

University of Petroleum and Energy Studies

HEI Profile & Administrative Information :

HEI Basic Information :

Registration ID: HEI-P-U-0564		Name of the HEI: University of Petroleum and Energy Studies		Institution Type: Private
Year of Establishment: Jul 2003	Mode of Education: Dual Mode	City: Dehradun		District: Dehradun
Address_1: Energy Acres, PO Bidholi via Premanagar		Address_2: Dehradun		Pin Code: 248007
Email: registrar@upes.ac.in		Telephone: 7300964446	Fax: 01352776095	State: UTTARAKHAND
Official Website of HEI: https://www.upes.ac.in/	Official website for Open & Distance Learning: https://www.cce.upes.ac.in/			

HEI Authorities

Vice Chancellor

Name of the Vice Chancellor: Dr Ram K Sharma		Vice Chancellor Email: vc@upes.ac.in	Vice Chancellor Mobile: 9990616939
Phone (Office): 7300964446	Phone (Residence): 9990616939	Highest Education Qualification: Ph.D	Experience: 25

Registrar

Name of the Registrar: Manish Madaan		Registrar Email: registrar@upes.ac.in	Registrar Mobile: 9997155055
Phone (Office): 7300964446	Phone (Residence): 9997155055	Highest Education Qualification: Post Graduation	Experience: 24

Director of Centre for Distance and Online Education (CDOE)

Name of Director of Centre for Distance and Online Education (CDOE) : Dr Priya Mary Mathew	Email Id: cce@upes.ac.in	Mobile No: 9999935192
Highest Education Qualification: Ph.D	Date of Joining: 01-07-2022	Appointment Letter: View

CIQA

Whether Center for Internal Quality Assurance (CIQA) is established or not : Yes

HEI Recognition

Recognition status of the HEI as per UGC Act, 1956: SECTION 2(f)	Is HEI also recognized under 12 B: No
Approval of Statutory Authority: Yes	Copy of relevant page of act allowing HEI to offer the programme in ODL : View

UGC DEB Recognition

Are you recognized by UGC, DEB unde UGC(ODL) Regulations, 2017? *

Yes



Whether HEI is recognized by UGC, DEB under UGC (Online Courses or Programmes) Regulations, 2018? :-

IGNOU Recognition

Whether HEI was recognised from IGNOU DEC/DEB Prior to UGC (ODL) Regulations, 2017 :-

No

From	To	Document
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NAAC Details

Whether accredited by NAAC? :- Yes

Grade :- A

Score :- 3.02

Validity of NAAC :- 28-02-2026

Upload NAAC Document :- [View](#)

Year of assessment of NAAC :- 2021

Whether valid for the academic period January 2021 and onwards :- Yes

NIRF Ranking

Year :-

Ranking :- null

Year :-

Ranking :-

Year :-

Ranking :-

Territorial Jurisdiction

Information regarding Territorial Jurisdiction (For ODL only)

Territorial Jurisdiction of HEI as per its Act :- At Headquarter

Copy of Relevant Page to act: Upload :-[View](#)

Territorial Jurisdiction as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 :-
At Headquarter

Infrastructure

Total Build-up area for Open and Distance Learning activity - Minimum 15000 sq.ft. (carpet area):

Build-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference	Compliance or Not
Academic	7500	14434	6934	Yes
Administrative	1500	12777	11277	Yes
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	12492	7992	Yes
Amenities or other support facilities(Excluding toilets)	1500	25036	23536	Yes
Total built-up area for ODL activities	15000	64739	49739	Yes

Activity Calendar

Academic Year Planner [Programmes under yearly system]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year	
		From (Month)	To (Month)
1	Admission	NA	NA
2	Assignment Submission (if any)	NA	NA
3	Evaluation of Assignment	NA	NA
4	Examination	NA	NA
5	Declaration of Result	NA	NA
6	Re–registration	NA	NA
7	Distribution of SLM	NA	NA
8	Contact Programmes(counselling, Practicals,etc.)	NA	NA

Academic Year Planner [Programmes under Semester System]:

Srno	Name of the Activity	Tentative months schedule (specify months) during Year			
		From (Month)	To (Month)	From (Month)	To (Month)
1	Admission	Jul	Sep	Jan	Feb
2	Assignment Submission (if any)	Aug	Nov	Jan	May
3	Evaluation of Assignment	Sep	Nov	Feb	May
4	Examination	Dec	Dec	Jun	Jun

