e-Prospectus
(Session Feb 2026)

Last date to apply for current session is 30th March 2026

Directorate of Online Studies (OL)
Guru Nanak Dev University, Amritsar

Accredited with **CGPA of 3.85 on four-point scale** at **"A++" grade** (Highest among all India Central, State Public and Private Universities) by NAAC and Conferred "University with Potential for Excellence" and Category-I status by UGC

odl.gndu.ac.in/HomePage.aspx /www.gndu-cdoe.com

Enquiry: ....

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About Guru Nanak Dev University, Amritsar

Guru Nanak Dev University was established on November 24, 1969 to mark the birth Quincentenaries' of Sri Guru Nanak Dev Ji, the founder of Sikhism. The University upholds the teachings and values of the Guru, the apostle of universal brotherhood, truthfulness, nonviolence, compassion, tolerance, harmony, humanity, who strictly observed moral and ethical values in daily life. Ever since its foundation the endeavor of the University has always been to meet the objectives enshrined in the Guru Nanak Dev University Act 1969, which emphasize that the new University would make provisions for imparting education and promoting research in the humanities, learned professions, sciences, especially of applied nature and technology. Hence, it has been promoting education in such fields as Basic and Applied Sciences, Arts, Management, Information Technology, Media, Industrial Technology, Environment, Planning and Architecture Studies. In addition, research on the life and teachings of Guru Nanak Dev ji, promotion of Punjabi language and spreading education among educationally backward classes and communities are its other commitments. The UGC conferred this University with status of "University with Potential for Excellence" in 2012. The National Assessment and Accreditation Council (NAAC), Bangalore in December 2022 re-accredited the University in 4th cycle with CGPA of 3.85 out of 4-pointscale at "A++" grade highest level, as per accreditation framework of NAAC. Earlier, it had been accredited at "A" grade level in 2000, reaccredited in 2nd cycle 2007 with CGPA of 3.50/4.00 then reaccredited in 3rd cycle in 2014 with CGPA 3.51/4.00. The current H index of the university is 144 indicating the quality of research publications at national and international level. Guru Nanak Dev University, Amritsar has become the only University of Punjab to get the elite "Category- 1" status by the University Grants Commission (UGC), giving autonomy to open new Departments, schools, off-campus facilities and starts new schools and distance learning programs, besides the freedom to hire foreign faculty without the UGC"s approval. With the motto of the University as engraved on its emblem „Guru's wisdom illumines all", the University has been leaving no stone unturned to meet the aspirations and expectations of the society. Spread over area of 500 acres towards the west of the city, Guru Nanak Dev University presents a picture of lush green landscape, modern architecture and sustainable environment. The University today boasts of 45 teaching Departments at the Campus, two regional campuses and 170 affiliated, university and constituent colleges, many of which are located in the rural areas so as to make quality Higher Education accessible to the rural masses. All the programs of the university compile the guidelines of New Education Policy 2020. More than twenty thousand students, an overwhelming majority of them being women, are enrolled in various Departments at University Campus, Regional Campuses and University Constituent Colleges. Online

admission, online Counselling, online re-evaluation, introduction of Credit Based Evaluation & Grading System etc. are a few hallmarks of the University. All the results have been computerized and OMR (Optical Magnetic Recognition) system is being used to bring in more efficiency and transparency. It is the first University in the right region to have computerized its examination and registration system. The students now have an all-time access to their results through SMS service.

Academically also, the University has carved a niche for itself in the field of Higher Education in the country. Our university is recognized as one of the leading institutions in North India in the domain of Arts, Humanities, Science and Technology. Many coveted projects from the apex bodies like MHRD, DST, CSIR, BARC and other organizations worth crores of rupees have been awarded to our faculty members. One of the four Nodal Calibration Centers established by Bhabha Atomic Research Centre is set up at our campus. The Centre of Emerging Life Sciences equipped with the state-of-the-art scientific instrument's worth crores of rupees, a well-maintained Botanical Garden, Department of Sports Medicine & Physiotherapy are a few to mention. A well-equipped modern computer lab with the help of TCS has been established to strengthen the University infrastructure and to prepare students for employment. Presently, a Centre with Potential for Excellence in Life Sciences and a Centre for Advanced Study in Chemistry granted by UGC are working successfully in the University. A Centre for Entrepreneurship and Innovation is being set up in the university under the aegis of Rashtriya Uchatar Shiksha Abhiyan to provide skill-oriented training and incubation facilities. The fact that the University has been the winner of the coveted Maulana Abdul Kalam Azad Trophy, the highest Sports award for a University in the country, for a record number of 25 times, speaks volumes about its supremacy in the field of Sports. An Astro Turf for hockey, a swimming pool of International Standards, a velodrome, a gymnasium hall, a shooting range and many other state-of-the art Sports facilities are the prized possessions of the University. The Lifelong Learning Department of the University is successfully catering to the male and female folk of the region to make them self-dependent by offering various skill development programs. The track record of employment of our students by big business houses and multinational companies has been very satisfactory. Our students of engineering, planning, architecture, management and commerce field are employed by government sector and companies in India and abroad. They are all contributing to the credit worthiness of the University by their hard work and diligence. All these achievements and successes are due to the heart and soul put in by the students, faculty members, and administration of the University

Message of the Vice-Chancellor

Guru Nanak Dev University, which goes beyond the lecture theatres to a place where experiments and experiences are the educators, looks beyond complications to elucidations that address societal, technical and commercial needs, and works beyond the laboratories to the research that drives businesses, establishments and society, has rightly been conferred upon the status of "University with Potential for Excellence" by UGC and accredited with "A++" grade (highest level) with a scale of 3.85 out of 4 point scale by NAAC. Being at the forefront of innovation, invention and novelty, a home to transformational research and enthused learning, the University has also earned "Category One" status and has become the only University to receive this elite status in the region of Punjab and Chandigarh.

With the forte to persistently endeavor to become better and the undying zeal to achieve majestic acmes, the University has created a niche for itself at the global level and as a result, MHRD, Government of India has recognized our university as one of the top ten "High Performing State Public Universities" across India. For sweating to reduce its carbon footprint and maintain cleanliness on campus, Guru Nanak Dev University has been ranked second amongst the cleanest higher educational institutions in the country in the category of Government Universities by the Ministry of Human Resource Development, Government of India.

As Guru Nanak Dev University is committed to advancing academic excellence, expanding liberal and professional knowledge and creating a diverse and inclusive community, our NIRF Rank has risen from 80th in 2017 to 48th in 2023. In the World Universities Ranking (CWUR) our university is placed amongst the top 23% of the universities. We have also won the highest sports award in the country, the Maulana Abul Kalam Azad Trophy, for a record of 25 times. It has been awarded "One District One Green Champion" by Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education, Ministry of Education, Government of India. The University had been the winner of both North Zone and National Inter-University Youth Festivals in 2017-18 and was runner up for the same in 2018-19 and 2022-23. More than twenty departments of the University have received varied grants under UGC-SAP, DST-FIST, and PURSE, in addition to the individual grants received by the faculty. The University has received substantial funding for establishing Centre for Interfaith Studies and MYAS-GNDU Centre for Sports Sciences besides RUSA & other grants. Two Academies for Fencing and Archery have been allocated to Guru Nanak Dev University under "Khelo India" scheme of the Government of India. Additionally, two Centers for Handball and Hockey have also been allocated to GNDU under the same scheme. Government of India has allotted us four Centers of Excellence in Sports (Athletics, Fencing, Cycling & Swimming) and sanctioned a grant of Rs 17 Crores.

Through a wide array of extracurricular activities, community engagement initiatives, and leadership development programs, we nurture well-rounded individuals who are not only academically proficient but also socially responsible and ethically grounded. Our commitment to student support services, mentorship programs, and experiential learning opportunities has helped to cultivate the next generation of leaders, scholars, and global citizens. An Amphitheatre named 'Golden Expressions' has been constructed to provide a platform to all the students to express themselves. More than 80% students have been placed successfully by 92 various Multi-National Companies. Furthermore, our university boasts state-of-the-art infrastructure, including modern classrooms, well-equipped laboratories, cutting-edge research facilities, libraries, sports complexes and hostels. Our lush green campus provides an ideal environment for learning, collaboration, and personal growth, fostering a sense of community and belonging among our students, faculty, and staff.

The Golden Jubilee Centre for Entrepreneurship and Innovation (GJCEI), established at Guru Nanak Dev University as part of RUSA 2.0's Component-4, actively fosters entrepreneurship and innovation to drive economic

growth. It boasts a cutting-edge infrastructure currently accommodating nineteen start-ups and overseeing seven innovation-driven projects worth ₹68.91 lakhs. Additionally, within the university, the Centre for Agricultural Research and Innovation (CARI) has been established, aiming to integrate research and education in agriculture, food systems, and the environment. Notably, CARI focuses on cultivating high-value, non-traditional crops like low-chilled apples, bananas, saffron, and elite sweet potato varieties enriched with beta-carotene and anthocyanin.

With a vision to shape the future of our learners, Guru Nanak Dev University is building a sturdy network of global partnerships by fashioning bridges with industries, institutions and communities. The university has also taken initiatives to make many of its processes digitalized. Our Credit Based Evaluation System and a well-developed Placement Cell assure the continuity of learning process and employment security to our students. In order to prepare the students for a highly networked and competitive world, the University supports their interests, emboldens them to develop individual perspectives, and instills managerial and administrative skills in them. Since we attempt to transform our industrious students into smart team players, ethical leaders and conscientious citizens, Guru Nanak Dev University has witnessed a substantial increase of 40% admissions from the last four years, despite an overall fall in admissions in the State.

Moreover, admirable architecture, up-to-the-minute substructure in well-equipped laboratories, modern-day studios/classrooms for research and teaching, Guru Nanak Dev University is known to provide a conducive ambience for work which has helped many members of faculty and researchers win esteemed national and international recognitions and major research projects from the UGC. The provision of interdisciplinary relationship between science and literature, economics and environment, social sciences and linguistics, physiotherapy and psychology has brought Governmental recognition to members of our faculty. Many members of the University are serving the Government of India in the highest capacities. It is a matter of pride that the h-index of the University has increased to 145. Guru Nanak Dev University is a beacon of light in the field of education standing tall year after year with its worthy credentials and successful achievements and it will continue to excel with its forward-looking approach.

