

## Application Completion Checklist for ODL Programmes

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

### Higher Educational Institution Details

|  |  |
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| Name of HEI:                                   | <b>Suresh Gyan Vihar University</b>    |
| State:   | <b>Rajasthan</b>                       |
| Year of establishment of HEI:                  | <b>April 2008</b>                      |
| Type of HEI:                                   | <b>Private</b>                         |
| Registration ID:                               | <b>HEI-U-0427</b>                      |
| Date of submission of proposal on Portal:      | <b>31-10-2023</b>                      |
| Programme(s) applied for ODL:                  | <b>UG: NIL<br/>PG: 13<br/>PGD: NIL</b> |
| Number of Science programme(s) applied in ODL: | <b>NIL</b>                             |

### Details of Fees submitted.

| S.No. | Year    | Session  | Category  | No. of prog. | Fee Amount | Bank Transaction Reference No. | Payment Date |
|-------|---------|----------|-----------|--------------|------------|--------------------------------|--------------|
| 1     | 2023-24 | February | Programme | 13           | 153400     | CHO0830309                     | 30-10-2023   |

| S.No. | Name of proposed ODL programme(s)   |
|-------|---|
| 1.    | <b>MASTER OF BUSINESS ADMINISTRATION (FINANCE MANAGEMENT)</b>                 |
| 2.    | <b>MASTER OF BUSINESS ADMINISTRATION (INFORMATION TECHNOLOGY MANAGEMENT)</b>  |
| 3.    | <b>MASTER OF BUSINESS ADMINISTRATION (MARKETING MANAGEMENT)</b>               |
| 4.    | <b>MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT)</b>          |
| 5.    | <b>MASTER OF BUSINESS ADMINISTRATION (HOSPITAL AND HEALTHCARE MANAGEMENT)</b> |
| 6.    | <b>MASTER OF BUSINESS ADMINISTRATION (PRODUCTION)</b>                         |
| 7.    | <b>MASTER OF ARTS (ENGLISH)</b>   |
| 8.    | <b>MASTER OF ARTS (HISTORY)</b>   |
| 9.    | <b>MASTER OF ARTS (POLITICAL SCIENCE)</b>                                     |
| 10.   | <b>MASTER OF ARTS (PSYCHOLOGY)</b>  |

|     |                                   |
|-----|-----------------------------------|
| 11. | <b>MASTER OF ARTS (SOCIOLOGY)</b> |
| 12. | <b>MASTER OF ARTS (GEOGRAPHY)</b> |
| 13. | <b>MASTER OF ARTS (HINDI)</b>     |

**For ODL Programmes Only**

| SR.NO. | Submission of Details   | YES/NO  |
|--------|---|---|
| 1.     | University under 2(f) and section 3   | Section 2(f)  |
| 2.     | <p><b><u>For Dual Mode Universities:</u></b></p> <p>NAAC Score (3.01 and above); if applicable</p> <ul style="list-style-type: none"> <li>• Valid NAAC Certificate</li> <li>• Valid as on 31<sup>st</sup>October, 2023</li> <li>• Valid proof of extension (if applicable)</li> </ul> <p>OR</p> <p>NIRF Ranking in <b>University Category in top-100 (at least one in two preceding cycles)</b> ; if applicable</p> <ul style="list-style-type: none"> <li>• Ranking in Academic year 2022 and/or 2023</li> <li>• Valid documentary proof</li> </ul> <p><b><u>For Open Universities:</u></b></p> <p>NAAC Score (any valid NAAC Score); if applicable</p> <ul style="list-style-type: none"> <li>• Valid NAAC Certificate</li> <li>• Valid as on 31<sup>st</sup>October, 2023</li> <li>• Valid proof of extension (if applicable)</li> </ul> | <p style="text-align: center;"><b>NO</b><br/>(NAAC Certificate to be submitted by the HEI)</p> <p style="text-align: center;"><b>NO</b></p> <p style="text-align: center;">NA</p> |
| 3.     | Whether the HEI is recognized by UGC as per UGC (Open and Distance Learning) Regulations, 2017 / UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020  | Yes   |
| 4.     | <p>Affidavit submitted is</p> <ul style="list-style-type: none"> <li>• Original</li> <li>• In the prescribed format</li> <li>• Duly notarized</li> <li>• Duly signed (For Dual Mode Universities– VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)</li> </ul>   | <p style="text-align: center;">Yes<br/>Yes<br/>Yes<br/>Yes</p>  |
| 5.     | Undertaking submitted in prescribed format (in hard copy)   | Yes   |

