	

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

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 online programmes	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 Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	As per guidelines	

HEI ID:

Name of HEI:

Type of HEI:

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

*Name: Dr. khushboo Bansal
Ph.D CSE*

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

Name: Er. Jyoti Arora

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

3.4 Compliance status in respect of Human Resource – 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, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Annexure- 3.4

i. Programme name:

a. Programme Coordinator

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
Annexure Attached (Annexure 3.4)					

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
Annexure Attached (Annexure 3.4)						

c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
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HEI ID:**Name of HEI:****Type of HEI:**

	Annexure Attached (Annexure 3.4)
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Any other details

3.5 Details of Administrative staff**a. Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	Yes
Assistant Registrar	1	Yes
Section Officer	1	Yes
Assistants	3 (2 for DM Universities)	Yes
Computer Operator	2	Yes
Multi Tasking Staff	2	Yes

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:**i. Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available
Technical Manager (Production)	1	Yes
Technical Associate (Audio-Video recording and editing)	1	Yes
Technical Assistant (Audio-Video recording)	1	Yes

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Type of HEI:

Technical Assistant (Audio-	1	Yes
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HEI ID:**Name of HEI:****Type of HEI:**

Video editing)		Yes
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ii. For Delivery of Online Programmes:

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	Yes
Technical Assistant (LMS and Data Management)	2	Yes

iii. For Admission and Examination for Online mode:

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	Yes
Technical Assistant (Admission, Examination and Result)	2	Yes

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

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 Online 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.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	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	
5.	The number of examination centres in a city or	yes	

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	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 of facilities required for the conduct of Online examination for online programmes

S.	Provisions in Regulations	Whether	If No,
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HEI ID:**Name of HEI:****Type of HEI:**

No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	Yes	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Via web camera	

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

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 Online programmes shall have a mechanism well in place for evaluation of	Upload mechanism: yes	

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
	learners enrolled through Online mode and their certification.		
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 Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes	
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 online mode shall be evolved by adopting same standards as being followed in conventional	Yes	

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
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online 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.	Annexure 4.2(5)	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments		
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Annexure 4.2(7)	
8.	A Higher Educational Institution offering a Programme in Online 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	Yes	

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
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online 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.	Yes	
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	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International 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	Yes	

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
	centre to the Higher Educational Institution		
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.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	Yes	

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
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode 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.	Yet no Batch Passed out	
	(b) Each award shall also be uploaded on the National Academic Depository	Yet no Batch Passed out	
16.	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 Examination Centres	Yet no Batch Passed out	

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

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students
--------------------	----------------	-----------------	-----------------	-----------------	--------------	---------------

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

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
Jan 2025	UG	37	37	37	100	5
Jan 2025	PG	7	7	6	85	1

HEI ID:

Name of HEI:

Type of HEI:

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

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 e-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

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

Non-Swayam : SONET LMS

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

<https://learn.dbuonline.in/>

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII)

As per norms

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N

a. Provide details as under: NO

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 (Semester

HEI ID:

Name of HEI:

Type of HEI:

							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://dbuonline.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 Online 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, suggested readings, contact points for	Yes	

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online 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.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes	
8.	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 Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
9.	Information regarding all the programmes recognised by the Commission	yes	

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

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	No Batch Pass out	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes on ERP	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	Yes on ERP	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	Yes on ERP	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	yes	
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	
16.	Reports of the third party academic audit to be undertaken every five years and internal	Will be done in December 2026	

HEI ID:

Name of HEI:

Type of HEI:

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academic audit every year by Centre for Internal Quality Assurance		

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.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online 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
3.	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
4.	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	yes

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

	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	
5.	Admission of learners to a Higher Educational Institution for a programme in Online 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	yes
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an 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.	yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

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

	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 online 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	yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	yes
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	yes
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	yes
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	yes

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

	admission to each programme of study and the amount of fee to be paid for the admission test	
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	yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	On ERP
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	yes
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	yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	yes
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	On website

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

	in the Commission Order	
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 Online 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 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	yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online 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	yes

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

	Educational Institution	
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 or not based on facts or to be misleading	As per norms

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No: Yes

If No, reason thereof:

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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
17	17

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: 9.1
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	00	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

Not Yet as no Batch at final stages

10.4 Success Stories of students of Online mode of the HEI

Not Yet as no Batch at final stages

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

Converted to English, Hindi and Punjabi

10.6 Number of students placed through Campus Placements

No Batch Pass out

10.7 Details of Alumni Cell and its activity

No Batch Pass 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: 31/08/2026
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 (P.B.)

Date: 31/08/2026



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,

1. 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.
2. 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.
3. 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

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.) PPR 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.
--	--	--

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

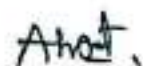
Ref. No. DBU/Reg/24/1739

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,

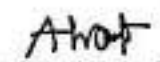


[Prof. (Dr.) Harvinder Kaur Sidhu,]

Date - 15/4/2024



REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)


Vice-Chancellor
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.