Prof. (Dr.) Karamjeet Singh
Vice-Chancellor

Message of the Dean (Academic Affairs)

Established in 1969, Guru Nanak Dev University is counted among the premiere institutions of higher education in India and is widely known for its excellence in teaching, research, sports as well as cultural activities. It is an honour to serve this institution as Dean, Academic affairs. In line with the provisions in the Guru Nanak Dev University Act 1969, the University has created provisions to impart education to promote teaching and research in all disciplines including sciences, engineering and technology, life sciences, arts, social sciences, education, humanities, languages as well as religious studies and sports among others.

The University has gained distinction in catering to the education needs of underprivileged society, especially in the rural areas. With 37 different Departments organized in ten different faculties, the University has regional campuses in Jalandhar, Gurdaspur, Fattu Dhingra and Sathiala, in addition to university colleges at Mukandpur, Jalandhar and Niari. Additionally, University has at least 11 constituent colleges located at different places in Punjab. The University has over 5000 students and more than 400 faculty members teaching different courses under the credit based continuous evaluation and grading system.

The faculty of Guru Nanak Dev University have achieved visibility at national as well as international level, which is attested by the number of awards and distinctions they have received in their respective disciplines. Some of these awards include fellowships of all major societies of science, medicine and other disciplines, medals of national societies, lecture awards and other coveted distinctions in sports. In recognition of this, University Grants commission recently awarded status of university with potential for excellence in addition to accreditation by NAAC. Excellent placement record, availability of state-of-the-art facilities and teaching aids, this University offers immense opportunities to the perspective students. I am sure, under the leadership of the incumbent Vice-Chancellor, the University is well poised to make its mark internationally also.

Prof. (Dr.) H.S. Saini
Dean Academic Affairs

Message of the Director (Online studies)

Guru Nanak Dev University, Amritsar (Punjab)has established the Directorate of Online Studies at its Main Campus at Amritsar during the year 2020-21 with a vision to provide quality higher education to all, transcending socio-economic, geographical and time and age-related barriers. This initiative is aimed at supporting and academic aspirants in skill development, higher education, and career advancement. We are pleased to inform you that the Directorate has been granted permission by the Distance Education Bureau, UGC, New Delhi to offer programs under the Online mode.

Since its inception, the Directorate has successfully launched a range of undergraduate and postgraduate programs, catering to the evolving educational needs of learners across India and abroad.

Students enrolled in Online programs are provided with high quality Self Learning Materials (SLMs) prepared by subject experts. These materials are made available free of cost in e-format through the website. In addition, the Directorate, has developed a comprehensive online portal that seamlessly manages the entire academic lifecycle – from application and admission to fee payment, access to e-content, conduct of AI proctored examinations and declaration of result.

All the course syllabi are designed under the Credit Based Semester System (CBSS) pattern, following the latest guidelines of UGC for Online courses. Moreover, the Directorate has incorporated internal assessments, accounting for 30% of the total marks. The AI proctored examinations are conducted transparently, adhering to the stringent quality control standards set by the University.

We believe that you will have a fulfilling learning experience through the Directorate of Online Studies at Guru Nanak Dev University, Amritsar. As a Category-I University (as per UGC's status) and accredited at the A++ grade (highest level as per modified criteria notified on 20/12/2022 by NAAC), your association with our institution will greatly contribute to your academic profile. Rest assured, the Directorate is always available to provide support and guidance whenever needed.

Best regards,

Prof. (Dr.) Subheet Kumar Jain
Director of Online Studies

University Grant Commission – Distance Education Bureau Approval letter for session 2025-26 and Onwards

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU

F.No. 1-10/2025(DEB-SR)   03 October, 2025

The list of Higher Educational Institutions (HEIs) entitled to start full-fledged Online Programmes as per provisions stipulated under regulation 3(B)(a) of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments for academic year 2025-26, academic session beginning July-August, 2025.

(I)   As mandated by the Regulations, online applications were submitted by the Entitled HEIs willing to offer programmes under online mode. Further, each HEI submitted an affidavit for ensuring compliance to all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments and also deposited the prescribed fee as notified by the Commission.

(II) The duly certified information submitted by the HEI, was to ascertain conformity to the following **four provisions only:**
   1. Entitlement eligibility criteria of the HEI.
   2. Permissibility of proposed programmes to be offered under online mode.
   3. Adherence to UGC Notification of Specification of Degrees, 2014 and its amendments.
   4. Prior approval of Regulatory Authority, wherever applicable.

(III) The HEIs are entitled to offer Online programmes, till they are complying with the requirements of NAAC or NIRF ranking, as per regulation 3(B)(a) of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments. In case of non-compliance, the HEI shall discontinue the programmes and promptly inform the UGC. The learners already enrolled in the current entitled programmes shall be allowed to complete the programmes in the manner laid down as per the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

(IV) As per the 578th Commission decision, Central or State or Private Universities don't require prior approval/recommendation/NOC from AICTE for offering of Undergraduate, Postgraduate and Postgraduate Diploma programmes falling under the disciplines of Management, Computer Applications and Travel and Tourism. However, Deemed to be Universities are still required to seek prior approval/recommendation/ NOC from AICTE for offering such programmes in ODL and/or Online mode.

...contd/-

(V) The programmes under the ambit of Regulatory Authorities have been considered on the basis of communication/recommendations received from respective Regulatory Authority. The HEI must strictly comply with all the conditions specified in the relevant regulatory authority's letter, including but not limited to those related to the number of seats, approved academic year, and any other stipulated requirements.

(VI) **The Regulations also mandate that the Entitled HEIs shall not offer online programmes under any franchise arrangement and shall have complete ownership of these programmes.**

(VII) The HEIs shall ensure the compliance of entry level qualification, mode of admission, duration of programme (minimum & maximum) and number of credits as per UGC Notification on Specification of Degrees 2014 and its amendments, UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and other instructions/notices issued by UGC and other statutory/ regulatory bodies from time to time.

(VIII) Higher Education Institution shall write 'UGC entitled as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments' instead of 'UGC recognized' at all places.

(IX) The Higher Educational Institution shall scrupulously abide by all the terms and conditions as stipulated in University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (including any amendments thereto) and shall take steps as stipulated under Annexure-I to Annexure-X of the said Regulations.

(X) UGC has decided **15th October, 2025** as the last date to admit learners by recognized/entitled HEIs in ODL/Online programmes and the date for submission of admission data on DEB Web portal for academic session beginning July-August 2025 via reverse API.

(XI) The Higher Educational Institutions have submitted an affidavit to the effect that in case any information, documentary evidence submitted/produced by the Higher Educational Institution is found to be false or wrong at a later stage or in case there is any violation of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments by the HEI, the Higher Educational Institution shall be solely liable and responsible for any such contravention/violation and for any consequences thereof (including career consequences of Learner). In such events, the HEI may also be subject to the consequences stipulated under regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

...contd/-

(XII) The list of entitled HEIs which have submitted the affidavit to ensure compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments and have been found complying with above mentioned provision (as per point II above), for academic year 2025-26, academic session beginning July-August, 2025 is appended herewith.

(Prof. Manish R. Joshi)
Secretary

S.No.	STATE	TYPE OF HEI	HEI NAME	NUMBER OF PROGRAMMES	ACADEMIC SESSION	NAME OF PROGRAMMES
40.	PUNJAB	STATE UNIVERSITY	**GURU NANAK DEV UNIVERSITY**	11	Academic year 2023-24, session beginning from July- August 2023	1) BACHELOR OF COMPUTER APPLICATIONS 2) BACHELOR OF COMMERCE 3) BACHELOR OF ARTS 4) MASTER OF ARTS (ENGLISH) 5) MASTER OF ARTS (PUNJABI) 6) MASTER OF COMMERCE 7) MASTER OF BUSINESS ADMINISTRATION (FINANCIAL MANAGEMENT) 8) MASTER OF BUSINESS ADMINISTRATION 9) MASTER OF BUSINESS ADMINISTRATION (MARKETING MANAGEMENT) 10) MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT) 11) MASTER OF COMPUTER APPLICATIONS

S.No.	STATE	TYPE OF HEI	HEI NAME	NUMBER OF PROGRAMMES	ACADEMIC SESSION	NAME OF PROGRAMMES
75.	UTTARAKHAND	PRIVATE UNIVERSITY	**UTTARANCHAL UNIVERSITY**	05	Academic year 2023-24, session beginning from July- August 2023	1) BACHELOR OF ARTS 2) BACHELOR OF BUSINESS ADMINISTRATION 3) BACHELOR OF COMPUTER APPLICATIONS 4) MASTER OF COMPUTER APPLICATIONS 5) MASTER OF BUSINESS ADMINISTRATION
76.	WEST BENGAL	DEEMED-TO-BE UNIVERSITY	**RAMAKRISHNA MISSION VIVEKANANDA EDUCATIONAL AND RESEARCH INSTITUTE**	01	Academic year 2023-24, session beginning from July- August 2023	1) MASTER OF ARTS (SANSKRIT)

Note:

1. It shall be the sole responsibility of the HEI to ensure that programmes offered in full-fledged Online mode strictly abide to all the provisions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its subsequent amendment and the clauses as mentioned in the affidavit submitted by the HEI.

2. Duration of the programmes shall be as per UGC notification on Specification of Degrees and its Amendments.

3. The list shall be updated from time to time, as required. Accordingly, the stakeholders are requested to refer to the various public notices on UGC website (http://www.ugc.ac.in/deb/notices.html), which are updated from time to time.

