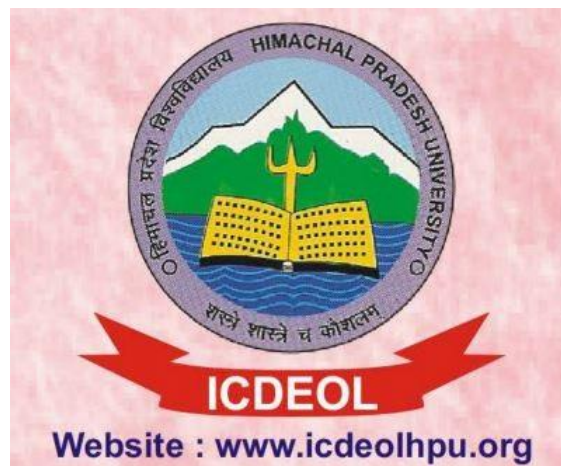


Frequently Asked Questions For ICDEOL Students

(International Centre for Distance Education and Open Learning)



**HIMACHAL PRADESH UNIVERSITY, SUMMER
HILL, SHIMLA-171005 (INDIA)**

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CHAPTER 1

General rules and regulations

1. What is ICDEOL?

Himachal Pradesh University, a premier institution of teaching and research was established in 1970 by an Act of the Himachal Pradesh Legislative Assembly. The University took a bold step towards proliferation of knowledge and democratisation of educational opportunities by setting up a Directorate of Correspondence Courses in 1971. The latter has played a pioneering role in launching the programmes through distance education at the postgraduate level in social-sciences, humanities, commerce and teacher training. The Directorate of Correspondence Courses, later rechristened as the International Centre for Distance Education and Open Learning (ICDEOL), has witnessed rapid horizontal and vertical expansion by launching a number of new courses, especially of vocational nature and by consolidating the existing programmes of study.

2. What is the Jurisdiction of ICDEOL?

The distance education programme of the University is open to all persons residing in any part of India and abroad irrespective of race, creed or class subject to the fulfilment of minimum qualifications prescribed for admission and availability of seats. However, as per the NCTE regulations and admissions to M.A. Education. and B.Ed. courses are open only to the teachers serving in Himachal Pradesh only.

3. What is Distance Education and Open Learning?

Distance education or distance learning is a mode of delivering education and instruction, often on an individual basis, to students who are not physically present in a traditional setting such as a classroom. Distance learning provides "access to learning when the source of information and the learners are separated by time and distance, or both

4. What are different programmes of study at ICDEOL?

Courses at Under-Graduate Level

B.A. Part III (Pass Course)	Annual system, Three-year course.
B.Com. Part III (Pass Course)	Annual system, Three-year course.

Courses at Post-Graduate Level

M.Com. (Master of Commerce)	Two-year course in four semesters.
M.A. in English	-do-
M.A. in History	-do-
M.A. in Economics	-do-
M.A. in Political Science	-do-
M.A. in Public Administration	-do-
M.A. in Hindi	-do-
M.A. in Sanskrit	-do-
M.A. in Sociology	-do-
M.A. in Music	-do-

Professional Courses

B.Ed. Two Years Course (Annual System) only for candidates working in a recognized / affiliated educational institution located in Himachal Pradesh

M.A. Edu. Two Years Course (Annual System) only for candidates working in a recognized / affiliated educational institution located in Himachal Pradesh

Master of Business Administration (MBA)	Two-Year course in four semesters.
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5. How do I get a consolidated mark certificate (CMC) / provisional certificate / duplicate certificate?

A student desirous of obtaining a Consolidated Mark Card / Provisional Certificate after passing all the semester examinations of the course may apply to the Controller of Examination, H.P. University, on the prescribed application form DE -4 and DE -4B, which can be downloaded from the ICDEOL website, along with the requisite fee in favour of the Finance Officer, H.P. University, Summer Hill, Shimla-5.

6.How can I get my degree?

Degrees are normally awarded to candidates one year after they have passed the examination concerned. The candidate who wishes to get his degree earlier can apply in the prescribed application form DE -4A along with the prescribed fee in the form of IPOs/B.D. drawn in favour of Finance Officer, H.P. University, Summer Hill, Shimla-171005.

7.How do I get my migration certificate?