Handwritten signature and date
28/3/2026

Member Secretary

Handwritten signature and date
11/4/26
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 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.profss@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	skkajal@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:

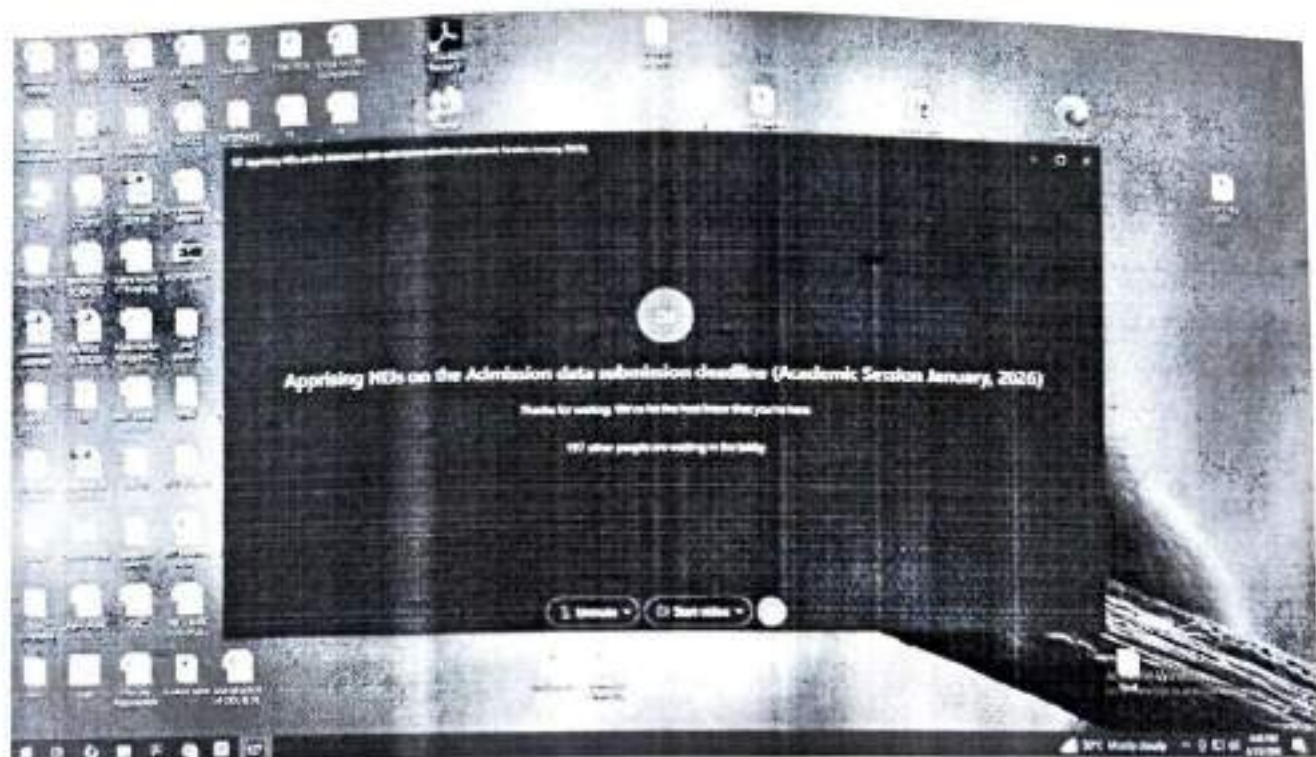
1. Dr HK Sidhu, Director (OL/ODL)

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	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



Aggregating HEIs on the computer data submission deadline (Tuesday, 12 January, 2020)



Hitendranath Bhattacharya
Unverified



Arpita Umraniya
Unverified



Chat

Everyone

Message to everyone will be sent after the meeting.

Higher Education & Research, Ministry

19:01:10
Good morning, everyone!
Good morning, everyone!

19:01:10
Good morning, everyone!
Good morning, everyone!

19:01:10
Good morning, everyone!
Good morning, everyone!

19:01:10
Good morning, everyone!
Good morning, everyone!

Write a message to everyone in the chat.
Aggregating HEIs on the computer data submission deadline
(Tuesday, 12 January, 2020)

Aggregating HEIs on the computer data submission deadline
(Tuesday, 12 January, 2020)

Screen

Stop video

Share

All Access

19:01:10
Good morning, everyone!
Good morning, everyone!

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	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 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

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 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

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 - appreciated the efforts of all. Sir also guided that the modifications regulations related to ODL/OL are in process. Thereafter he asked 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 institutes/universities are not responding to data asked. The issue was related to Programme details and CIOA 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

Agli (A)

**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



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	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 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

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-00362

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

* 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 Mar 27, 2026
6	Dr. Renu Sharma	Social Sciences and Languages	Renu Sharma 27/03/2026
7	Dr. Aman Sharma	Hotel Management and Tourism	Aman Sharma 27/3/2026
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	Online
11	Mr. Sachin Jain (Chartered Accountant)	Accounts	Not available
12	(Dr.) H.K. Sidhu	OL & ODL	H.K. Sidhu 27/3/26

[Handwritten Signature]
11/4/26

Date - 26/8/24
DBU/ODL & OL/2026/68

OL Programme Delivery – Learning Management System (LMS)

Login URL:- <https://learn.dbuonline.in/>

Technical Framework:-

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

Backend: .NET, REST API

Authentication: JWE-based authentication

Database: Microsoft SQL Server

Compliance Statement: Sonet LMS Alignment with UGC (ODL & OL) Regulations, 2020

1. Introduction This document asserts that **Sonet LMS** is fully compliant with the technological and academic parameters set forth by the University Grants Commission (UGC) for Higher Educational Institutions (HEIs) offering Open and Distance Learning (ODL) and Online Learning (OL) programmes. The platform is engineered to maintain educational quality at par with conventional teaching standards while providing robust digital infrastructure.