Srno	Name of the Activity	Tentative months schedule (specify months) during Year			
		From (Month)	To (Month)	From (Month)	To (Month)
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jan	Feb	Jul	Aug
7	Distribution of SLM	Jul	Sep	Jan	Feb
8	Contact Programmes(counselling, Practicals,etc.)	Aug	Nov	Jan	May

Payment History

Sr No	Year	Session	Category	No of programme	Fee Amount	Payment Status	Bank Transaction Reference No	PaymentDate
1	2023-24	July	Programme	1	59000.00	Failed	202345522676073	31-03-2023
2	2023-24	July	Programme	1	59000.00	Success	309048035094	31-03-2023

Proposed Programmes

Sr No :-1

Name of Programme :-MASTER OF BUSINESS ADMINISTRATION (GENERAL) [ANY OTHER]

Programme to be offered in	ODL
Year	2023-24
Level	PG
Academic Session	July Onwards
Entry Qualification (as per the Specification of Degrees, 2014)	Bachelor's
Duration (as per the Specification of Degrees, 2014)	2
Name of the Department	CENTRE FOR CONTINUING EDUCATION
Whether this course offered earlier by the university.	null

Additional Information

Sr No :- 1

Name of Programme :- MASTER OF BUSINESS ADMINISTRATION(GENERAL)

Year	2023-24
Academic system followed for proposed programme	Semester
Number of Credits	72
Whether Programme requires Practical or laboratory courses as a curricular requirement	No
Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	23-03-2023
Statutory bodies approval upload	View
Whether Regulatory Authority approval is required	Yes
Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable	31-05-2022
Regulatory bodies approval upload	View
Whether Proposed programme already being offered in Conventional with same nomenclature	Yes
If Yes, number of years since being taught in conventional mode	6
No. of Batch passed	4

Programme Compliance

Sr No :- 1

Name of Programme :- MASTER OF BUSINESS ADMINISTRATION(GENERAL)

Year	2023-24
Whether Compliance to following provision for the proposed programme under Both mode is ensured same as for conventional programme	
Entry Level Qualifications	Yes
Curriculum	Yes
Teaching-Learning Scheme	Yes
Pattern of Question Papers For End Semester Examination or Term End Examination	Yes
Pass or Fail Criteria	Yes
Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education	Yes
Whether Choice Based Credit System (CBCS) is being followed for conventional mode	Yes
Whether Choice Based Credit System (CBCS) will be followed for Both(ODL & OL)	No
Whether total Programme fee includes all components as per UGC Norms	Yes
Proposed Annual Fee (in Rs)	87500
Whether 75% attendance in Personal Contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours	Yes 162
Whether any component of the Programme is offered as MOOCs	No

Mode of Evaluation

Sr No :- 1
Name of Programme :- MASTER OF BUSINESS ADMINISTRATION(GENERAL)

Year	2023-24
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes
Examination Scheme	Continuous and End-Semester
Percentage of Continuous Assessment(%)	30
Percentage of End-Semester(%)	70
Pass or Fail Criteria	50
Pass/Fail Criteria (% Pass Marks)	50
Mode of Examination	
Whether examination through Online(For ODL Programs)	Yes
Examination Scheme Followed by HEI(For ODL Programs)	Computer Based
Whether Online Examination is within Territorial Jurisdiction(For ODL Programs)	Yes

PPR (Programme Project Report)

Srno	Name of Progrm	Other Details	
1	MASTER OF BUSINESS ADMINISTRATION(GENERAL)	Year	2023-24
		Date of Approval of PPR	23-03-2023
		Upload of PPR	View
		Upload Approval of PPR	View
		Expected outcome	-Strategically design the suitable business mix to satisfy the needs of the business and the customers. -Build analytical aptitude, leadership the suitable business strategies to fulfil the business objectives by making substantial use of analytical and theoretical tools. -Demonstrate competence in development and problem-solving in the area of Management.
		Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020	Yes
		Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:	
		Programme's mission & objectives	Yes
		Relevance of the program with HEI's Mission and Goals	Yes
		Nature of prospective target group of learners	Yes
		Instructional Design	Yes
		Procedure for admissions, curriculum transaction and evaluation	Yes
		Requirement of the laboratory support and Library Resources	Yes
		Cost estimate of the programme and the provisions	Yes
		Quality assurance mechanism and expected programme outcomes	Yes
		Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Yes

