

**Checklist for Assessment of Application for Online Programmes – Eligible HEIs
(Based on UGC (ODL Programmes and Online Programmes) Regulations, 2020
and its amendments)**

Higher Educational Institutions Details

Name of HEI :	Usha Martin University
State :	Jharkhand
Year of establishment of HEI :	2013
Type of HEI :	Private
Registration ID :	HEI-P-U-0902
Date of submission of proposal on Portal :	15-04-2025
Learning Platform proposed- SWAYAM/Non- SWAYAM:	Non- SWAYAM
Name of the Learning platform (in case of Non-SWAYAM) along with link:	https://lms.ushamartinonline.com
Whether the HEI is recognized by UGC as per UGC (Online Courses or Programmes) Regulations, 2018 and its amendments / UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.	No

Details of Fees submitted:

Sr No	Year	Session	Category	No of programme	Fee Amount	Payment Status	Bank Transaction Reference No	PaymentDate
1	2025-26	July	Programme	4	88500.00	Success	111627879852	15-04-2025

Details of Proposed Programme(s)

i.	Total No. of proposed programmes	4
ii.	Number of Proposed UG programmes:	2
iii.	Number of Proposed PG programmes:	2
iv.	Number of Proposed Post Graduate Diploma programmes	0
vi.	Whether any Proposed Programme is already recognized for a.s. July, 2025 and onwards: Yes/No If yes, mention the name and recognition period	No

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S. No.	Name of proposed Online programme(s)	Duration of the programme (In Years)	Credits
1	BACHELOR OF BUSINESS ADMINISTRATION (NA)	4	160
2	BACHELOR OF COMPUTER APPLICATIONS (NA)	4	160
3	MASTER OF BUSINESS ADMINISTRATION (NA)	2	84
4	MASTER OF COMPUTER APPLICATIONS (NA)	2	80

For Online Programmes Only

Assessment points

Sr.No	Submission of Details	YES/NO/Not Applicable	Remarks
Institutional Level Assessment			
1	University referred to under 2(f) and section 3 of UGC Act, 1956	YES	Yes-Attached
2	HEI is in existence for at least 3 years		Yes-Attached
3	<p>For Dual Mode Universities:</p> <p>NAAC Score (3.01 and above); if applicable</p> <ul style="list-style-type: none"> Valid NAAC Certificate Valid as on 15th April, 2025 Valid proof of extension (if applicable) <p>OR</p> <p>NIRF Ranking in University Category in top-100 (at least one in two preceding cycles); if applicable</p> <ul style="list-style-type: none"> Ranking in Academic year 2024 and/or 2023 Valid documentary proof <p>For Open Universities:</p> <p>NAAC Score (any valid NAAC Score); if applicable</p> <ul style="list-style-type: none"> Valid NAAC Certificate Valid as on 15th April, 2025 Valid proof of extension (if applicable) 	YES	NAAC Score with Quality Profile & Letter

4	Affidavit submitted:		
	• Original (Hard copy)	YES	Yes-Attached (Duly notarized)
	• In the prescribed format	YES	Yes-Attached (Duly notarized)
	• Duly notarized	YES	Yes-Attached (Duly notarized)
	• iv. Duly signed (For Dual Mode Universities– VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)	YES	Yes-Attached (Duly notarized)
5	Undertaking submitted:		
	i. Original (Hard copy)	YES	Yes-Attached
	ii. In the prescribed format	YES	Yes-Attached
	iii. Duly signed (For Dual Mode Universities– VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)	YES	Yes-Attached
6	Approval of Statutory bodies of the HEI for offering programme(s) in Online mode as per the HEI's Act/Statues submitted	YES	Yes-Attached
7	A copy of the application is displayed on HEI's website	YES	Yes-Attached Link: https://www.umu.ac.in/ol-application-july-2025/
8	For Dual Mode University, Full time Director for Centre for Distance and Online Education - Appointment letter, Joining Report and qualification submitted Or For Open University, Head of School of Studies - Appointment letter, Joining Report and qualification submitted	YES	CDOE-Educational Qualification- Attached (Ph.D. Certificate)
9	Adequate number of administrative (non-teaching) staff	YES	Staff List ,Appointment Letters and Joining Letter of Technical & Admin.OL Programme:Attached
10	Adequate number of Technical Support Team	YES	List of Non-Teaching & Technical Support Team
Programme level Assessment			
11	The proposed programme(s): If not complied, mention name of programme(s)		
	• Offered in conventional mode or ODL mode	YES	MBA,MCA,BBA and BCA are Running in conventional Mode
	• No. of Batch passed atleast ONE	YES	More than one batch passed in all the proposed programmes