2. Implementation of the Four-Quadrant Approach Sonet LMS structurally supports and mandates the UGC's Four-Quadrant instructional model for online curriculum delivery:

- **Quadrant-I (e-Tutorial):** The platform features integrated video hosting and streaming capabilities, supporting audio-visual content, interactive animations, video demonstrations, and virtual lab simulations.
- **Quadrant-II (e-Content):** Instructors can upload and organize diverse digital materials, including PDFs, e-Books, textual illustrations, and interactive documents that can be downloaded or viewed directly within the system.
- **Quadrant-III (Web Resources):** The LMS allows educators to embed related external links, open-source content, historical case studies and scholarly articles to supplement core learning materials.
- **Quadrant-IV (Self-Assessment):** The system is equipped with a comprehensive evaluation engine that supports Multiple Choice Questions (MCQs), timed quizzes, assignment submissions, problem-solving activities, and dedicated FAQ/discussion forums to clear misconceptions.

3. Learner Engagement and Analytics To meet the strict monitoring requirements of the UGC, Sonet LMS incorporates advanced tracking and data analytics:

- **Active Participation Tracking:** The analytics engine accurately logs student activity to ensure the UGC mandate of at least 2 hours of learner participation every fortnight.

Engagement Monitoring: The system tracks and records student involvement across both synchronous (live sessions) and asynchronous (discussion forums, assignment submissions) activities.

- **Custom Dashboards:** Administrators and faculty have access to real-time dashboards to identify at-risk learners and monitor overall cohort engagement.

4. Examination and Quality Assurance Sonet LMS provides the necessary infrastructure to conduct secure and credible assessments:

- **Proctored Remote Examinations:** The platform supports API integration with AI and human-led remote proctoring tools to conduct secure end-semester examinations in conformity with statutory norms.
- **Continuous Internal Assessment:** The platform manages the workflow for continuous in-semester assessments (accounting for the standard 30% weightage) through automated grading for objective tests and rubrics for descriptive answers.
- **Plagiarism Monitoring:** Built-in integration with industry-standard plagiarism detection software ensures academic integrity for all submitted assignments and project reports.

5. Technical Infrastructure and Learner Support Sonet LMS is designed to offer an accessible, scalable, and secure environment:

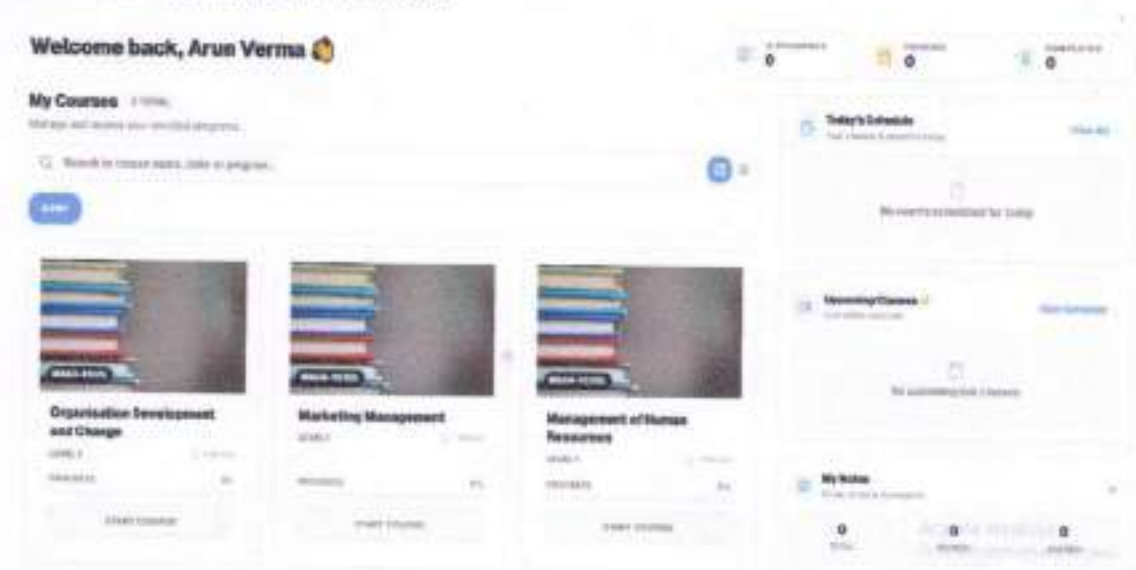
- **Device Flexibility:** The interface is fully responsive, ensuring seamless accessibility across desktop browsers and mobile devices.
- **Secure Access:** Multi-factor authentication, single sign-on (SSO) capabilities, and IP tracking ensure secure access to institutional data and intellectual property.
- **Learner Support Services:** Features include automated announcements, prompt notifications, course-level discussion boards for collaborative peer-learning, and secure online access to certificates.