A Migration Certificate for transfer to another University/Institution may be issued to a student on his/her application on the prescribed form attached with IPOs/Bankers Cheques drawn in favour of Finance Officer, H.P. University, Shimla-171005. A model form DE -7 will be used for this purpose.

CHAPTER 2

Admission

8. Is there an entrance exam for admission to the ICDEOL?

No entrance test or percentage score is kept as criterion for admission into any of the programmes at ICDEOL, except for M.B.A., B.ED. and M.A.Edu., where admission is based on merit.

9. What is ICDEOL's spot admission programme?

To facilitate public access, ICDEOL is setting up spot admission centres at various places in the state as and when required. A notice to this effect will be published in the leading newspapers of the state.

10. How can I apply for admission?

11. How can I extend my admission for the next semester/year?

Detailed instructions are given in ICDEOL [Prospectus](#) for the concerned year

12. Is a migration certificate required for admission to ICDEOL?

No, a migration certificate is not required to gain admission or enroll in an ICDEOL programme at the undergraduate or postgraduate level.

13. How can a foreign student gain admission to ICDEOL?

Foreign students residing in India are admitted on the condition that they obtain a Certificate of Admission from the Association of Indian Universities before submitting their admission/enrollment forms to facilitate their admission to the programme of their choice. For issuance of the equivalency certificate to the Association of Indian Universities, they may provide the following information.

- (i) Degree/Diploma certificate along with Annual Transcript/Note Sheet duly attested by the Indian mission abroad/the concerned foreign mission in India.
- (ii) Accreditation status of the authority of the foreign university awarding the degree.
- (iii) Bank Draft of US\$ 50 or equivalent Indian currency in favour of the Secretary General, Association of Indian Universities, New Delhi as fee.
- (iv) Students residing abroad must pay in US dollars
- (v) A no objection certificate from the foreign admission authority may also be obtained and attached to the admission form.
- (vi) No financial transactions will be made/received through the ICDEOL office or the University with respect to foreign students from their respective countries. Expenditure certificate for the foreign students shall be issued at their request only in respect of fees charged by ICDEOL. Such certificate shall not include any other items of expenditure.

CHAPTER 3

Personal Contact Programme and Assignments

11. Where are the centres of Personal Contact Programme?

The Personal Contact Programme Centres for the UG/PG are at SHIMLA and outside the state also as per the concentration of the student's strength. The ICDEOL reserves the right to create/close any Centres for Personal Contact Programme at other places in Himachal Pradesh on the basis of density of student- enrolment and availability of the qualified staff. If necessary other PCP Centres will be notified during counseling.

12. What is the duration of [Personal Contact Programme](#)?

B.A. / B.Com. (each year)	Seven days
B.A. (with Music as a subject) (each year)	Ten days (Compulsory for Music)
M.A., M. Sc. Each Semester	Seven Days
M.A. (Music) (each semester)	Ten days (Compulsory)

MBA (each semester)	Seven days
M.Com. (each Semester)	Seven days
M.A.Edu. (Each Year)	Twenty Days (Compulsory)
B.Ed. (Each Year)	Twenty Five days (Compulsory)

13. Can I contact my teacher after completing the PCP?

Yes, you can contact the programme coordinator and course teachers during and after the face-to-face contact programmes to clarify your doubts regarding the subject in question.

14. What is the medium of instruction?

ICDEOL imparts instruction mainly through printed lecture notes supplemented by personal contact programmes (PCPs) and assignments. The language of instruction at the postgraduate level is English, except for Hindi and Sanskrit subjects. Study material is provided in English; however, students may write their answers in the examination in either English or Hindi. Lectures in the face-to-face courses are usually given in English. However, students may receive explanations in either Hindi or English during the face-to-face contact programmes and internship. At the undergraduate level the teaching material is provided in English or Hindi as per the choice of the student.

15. How can I get accommodation during my PCPs at the university campus in Shimla?

ICDEOL students visiting Shimla are usually provided accommodation in the University Faculty House at the minimum rates fixed by the University from time to time.

16. Are term papers compulsory?

Yes, 75% of the assignments are compulsory for admission to the examination.

17. Where do I submit the assignments for the subjects concerned?

All assignments must be submitted to the heads of the ICDEOL departments concerned before the theoretical examinations.