NOC from AICTE, New Delhi for session 2023-24 and Onwards

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2023-24

No Objection Certificate (NOC)

F.No. North-West/2023-24/1-43388791414

Date: 10-Jun-2023

To,
The Vice Chancellor/Director,
GURU NANAK DEV UNIVERSITY AMRITSAR
GURU NANAK DEV UNIVERSITY GT ROAD AMRITSAR,
AMRITSAR, AMRITSAR,
Punjab, 143005

Sub: No Objection Certificate for Open and Distance Learning (ODL) / Online Learning (OL) 2023-24 to 2027-28

Madam / Sir,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) Regulations, 2020 notified on 4th February 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the no objection to

Permanent Id	1-43388791414	Application Id	1-43388791414
Name of the Institution/University	GURU NANAK DEV UNIVERSITY AMRITSAR	Name of the Society/Trust	GURU NANAK DEV UNIVERSITY
Institution/University Address	GURU NANAK DEV UNIVERSITY GT ROAD AMRITSAR, AMRITSAR, AMRITSAR, Punjab, 143005	Society/Trust Address	GURU NANAK DEV UNIVERSITY GT ROAD AMRITSAR, Amritsar, Amritsar, Punjab, 143005
Institution/University Type	Government	Region	North-West

For conduct of following Courses in ODL mode for the Academic Year 2023-24 to 2027-28"

Sr. No.	Program	Level	Course (Specialization)	Center	Number of Seats
1	Management	POST GRADUATE	Master of Business Administration	Headquarter	5000
2	COMPUTER APPLICATIONS	POST GRADUATE	MCA	Headquarter	5000

For conduct of following Courses in OL mode for the Academic Year 2023-24 to 2027-28"

Sr. No.	Program	Level	Course (Specialization)	Center	Number of Seats
1	Management	POST GRADUATE	Master of Business Administration	Headquarter	3500
2	COMPUTER APPLICATIONS	POST GRADUATE	MCA	Headquarter	3500
3	Management	POST GRADUATE	Master of Business Administration- Financial Management	Headquarter	1000
4	Management	POST GRADUATE	Master of Business Administration- Marketing Management	Headquarter	1000
5	Management	POST GRADUATE	Master of Business	Headquarter	1000

Application Number: 1-43388791414

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Note: This is a Computer generated Report. No signature is required.

Letter Printed On: 14 June 2023

			Administration- Human Resource Management		

The University/Institute shall obtain necessary approval from University Grants Commission (UGC) as per the prescribed schedule and procedure.

The Administration/ Management of the University shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the No Objection Certificate (NOC), in case it observes any violation of said ODL/OL regulations, mis-representation of facts and submitting factually incorrect information.

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Prof. Rajive Kumar
Member Secretary, AICTE

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Copy to:

1. **Secretary, University Grants Commission**

2. **Guard File(AICTE)**

** Individual Approval letter copy will not be communicated through Post/Email. However, a consolidated list of Approved Institutions(bulk) may be downloaded from the respective login id's.

Application Number: 1-43388791414

Note: This is a Computer generated Report. No signature is required.

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Letter Printed On: 14 June 2023

Opportunity for Regular Students to Enroll in Additional Degree through Online Mode
(Applicable from Academic Session 2024-25 & onwards)

Approved as per University Syndicate meeting dt.18.7.2024, Item No. 5.2,

- **A candidate is allowed to enroll in two academics programmes at the same time, with one being in full-time physical mode and the other in Open and Distance Learning (ODL) or Online mode. Additionally, a candidate may simultaneously pursue two academic programmes if one is in ODL mode and the other is in Online mode.**

- **For candidates applying for two academic programmes, the submission of a migration certificate is mandatory for the first/initial programme. However, for the subsequent/ second programme, migration certificate is not requisite; instead, the candidate is obligated to provide an undertaking to the respective Institution/ University upon enrollment.**

- **Submission of migration certificate is not required for programme under online mode as per prevailing ordinances for online course under Directorate of Online studies approved by syndicate para no. 5.6 dt. 9.8.2021**
  - **Admission to a programme will be based on fulfilling the required eligibility conditions laid down for that programme.**

General Rules & Ordinances Governing Online Programs under the Directorate of Online Studies

1) The University, through its Directorate of Online Studies, may conduct Programmes & Courses leading to Bachelor's, Master's, Degree / Diploma, PG Diploma & Certificate or any other examination and certification, under various faculties of the University, except for those specifically excluded by the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, as per the above mentioned regulation, as in effect now and amended from time to time.

2) For these Programmes to be conducted via the Online mode, the Admissions procedure, Eligibility and Equivalency for Admission, the Method and Medium of Instructions, Examination Procedure, Mode of Examination, and other common rules and aspects shall be as detailed herein. Program specific eligibility requirements if any over above notified in the General Rules & Ordinances, shall be notified along with the list of Programs and Courses and may be amended if deemed necessary and notified accordingly,

3) For Programs and Courses of study to be conducted Online via this Directorate, the Course Structure and Syllabi shall be the same as that followed in the regular Programs / Courses or ODL Programs as applicable, unless otherwise notified.

4) The Programs shall also follow the Choice Based Credit System (CBCS) under semester mode and have the same minimum and maximum duration as prescribed for the Regular & ODL Courses.

5) The fees for these Programs & Courses shall be as notified from time to time.

6) The University shall establish a Directorate of Online Studies (hereinafter to be called the 'Directorate'), and besides the Director, may appoint the requisite staff for the smooth and efficient functioning of the Directorate.

7) The Vice Chancellor may appoint a Director of the above mentioned 'Directorate of Online Studies', to head the same.

8) The functioning of the Director may include

   i) To admit students in different courses and programs via the designated Online Application System,

   ii) To attend to the administrative and academic duties of the Directorate

   iii) To be the overall supervisor and to monitor the conduct of the courses to be offered by the University in the Online Mode from time to time.

   iv) to ensure smooth co-ordination between various departments to ensure admissions and result declaration activities are done in an efficient manner.

9) To fulfil the requirements of Technology, Content Development and various associated functions of the Directorate, and as provided for in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 following the guidelines laid out for the same, and with the permission of the University Syndicate in Proceedings dated on 22nd June 2020, by Syndicate Para 5.10, and subsequent permission of the State Government (as per interface meeting and presentation

with Secretary, Higher Education, Government of Punjab, dated 15th July 2020 and subsequent communication received dated July17,2020), University has setup in PPP mode an Online Technology Platform - a Integrated Solution along with Managed Services for Technology, Content, and Student Support in collaboration with a technology and services partner competent in these matters. The Agreement & MOU has been subsequently Approved in the Syndicate Proceedings held on 21st September 2020, in Para 5.3.

10) The responsibilities of the technology and services partner in the PPP/ their team shall be responsible for managing the above-mentioned technology platform / online learning platform and also shall include the following

i) To setup the required cloud-based Learning Platform as required by the UGC for the use of the University under the University's brand and name.

ii) To assist the University in presenting the required technology capability to the University Grants Commission and the State Government, and any other regulatory or statutory authority, as required by State Government and UGC and as may be required from time to time

iii) To setup the required infrastructure at the University Campus, as required for recording and editing of content and lectures, and to assist the University in creating and editing the required Video Lectures and associated E -content Material for Courses & Programs as offered by the University from time to time.

iv) To provide the required assistance to the students as required in counselling and help required during submitting applications as part of enrollments procedure using the Online Application System part of the above-mentioned Platform,

v) To appoint and manage the required manpower as it requires to provide all required services for carrying out the various functions as required by the directorate using the technology platform.

vi) To carry out all other required support functions as detailed in its MOU/Agreement.

11) To ensure efficient monitoring and management of the entire Program, the University shall appoint a Co- Ordination Committee of 5 members, of which 3 members including the Coordinator In-Charge / Chairman shall be a Dean of the University faculty. 2 Other members shall be from the Collaborators side, to ensure speedy resolution of any issues and collaborative efforts in the interests of the students.

12) The Directorate shall ensure compliance to these Rules & Ordinances, as well as those of the University and Regulations as prescribed by the UGC for the Conduct of Online Programs, as well as any other Regulation that is applicable.

13) In any case clarification required from these Rules & Ordinances are not available/silent, relevant provisions contained in the University calendars' as well as 'The Gazette of India: Extraordinary' Part III Section 4 No. 354] dated 4th September, 2020, University Grants Commission (Open and Distance Learning Programs and Online Programmes) Regulations, 2020) and amendments published from time to time will be applicable.

1. **Programs & Courses**

   The List of Programs and Courses to be offered shall be notified by the University along with their Program Structure, Courses, Syllabi and their Duration. This list may be amended by the University from time to time, and shall be deemed to constitute an integral part of the ordinances. Amendments and or additions may be notified if deemed necessary, as and when required.

2. **Fees**

   The list and amount of Fees to be charged towards the Programs and Course notified as above shall also be notified along with. In the case of International Students, fees may be prescribed on the basis of Geography and Socio-Economic Conditions of the various Regions / Countries. Fees so prescribed may be amended by the University from time to time.

   Refund of fees, if sought by a student at any point, shall be in compliance with the UGC Notification Dated Oct 2018 governing the same, with the 'Date of Admission' / 'Application Approval Date' serving as the 'last date of admission'.

3. **Admissions – Procedure**

   Students eligible for admission to an Online Program or Course being offered by the University may apply for admission online via the Online Application System part of the Integrated Platform setup for this purpose and shall be enrolled after due verifications of their identity, eligibility and having paid their fees. The admissions shall be considered in either of two cycles, as provided for in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020i.e the January Cycle, or the July Cycle, of the particular Academic Year. Admissions for a particular cycle shall be open for a period of 6 months each, ending on the date as communicated by UGC to be the last date for admissions for that particular cycle.

   All applications shall be accompanied with Proof of Identity, as well as Proof of Educational Qualifications as required to establish eligibility and or equivalency. The same shall be uploaded online using the Online Application System. the case of Indian students, identity verification shall be as integrated with Aadhaar or ascertained using other government recognized identity document; in the case of International Students, Passport or any other National Identity Cards shall be applicable.

   For ascertaining educational qualifications, School Leaving Certificates, Diploma Certificate and or Degree Certificate along with a Transcript or Grade Card / DMC, as applicable, shall be used. In case of International Students, should the documents be in a language other English, a notarized copy of the translation shall also be required in addition to the original being uploaded.

   In view of the University Grants Commission's scheme to allow students to enroll in two simultaneous Programs, one via regular and the other via Online / ODL, the student would not be required to submit a Migration Certificate for enrollment in the Online Program.

All such documents uploaded shall be required to be self-attested before uploading, in accordance with UGC Guidelines.

Once an applicant's eligibility is ascertained, the applicant may submit the application after having made the required fee payments. A separate account shall be designated for all such fee payments, and they shall be made only using digital means, via the payment gateway designated for the process and integrated into the Technology Platform, or in the case of International Students, via SWIFT / TT Transfers or by any other means permitted by the Reserve Bank of India for Inward Foreign Remittances. Once a fee payment is completed, Applications shall be submitted digitally Online using the Online Application System.

Once submitted, the Online Application may be verified Online by the Director or an officer of the University authorized to do so and approved if acceptable. Upon approval, the student shall be issued a Registration ID, and the date of Approval shall serve as the Date of Admission. Thereafter, the Student may begin his or her Program Studies immediately.

The Applications so approved shall be forwarded to the relevant Department/s of the University as and when required.