6. ERP & LMS Screenshots:

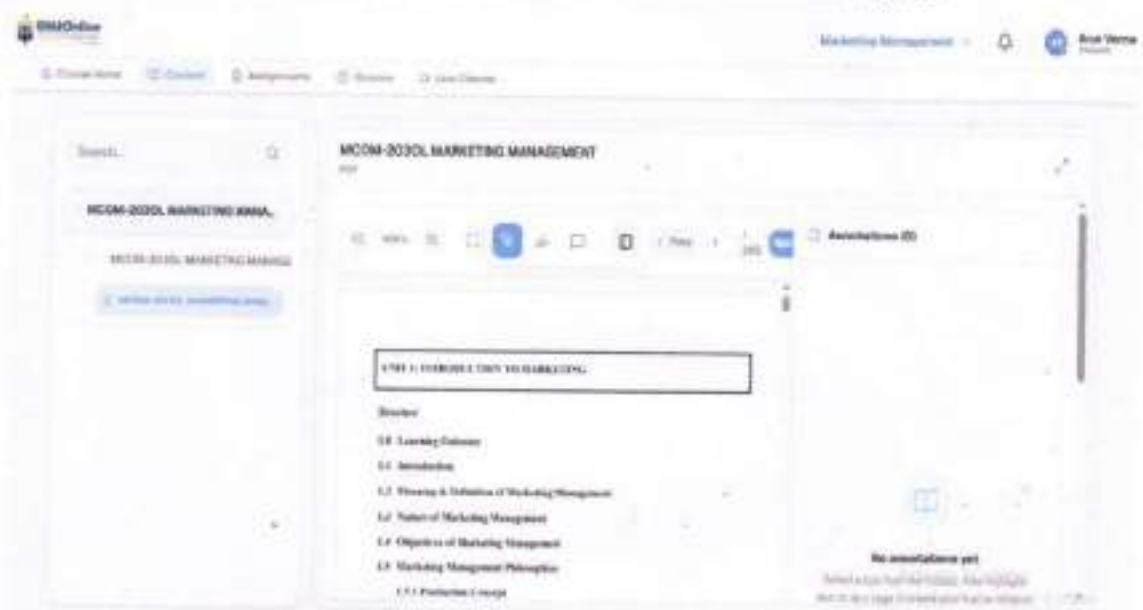
ERP: After logging in, students can see this type of page with many options available.



LMS: After clicking the LMS option, students can see a page displaying their courses, organized and viewable semester-wise on the screen.



Content: After clicking on the course, students can view the content for all subjects.



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

Ref. No:DBU/Registrar/1720

Dated : 29.7.2024

NOTIFICATION

Assumption the charge as Teaching and Technical Support in the Centre for Online Learning (OL).

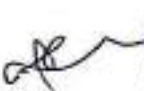
As per the directives of the Vice-Chancellor following faculty members have been permanently transferred/appointed in the Centre for **Online Learning (OL)** w.e.f 29.07.2024.

Sr. No.	Name of Staff	Designation	Programme
Director			
1.	Dr. HK Sidhu	Professor	Full Time Dedicated
Deputy Director			
2	Dr. Khushboo Bansal	Associate Professor	Full Time Dedicated
Assistant Director			
3	Er Jyoti Arora	Assistant Professor	Full Time Dedicated
Programme Coordinator			
4	Ms Sangmitra Singh	Assistant Professor (MJMC)	Full Time Dedicated
5	Dr Ram Singh	Professor (History)	Full Time Dedicated
6	Dr Lakhwinder Singh Bedi	Professor (English)	Full Time Dedicated
7	Dr Gaganpreet Kaur	Professor (Punjabi)	Full Time Dedicated
8	Dr Ajay Pal Singh	Professor (Hindi)	Full Time Dedicated
9	Ms Pardeep Kaur	Assistant Professor (Management)	Full Time Dedicated
10	Ms Harpal KLaur	Assistant Professor (Management)	Full Time Dedicated
11	Mr Sanjeet Kumar	Assistant Professor (Commerce)	Full Time Dedicated
12	Dr Irfan Yasin Allie	Assistant Professor (Commerce)	Full Time Dedicated
13	Dr Shweta Mishra	Assistant Professor (CSA)	Full Time Dedicated
14	Ms Jagmohan Kaur	Assistant Professor (Library Sciences)	Full Time Dedicated