CHAPTER 4

Examination

18. How can I ask questions about the [examination](#)?

ICDEOL is an institution owned and controlled by Himachal Pradesh University. The examinations for ICDEOL students are conducted by the university. All matters related to the examination i.e. result, mark sheet, degree etc. will be handled by the Controller of Examinations.

All queries in this regard should therefore be addressed to the office of the Examinations Officer, with a copy to ICDEOL or can contact on 01772833592

19. What is the examination schedule for undergraduate and postgraduate courses?

The examinations for M.A./MBA/M.Com. are conducted on semester basis every year, normally in November for Semester I/ III and in June for Semester II / IV. However, the examination for B.A./B.Com. Classes, is conducted annually i.e. once in a year, provisionally in the month of March. The supplementary examinations for the subject examinations of B.A./B.Com classes are held, as a rule, in the month of September. Click on [Notifications](#) at University website page

20. What is the medium of examination?

The medium of examination in English and MBA is English, in all other subjects the medium of examination is either Hindi or English. In case of Sanskrit, the medium of examination is Sanskrit or Hindi.

21. Can I choose an examination centre outside Himachal Pradesh?

No because Examination centres are located within the territorial jurisdiction of Himachal Pradesh.

22. Can I request a change of the assigned examination centre?

A change of assigned examination centre may be approved by the Examination Supervisor in the following circumstances:

(a) If the candidate or his/her father/guardian is transferred and the fact of the transfer is confirmed by the head of the office or department in which he/she or his/her father/guardian is employed.

(b) If the change of place of study is necessitated by the candidate's illness and the fact of the illness is proved by a certificate from a registered medical practitioner not below the rank of assistant medical practitioner.

23. Can I take the annual examinations and the supplementary examinations at the same time if I am studying a subject in B.A./B.Com. Part I /Part- II?

A candidate studying a subject in Part I and II can appear in the concerned paper in the supplementary examination and also in the next annual examination along with the examination for the next part. A candidate of part-III who is placed under compartment or is declared as "Failed" may however be allowed to appear in the concerned subject or the

whole examination in the supplementary examination.

24. Should I seek re-admission in the same semester if I could not succeed in the semester examination of the Postgraduate Classes?

A candidate who has failed the semester examination need not seek re-admission in the same semester. Such a student may appear in the University Examination as a "Repeat Candidate/As Ex-Student" along with the next semester examination.

25. Can I take the 3rd semester examination without appearing in the 2nd semester of the postgraduate courses?

No student can proceed to the III semester without having appeared in the II semester, nor can he proceed to the IV semester without having appeared in the III semester.

26. Where do I submit the forms and fees for the re-sit or departmental examination?

Students who choose to appear for an examination as failed/repeat candidates should submit their examination forms and fee directly to the Controller of Examinations, H.P. University Shimla-5, duly attested by a Civil Services Officer. Students are also advised to submit the examination forms and fees separately for each semester.

27. What is the normal schedule for submission of examination forms?

Normally, the forms are accepted in the 1st and 2nd week of October for I/III semester examinations and in the 1st and 2nd week of April for II /IV semester examinations.

28. Do I have to fill a separate form for each class/semester if I have failed or re-applied?

A student appearing as a failed student, repeater or former student of ICDEOL has to use a separate form specifically meant for such students. For B.A. examinations, a separate form for each class/part and for P.G. examinations for each semester has to be submitted to the University Examination Officer HP,

29. Where can I get the [reexamination forms](#)?

Retake Examination/Failed Student/Ex-Student forms can be obtained from H.P. University Shimla-171005 Enquiry Department by sending it through post to H.P. University Shimla-171005 Finance Officer or can fill online form from ICDEOL website.

30. What is the interval between two semester examinations of the same degree?

Except as otherwise provided, for an examination in which a candidate is required to appear in order to obtain the degree of an undergraduate class, the period between the examination which he has previously passed and the next examination shall not exceed three years, and in the case of a candidate of a postgraduate class (under the semester system), such period between one semester and the next shall not exceed two years.

31. How can I get my [examination result](#)?

The result card/detailed mark sheet/certificate etc. will be sent to the concerned students immediately after the declaration of their result. The results of the examinations of the I/ III semester are usually announced in February/March and those of the II /IV semester in August/September. In the case of the Bachelor's examination, the

provisional timetable for the announcement of results is June/July for the annual examination and November/December for the supplementary examination.