Srno	Name of Progrm	Other Details		Annexure	Details of Developments of SLM	
1	MASTER OF BUSINESS ADMINISTRATION(GENERAL)	Year	2023-24	Whether HEI adheres to the compliance of provisions mentioned in Annexure VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020: Curriculum and Pedagogy:- Yes Print Material :-Yes Audio-Video Material :-Yes Online Material:-Yes Computer-based material:-Yes Computer Disks:-Yes Whether HEI adheres to the compliance of provisions mentioned in Annexure VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020: Preparation of Learning Material:-Yes Preparedness of Learning Material :-Yes	Development of SLM	In House Faculty
		Outline of the Syllabus	Economics & Management Decisions,Financial Management, Marketing Management, Quantitative Techniques for Management Applications,Operations & Material Management,Human Resource Management,Customer Relationship Management,Project Management & Contract Administration, Strategic Management of Technology & Innovation, Research Methodology		Percentage of SLM developed by In- House Faculty	100
		Whether SLM approved by Statutory Authority of HEI	Yes			
		Statutory bodies approval upload	View			
		When was it prepared	25-07-2018			
		Last Updated	15-03-2023			
		Name of the faculty who prepared SLM	Dr P C Bahuguna, Dr Alka, Dr Nikhil Kulshrestha, Dr A L Rao, Dr Raju Ganesh Sunder			
		Designation	Associate Professor			
		Department	Centre for Continuing Education			
		Reference of Self Learning Material	Human Resource Management			

Srno	Name of Progrm	Other Details		Annexure	Details of Developments of SLM
		Upload Sample SLM (Only Content Pages)	View	Preparedness of SLM as per Annexure VII of UGC(ODL Programmes and Online Programmes) Regulations, 2020	
		SLM Url	https://learn.cce.upes.ac.in/	1 Year:-Yes	
				2 Year:-Yes	
				3 Year:-Not Applicable	

Examination Centre



Srno	It is certified that all the activities .	Name of Centre	Address of Centre / City/ Pin Code/ State	Briefly write on the methods and steps to be adopted for conduct of examination to ensure security, transparency & credibility of examination	Whether Examination centre fulfills all the requirement mentioned in Annexure II	A) Proposed Examination Centre for term end examinatio for ODL programme for Upcoming Academic Years		
1	Yes	UPES	Energy Acres, PO Bidholi via Premnagar-Dehradun-248007-Uttarakhand	<p>ONLINE PROCTORED EXAMINATION PLATFORM : Maintaining the philosophy of learning never stops, UPES- Examination Department has come up with a unique approach by conducting the digital Examination with the help of online proctored examination platform with 100% invigilation using digital proctor and Super proctor mechanism & online evaluation. It is not only better in terms of connectivity as it requires lesser bandwidth but also has latest specification, which allows students to write hustle free exams. This platform also allows student to write the exams in laptops (Any Browser) as well as on Smart phones. 1) Online Examination Test Features • Templates - Facilitate to quickly create exam papers • Question Bank Management • Question Paper Designing • Exam Scheduling • Restrict and Track Tab and Window Switching during Exams • Environment Check before starting the exam • Full screen mode when writing the exam • Preparation time before the exam • Entry Restriction based on time. • File Uploads from second device option • Dynamic test time extension / resume capability • Open Book examination • Email notification for exams • Test Preview • Enable/Disable on mobile • Track user submission history of the test takers • External Copy Paste disabled • Auto generated test instructions • Proctoring • Proctor/Super Proctor Management • Evaluation Management • Works on Low Internet Bandwidth - 50 kbps required Online Evaluation Features: • On screen evaluation • Adding marks also mention comments along with them • Annotations and Tools to evaluate the answer sheet • Manual overriding of the auto evaluated marks. • Download the Answer sheet pre and post evaluation • Mark answer sheets as Partially corrected • Auto calculation of question wise marks to total. • Hiding answer sheet comments from students Proctoring features of for online examination– 1. Live Audio + Video + Screen shown to proctors 2. AI Proctoring 3.Auto Recording Facility 4. Private chat and talk with individual student 5. Talk to all students at once 6.</p>	Yes	1	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	Yes
						2	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	Yes
						3	Provision of CCTV Cameras	Yes
						4	Provision of Bio-metric attendance	Yes
						5	Provision of Video recording	Yes