12	Whether proposed programmes have any practical component, except in cases where practical component is limited to programming and coding, including software tools • If yes, mention name of programme(s)	YES	MCA & BCA
13	Prohibited Programme(s) proposed, if any	Not Applicable	
14	Nomenclature of the programme(s) as per Specification of Degrees, 2014 and its amendments If not complied; mention the name of programme(s)	YES	Yes-Attached
15	Credits for all proposed programmes are as per norms	YES	Proposed Programmes Credits are as per norms
16	i. Copies of PPRs submitted for all the proposed programmes	YES	Yes-Submitted
	ii. Approval of statutory bodies for all PPRs submitted	YES	Yes-Attached
17	i. Copy of approval of statutory bodies for E-Learning Material with four quadrants approach of all the proposed programmes	YES	Yes-Attached
	ii. Preparedness of E-Learning Material as per regulations • For PG Level Programmes- First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution; • For UG Level Programmes- First three semesters e-learning material in four quadrants for each course and its approval by the statutory authorities of the Higher Educational Institution; • For PGD Programmes- First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution) If not complied, then mention the name of such programme(s)	YES	E-LM Link (MBA,BBA,MCA,BCA) As Per Regulation:
18	Compliance of E-Learning material developed by In- house Faculty:		
	i. Minimum 60 % required	Yes	E-LMs are developed in house
	ii. Plagiarism report submitted for In-house developed E-LM (Yes/No)	Yes	Plagiarism Report Attached (MBA,BBA,MCA & BCA)
19	Details of Outsourced e-resources (if any) and its documentary proof	Not Applicable	

20	Whether proposed programme(s) falls under the ambit of any regulatory authority:	Not Applicable	
	If Yes and under the ambit of AICTE:		No
	Applicable to Central/State/ Private Universities : Affidavit submitted by the HEI	No	Affidavit is not submitted for proposed BCA, MCA, BBA, MBA programmes.
	If Yes and under the ambit of other regulatory authorities :		
	Applicable to all universities : Approval of regulatory bodies submitted for all such programme(s) If not complied, mention name of programme(s)	Not Applicable	
21	Compliance of weightage of Continuous Assessment (max. 30%) and end semester examination or term end examination (min 70%)	Yes	Mentioned in PPRs of each Programmes
22	Adequate no. of full-time dedicated Programme and Course Coordinators in Centre for Online Education /Departments in the Online Programme (Programme coordinator - one per programme and Course Coordinator - one per course) If not Complied, mention the name of programme(s)	No	List of Faculty in Online Programmes (MBA,BBA,MCA & BCA). Course Coordinators are handling courses semester wise based on their area of specialization.
23	Appointment letter and Joining report submitted for Programme and Course Coordinators of proposed programmes	Yes	Appointment Letters: Programme Coordinators & Course Coordinators
24	Compliance for Bachelor programme(s) of 4 years duration:-		
	I. Approval of statutory bodies of HEI for offering the 4-year bachelor's degree programme(s) based on NEP recommendations.	Yes	Yes-Attached here with the file
	II. Whether Proposed programme(s) is already being taught in Conventional/OL/ODL mode for 3-year duration with same nomenclature	Yes	
	III.No. of Batch passed out more than one of 3 years Under Graduate programme(s) in conventional/ODL/OL mode	Yes	
	IV. Copies of PPR mentioning major subjects	Yes	
	V.Preparedness of E-LM submitted (First two years)	Yes	Notice & Minutes of the Meeting Regarding Preparedness of E-LM submitted
	VI.Copy of approval of statutory bodies for PPR & E-LMs of 4-year UG programme(s)	Yes	Yes- Attached as a file
	VII. Number of Credits for 4-year UG programme(s) as per UGC norms	Yes	Yes-UG Programmes Credits as per the norms

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Compliance has been completely filled for all provisions mentioned in the application.

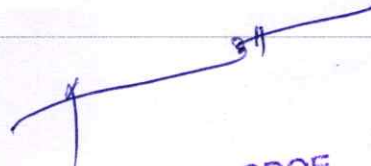
Specific Remarks, If any –

i. HEI is requested to verify the list of proposed programme(s) in the table above along with their proposed duration. any discrepancy in the same may be brought to the notice of UGC-DEB. ii. HEI needs to submit NAAC Certificate as only grade sheet is submitted. iii. HEI needs to submit clarification regarding the approval of ELM as approval has been given for SLM instead of E-LM.

Note: The above deficiencies/defects have been noticed at the 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.



Registrar
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