CHAPTER 5

Evaluation

32. How can I apply for a reevaluation of answer books?

Reevaluation of answer books is permitted under Regulation 6.70 of the First Regulations of H.P. University. The main provisions are as follows:-

- (a) If a candidate is of the opinion that the answer book has not been fairly marked, he/ she may make an application to the Controller of Examinations within 21 days from the date of issue of the detailed mark card by the University,
- (b) The re-sit fee once deposited with the University will not be refunded. However, the re-assessment fee will be refunded if the application is rejected under Section 6.70 (a) & (g) of the University Regulations.
- (c) The mark of the reassessment shall take the place of the original mark, provided that a candidate who achieves a pass mark or better in the original assessment shall not be assessed lower in the reassessment than the pass mark in the work concerned.
- (d) Regardless of how the marks change after reassessment, this will be communicated to the candidate by the Examinations Officer.
- (e) A candidate who applies for reassessment is not entitled to any retrospective benefits such as admission/promotion to a course/class, eligibility to sit for an entrance examination or the award of a scholarship/award/medal etc. on the basis of the outcome of the re-evaluation which shall not be considered as a time bound process.
- (f) A defaulting student shall not be entitled to apply for re-evaluation after the expiry of the time limit i.e. after the expiry of 21 days from the date of declaration of the general result of the class concerned, if the result has been delayed due to his own fault.
- (h) The candidates who are re-applying, failing the examinations or requesting for re-evaluation of their examination papers are advised to fill the examination form for the forthcoming examination in time without waiting for the result of the re-evaluation.

33. How can I improve my score and classification?

No person who has already passed any examination in any legally recognised university in India shall be allowed to re-apply for the same examination. However, before being eligible for the award of degree, a candidate may apply for cancellation of the result of any course(s) passed in a semester examination and re-enrol in the relevant semester examination(s) to improve his/her score in the concerned course(s). Further, a person belonging to any of the following categories who has already been awarded the degree or is eligible for the award of the degree may be permitted to re-register in the same examination for the purpose of improving the division.

- (i) A person who has been awarded the degree by the University or is eligible for the award of the degree.
- (ii) A person who is a resident of the jurisdiction of the University and has obtained his degree from Punjab University, Chandigarh, before the establishment of this University.
- (iii) A person who is employed as a full-time teacher in the University or in any university affiliated to or maintained by it and has obtained such degree from any other university in India recognised by law.
- (iv) A candidate belonging to the above category (i) may appear in one or more courses which are either entirely new or in which he may wish to reappear to improve his score if he has already obtained the degree or he may, after the declaration of the final result, choose to take the degree or have one or more courses of the last semester deleted to improve his score in the course(s), but the choice must be exercised by the candidate within one month

from the date of declaration of the result of the IV semester. The marks obtained by him in the course for which he re-enrolls and the marks obtained by him in the earlier examination in the courses for which he did not enroll shall determine his new classification.

- (v) The result of the candidate who applies to improve his classification shall be declared only if he is able to improve his classification or obtains at least 55 % of the total marks of the result to be improved.
- (vi) A candidate falling under categories (ii) and (iii) shall appear in all the prescribed courses for all the four semesters but shall have the option of taking the examination either in one year or in two years. If a candidate who has been admitted to an examination for the purpose of improving his/her result in one or more courses under the first provision of clause (i) fails in the said course or courses, he/she shall be declared as a "Repeat Candidate" in the said course and may be subjected to the same rules as apply to Repeat Candidates.

Provided that no candidate may have his/her score in any course or courses cancelled more than once and that a candidate who fails to appear for the relevant examination after having his/her course or courses cancelled shall retain his/her previous score in the course or courses but shall not be given another chance to have the score cancelled.

In addition, a candidate who is allowed to sit for the examination again to improve his or her classification may appear for the examination only twice/ In addition, a candidate who is permitted to retake the examination for the purpose of improving his or her classification shall be permitted to make only two attempts in any paper within a period not exceeding five years from the date on which he or she qualified for the award of the degree.

In addition, such candidates must appear in the appropriate semester examination(s) and in accordance with the study plan in effect at the time of such examination(s).