Sr. No.	Name of Staff	Designation	Programme
Course Coordinator			
15	Dr Anil Pandey	Assistant Professor (MJMC)	Full Time Dedicated
16	Dr Rajdip Kaur	Assistant Professor (Pol. Sci.)	Full Time Dedicated
17	Mr Gurjeet Singh	Assistant Professor (Psychology)	Full Time Dedicated
18	Ms Mandeep Kaur	Assistant Professor (Social Sciences)	Full Time Dedicated
19	Ms Kiran Rajput	Assistant Professor (Social Sciences)	Full Time Dedicated
20	Dr Rajinder Singh Ahluwalia	Assistant Professor (English)	Full Time Dedicated
21	Dr Sushil Kumar	Assistant Professor (English)	Full Time Dedicated
22	Ms Mamta Rani	Assistant Professor (Punjabi)	Full Time Dedicated
23	Ms Sukhpreet Kaur	Assistant Professor (Punjabi)	Full Time Dedicated
24	Dr Hawaldar Bharti	Assistant Professor (Hindi)	Full Time Dedicated
25	Ms Amandeep Kaur	Assistant Professor (Hindi)	Full Time Dedicated
26	Ms Manwinder Kaur	Assistant Professor (Business Mgt)	Full Time Dedicated
27	Mr Parminder Pal Singh	Assistant Professor (Commerce)	Full Time Dedicated
28	Dr Rahul Thor	Assistant Professor (CSA)	Full Time Dedicated
29	Ms Pardip Kaur	Assistant Professor (Library Sciences)	Full Time Dedicated
Course Mentor			
30	Dr Jyoti Dharmi	Assistant Professor (Ayurveda)	Full Time Dedicated
Technical Team			
31	Mr Sunny	Technical Manager Production	Full Time Dedicated
32	Mr Adil Parvej	Technical Associate (Audio-Video Recording & Editing)	Full Time Dedicated
33	Mr Rahul Kumar	Technical Assistant (Audio-Video Recording)	Full Time Dedicated
34	Mr Deepak Saini	Technical Assistant (Audio-Video Editing)	Full Time Dedicated

Sr. No.	Name of Staff	Designation	Programme
For delivery of Online Programmes			
35	Mr Sajan Puri	Technical Manager (LMS & Data Management)	Full Time Dedicated
36	Mr Jarnail Singh	Technical Assistant (LMS & Data Management)	Full Time Dedicated
Admission & Examination Staff			
37	Ms Hardeep Kaur	Technical Manager (Admission)	Full Time Dedicated
38	Ms Gurpreet Kaur	Technical Assistant (Admission)	Full Time Dedicated
39	Mr Sukhjinder Singh	Technical Manager (Examination/Result)	Full Time Dedicated
40	Ms Ricky Garg	Technical Assistant (Examination/Result)	Full Time Dedicated


REGISTRAR
DESH BHAGAT UNIVERSITY
Registrar MANDI GOBINDGARH (PB.)

Copy of above forwarded to the following :

1. Vice-Chancellor
2. Director of the concerned Department
3. HR Manager
4. Accounts Officer

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
MANDI GOBINDGARH PUNJAB, INDIA**

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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

Set-B
Desh Bhagat University, Mandi Gobindgarh
June 2026 (Regular) Examinations (OL)
Class: M.A. English OL, Sem:I
Subject Name:Phonetics and Spoken English
Subject Code:MAEG- 103 OL

Maximum Marrks: 70

Time Allowed: 2 hrs

Instructions for candidates:

Section A: - There will be 50 MCQs with four options. All the questions are compulsory and each question carries 1 (one) mark.

Section B:- Essay Type Questions:-There will be 4 questions out of which 2 have to be attempted. Each question carries 10 (Ten) marks.

Q1. Section-A (50 Marks)

MCQ'S	Question	Option A	Option B	Option C	Option D
1	Regional varieties of English are called ____.	Dialects	Slang	Borrowings	Errors
2	Organs of speech exclude ____.	Lungs	Tongue	Teeth	Heart
3	Phonetics studies ____.	Speech sounds	Writing	Syntax	Meaning
4	Phonology focuses on ____.	Phonemes	Spelling	Grammar	Morphology
5	RP is a ____.	Regional accent	Class accent	American accent	Indian accent
6	IPA provides ____.	Spelling rules	Exact sound symbols	Grammar forms	Stress rules

7	GIE is influenced by ____.	British English	American English	Regional languages	All of these
8	English phonemes total around ____.	12	20	44	100
9	Place of articulation refers to ____.	Where sound is produced	How loud	Stress	Length
10	Manner of articulation refers to ____.	How sound is produced	Pitch	Place	Tone
11	Voiceless sounds occur when ____.	Vocal cords vibrate	Air stops	Vocal cords don't vibrate	Tongue rises
12	Plosives include ____.	/p b t d k g/	/m n ŋ/	/f v/	/l r/
13	Allophones occur due to ____.	Stress	Context	Meaning	Grammar
14	RP English avoids ____.	Rhotic /r/	Weak forms	Assimilation	Stress
15	Morph-phonetic changes occur due to ____.	Affixes	Spelling only	Meaning only	Accent
16	British English vs GIE	Stress	Phonemes	Retroflexion	All

	differs in ____.				
17	A syllable is a unit of ____.	Grammar	Sound	Meaning	Writing
18	Open syllables end with ____.	Vowel	Consonant	Plosive	Nasal
19	Stress is strongest on ____.	Function words	Content words	Articles	Prepositions
20	Compound words usually have stress on ____.	First part	Second part	Last letter	Both equal
21	Weak forms reduce ____.	Content words	Function words	Nouns	Verbs
22	Connected speech features include ____.	Elision	Linking	Assimilation	All
23	Rising tone expresses ____.	Doubt	Command	Finality	Anger
24	Falling tone expresses ____.	Completion	Uncertainty	Politeness	Surprise
25	Prosody includes ____.	Intonation	Rhythm	Stress	All
26	IPA symbol /ʃ/ stands	s	sh	z	ch

