

Checklist for Assessment of Application for ODL Programmes - Eligible HEIs

(Based on UGC (ODL Programmes and Online Programmes)
Regulations, 2020 and its amendments)

Higher Educational Institution Details

Name of HEI:	Mangalayatan University, Aligarh
State:	Uttar Pradesh
Year of establishment of HEI:	2006
Type of HEI:	Private
Registration ID:	HEI-P-U-0528
Date of submission of proposal on Portal:	29.05.2024
Programme(s) applied for ODL:	UG: NIL PG: 03 PGD: NIL
Number of Science programme(s) applied in ODL:	02

Details of Fees submitted.

S.No.	Year	Session	Category	No. of prog.	Fee Amount	Bank Transaction Reference No.	Payment Date
1.	2024-25	September, 2024	Programme	03	59000.00	5161370647	29.05.2024

Details of Proposed Programme(s)

S. No.	Name of proposed ODL programme(s)	Duration of the programme
1.	MASTER OF BUSINESS ADMINISTRATION (MARKETING, FINANCE, HR, OPERATIONS)	2 years
2.	MASTER OF SCIENCE (CHEMISTRY)	2 years
3.	MASTER OF SCIENCE (PHYSICS)	2 years

Assessment points

SR.NO.	Submission of Details	YES/NO	Reply
1.	University under 2(f) and section 3 of UGC Act, 1956	Yes	
		Section 2 (f)	
2.	<u>For Dual Mode Universities:</u> NAAC Score (3.01 and above); if applicable <ul style="list-style-type: none">Valid NAAC CertificateValid as on 15th June, 2024Valid proof of extension (if applicable) OR	3.34 Yes Valid till 29.03.2028 NA	

	<p>NIRF Ranking in University Category in top-100 (atleast one in two preceding cycles); if applicable</p> <ul style="list-style-type: none"> Ranking in Academic year 2022 and/or 2023 Valid documentary proof <p><u>For Open Universities:</u></p> <p>NAAC Score (any valid NAAC Score); if applicable</p> <ul style="list-style-type: none"> Valid NAAC Certificate Valid as on 15th June, 2024 Valid proof of extension (if applicable) 	NA	
		NA	
3.	Whether the HEI is recognized by UGC as per UGC(Open and Distance Learning) Regulations, 2017 and its amendments / UGC(Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.	Yes	
4.	<p>Affidavit submitted</p> <ul style="list-style-type: none"> Original (Hard copy) In the prescribed format Duly notarized Duly signed (For Dual Mode Universities– VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar) 	Yes Yes Yes Yes	
5.	Undertaking submitted in prescribed format (in hardcopy)	No (as academic session is mentioned as July-August, 2024 instead of September, 2024)	Revised Undertaking mentioning Session 2024 – 25 commencing September, 2024 is attached
6.	Approval of Statutory bodies of the HEI for offering programme(s) in ODL mode as per the HEI's Act/Statues submitted	Yes	
7.	<p>Territorial Jurisdiction as per UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its subsequent amendments.</p> <ul style="list-style-type: none"> Copy of relevant page of Act submitted 	Yes Yes	
8.	A copy of the application is displayed on HEI website	No	Yes The application is uploaded on the website ODL Application 2023-24 (July-2024) - Mangalayatan University - Aligarh
9.	Built up area is adequate	Yes	

10	<p>For Dual Mode University, Full time Director for Centre of Distance and Online Education - Appointment letter, Joining Report and qualification submitted</p> <p>Or</p> <p>For Open University, Head of School of Studies - Appointment letter, Joining Report and qualification submitted</p>	Yes (However, date of joining mentioned in joining letter is earlier than appointment letter.)	In the letter of appointment issued on 23/05/2023 it is mentioned clearly that the offer of appointment is with effect from 22/05/2023. Therefore Joining for the post is with effect from 22/05/2023. The letter of appointment and Joining Report are attached.
11.	<p>Adequate number of full time dedicated faculty for ODL programmes (2/programme for Dual university and 3/programme for Open university)</p> <p>Note: While clubbing Masters and Bachelors programme, min. 3 faculty for dual mode university & min. 5 faculty for Open university.</p> <p>If not Complied; mention name of programme(s)</p>	Appointment letters along with joining reports of faculty for all the proposed programmes are to be submitted by the HEI.	Appointment letters along with joining reports of faculty for all the proposed programmes are attached.
12.	Adequate number of administrative (non-teaching) staff	Yes	Appointment letters along with joining reports of non – teaching staff for all the proposed programmes are attached.
13.	<ul style="list-style-type: none"> Copies of PPRs submitted for all the proposed programmes Approval of statutory bodies for all PPRs submitted 	<p>No (As HEI has submitted PPR of MBA instead of PPR of proposed MBA (MARKETING, FINANCE, HR, OPERATIONS))</p> <p>No (signed minutes of academic council of the HEI are not submitted)</p>	<p>Revised PPR of the MBA (MARKETING, FINANCE, HR, OPERATIONS) is attached</p> <p>Minutes of the meeting of the Academic Council approving the PPRs of the programmes proposed are attached.</p>