Improvement of marks in Under-Graduate classes (for admission purposes only):

A candidate who has not attained the percentage required for admission to the Master's programme may be permitted to improve his/her marks in only one subject/one additional subject of his/her choice within two years of passing the relevant examination. However, this concession only applies to admission to a degree programme for which the university degree is the minimum requirement for admission.

34. What is the pass percentage of marks in University Examinations?

The pass marks in the individual courses /subjects are as follows:

- | | |
|---------------|--|
| 1. B.A/B.Com. | each part 35% |
| 2. B.C.A. | 40% |
| 3. M.A/M.Com. | 36% |
| 4. MBA | 40% and 50% in aggregate of all the four semesters |

42. What is the classification of divisions?

The candidates who are successful in an examination are classified as under:

First division : Those who obtain 60% or more of the aggregate marks.

Second division: Those who obtain 50 % or more but less than 60% of the aggregate marks.

Third division : Those who obtain less than 50% marks (not applicable for M.B.A)

Distinction : Those who obtain 75% of the aggregate marks in first attempt will be shown to have passed the examination with distinction.

CHAPTER 6

Library Facility

43. What are the opening hours of the ICDEOL library?

The library of ICDEOL in Shimla is open from 10:00 a.m. to 5:00 p.m. throughout the year, except on the second Saturday, Sundays and other University holidays.

44. How can I get a membership to the library?

A person who is eligible and wishes to become a member of the Library must complete and sign a Membership Application (DE -2) and Membership Card (DE -14) and submit them to the Assistant Librarian along with two passport size photographs duly attested by a Civil Service Officer/Director or the Assistant/Deputy Registrar of ICDEOL. Each student member will receive a library card upon enrollment that entitles him/her to check out two books at a time. Members are enrolled between March and November. The properly completed Library Membership Form and ID card must be submitted by the student along with two properly notarized passport photos and a cashier's check made out to the Director of ICDEOL. The library deposit must be paid by a separate check made payable to the Asst. Librarian ICDEOL, H.P. University, Shimla-5. Document circulation will remain closed from January 1 to February 15.

45. How can I borrow books from the library?

Members who wish to have books sent from Shimla must pay one-way postage. Books will be sent by registered mail at ICDEOL's expense, while the safe return of books is entirely the responsibility of the members. The loan period for books is 21 days for local members and 30 days for out-of-state members. Late returns beyond the prescribed period will be subject to late fees of Re. 1 per book per day for late return and loss or damage of documents. In addition to the ICDEOL Library facilities, ICDEOL students may take advantage of interlibrary loan of books from the University's main library. The University Library is housed in a multi-story building with space for more than two lakh volumes in stacks and approximately 600 readers in reading rooms.

46. Where can I get the prescribed forms and where do I submit them?

The prescribed forms/proforma required by the students at the time of admission and during the study/examination and also thereafter are attached with the Information Manual or can be downloaded from the website. Forms labeled DE -9 through DE -15 must be properly completed and submitted at the time of admission. Forms DE -1 to DE -8 are to be retained by the student and duly completed and submitted to ICDEOL or the concerned office as and when required.

CHAPTER 7

Student Support System

47. Can I pay the fees for various tasks related to admission, exams, enrollment, etc. by debit card or internet banking?

You can pay the admission fee online by creating a debit and submitting the fee to the bank. For other tasks related to exams, enrollment, etc., you can pay the fee by debit card, direct debit, or cash.

48. Can I take a job while taking a course from ICDEOL?

Yes, you can hold a job while taking a course from ICDEOL.

49. What support services are available to applicants at the time of admission?

The following support services are available to applicants at the time of admission. Students will be assisted by faculty in (1) selecting a major, (2) ensuring that online application forms/manuals are available, and (3) completing online application forms. In addition, students can clarify their queries through the helpline number and also contact the faculty members.

50. What kind of study material is provided to ICDEOL students?

The study material provided to ICDEOL students has a self-learning format that allows students to understand various concepts without the help of a tutor. It also includes self-assessment exercises for students.

51. What kind of support is provided to ICDEOL students to prepare for the year-end/semester-end exam?

Self-study materials are provided to students. Students can contact faculty by phone or e-mail to clarify their questions. Academic guidance and counseling is provided at the time of the PCP. Students will receive feedback on assignments in certain courses where theory assignments are mandatory.