	for ____.				
27	/dʒ/ occurs in ____.	Go	Jam	Fan	Row
28	Bilabial sounds use ____.	Lips	Teeth	Tongue	Nose
29	Dental sounds involve ____.	Teeth	Nose	Lips	Jaw
30	Glottal sounds are produce d at the ____.	Lips	Vocal cords	Palate	Teeth
31	Diphtho ngs glide from ____.	One vowel to another	Conson ant to vowel	Vowel to consonan t	Nasal to oral
32	/ə/ is the ____.	Schwa	Long vowel	Retroflex	Nasal
33	Schwa occurs mostly in ____.	Stressed syllables	Weak syllables	Initial position	Final position
34	Linking /r/ occurs in ____.	RP	GIE	American English	None
35	GIE tends to be more ____.	Rhotic	Non- rhotic	Nasal	Monoto ne
36	Unstres sed vowels often become ____.	Full vowels	Schwa	Long vowels	Diphtho ngs
37	Assimila tion can be ____.	Progressi ve	Regressi ve	Coalesce nt	All of these
38	Elision is	Casual speech	Formal speech	Reading	RP only

	common in ____.				
39	Intonation units are also called ____.	Tonic groups	Word groups	Monosyllables	Phonemes
40	Pitch movement indicates ____.	Stress	Meaning	Length	Rate
41	Prosody contributes to ____.	Emotion	Attitude	Discourse structure	All of these
42	RP uses ____.	Clear /l/ only	Dark /ɫ/ in some positions	No /l/	Uvular /l/
43	Phonemes create contrast in ____.	Meaning	Spelling	Punctuation	Grammar
44	/r/ is silent in RP after ____.	Vowel	Consonant	Schwa	Any sound
45	Reduced forms are common in ____.	Slow speech	Fast speech	Reading	Spelling
46	IPA helps mark ____.	Pronunciation	Punctuation	Word choice	Stress only
47	Prosodic features include ____.	Tone	Rhythm	Stress	All
48	Falling-rising	Doubt & uncertain	Finality	Command	Speed

	tone express es ____.	ty			
49	GIE often substitu tes /z/ for ____.	/s/	/ʒ/	/dʒ/	/tʃ/
50	Connect ed speech makes English sound ____.	Artificial	Natural & fluent	Broken	Harsh
Section -B Essay Type Questions (20 Marks)					
Q2. Explain organs of speech and their role in articulation.					
Q3. Compare RP English with General Indian English.					
Q4. Describe syllable structure and stress placement rules in English.					
Q5. Explain intonation patterns and their functions in discourse.					



Desh Bhagat University
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CENTRE FOR ONLINE LEARNING AND OPEN DISTANCE LEARNING
Semester Grade Card

S. No. OL000123



Registration No : 0287DBUOL(MG)2025		Roll No. : A2560068402035		MONTH & YEAR OF EXAMINATION : January 2026	
Name : Jashanpreet Singh					
Father's Name : Parmjit Singh			Mother's Name : Palwinder Kaur		
Programme : Bachelor of Commerce			Semester : I		Mode : Online
Course Code	Course Title	Course Type	Credits	Grade	Grade Point
BCOM-101OL	Financial Accounting	Th.	4	A	8
BCOM-102OL	Principles and Practices of Management	Th.	4	A+	9
BCOM-103OL	Commercial Law	Th.	4	A+	9
BCOM-104OL	Micro Economics	Th.	4	A	8
BCOM-105OL	General English	Th.	4	A+	9
DBES-101OL	Environmental Science	Th.	2	A	8

Credit Registered in the Semester: 22

Semester Grade Point Average (SGPA) : 8.55

Result Status: Pass/Fail/Re-appear : PASS

Equivalent Percentage : 85.50

Place : Mandi Gobindgarh

Date of Issue : 13 Aug 2026

Controller of Examinations

Registrar

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No.: DBU/COE/2026/06/24/

Date: 24/06/2026

Subject: Deputation of Observers for Online Examination Duty

In connection with the conduct of the Online Examinations of Desh Bhagat University, the following officials are hereby deputed as Observers for examination duty for the period from 29.06.2026 to 06.07.2026:

Sr.	Name of Observer	Period of Duty
1	Dr. Navninder Kaur	29.06.2026 to 06.07.2026
2	Dr. Rahul Thor	29.06.2026 to 06.07.2026
3	Dr. Gurjeet Kaur	29.06.2026 to 06.07.2026
4	Dr. Renu Sharma	29.06.2026 to 06.07.2026
5	Dr. Khushboo Bansal	29.06.2026 to 06.07.2026
6	Dr. Pardeep Kaur	29.06.2026 to 06.07.2026
7	Dr. Surjeet Pathela	29.06.2026 to 06.07.2026
8	Dr. Nidhi Gupta	29.06.2026 to 06.07.2026

The deputed Observers are directed to:

- report for duty as per the schedule and instructions issued by the Office of the Controller of Examinations;
- ensure that the online examinations are conducted smoothly, fairly and strictly as per the University rules, regulations and examination guidelines;
- observe the examination proceedings and immediately report any irregularity, malpractice or untoward incident to the Controller of Examinations;
- ensure proper discipline and compliance with the prescribed examination procedure; and
- submit a written duty report to the Controller of Examinations after completion of the assigned duty.