4. Eligibility & Equivalency for Admission

The Eligibility and Equivalency applied shall be as below

- For Indian Students, (both by Citizenship and Residency), the eligibility conditions as prescribed by the University for these Programs as conducted in ODL shall apply, unless specified otherwise;

- In case a particular program being offered in the Online Mode is not offered in the ODL mode, the University shall specify eligibility requirements for the same separately.

- For International Students, whether by citizenship or residence, the rules of eligibility and equivalency as specified in **Annexure I** of these Rules & Ordinance shall apply. The same shall be deemed to constitute an integral part of these Rules &Ordinances;

5. Scheme, Method & Medium of Instruction

The delivery of Instruction for these Programs shall be completely online, following the four quadrant approach as per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016, wherein

(i) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, animation, Simulations, video demonstrations, Virtual Labs, etc,

(ii) Quadrant-II is e-Content; which shall contain; self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open-source Content on Internet, Videos, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development ofthe subject, Articles, etc.

(iii)   Quadrant-III is the Discussion forum for raising of doubts and clarifying the same on real time basis by the Course Coordinator or his or her team.

(iv)   Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple-Choice Questions, fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs etc.

An attendance or completion of 75% of the course material of a particular subject shall be required for students to be eligible for the final / end term examination of the subject/course, and shall be calculated automatically by the Learning Platform on the basis of time spent on each of the above quadrants, mapped using weightages proportionate to quantum of material available in each of these quadrants which may vary from Course to Course depending upon the nature of the Course / discipline / department.

6. Assessments & Examinations

As detailed in the UGC regulations governing the same, the evaluation shall include two types of assessments:

(i)   continuous or formative assessment;

a.   To constitute of 30% weightage of the total score

b.   To be conducted in the form of Two Online Tests; spaced apart equally in courses syllabus; and of 15% or 15 marks each.

c.   To be in the form of any of the following - Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments.

(ii)   Summative assessment in the form of end semester examination or term end examination.

a.   To constitute of 70% weightage of the total score

b.   To be conducted in the form of an Online Exam, conducted Online, using a unique Question Paper generated by drawing randomized Questions from a pre prepared Question Bank, while following the prescribe Question Paper Pattern, which could be in the form of Multiple-Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions,

c.   The End Semester / Final - Online Exams so conducted shall be invigilated or proctored using Remote Proctoring method / Online Proctored Examinations method, as detailed in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020) , in compliance with the requirements detailed therein.

d.   The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports/ Government Provided ID Cards (of the Country of origin or residence) for International learners. Facial Recognition and other AI techniques may be used to ensure the veracity of the same.

e.   Students may be proctored via AI based Remote Proctoring System, recordings of which shall be

subsequently reviewed by human proctors, or a live proctoring appointment, by choosing an available time slot and scheduling the Exam accordingly.

f. Recordings of each exam shall be kept in archived for a minimum of 5 years for inspection at any time.

- A student may attempt a Continuous / Internal Assessment at any time, after having gone through the portion of syllabus to be tested in the same;
- A student may attempt a End Term / Final Exam at any time, provided that he or she fulfils the following criteria

a. The student has attempted the two Internal Assessments / Continuous Assessments / formative Assessments of that subject, and the results of the same have been communicated to him / her; and

b. The student has completed 75% coverage or attendance of the material of that course as per the system, spread across the 4 Quadrants.

The exams conducted in the Online mode shall be considered as part of one of either of two Exam Cycles – June Cycle (from March to August) or the December Cycle (from September to February).

7. Evaluation & Results

Evaluation of Exams conducted in the Online mode shall be done Onscreen evaluation method on a regular and ongoing basis, by the examiners appointed by the Directorate for the same, and the results for the same shall be communicated to the student within a 30 day period of the exam submission.

In case of a completely objective type / system scored test being part of the formative assessment / continuous assessment, the result may be system scored and be communicated to the student within 48 hours of submission of the test.

In case of having failed to secure the required pass marks in a particular course, the Student may reappear for the same after paying the required exam fee, but no sooner than 45 days from the date of the original exam. In case the student fails to secure a pass grade in two attempts, he / she shall have to wait till the subsequent exam cycle to reattempt the same.

The final results of all exams conducted in the Online mode, whether part of the formative or continuous assessment, or the end term / final exam, shall be declared and considered as part of one of either of two Exam Cycles – June Cycle (from March to August) or the December Cycle (from September to February).

8. Progression

A student may progress into the successive semesters during the Program provided that he or she fulfills the following requirement

i) The student has completed the minimum amount of time required to have progressed to that semester, i.e. 6 months for each preceding semester, as a student of that Program from the date of Admission onwards;

Once a student has progressed into the new semester, in the case of it being an odd semester, the student may start studies of a course belonging to the new semester provided the following requirement is met – He or she should have secured at least 50% of the credits from courses already available to him or her up to that point from the previous semesters.

9. Grading System

The Grading will follow Credit-Based System, the details of which are given

below: While undertaking the course work, the following terms are defined:

- 'Course' means a semester.
- 'Credit' means weightage assigned to a course
- 'Grade' means a letter grade assigned to a student on a 10 point scale.
- 'Grade' point means points assigned to a letter grade.
- 'Semester Grade Point Average' (SGPA) means weighted average of grades in a semester.

m

$SGPA = \Sigma (G_i X C_i)/ \Sigma C_i$

Where Giare the grade points in the ithcourse and Ciare the credits registered for the ithcourse, for all the

'm' number of courses in a particular semester.

$\Sigma (G_i X C_i)$ = Total grade points obtained by a student in a

semester, ΣC_i= Total credits registered by the student in that

semester.

Or

$SGPA = [(G_1 X C_1) + (G_2 X C_2) + (G_3 X C_3) + … + (G_m X C_m)] / (C_1 + C_2 + C_3 + … + C_m)$,

'Cumulative Grade Point Average' (SGPA) means weighted average of grades in all the semesters, at the end of any semester or at the end of the course completion.

n

$CGPA = \Sigma (G_i X C_i)/ \Sigma C_i$

$= [(G_1 X C_1) + (G_2 X C_2) + (G_3 X C_3) + … + (G_n X C_n)] / (C_1 + C_2 + C_3 + … + C_n)$,

Where Giare the grade points in the ithcourse and Ciare the credits registered for the ithcourse, for all the

'n' number of courses in all the semesters.

SGPA and CGPA shall be calculated up to two decimal places, after rounding off the third decimal to the nearest second place integer decimal, hence 0.005 to be increased to 0.01

The student would be awarded a letter grade on a 10-point scale on the basis of his/her performance. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of

10. Grades and equivalence between <u>selected</u> percentages in absolute marks system and CGPA is as follows.

Common Grading Table		
Percentage Marks	Letter Grade	Grade Points
>90 to ≤ 100	O (Outstanding)	10
>80 to ≤ 90	A+ (Excellent)	9
>70 to ≤ 80	A (Very Good)	8
>60 to ≤ 70	B+ (good)	7
>50 to ≤ 60	B (Above Average)	6
>40 to ≤ 50	C (Average)	5
≥35 to ≤ 40	P (Pass)	4
Below 35	F (Fail)	0
Absent (Ab)	F (Fail)	0

'Semester Grade Point Average' (SGPA) means weighted average of grades in the

$$\text{Semester} = \sum_{i=1}^{m} (G_i \times C_i) / \sum_{i=1}^{m} C_i$$

'Cumulative Grade Point Average' (CGPA) total weighted average of grades

$$\text{in all the Semesters} = \sum_{i=1}^{n} (G_i \times C_i) / \sum_{i=1}^{m} C_i$$

Where G_i are Grade Points and C_i are Credits registered.

The conversation of SGPA or CGPA to Present Score will be carried out by multiplication of respective SGPA or CGPA by a factor of 10.

Conversion from CGPA to Percentage:

A CGPA of **6** will be considered equivalent to 60% marks. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of <u>10</u>.

a) As per progression policy of the online courses, students require a minimum of 50% credits to progress in odd semester from 2nd to 3rd and 4th to 5th semester (odd semester). Student is automatically promoted to even semesters (from second or fourth semester to third or fourth semester)**(approved vide academic council meeting dt. 04-03-2024) available on main page of website.**

b) A student getting **'F'** Grade in any subject will be treated as having failed in that subject. If he/she fails in a subject, he/she will have to repeat the subject and will have to obtain at least 'P' grade in that subject, within the maximum period defined (**UGC Letter no. F.12-I/2015 (CPP-II) dated 15.10.2015**) to complete the

degree/diploma for that subject.

c) It will be compulsory for a student to appear in the End-Semester Examination (Major Test). A student who does not appear in the End-Semester Examination (Major Test) will be treated as having failed in that course and will be awarded 'F' Grade.

d) Re-evaluation shall be allowed as per ordinances.

e) The medium of instructions shall be as already existing in the ordinances.

f) Grace marks will be allowed as per University ordinances.

g) Maximum time allowed to pass a course is given below:

Course Duration	*Maximum time to complete a degree*
Five Years	Seven Years
Four Years	Six Years
Three Years	Five Years
Two Years	Four Years
One Year	Two Years

7. Lateral Exit

Students who wish to exit the Program before completing the entire tenure or requirements or are forced to exit the Program due to having completed the maximum duration, may apply for a lateral exit, wherein they shall be eligible for the award of a Certificate / Diploma / PG Diploma in the same discipline as per the number of Credits they have secured while in the Degree Program.

8. Certification

● The successful candidate shall be awarded the degree in the subject of his/her study indicating the CGPA obtained on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or fails in any course, shall not be eligible for any merit position/medal/award of the University.

● Diploma/Degrees pertaining to all the courses offered under Online Mode will be treated at par with the regular courses.

Eligibility

I Eligibility / Equivalency for International Students applying for

Under Graduate Programs

For International Students – i.e Students who have completed their schooling via Boards / Schooling Systems other than those mentioned above, the eligibility and equivalence shall be **considered provided thatthe foreign system of education prescribes a minimum of 12 years of regular schooling;**

Provided

(i) The school is affiliated by a Board that has been approved/recognized in the country concerned;

(ii) The school leaving certificate has been issued by the Board that has been approved/recognized/accredited in the country concerned; *Specifically, Listed entities apart from above general definition*

As of now, the AIU has accorded Equivalence to some of the most popular Systems of School Education of the world i.e. the British System (GCE 'O'& 'A'Level), American System (High School Diploma), International Baccalaureate (IB) awarded by the International Baccalaureate Organization Geneva, Switzerland, French International Baccalaureate, 12 year General Secondary School Certificate Examination conducted in most of the Gulf countries etc;

GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY("O") Level and 2/3 subjects at ADVANCED ("A")LEVEL has been equated with +2 stage qualification.