52. Is there any sort of feedback provided to ICDEOL students on their theory assignments?

The theory assignments are compulsory in all courses and the feedback is provided to the students.

53. How are PCPs helpful for me in pursuing a course from ICDEOL?

Personal contact programmes provide the student with a chance to remove their academic doubts and queries by way of face to face contact with faculty members.

54. Is it mandatory to attend PCPs meant for different courses of ICDEOL?

In courses like B. Ed. and M.A. Edu., minimum 75% attendance is compulsory. In all other courses, PCPs are optional for students.

55. Whether any sort of support is provided by ICDEOL administration for placement of pass out

candidates?

Although there is no formal support system available for placement of pass out students in ICDEOL, but, if a student requests for his or her placement, the same is sent to the placement cell of main university.

56. In case of any query, how can I contact the ICDEOL authorities?

The Helpline No. of ICDEOL is 0177-2832239. The contact nos. of faculty members are available on ICDEOL website and prospectus/handbook of information.

57. Whether any online support is provided by ICDEOL to keep its clientele / students updated about various aspects of their courses?

Different kinds of information required by the ICDEOL students are regularly uploaded on its website to keep the students informed and updated.

58. If I have any academic problem, can I contact with the teachers / faculty members of ICDEOL? If yes, specify the procedure?

Yes, you can contact with the faculty members through telephone, e-mail or by visiting the ICDEOL headquarters at Shimla.

59. Are the courses run through ICDEOL equivalent to courses from regular mode?

Yes, the courses run through ICDEOL are equivalent to courses from regular mode.

60. Can I become a member of ICDEOL library?

Yes, you can become a member of ICDEOL library once your admission gets confirmed.

61. Is there any sort of staying/hostel facility available for ICDEOL students during PCPs or visit to ICDEOL for other purposes?

Yes, the facility for staying is available in university faculty house subject to the availability of rooms.

62. If I am unable to attend the PCPs of a course at a particular time, what alternatives are available to me to continue the course?

PCPs are optional for most of ICDEOL's courses. However, for courses like M.B.A, M.A Edu. and B.Ed., the PCPs are compulsory. If you are unable to attend the PCPs in these courses, you will either have to seek permission from the Vice-Chancellor to attend the PCPs in the following academic session or reapply for admission to the course.

63. Can I access my exam result online?

Examination results for undergraduate programmes are made available online at RUSA. For certain degree programmes PG, exam results are uploaded to the university website.

64. Do I have to come to ICDEOL in person to receive my grades, degrees, diplomas, etc. after completing the course?

No, you can apply for your marks, degrees, diplomas, etc. by post to the University by filling the prescribed application forms on the ICDEOL website and paying the required fee.

65. What are the working hours at ICDEOL?

ICDEOL is open six days a week from 10 am to 5 pm, except Sundays and public holidays.

66. If I have lost my ICDEOL ID card, how can I get a new one issued?

You can get a new ID card issued by contacting the Director of ICDEOL and filling in the ID card issuance form ID, which can be found in the information manual on the ICDEOL website.

67. What activities are organised during the PCPs to meet the needs of ICDEOL learners and give them an insight?

Various activities like debates, discussions, seminar presentations, quizzes, dissertations, project work, etc. are conducted during the PCPs to provide exposure to the ICDEOL students.

68. What should I do if I do not receive the study material on time?

You can contact the branch/department concerned by phone or in writing and ask for the material. Alternatively, you can contact the Director of ICDEOL by phone or in person.

69. Is there an option to reassess my answer script if I am not satisfied with my marks in a particular subject?

Yes, the option of re-grading is available to you on the condition that you must apply for re-grading within 21 days of your examination result being declared.

70. Does the applicant receive information about the admission confirmation/rejection from ICDEOL?

Yes, you can get the required information about your admission status from ICDEOL either by phone or in person.

71. Is the reservation of seats for admission to various programmes handled by ICDEOL?

Reservation of seats at the time of admission is applicable only for professional courses like B.Ed. and M.A Edu. where seats are limited. In all other programmes, any applicant who fulfills the minimum eligibility criteria can apply for admission.

72. What kind of support does ICDEOL provide to its learners for assignments such as on-the-job training, projects, dissertations, etc.?