|     |   |  |
|-----|---|--|
| 6.  | Approval of Statutory bodies of the HEI for offering programme(s) in ODL mode as per the HEIs Act/Statutes submitted  | Yes  |
| 7.  | Territorial Jurisdiction as per UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its subsequent amendments.<br><br><ul style="list-style-type: none"> <li>• Copy of relevant page of Act submitted</li> </ul>   | Yes  |
| 8.  | A copy of the application is displayed on HEI website   | <b>No</b>  |
| 9.  | Built up area is adequate   | Yes  |
| 10. | For Dual Mode University, Full time Director for Centre of Distance and Online Education - Appointment letter, Joining Report and qualification submitted<br><br>Or<br><br>For Open University, Head of School of Studies - Appointment letter, Joining Report and qualification submitted  | Yes<br><br><br><br>NA  |
| 11. | Adequate number of full time dedicated faculty for ODL programmes (2/programme for Dual university and 3/programme for Open university)<br><br>Note: While clubbing Masters and Bachelors programme, min. 3 faculty for dual mode university & min. 5 faculty for Open university.<br><br>If not Complied; mention name of programme(s)   | No (Inadequate faculty for MA (Political Science) & MA (History) submitted by the HEI) |
| 12. | Adequate number of administrative (non-teaching) staff  | Yes  |
| 13. | <ul style="list-style-type: none"> <li>• Copies of PPRs submitted for all the proposed programmes</li> <li>• Approval of statutory bodies for all PPRs submitted</li> </ul>   | No<br><br>No   |
| 14. | <ul style="list-style-type: none"> <li>• Copy of approval of statutory bodies for SLMs of all the proposed programmessubmitted</li> <li>• Preparedness of SLM submitted as per UGC Regulation: <ul style="list-style-type: none"> <li>i. Under Graduate Programmes (3 years duration):<br/>First two years</li> <li>ii. Post Graduate Programmes (2 years duration):<br/>First year.</li> <li>iii. For Post Graduate Diploma Programmes (2 years duration): First year</li> </ul> </li> </ul> | No<br><br><br>NA<br>Yes<br>NA  |

|     |   |   |
|-----|---|---|
| 15. | Prohibited Programme proposed, if any   | No  |
| 16. | All proposed programmes:<br><ul style="list-style-type: none"> <li>• Offered in conventional mode</li> <li>• No. of Batch passed at least ONE</li> </ul> <p>If not complied, mention name of programme(s)</p>   | Yes<br>Yes  |
| 17. | If applied for Science Programme, HEI must have:<br><ul style="list-style-type: none"> <li>• NAAC score of 3.26 and above or</li> <li>• Open universities or</li> <li>• 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)</li> </ul> | NA  |
| 18. | Are the proposed programme under the ambit of any regulatory authority.<br><br>If yes, approval of regulatory bodies submitted for all such programmes<br><br>If not complied, mention name of programme(s)   | Yes<br><br>No (HEI has submitted Regulatory Authority Approval for MBA (General) only.) |
| 19. | If applicable; documentary proof of Science programme being offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years  | NA  |
| 20. | Nomenclature of the programmes as per Specification of Degrees, 2014 and its amendments<br><br>If not complied; mention name of programme(s)  | Yes   |
| 21. | Compliance of SLM developed by In- house Faculty:<br><br><ul style="list-style-type: none"> <li>• Minimum 60 % required</li> <li>• Plagiarism report submitted for In-house developed SLM (Yes/No)</li> </ul>   | Yes (100%)<br><br><b>No</b>   |
| 22. | Details of Outsourced SLM (if any) and its documentary proof  | NA  |
| 23. | Compliance of weightage of Continuous Assessment (max. 30%) and end semester examination or term end examination (min 70%)  | Yes   |
| 24. | Whether proposed programmes shall be offered by the university directly and not through affiliating colleges (only applicable for State University)   | NA  |
| 25. | Compliance has been completely filled for all provisions  | <b>No Compliance to be submitted by the HEI as per remarks below</b>                    |

Specific Remarks, if any –

1. NAAC certificate is not submitted by the HEI.
2. Copy of the application is not displayed on HEI website.
3. Full time Director for Centre of Distance and Online Education - Appointment letter, Joining Report and qualification is not submitted by the HEI.
4. Adequate faculty for MA (Political Science) & MA (History) is not submitted by the HEI as per UGC (ODL Programmes and Online Programmes) Regulations, 2020.
5. The HEI has submitted copies of **PPRs** for the following programmes:
  1. MBA (Health Care Management)
  2. MBA (IT)
  3. MBA (Operation & Production Management)
  4. MA (English Literature)

HEI has not submitted copies of PPRs for proposed MBA programmes and MA (English).

6. Approval of statutory bodies of **PPRs and SLMs** are not submitted for the following proposed programmes:
  1. MBA (Finance **Management**)
  2. MBA (IT **Management**)
  3. MBA (Hospital & Health Care Management)
  4. MBA (Production)
  5. MBA (Marketing Management)

The HEI has submitted approval for MBA (Finance, IT, Health Care, Production, Marketing) only.

7. Regulatory Authority approval is not submitted for all proposed MBA programmes with their specialization. The HEI has submitted Regulatory Authority approval for MBA (General) only.
8. Plagiarism report in respect of SLM developed in-house is not submitted by the HEI.
9. Appointment letters along with joining report and Qualification of full-time dedicated faculty for ODL programmes are to be submitted.

**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.