The Observers shall discharge their duties with utmost responsibility, impartiality and confidentiality and shall ensure the smooth and fair conduct of the online examinations.

TA/DA, wherever admissible, shall be paid as per DBU norms.

This Office Order is issued with the approval of the competent authority and shall remain effective for the above-mentioned period.


CONTROLLER OF EXAMINATIONS
Desh Bhagat University
MANDI GEBINDGARH PUNJAB, INDIA

Copy to:

1. The Hon'ble Vice Chancellor, Desh Bhagat University, for information.
2. All concerned Observers, for information and strict compliance.
3. Manager, OL/ODL, for necessary coordination.
4. Office record.

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

Date: 8/7/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Pardeep Kaur, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

On the basis of my observation, the OL examination was conducted in a proper and disciplined manner. The concerned personnel complied with the examination instructions and maintained an appropriate examination environment. The arrangements were satisfactory, and there was no significant incident or irregularity requiring special reporting.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Pardeep Kaur
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 8.7.26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Surjeet Patheja, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

I inspected the general conduct of the OL examination during my assigned period and found the proceedings to be satisfactory. The prescribed University examination norms were followed and proper discipline was maintained. The examination arrangements were adequate, and no major malpractice, irregularity or untoward incident was noticed.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Surjeet Patheja
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 08.07.2026

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr Nidi Gupta, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

I hereby submit that the OL examination observed by me was conducted smoothly and as per the prescribed University procedures. The examination staff discharged their responsibilities appropriately and maintained discipline throughout the proceedings. The overall conduct and arrangements were satisfactory, with no major irregularity brought to my notice.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Nidi Gupta
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 8/7/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

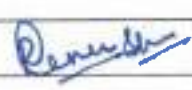
Respected Sir,

I, Dr. Renu Sharma, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

Throughout my observation duty, the examination proceedings were found to be well managed and properly organized. The concerned staff adhered to the prescribed examination instructions and maintained the required discipline. The overall conduct of the OL examination was satisfactory, and no major discrepancy or untoward occurrence was reported.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Renu Sharma
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 7/8/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Khushboo Bansal, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

I monitored the examination arrangements and proceedings during my period of duty. The OL examination was conducted smoothly, peacefully and in a controlled manner. The prescribed rules and procedures were duly followed by the examination staff. I found the overall arrangements satisfactory and did not notice any major irregularity.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record. please.

Name of Observer	Dr. Khushboo Bansal
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 07.08-2026

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Rahul Thor, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

During my assigned duty, I observed the examination process and found the conduct of the OL examination to be orderly and peaceful. The examination staff performed their duties responsibly and followed the University guidelines. The overall arrangements were adequate and the examination was conducted satisfactorily without any significant issue.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Rahul Thor
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	<u>Rahul Thor</u>

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

Date: 07.08.26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Navninder Kaur, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

I remained on duty as an Observer and monitored the overall conduct of the OL examination. The examination proceedings were carried out in a systematic and disciplined manner. The prescribed instructions and examination procedures were followed by the concerned staff. The arrangements were found satisfactory and no major irregularity or untoward incident came to my notice.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Ms. Navninder Kaur
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

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

Date: 8/7/26

To
The Controller of Examinations
Desh Bhagat University

Subject: Report regarding conduct of OL Examination

Respected Sir,

I, Dr. Gurjeet Kaur, hereby submit my duty report as Observer for the OL Examination for the period from 29.06.2026 to 06.07.2026.

I carefully observed the examination activities during the assigned period. The OL examination was conducted fairly and in accordance with the prescribed University norms. Proper discipline was maintained throughout the proceedings and the necessary arrangements were satisfactory. No case of major irregularity, malpractice or disturbance was observed.

Overall Assessment: The OL examination was conducted smoothly and satisfactorily in accordance with the prescribed norms and instructions of Desh Bhagat University.

Submitted for kind information and record, please.

Name of Observer	Dr. Gurjeet Kaur
Period of Duty	29.06.2026 to 06.07.2026
Signature of Observer	

Gurjeet Kaur

Date - 26/8/26

DBU/ODL4 OL/2026/71

Admission Process for Online Programmes

Process overview

The admission process for Desh Bhagat University's Online programmes is a structured, seven-step workflow that takes a prospective learner from initial enquiry through to registration and access to the University's Learning Management System (LMS). 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://dbuonline.in/> and click on "Apply Now."
- Fill in the online enquiry form at <https://admissions.dbuonline.in/>, 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.