14.	<ul style="list-style-type: none"> • Copy of approval of statutory bodies for SLMs of all the proposed programmes submitted (as per duration of the programmes) • Preparedness of SLM submitted as per UGC Regulation: <ul style="list-style-type: none"> i. Under Graduate Programmes (3 years duration): First two years ii. Post Graduate Programmes (2 years duration): First year. iii. For Post Graduate Diploma Programmes (2 years duration): First year 	<p>No (signed minutes of academic council of the HEI are not submitted)</p> <p>NA</p> <p>No (As HEI has submitted SLM of MBA instead of SLM of proposed MBA (MARKETING, FINANCE, HR, OPERATIONS) programme.</p>	<p>Minutes of the meeting of the Academic Council approving the SLM of the programmes proposed are attached.</p> <p>NA</p> <p>Revised SLM of the MBA (MARKETING, FINANCE, HR, OPERATIONS) Programme are attached.</p> <p>NA</p>
15.	<p>For Bachelor programme(s) of 4 years duration:-</p> <ul style="list-style-type: none"> i. Approval of statutory bodies of HEI for offering the 4-year bachelor's degree programme(s) based on NEP recommendations. ii. Whether Proposed programme(s) is already being taught in Conventional/ODL mode for 3 year duration with same nomenclature iii. if Yes, number of years since Under Graduate (3 year duration) programme being taught in conventional mode/ODL mode iv. No. of Batch passed of 3 years Under Graduate programme(s) in conventional/ODL mode v. Copies of PPR mentioning major subjects vi. Preparedness of SLM submitted (First two years) vii. Copy of approval of statutory bodies for PPR & SLMs of 4 year UG programme(s) viii. Number of Credits for 4 year UG programme(s) as per norms 	NA	
16.	<p>All proposed programme(s) (only for dual mode universities):</p> <ul style="list-style-type: none"> • Offered in conventional mode • No. of Batch passed at least ONE <p>If not complied, mention name of programme(s)</p>	<p>Yes</p> <p>Yes</p>	

17.	Prohibited Programme(s) proposed, if any	No	
18.	If applied for Science Programme(s), HEI must have: <ul style="list-style-type: none"> • NAAC score of 3.26 and above or • Open universities or • Rank in top-100 in University category of National Institutional Ranking Framework (NIRF), at least twice in three preceding cycles (academic year 2021/ 2022/2023) 	3.34, Valid till 29.03.2028	
19.	If applicable; documentary proof of Science programme(s) being offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme(s) under conventional mode atleast for seven years	Private university shall offer programme (s) through its Headquarter only.	
20.	For proposed programme(s) under the ambit of any regulatory authority	No	No For the MBA Programme, approval of the AICTE is not require as per the recent decision of the AICTE and the UGC
	Under the ambit of AICTE (applicable only for	If yes, approval of regulatory bodies submitted for all such programme(s) If not complied, mention name of programme(s)	NA
	Deemed-to-be-Universities)		
	Under the ambit of other regulatory authorities (applicable for all universities)	If yes, approval of regulatory bodies submitted for all such programme(s) If not complied, mention name of programme(s)	NA