Country Specific

a. 12 years Baccalaureate Certificate of Chad, Gabon, France and Tunisia;

b. International Baccalaureate Diploma awarded by

c. 12 years General Secondary Education Certificate of the Ministry of Education Bahrain, Egypt, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries;

d. GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY("O") Level and 2/3 subjects at ADVANCED ("A")LEVEL has been equated with +2 stage qualification. Candidates intending to join Professional courses are required to have passed the subjects of Physics, Chemistry, Biology/Mathematics in ADVANCED LEVEL & English at AS LEVEL;

e. 12 Year High School Diploma from accredited Schools of USA;

f. Intermediate/Senior Secondary/Higher Secondary examinations of the approved Boards in Pakistan, Bangladesh, Bhutan and Nepal;

g. 12 year Secondary Stage qualification of National Examinations Board of the Ministry of Education, Ethiopia, Sudan;

h. 12-year Secondary Stage examination conducted by various Provinces in Canada and Australia provided that the candidate having passed Ontario Secondary School Diploma of the Ministry of Education, Ontario, should have acquired minimum6 (Six) "U/M"(University Preparatory Courses);

i. GCE "Ordinary and Advanced" level examination of the Department of Education, Government of Sri Lanka, Singapore, Hong Kong & Mauritius provided that candidates having passed O and A level Examinations should fulfil the same conditions as prescribed at Sr. No.iv above;

j. 12 year STPM examination of Malaysia;

k. 12 year Secondary Stage qualification of Indonesia, Japan, Korea, Republic of Vietnam and Yemen Arab Republic;

l. "Abitur" examination of Germany;

m. 12 year High School Diploma awarded by the accredited American Schools/International Schools in other countries following American System of Education subject to the condition that the High School Diploma awarded by the American Schools in USA and other parts of the world should be accredited either by the State Departments of Education OR by one of the Six Regional Accrediting Agencies in USA i.e

(a) Middle States Association of Schools and Colleges;

(b) New England Association of Schools and Colleges;

(c) North Central Association of Schools and Colleges;

(d) Northwest Association of Schools and Colleges;

(e) Southern Association of Schools and Colleges; and

(f) Western Association of Schools and Colleges.

n. Pre University Certificate Examination of the Ministry of Education, Iran;

o. 12 year Secondary School Certificate Examination of the Ministry of Education, Islamic Republic of Afghanistan;

p. 12 Year Secondary School Certificate Examination of the Ministry of Education, Republic of Iraq;

q. 12 Year Senior School certificate Examination of West African Examinations Council (WACE) in A, B, C Grades on a scale of 1-4 (A-1, B-2, B-3, C-4) conducted in the countries of Nigeria etc;

r. EXAMEN D"ETAT of the Ministry of Primary, Secondary & Professional Education in the Democratic Republic of Congo;

s. 12 year Kenya Certificate of Secondary Education Examination with more than 5 (Five) subjects in the Grades A, B, & C of the Kenya National Examinations Council, Nairobi, Kenya;

t. Advanced Certificate of Secondary Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the National Examinations Council of Tanzania;

u. Uganda Advanced Certificate of Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the Uganda Examinations Board;

v. 12 year Certificate D'Enseignement Secondaire Generale (D'Humanities General) of the Ministry of National Education, Republic of Burundi;

w. Eritrean Secondary Education Certificate of the Ministry of Education , State of Eritrea;

x. Baccalaureat De L'EnseignementSecondaire General (Baccalaureat of General Secondary Education) of the Ministry of National Education, Republic of Cameroon;

y. Baccalaureat De L'Enseignement DU Second Degre (Baccalaureate of Secondary Education) of Republic of Chad;

z. Higher School Certificate Examination of Department of Education, Papua New Guinea; aa. Level III of NZQA

For Students coming in via Vocational Studies Academic Pathways

d. NSQF4 or its equivalent in the Country of Study.

II Eligibility / Equivalency for International Students applying for Post Graduate Programs

For International Students – (and also for Students who have completed their education outside of India), the eligibility and equivalence shall be **considered provided that they have completed a minimum of 15 years of formal education;**

Provided

(i) the school leaving certificate has been issued by the Board that has been approved/recognized/accredited in the country concerned;

ii) The qualification earned post their schooling has been awarded by a university or Institution which is duly approved/recognized/accredited in its own country;

iii) summation of the total number of years spent in formal education is 15 years.

For Students admitted through Pathway Programs / Diploma Programs

c. 3 Year Higher National Diploma or 2 Year National Diploma Plus 1 Year HND is considered as equivalent, if any of the below apply

    i) the same enables the student to enroll directly for the 4th year of a Degree Program in the same Country, OR

    ii) it is considered as equivalent to a Graduation Level Degree by the Government or relevant authorities OR

    iii) it is considered as equivalent to a Graduation Level Degree by International Accreditation Agencies recognized by the AIU.

For Students coming in via Vocational Studies Academic Pathways

d. NSQF 7 or its equivalent in the Country of Study.

Guru Nanak Dev University, Amritsar

Standard Operating Procedure

General Instructions for AI Proctored Mode Examinations for Courses under Directorate of Online Studies

Examination Instructions Manual

Booking of Examinations

1. Students are allowed to book the examination slots at least 48 hours prior to the examination.
2. Students are instructed to login at least 15 minutes prior to the scheduled timing.
3. The examination slot would remain active for 30 minutes from the scheduled timing. If the student fails to login during this time, the student will not be allowed to take the exam. Such students can reschedule their exams only after 24 hours.

Instructions for Students:

1. A numbered list of all questions appears at the right side of the screen.
2. Click the Start Test button below to start (the timer of the assessment starts only once you click the Start button).
3. Keep a close eye on the time left while appearing for the Examination.
4. Once you click the Start button, a question and the possible answer choices will appear. Select the choice(s) you find to be the correct answer to the question.
5. Answer chosen gets saved automatically as soon as you click on the next button.
6. The answers can be changed any time during the assessment.
7. Use next and back buttons to navigate on to the next and/or previous question.
8. After you finish the test, click on the submit test button to submit your test. Examination can also be submitted any time during the assessment.
9. The examination will automatically stop when the assessment time is over.
10. You are suggested to ensure a stable Internet connection and proper power backup before taking the Assessment. University has no provision to reset the assessment if the internet is disturbed and the examination gets affected.
11. Do not use incognito mode/new private window to attempt any internal assessment.
12. On successful completion of the internal assessments with 40% marks on an average, he/she is eligible to appear for the term end examination.
13. The external examination is of a total of 70 marks and each question carries 14 marks.
14. The question paper shall consist of 4 sections.

15. Students are required to attempt a total of 5 questions from the 4 sections. Attempting one question from each section is mandatory and the remaining one question can be attempted from any of the section.

For better understanding refer the below example:

Type 1- Answer any 1 of the following, Students have to pick 1 question from the set of (1.1, 1.2)

Type 2- Answer any 1 of the following, Students have to pick 1 question from the set of (2.1, 2.2,)

Technical Requirements:

To avoid any technical glitches, you are required to meet the Technical Requirement as follows.

1. A reliable computer/Laptop with a minimum of three-hour power backup running Windows operating system.
2. A web cam with 640x480 video pixel resolution or higher.
3. Headphones or working speakers connected to the computer.
4. A working microphone connected to the computer. We recommend a web cam that has an in-built microphone.
5. A web browser (Google chrome and Mozilla Firefox must be installed in the system) with Adobe Flash Player installed. We recommend Flash Player 10 or more.
6. A reliable, high-speed internet connection (minimum 1MBPS recommended).
7. The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.

Please note- The system (desktop/laptop) and internet connection to be used during the examination must be a personal one and not official (office internet and the system) as the official internet connection most of the times blocks the video streaming. In case you are using the official system and the official network, it must have the full administrator right so that the required changes can be done by the Proctor team (if and when required).

All the antivirus and firewall of your system must be disabled in advance while giving examination. To disable the firewall in your system kindly follow the steps mentioned below:

For Windows:

Go to Control Panel --> Windows Defender Firewall --> Turn Windows Defender Firewall On/Off

Click on Turn Off Defender Firewall under Private and Public Network Settings.

For Mac

Go to Apple menu --> System Preferences --> Security. Firewall

--> Turn Off Firewall

Note: Steps to follow to start the examination:

Step 1: Log in to (https://gndu.u18evolute.cloud) by using your Login Credentials.

Step 2: Click on Start Exam under External Exam tab.

Step 3: The screen which opens will connect you to Proctor.

Step 4: You are required to follow instructions from Proctor there on.

Code of conduct for the Online Test.

1. Use of a simple Calculator is allowed. No digital calculators are allowed during the examination.

2. No one else is allowed in the room during the examination.

3. You will be monitored throughout your examination via webcam by the proctor Team at the University.

4. Students must ensure that the Camera is not switched off anytime during the examination.

5. You are not allowed to take calls/use mobile phones during the examination except for attending any calls from the University for any assistance during the live examinations.

6. Mobile Phones can be used for scanning of QR Codes only during the examination of courses that have images / tables / graphs / charts etc.

7. Use of Bluetooth or any other Electronic Gadgets is strictly prohibited.

8. Students are not allowed to use the restrooms during the examination.

9. If you have any health-related concerns (like diabetic/pregnant women/cervical etc) you are advised to inform the proctor team before the start of the examination.

10. Eatables are not allowed during the examinations.

Malpractice:

1. If it is observed that the student is involved in malpractice while giving the examination, in such a situation the examination will be cancelled by the Proctor team.

2. Students are instructed not to open any other application/website/pdf/word document etc. during the examination.

3. Usage of mobile phone (for any other purpose other than specified above) or any other electronic gadget is strictly prohibited during the examination. Any Student if found to be violating the regulation would be marked as a case of malpractice.

Declaration of Results:

To be notified by the University.