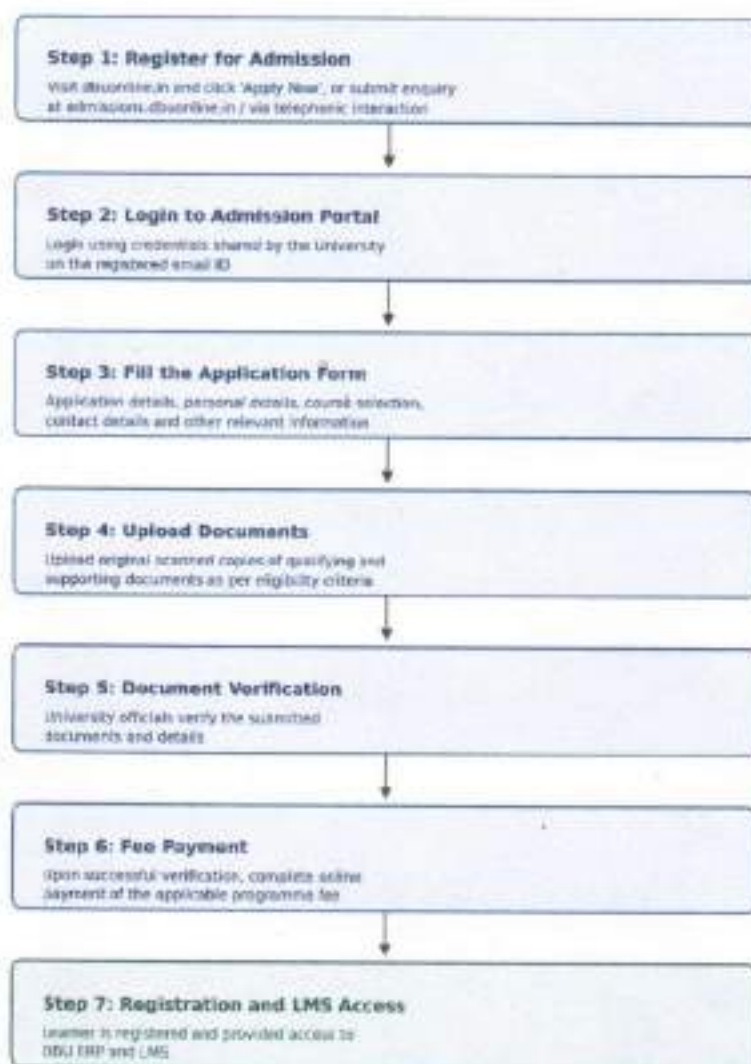
Step 6: Fee Payment

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

Step 7: Registration and LMS (DBU ERP & LMS) Access

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

Process flowchart



Supporting screen references

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

Step 1 — University website (Apply Now)

<https://dbuonline.in/>



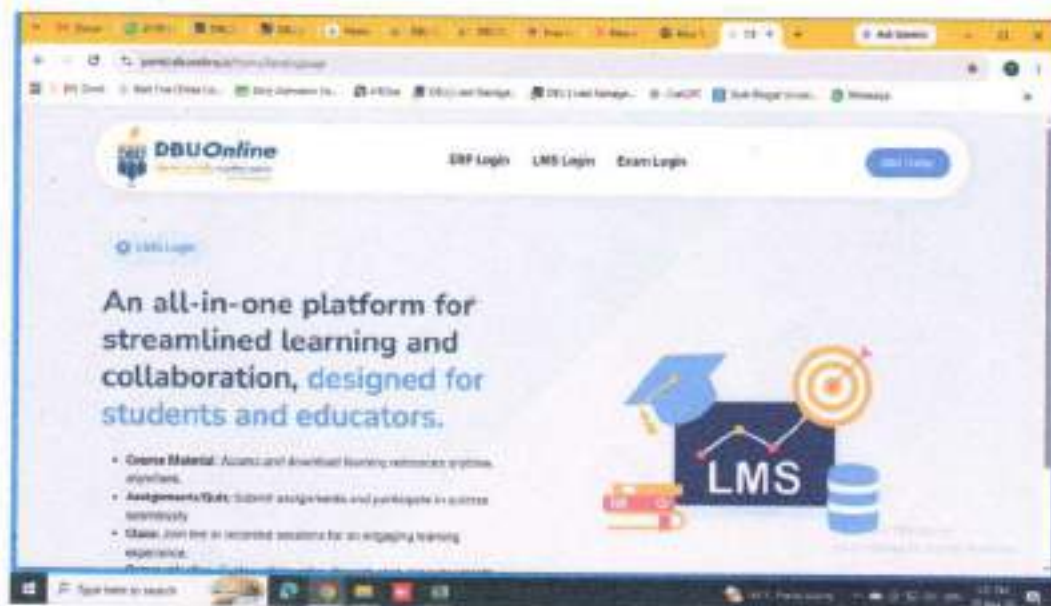
Step 1 — Online admission enquiry form

<https://admissions.dbuonline.in/>



Step 7 — ERP & LMS access portal

<https://portal.dbuonline.in/home/landingpage>



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. Prabhjot 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

Arashdeep Singh

Arashdeep Singh

Director

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

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

Methods of Grievance Submission



Devi Bhagat University
Rajshahi, Bangladesh





STUDENT GRIEVANCE REDRESSAL CELL (SGRC)



1. ONLINE SUBMISSION

1. Visit the university website www.devbhagatuniversity.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 out 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: directorstudentsg@devbhagatuniversity.in.
2. Ensure to include all necessary information and relevant attachments in the email.

4. HELPLINE NUMBERS

1. Call the helpline numbers: 7540833513, 9591112720.
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.