21.	Nomenclature of the programme(s) as per Specification of Degrees, 2014 and its amendments If not complied; mention name of programme(s)	Yes	
22.	Compliance of SLM developed by In-house Faculty: <ul style="list-style-type: none"> • Minimum 60 % required • Plagiarism report submitted for In-house developed SLM (Yes/No) 	Yes Plagiarism report to be submitted	The Sample plagiarism report of the SLM of MSc Chemistry, MSc Physics, MBA (MARKETING, FINANCE, HR, OPERATIONS) are attached.
23.	Details of Outsourced SLM (if any) and its documentary proof	No	The SLM developed in house
24.	Compliance of weightage of Continuous Assessment (max. 30%) and end semester examination or term end examination (min 70%)	Yes (30:70)	
25.	Documentary evidence stating that whether proposed programme(s) shall be offered by the university directly or through constituent colleges and not through only from affiliating colleges (applicable for State University only)	NA	
26.	Compliance has been completely filled for all provisions mentioned in the application.	Yes in the application form	Yes Application Form Attached
	Specific Remarks, if any - i. HEI is requested to verify the list of proposed programme(s) in the table above along with their proposed duration. Any discrepancy may be brought to the notice of UGC-DEB.	The details of the programmes proposed are verified. They are in order	
	ii. As academic session is mentioned as July-August, 2024 instead of September, 2024 (revised from July-August, 2024) in the undertaking submitted by the HEI. Accordingly, a revised undertaking in hard copy is to be submitted.	The programmes proposed are for the session 2024 - 25, commencing September, 2024. Necessary corrections are made wherever required	
	iii. Clarification regarding appointment of Director for Center for Distance and Online Education is to be submitted by the HEI (as per appointment and joining letter - date of joining is	In the letter of appointment issued on 23/05/2023 it is mentioned clearly that the offer of appointment is with effect from 22/05/2023. Joining for the post is with effect from 22/05/2023. The letter of appointment and the Joining Letter	

	earlier than appointment letter for the Director, CDOE).	are attached.
	iv. Copy of the application is not displayed on HEI's website.	The application is displayed on the website - Mangalayatan University - Aligarh
	v. Approval of statutory bodies for PPRs of all the proposed programmes is not submitted (as signed minutes of academic council are not submitted by the HEI.)	Minutes of the meeting of the Academic Council approving the PPR of the programmes proposed are attached.
	vi. Approval of statutory bodies for SLMs of all the proposed programmes is not submitted (as signed minutes of academic council are not submitted by the HEI.)	Minutes of the meeting of the Academic Council approving the SLM of the programmes proposed are attached.
	vii. PPR of MBA (MARKETING, FINANCE, HR, OPERATIONS) is not submitted by the HEI (as HEI submitted PPR of MBA instead of PPR of proposed MBA (MARKETING, FINANCE, HR, OPERATIONS) programme).	Revised PPR of the MBA (MARKETING, FINANCE, HR, OPERATIONS) is attached
	viii. SLM of MBA (MARKETING, FINANCE, HR, OPERATIONS) is not submitted by the HEI (as HEI submitted SLM of MBA instead of SLM of proposed MBA (MARKETING, FINANCE, HR, OPERATIONS) programme).	Revised SLM of the MBA (MARKETING, FINANCE, HR, OPERATIONS) are attached
	ix. Plagiarism report for In-house developed SLM is not submitted by the HEI.	Plagiarism Reports of the SLM developed in-house are attached
	x. Documentary proof regarding details of outsourced SLM is not submitted by the HEI.	The SLM is developed in-house
	xi. Instead of proposed MBA (Marketing, Finance, HR, Operations) programme, HEI has submitted documents/information for MBA programme. Accordingly, HEI is requested to send documents/information for proposed MBA (Marketing, Finance, HR, Operations) programme.	Approval of the Academic Council to offer MBA (MARKETING, FINANCE, HR, OPERATIONS), the PPR, SLM in this respect are attached.
	xii. HEI may submit affidavit in prescribed format (format attached) for proposed MBA (Marketing, Finance	Scanned copy of the affidavit is attached. The same is being submitted in hard copy.

NOTE:- The above deficiencies/defects have been noticed at initial level check undertaken to verify completeness of applications. The proposal of the HEI will be assessed/ scrutinized by the Expert Committee in detail with documentary proof during Interface Meeting/Expert Visiting Committee as per provisions stipulated under UGC (ODL Programmes & Online Programmes) Regulations, 2020 and its amendments.