Internal Assessments:

1. Students can attempt the internal assessments (IA-1 & IA-2) anytime as per their convenience.

2. There are two Internal Assessments (IA 1 and IA 2) per subject. Each IA is for 15 marks i.e. total IA is of 30 marks.

3. The question pattern is multiple-choice/ true-false.

4. The maximum time allocated for each internal assessment is 20 minutes.

5. If a student fails to score 40% on an average, he/she can reattempt the IA after 72 hours of the previous attempt.

6. If the student scores 40% in the same there is no chance of improvement.

7. Once the attempt is over, your results will be visible on Internal Assessment page of your dashboard.

8. There is no negative marking for wrong choices selected.

General Instruction for AI Proctored Examinations

READ THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAMINATION: -

1) This examination session will be recorded (both audio and video) for monitoring and future reference/s.

2) You are not allowed to open any kind of reference material (i.e., any PDF, DOC file etc.) and/or any other tab/application in your system.

3) Kindly sit straight in front of the webcam. You are not allowed to move away from the exam screen during the examination.

4) You are not allowed to take phone calls during the examination.

5) You are not allowed to copy or take the screenshot of the question paper. In case any such activity is found / reported, your examination will be cancelled without any prior information.

6) If you need to draw any table, graph or diagram in a question and it requires usage of a pen or paper you are instructed to take prior permission from the Proctor team through the chat window before attempting the question. Also, you need to show the blank paper before starting that particular question.

7) Write answers in the answer box only.

Please click on the "Join the Session" link 5 minutes before to the scheduled exam time using Google Chrome/Mozilla Firefox browser. Once opened, enter your "Username" and then download and run the applet to join the exam team.

Guru Nanak Dev University Exam

1. Pls Show A4 Sheets on Camera Before writing on it.

2. Always remember to Put serial number on each sheet.

3. Always remember to write answer number on sheets which you are going to attempt. e.g. Ans Number 1.1 (pg number 1,2,3), Ans Number 2.1 (pg number 1,2,3).

4. By doing this there will be less chances of confusion and will be very easy for you at the time of uploading your sheets.

Sheets Uploading process: -

1. First of all, you should have an android phone for uploading your written sheets. (NOT IPHONE).

2. Then click on attach sheets option which are written below your answer box.

3. When you click on Attach sheets option, a QR code will open.

4. Use your mobile phone default Scanner or google pay, Paytm, Mozilla Firefox Applications scanner for scanning the QR Code.

5. By scanning the respective answer QR Code, a new page Answer Sheet will open.

6. Scroll down your mobile screen, click on image.

7. Click on it, your camera will open.

8. Then click your image by taping focus on your screen and avoiding shadows.

9. Then four options will show to you:- Upload, Retake, Click Next Image and Done.

10. By clicking your image, click on upload option, it will show you pls wait, then shows successfully uploaded page in green colour.

11. Now if you want to upload next sheet of same answer, then click on next page, again click your sheet picture and after clicking it, click on upload again.

12. At the end after uploading your all sheets, click on done.

13. Your all sheets will be uploaded.

14. Students can directly type on the LMS portal or they can write on the paper and upload the paper in the pdf format on the LMS portal in front of camera.

15. Kindly note that during the examination the camera should be on always and no other person should be present in the room.

16. No break during examination is allowed.

17. Student should keep ready roll number slip and any govt id such as Aadhar card passport for verification by the observer/proctored/centre superintendent during the examination.

18. No malpractices all allowed during examination and if any student found to involve in any such means then case of UMC shall be initiated by the University as per rules.

Tip: - If you do not see the uploaded sheets, then refresh your page, you will see your sheets.

Course Fee Structure 2026-27

Approved: Course fee for Different courses under Directorate of Online Studies

						Online Annual Fee Plan							
						GNDU (Fee under Directorate of Online Studies) for session 2025-26 Dt. 10.02.2026							
Sr No.	University	Courses	Approval Status	No of Years	Application Fees+Reg Fees+Eligibilty Fees+Alumni Fees	Course Fee/Year			Exam Fee/Year	Total exam fee for course	Practical / Seminar Fees Per Year	Fees (per year) for Residents Indian Students in Rupees	Total Prg Fees
						1st Year	2nd Year	3rd Year					
1	GNDU	BCA	Approved	3	1600	25000	25000	25000		21000		75000	97600
2	GNDU	B Com	Approved	3	1600	10000	10000	10000		21000		30000	52600
3	GNDU	BA	Approved	3	1600	10000	10000	10000		21000		30000	52600
4	GNDU	MCA	Approved	2	1600	37500	37500	NA		14000		75000	90600
5	GNDU	MBA	Approved	2	1600	32500	32500	NA		14000		65000	80600
6	GNDU	MBA HR	Approved	2	1600	32500	32500	NA	3500 per Sem = 7000 per Year	14000	Already included in Exam fees	65000	80600
7	GNDU	MBA Marketing	Approved	2	1600	32500	32500	NA		14000		65000	80600
8	GNDU	MBA Finance	Approved	2	1600	32500	32500	NA		14000		65000	80600
9	GNDU	M Com	Approved	2	1600	20000	20000	NA		14000		40000	55600
10	GNDU	MA English	Approved	2	1600	15000	15000	NA		14000		30000	45600
11	GNDU	MA Punjabi	Approved	2	1600	10000	10000			14000		20000	35600
						Total							
											Re-appear fee Rs.900 Per paper		
12	GNDU	UG Certificate	Approved	0.6	590	4500	NA	NA	1900	6990	NA		6990

Full Course Fee excluding All University Funds & Examination fees which includes

(i) Registration Fee (ii) Application Fee (iii) Eligibility Fee (iv) Alumni Fee (v) Examination Fee or any other University Fee.

1. Any other fee decided by the University at later stage, will be payable by the candidate (if any)

Online Annual Fee Plan for Indian Overseas / PIO / NRI etc in USD

GNDU (Fee under Directorate of Online Studies) for session 2025-26 Dt. 10.02.2026

Sr No.	Courses	No of Years	Application Fees+Reg Fees+Eligibilty Fees+Alumni Fees	Course Fee/Year (US Dollar)			Exam Fee/Year	Total exam fee for course USA $	Practical / Seminar Fees Per Year	Fees (per year) for Indian Overseas / PIO / NRI etc in USD	Total Prg Fees In USD	Re-appear fee
				1st Year	2nd Year	3rd Year						
1	BCA	3	100	2333	2333	2333		2400		7000	9500	75 per paper
2	B Com	3	100	333	333	333		2400		1000	3500	
3	BA	3	100	333	333	333		2400		1000	3500	
4	MCA	2	100	2580	2580	NA		1600		5160	6860	
5	MBA	2	100	3500	3500	NA	400 per Sem = 800 Dollar per Year	1600	Already included in Exam fees	7000	8700	
6	MBA HR	2	100	3500	3500	NA		1600		7000	8700	
7	MBA Marketing	2	100	3500	3500	NA		1600		7000	8700	
8	MBA Finance	2	100	3500	3500	NA		1600		7000	8700	
9	M Com	2	100	2667	2667	NA		1600		5333	7033	
10	MA English	2	100	500	500	NA		1600		1000	2700	
11	MA Punjabi	2	100	500	500	NA		1600		1000	2700	
	Total											
12	UG Certificate	0.6	20	250	NA	NA	25		NA		295	15 USD per subject max of 25 USD

Approved Fee: Examination Fee for different courses under Directorate of Online Studies

Sr No.	Courses	No of Years	Application Fees+Reg Fees+Eligibilty Fees+Alumni Fees	Course Fee/Year			Exam Fee/Year	Total exam fee for course	Practical / Seminar Fees Per Year	Fees (per year) for Rest of the World	Total Prg Fees In USD	Re-appear fee
				1st Year	2nd Year	3rd Year						
1	BCA	3	135	3500	3500	3500		3000		10500	13635	100 per paper
2	B Com	3	135	333	333	333		3000		1000	4135	
3	BA	3	135	333	333	333		3000		1000	4135	
4	MCA	2	135	3000	3000	NA		2000		6000	8135	
5	MBA	2	135	5250	5250	NA		2000		10500	12635	
6	MBA HR	2	135	5250	5250	NA	500 per Sem = 1000 per Year	2000	Already included in Exam fees	10500	12635	
7	MBA Marketing	2	135	5250	5250	NA		2000		10500	12635	
8	MBA Finance	2	135	5250	5250	NA		2000		10500	12635	
9	M Com	2	135	3200	3200	NA		2000		6400	8535	
10	MA English	2	135	500	500	NA		2000		1000	3135	
11	MA Punjabi	2	135	500	500	NA		2000		1000	3135	
Total												
12		0.6	20	250				25		295		15 Per paper with Max 25 USD

Sr No.	Courses	No of Years	Application Fees+Reg Fees+Eligibilty	Course Fee/Year in USD			Exam Fee/Year	Total exam fee for	Practical / Seminar Fees Per	Fees (per year) for SAARC (Nepal, Bhutan,	Total Prg Fees In USD	Re-appear fee
				1st Year	2nd Year	3rd Year					
1	BCA	3	135	500	500	500		600		1500	2235	25 per paper
2	B Com	3	135	333	333	333		600		1000	1735	
3	BA	3	135	333	333	333		600		1000	1735	
4	MCA	2	135	375	375	NA		400		750	1285	
5	MBA	2	135	750	750	NA		400		1500	2035	
6	MBA HR	2	135	750	750	NA	100 per Sem = 200 per Year	400	Already included in Exam fees	1500	2035	
7	MBA Marketing	2	135	750	750	NA		400		1500	2035	
8	MBA Finance	2	135	750	750	NA		400		1500	2035	
9	M Com	2	135	400	400	NA		400		800	1335	
10	MA English	2	135	500	500	NA		400		1000	1535	
11	MA Punjabi	2	135	500	500	NA		400		1000	1535	
Total											
12		0.6	20	250				25		295		15 Per paper with Max 25 USD

GNDU (Fee under Directorate of Online Studies) for session 2025-26 Dt. 10.02.2026

Sr No.	Courses	No of Years	Application Fees+Reg Fees+Eligibilty Fees+Alumni Fees	Course Fee/Year			Exam Fee/Year	Total exam fee for course	Practical / Seminar Fees Per Year	Fees (per year) for West Asia (Middle East + Afghanistan)	Total Prg Fees In USD	Re-appear fee
				1st Year	2nd Year	3rd Year						
1	BCA	3	135	2333	2333	2333		1800		7000	8935	50 per paper
2	B Com	3	135	333	333	333		1800		1000	2935	
3	BA	3	135	333	333	333		1800		1000	2935	
4	MCA	2	135	2000	2000	NA		1200		4000	5335	
5	MBA	2	135	3500	3500	NA		1200		7000	8335	
6	MBA HR	2	135	3500	3500	NA		1200		7000	8335	
7	MBA Marketing	2	135	3500	3500	NA	300 per Sem = 600 per Year	1200	Already included in Exam fees	7000	8335	
8	MBA Finance	2	135	3500	3500	NA		1200		7000	8335	
9	M Com	2	135	2134	2134	NA		1200		4267	5602	
10	MA English	2	135	500	500	NA		1200		1000	2335	
11	MA Punjabi	2	135	500	500	NA		1200		1000	2335	
	Total											
12		0.6	20	250			25			295		15 Per paper with Max 25 USD