Srno	It is certified that all the activities .	Name of Centre	Address of Centre / City/ Pin Code/ State	Briefly write on the methods and steps to be adopted for conduct of examination to ensure security, transparency & credibility of examination	Whether Examination centre fulfills all the requirement mentioned in Annexure II	A) Proposed Examination Centre for term end examinatio for ODL programme for Upcoming Academic Years
				Proctor Observations saved along with time information 7. Block / End the test in case of malpractice 8. Turn off student video for data saving on Proctor Side 9. Transfer the students to another proctor in case of proctor not turned up. 10. Live user activity to the proctor. 11. Suspicious activity notifications. 12. Super Proctor – Proctor dashboard		

Human Resources Information

Academic Staff for ODL Programmes	
Type of Staff *	No. of Staff Exclusively of ODL *
Head / Professor	1
Associate Professor	1
Assistant Professor	2

Administrative Staff for ODL Programmes	
Type of Staff *	Total No. of Staff Exclusively for ODL
Deputy Registrar	1
Assistant Registrar	1
Section Officer	1
Assistants	3
Computer Operators	2
Class-IV / Mult Tasking Staff	2
Technical / Professional	0
NA	0

Faculty Details for ODL

Srno	Year	Academic Session	Name of Programmes	Faculty			
1	2023-24	July	BUSINESS ADMINISTRATION/COMMERCE/ MANAGEMENT/FINANCE - MASTER OF BUSINESS ADMINISTRATION (GENERAL)	Name of faculty	Designation	Email	
				Dr. Arvind Kumar Jain	Associate Professor	7895185702	akjain@ddn.upes.ac.in
				Dr. Kabir Sharma	Assistant Professor	9827941941	ksharma@ddn.upes.ac.in

Computerization / Digitization Status

Srno	Activities	Yes / No
1	Student registration / Admission	Yes
2	Administration	Yes
3	Finance	Yes
4	Academic activities	Yes
5	Student Support System	Yes
6	Continuous Evaluation	Yes
7	Online Support	Yes

Status of a Court case(s)

Srno	W.P.No	Court / Jurisdiction	Status as on date
1	NA	NA	NA

Help Desk

Help Desk Address: helpdesk.upes.ac.in	Name of Contact Person: Suman Grover	Designation: Section Officer University
Phone No: 8010578054	Email: sgrover@upes.ac.in	Contact hours for Help Desk: 9am to 6pm

Compliance

Compliance to specific provisions of UGC (ODL Programmes and Online Programmes) Regulations, 2020

The HEI undertakes to ensure all the provisions of the regulation and few specific provisions adherence to the following:

Learner Support Centre defined under these regulations will not be the Learner Support Centre for more than two Higher Educational Institutions at a time to offer programmes in Open and Distance Learning mode:-

NA

Learner Support Centre will not be set up under a franchisee agreement in any case. :- NA

Academic and instructional facilities at its Learner Support Centres for Open and Distance Learning mode, and information resources for online delivery of programmes meet all the conditions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and guidelines issued from time to time. :-

NA

Intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by HEI shall not be more than three times of the approved intake in conventional mode (in case of Dual Mode). :-

NA

Learning enrolment under science discipline will commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners (for Open University). :-

NA

Private University established under a State Act will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters. :-

Yes

Academic and administrative staff has appointed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulation, 2018. :-

Yes

Academic Staff mentioned in application are exclusively appointed for the proposed programmes. :- Yes

Examination Centres meet all the guidelines laid under Annexure II of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Upload Affidavit as per the prescribed format :- View

Submission

It is hereby declared and affirmed that the Higher Educational Institution shall adheres to all the provisions mentioned under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including following Annexures

- ☒ Centre for Internal Quality Assurance (CIQA) in Annexure I
- ☒ Conduct of Examination and Minimum Standards for Examination Centres in Annexure II
- ☒ Territorial Jurisdiction and Regulating Provisions for Different Types of Higher Educational Institutions in Annexure III (For ODL Programmes)
- ☒ Human Resource and Infrastructural Requirements in Annexure-IV
- ☒ Guidelines on Programme Project Report (PPR) in Annexure-V
- ☒ Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy in Annexure-VI
- ☒ Guidelines on Self-Learning Material and E-Learning Material in Annexure-VII
- ☒ Learner Support Centres in Annexure-VIII
- ☒ Assessment Criteria for Offering Online Programmes through Non-SWAYAM Learning Platform as per Annexure-IX
- ☒ Grievance Redress Mechanism in Annexure-X

Further undertakes to ensure that the HEI shall display on its website a joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance, authenticating the documents uploaded on its website, in compliance of regulation 9 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI understand that in case information provided is found to be contrary to the fact, it would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode

Your application successfully submitted on 31-03-2023 under Eligible category