GNDU (Fee under Directorate of Online Studies) for session 2025-26 Dt. 10.02.2026

Sr No.	Courses	No of Years	Application Fees+Reg Fees+Eligibilty Fees+Alumni Fees	Course Fee/Year			Exam Fee/Year	Total exam fee for course	Practical / Seminar Fees Per Year	Fees (per year) for AFRICA	Total Prg Fees In USD	Re-appear fee
				1st Year	2nd Year	3rd Year						
1	BCA	3	135	1833	1833	1833		1200		5500	6835	50 per paper
2	B Com	3	135	333	333	333		1200		1000	2335	
3	BA	3	135	333	333	333		1200		1000	2335	
4	MCA	2	135	1500	1500	NA		800		3000	3935	
5	MBA	2	135	2750	2750	NA		800		5500	6435	
6	MBA HR	2	135	2750	2750	NA		800		5500	6435	
7	MBA Marketing	2	135	2750	2750	NA	200 per Sem = 400 per Year	800	Already included in Exam fees	5500	6435	
8	MBA Finance	2	135	2750	2750	NA		800		5500	6435	
9	M Com	2	135	1600	1600	NA		800		3200	4135	
10	MA English	2	135	500	500	NA		800		1000	1935	
11	MA Punjabi	2	135	500	500	NA		800		1000	1935	
	Total											
12		0.6	20	250			25			295		15 Per paper with Max 25

NOTE: - Any other fee decided by the University at later stage, will be payable by the candidate (if any)

1. Students (admitted in BA) can opt any three subjects from the following groups, only one subject can be selected from each group with other compulsory subjects:

Compulsory Subjects	Elective Subjects				
	Group A	Group B	Group C	Group D	Group E
- Punjabi Compulsory / Punjab History Culture# - English Compulsory	- English (Elective) - Punjabi (Elective)	- Economics - Sociology	- History	- Political Science	- Public Administrative

NOTE: - # In lieu of Punjabi Compulsory (for those students who are not domicile of Punjab)

Note: The student can choose Hindi/Punjabi/English as a medium of instruction for the elective subjects

2. Any other fee decided by the University at a later stage will be payable by the candidates (if any).
3. If the number of candidates seeking in any particular course is less than 10, it will be under the sole discretion of the Directorate whether or not to run that particular course. In the event that Directorate decides not to offer that particular course, the candidate will be refunded with full fee including application fee subject to receipt of application and bank details from the candidate.

For International Students

Eligibility for International Students (both by Citizenship and Residency) Eligibility / Equivalency for International Students applying for Under Graduate Programs

For International Students – i.e Students who have completed their schooling via Boards / Schooling Systems other than those mentioned above, the eligibility and equivalence shall be considered provided that the foreign system of education prescribes a minimum of 12 years of regular schooling;

Provided

(i) the school is affiliated by a Board that has been approved/recognized in the country concerned;

(ii) the school leaving certificate has been issued by the Board that has been approved/recognized/accredited in the country concerned; Specifically, *Listed entities apart from above general definition*

As of now, the AIU has accorded Equivalence to some of the most popular Systems of School Education of the world i.e. the British System (GCE 'O'&'A'Level), American System (High School Diploma), International Baccalaureate (IB) awarded by the International Baccalaureate Organization Geneva, Switzerland, French International Baccalaureate, 12year General Secondary School Certificate Examination conducted in most of the Gulf countries etc;

GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY("O") Level and 2/3 subjects at ADVANCED("A") LEVEL has been equated with +2 stage qualification.

Country Specific

a. 12 years Baccalaureate Certificate of Chad, Gabon, France and Tunisia;

b. International Baccalaureate Diploma awarded by

c. 12 years General Secondary Education Certificate of the Ministry of Education Bahrain, Egypt, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries;

d. GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY("O") Level and 2/3 subjects at ADVANCED ("A") LEVEL has been equated with +2 stage qualification. Candidates intending to join Professional courses are required to have passed the subjects of Physics, Chemistry, Biology/Mathematics in ADVANCED LEVEL & English at AS LEVEL;

e. 12-year High School Diploma from accredited Schools of USA;

f. Intermediate/Senior Secondary/Higher Secondary examinations of the approved Boards in Pakistan, Bangladesh, Bhutan and Nepal;

g. 12-year Secondary Stage qualification of National Examinations Board of the Ministry of Education, Ethiopia, Sudan;

h. 12-year Secondary Stage examination conducted by various Provinces in Canada and Australia provided that the candidate having passed Ontario Secondary School Diploma of the Ministry of Education, Ontario, should have acquired minimum6 (Six) "U/M"(University Preparatory Courses);

i. GCE "Ordinary and Advanced" level examination of the Department of Education, Government of Sri Lanka, Singapore, Hong Kong & Mauritius provided that candidates having passed O and A level Examinations should fulfil the same conditions as prescribed at Sr. No.iv above;

j. 12-year STPM examination of Malaysia;

k. 12-year Secondary Stage qualification of Indonesia, Japan, Korea, Republic of Vietnam and Yemen Arab Republic;

l. "Abitur" examination of Germany;

m. 12-year High School Diploma awarded by the accredited American Schools/International Schools in other countries following American System of Education subject to the condition that the High School Diploma awarded by the American Schools in USA and other parts of the world should be accredited either by the State Departments of Education OR by one of the Six Regional Accrediting Agencies in USA i.e

(a) Middle States Association of Schools and Colleges;

(b) New England Association of Schools and Colleges;

(c) North Central Association of Schools and Colleges;

(d) Northwest Association of Schools and Colleges;

(e) Southern Association of Schools and Colleges; and

(f) Western Association of Schools and Colleges.

n. Pre-University Certificate Examination of the Ministry of Education, Iran;

o. 12-year Secondary School Certificate Examination of the Ministry of Education, Islamic Republic of Afghanistan;

p. 12 Year Secondary School Certificate Examination of the Ministry of Education, Republic of Iraq;

q. 12 Year Senior School Certificate Examination of West African Examinations Council (WACE) in A, B, C Grades on a scale of 1-4 (A-1, B-2, B-3, C-4) conducted in the countries of Nigeria etc;

r. EXAMEN D"ETAT of the Ministry of Primary, Secondary & Professional Education in the Democratic Republic of Congo;

s. 12-year Kenya Certificate of Secondary Education Examination with more than 5 (Five) subjects in the Grades A, B, & C of the Kenya National Examinations Council, Nairobi, Kenya;

t. Advanced Certificate of Secondary Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the National Examinations Council of Tanzania;

u. Uganda Advanced Certificate of Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the Uganda Examinations Board;

v. 12-year Certificate D'Enseignement SecondaireGenerale (D' Humanities General) of the Ministry of National Education, Republic of Burundi;

w. Eritrean Secondary Education Certificate of the Ministry of Education, State of Eritrea;

x. Baccalaureat De L'Enseignement Secondaire General (Baccalaureat of General Secondary Education) of the Ministry of National Education, Republic of Cameroon;

y. Baccalaureat De L'Enseignement DU Second Degre (Baccalaureate of Secondary Education) of Republic of Chad;

z. Higher School Certificate Examination of Department of Education, Papua New Guinea; aa. Level III of NZQA

For Students coming in via Vocational Studies Academic Pathways

NSQF 4 or its equivalent in the Country of Study. **29**

List of documents required to check eligibility at the time of admission

Identification

Photo AADHAAR / National ID / Government ID / Passport + 1 Proof of current address (Utility bill/ Telephone Bill/ Bank Certified Statement/ Employer Certificate etc)

Education

UG - School Leaving Certificate (s) / School + Diploma proving 12 years of Formal Education PG - School + Diploma / Degree (Certificates + Transcripts o Grade Cards (DMC)) - Proving 15 years of Formal Education

* If certificates are in language other than English / Indian Official Languages, to be accompanied by Notarized Copy of Translation (Notary Public as recognized by Country of Origin / Residence) or as certified by High Commission / Embassy.

Refund Policy

Directorate of Online Studies

In case of Student initiating request for Withdrawal from Program.

Refund Policy w.e.f. session 2024-25 and onwards

In case of student initiating request for Withdrawal from Program

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ

ਸਿੰਡੀਕੇਟ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ __27.6.2025__ ਦੀ ਕਾਰਵਾਈ ਦੇ ਪੈਰਾ ਨੰ: __3.4__ ਦਾ ਉਤਾਰਾ।

Item No. 3.4

Title — Recommendations of the Fees Rationalization Committee regarding the fees refund policy of University Campus and Constituent Colleges.

Background — The meeting of the Fees Rationalization Committee constituted by the Vice Chancellor regarding the fees refund policy of University Campus and Constituent Colleges, was held on 22.4.2025.

Previous decision of the Syndicate — NIL

Points under consideration:

To consider the recommendations of the Fees Rationalization Committee dated 22.4.2025, as per **Appendix**, regarding the fees refund policy of University Campus and Constituent Colleges.

Approved as per Appendix.

ਪਿੱਠ ਅੰਕਣ ਨੰ: __1190-94__ /ਸਿੰ:/ਐਮ.   ਮਿਤੀ __30/6/2025__

ਉਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ, ਲੋੜੀਦੀ ਕਾਰਵਾਈ ਅਤੇ **ਸਬੰਧਤ** ਸ਼ਾਖਾਵਾਂ/ਵਿਭਾਗਾਂ/ਕਾਲਜਾਂ/ਸੰਸਥਾਵਾਂ ਆਦਿ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. Dean, Academic Affairs
2. Dean, Students' Welfare
3. Dean, College Development Council
4. Deputy Registrar (Finance) with file
5. P.A. to Registrar

ਨਿਗਰਾਨ (ਸਿੰਡੀਕੇਟ)
ਵਾਸਤੇ ਰਜਿਸਟਰਾਰ

ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary

सत्यमेव जयते

आज़ादी का
अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)　　　12ᵗʰ June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2.　　Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3.　　The Commission has considered the matter in its 580ᵗʰ meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

a. Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.

b. It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.

c. These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.

d. For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more **before** the formally notified last date of admission
(2)	90%	Less than 15 days **before** the formally notified last date of admission
(3)	80%	15 days or less **after** the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days **after formally** notified last date of admission
(5)	00%	More than 30 days **after** formally notified last date of admission

e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4.   It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein *"delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time"* has been defined as one of the grievances.

5.   The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. .   Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,

(मनिष जोशी)

सेवा में,
सभी विश्वविद्यालयों के कुलपति।
सभी महाविद्यालयों के प्राचार्य।

In case of University rejecting the Application either at admission stage or before generation of Registration Number

Sr. No.	Point of time when notice of withdrawal of admission is served to HEI	Percentage of Refund of Aggregate fees
1	At admission Processing	100%
2	After admission but before issuance of Registration Number	100%

Admission Notice

The admission for the Jan 2026 Session is going on and the last date for the admission is 30th March 2026 as per notification received from the UGC-DEB.

Common Procedure for admission

1. Generation of Student ID, ABC ID and DEB ID

2. Student Fee payment after registration on portal (Uploading the scan copy of documents, Undertaking, Photo, IDs etc)

3. Return Filing

4. Issuing of Registration Number

5. Subject Selection

6. Cut List Generation, Correction and Verification

7. Generation of Roll Numbers

Steps for Admission to Courses Under Directorate of Online Studies, Guru Nanak Dev University, Amritsar Session 2025-26

1. **For admission the following steps are to be followed:**

   a. **ABC ID Creation**

   Step 01: Visit the DigiLocker Portal at https://www.digilocker.gov.in/
   Click on the "Sign in" button on the top corner, if you are a new user →
   click on the "Sign up" button

   Step 02: Fill all the requisite information as asked and set six-digit login
   PIN for additional security → hit the submit button
    • Enter the OTP that was sent to the registered mobile and hit the "Submit"

   Step 03: Sign out and Sign in to the DigiLocker portal by entering the registered
   credentials.
   • Enter the registered mobile number, followed by security PIN → verify
   OTP will be prompted → enter the OTP and hit the "Submit" button

   Step 04: Once logged in, under the home page ->click the "Join Now" button of the
   Academic Bank of Credits banner → ABC (APAAR) ID creation window will pop
   up

   Step: 05: Enter the requisite details and hit the "Get Document" button
   • Name as per Aadhaar, Date of Birth and Gender would be pre populated, you
   will have to enter the Admission Year, Identity Type, and Identity value and select
   your academic Institution from the drop-down window Under "Identify Type",
   you have to select "Roll Number", "RegistrationNumber", Enrolment Number or
   New Admission and enter its value

   Step 06: Scroll and select your Institution Name and hit "Ok", once you are
   satisfied with the entered information → Check the consent statement and click
   the "Get Document" button. A confirmation message stating that "Your request
   has been submitted" will be prompted next.• You will be redirected to the "Issued
   Documents" section immediately, where your ABC ID gets shown to you.

Step 07: Hit the download icon and a PDF of your ABC ID gets shown to you

OR

Watch the tutorial video from this link https://deb.ugc.ac.in/StudentDEBId to create your ABC ID
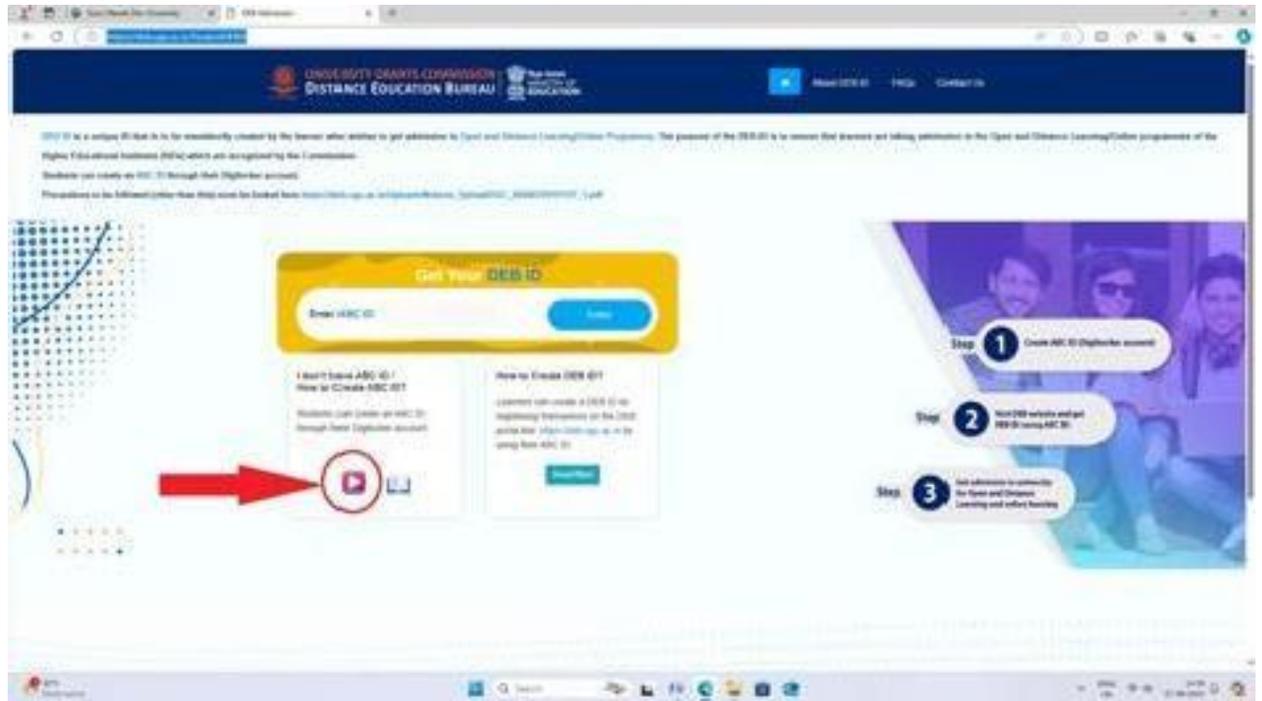
NOTE: The mechanism for the creation of unique DEB-ID and ABC-ID for foreign learners is yet to be implemented.

2.   **Create DEB-ID** by visiting this link https://deb.ugc.ac.in/StudentDEBId

   a. Fill your ABC ID and hit Enter

b. After that, Enter your email and mobile number and select I Agree and click Submit.

After submitting the detail, a popup notification will appear, that your DEB ID is generated

NOTE: The mechanism for the creation of unique DEB-ID and ABC-ID for foreign learners is yet to be implemented.

3. Create Student id at http://online.gndu.ac.in and login to website https://www.gndu-online.in/ as per Guide to Registration Process for Admission to Courses Under Directorate of Online Studies, Guru Nanak Dev University, Amritsar Session 2025-26

4. Submit your documents and undertaking online on the website

5. The candidate must upload the clear and visible photograph while filling the form, as same photograph will be printed on DMC & Degree.

6. University will check eligibility and verification of the documents before confirmation of admission

7. Cut List of candidate name, Father name, Mother Name, Course, subject etc. would be prepared by the University and send it to the candidates. Candidate need to verify the details and send reply as correction/confirmation (DMC/Degree would be prepared as per cut list details).

8. Roll No. of Candidates would be released before the examination and examination would be held in AI-Proctored mode as per cycle.

Guide to
Registration Process for Admission to Courses Under Directorate of Online Studies,
Guru Nanak Dev University, Amritsar
Session Feb -2026

Note : Steps Need to be update as per   new website of Directorate

Visit us at odl.gndu.ac.in/HomePage.aspx /www.gndu-cdoe.com

Hover your mouse pointer over Admissions Tab/Menu and click Online Studies Admission

1. You will then be welcomed at **Punjab College Admission Portal**

2. If you have pursued your education from GNDU and are already registered with GNDU, select the first option '**Already Registered Student of G.N.D.U.**', and fill in the required details.

3. If you have just qualified/passed the 10+2 examination or have pursued your higher education from some other University, Select the '**From other Board/University**' option and fill in the required details accurately. Students, who have already registered with GNDU (qualified for the Graduate/Post Graduate Degree/Diploma/PG Diploma from GNDU) will select the option '**Already Registered Student of G.N.D.U.**'.

4. After you have filled in your details and uploaded your passport size picture & signatures (in jpg format bearing file size not more than 20kb). You will be redirected to your registration page. (see pic for example)

5. Now, you need to click Login Button on the '**Directorate of Online Studies** website :

1. You are required to enter your studentid and password to complete the registration and fee payment process:

2. After the creation of your account, you will be directed to the dashboard of your account.

3. Select the course you wish to pursue.

4. Fill in your Application details

5. Fill in your Personal details & verify your Aadhar Card

6. Fill in your academic details.

7. Upload your required academic documents (e.g. detail marks card, passing certificates, degree) Aadharcard/Passport (incaseofforeignstudent) employmentdetailsandsampleofsignature.

8. Choose your payment plan annually/full payment.

9. Choose the payment Plan .

10. Choose the payment method .

Directorate of Online Studies

Guru Nanak Dev University, Amritsar

(University Established by the state legislature act no. 21 of 1969)
Accredited as "A++" grade by NAAC and awarded *"University with potential for excellence"* status by UGC

Counselling Performa for Admitting the Students (Session _____)

Sr. No.	Name		Detail Attached
1	Student ID(Registered with University)		
2	Name of Student		
3	Father Name		
4	Mother Name		
5	Category		
6	Class		
7	10th DMC		
8	12th DMC		
9	Bachelor Degree (if applicable)		
10	Master Degree (if applicable)		
11	Aadhar Card/ Passport		
12	Undertaking (ifapplicable)		
13	Any Other Documents (if applicable)		
	Eligible (Yes/No)		
	Fee Paid (ID) and Date		
	Any Other		

Office Incharge MSL

Registration Branch

Directorate of Online Studies

UNDERTAKING

Performa to be uploaded along with documents for admission

Certified that the DMC, Degree, and all other documents uploaded on the LMS portal are original and genuine, if University requires, we can submit the original documents for verification.

If any discrepancy found about original and genuineness of my documents, the University has the right cancel my admission.

Date :

Signature of Candidate Name: _____
Student ID _____
Course Applied _____
Class _____
Contact Number_____
Email Id: _____
Permanent Address_____