For tasks like on-the-job training, the student has to take care of it himself. In case of project and dissertation work, students are assigned supervisors by ICDEOL to provide academic support.

73. Can I take admission in more than one programme of ICDEOL?

No, you cannot pursue two degrees at one time from ICDEOL / H.P. University. However, you can enroll yourself in one degree and one diploma course (maximum one year duration) at one time from ICDEOL/ H.P. University.

74. Is B.Ed. course offered by ICDEOL recognized by NCTE?

Yes, the B. Ed. Course offered by ICDEOL is duly recognized by NCTE.

75. Is there a seating limit in the different courses of ICDEOL?

In professional courses like B.Ed., M.B.A and M.A. Edu., the prescribed number of seats applies. There is no seating limit in the other courses of ICDEOL.

76. Can I sit for the final examination if I do not have a slip with my matriculation number?

Your matriculation number is required to take the final examinations. You can take the final exam without a numbering slip as long as your numbering is included in the list of exam centres assigned to you by the university, which you can check online. However, if you have not received a slip with your matriculation number, you can provisionally sit the exam by presenting the exam fee receipt/postal receipt.

77. Can I appear for the final examination at a different examination centre than the one I indicated on the examination form?

No, you are required to appear only at your assigned examination centre. However, you may have your examination centre changed up to 15 days before the start of the examination by paying the required fee.

78. How do I submit my complaints/suggestions to ICDEOL?

You can submit your grievances/suggestions in writing to the ICDEOL Grievance Redressal Cell or directly to the Director of ICDEOL.

79. Is there an Alumni Association for ICDEOL students? How can I become a member of this association?

No, there is no specific Alumni Association for ICDEOL learners. But you can become a member of the Alumni Association of HP University, Shimla.

80. What happens if I am not able to submit my theory assignments on time?

In the courses where submission of theory assignments is compulsory, you must submit the assignments on time, or else your internal assessment will be withheld and your examination result will not be declared.

CHAPTER 8 (A)

RUSA (Rashtriya Ucchatar Shiksha Abhiyan) (Under CBCS)

81. What is RUSA?

A: RUSA is the Rashtriya Ucchatar Shiksha Abhiyan under which H.P. University has introduced (since 2013) a semester system for undergraduate classes. The performance of the students is evaluated through the CBCS system.

82. What is CBCS?

A: CBCS stands for Choice Based Credit System. Under this structure, the student has a great freedom in choosing his/her courses, except for the compulsory and core courses of the subject of his/her 'major', he/she is free to choose courses of his/her choice.

83. What are the courses being offered by ICDEOL, HP University under CBCS system?

A: The following courses are being offered:

Major Courses (B.A)

Sanskrit

English

Hindi

History

Mathematics

Music

Political Science

Sociology

Economics

Public Administration

Minor Courses (B.A)

Sanskrit

English

Hindi

History

Mathematics

Music

Political Science

Sociology

Economics

Public Administration

Compulsory Courses

Compulsory English

Compulsory Hindi

Compulsory Sanskrit

Compulsory Geography of Himachal Pradesh

Compulsory Constitution of India

Compulsory History of Himachal Pradesh 1815-1972

Functional English

Functional Hindi

Basic Mathematics for all

A minimum of 3 and maximum of 6 different compulsory courses are to be passed by all students enrolled for a UG degree.

The following table gives a summary of the under graduate programme:

Sr.No.	Course Component	Number of Courses		Credits Per Course	Total Credits	
		Minimum	Maximum		Minimum	Maximum
1.	Compulsory Courses	3	6	3	9	18
2.	Major Core Courses	14		4	56	
3.	Minor Elective Courses	10	13	4	40	52 or more
4.	General Interest/ Hobby Courses	1	3	1 to 3	1	9
Total		28	36	1 to 4 (variable)	106 or more	135 or more

84. What degrees are being offered by ICDEOL under CBCS?

A: B.A and B.Com

B.A with Major: When the students accumulates the requisite number of credits at least 120 credits for an under graduate degree.

B.A with Emphasis: When the student earns at least 15 credits in excess with minimum of 'A' grade (60 to 65 % marks /Grade point 6.5) i.e. in all 135 credits or more.

Double Major: When the student earns 30 credits with minimum of 'A' Grade.

However, students due to certain reasons are unable to complete the UG programme with 120 credits, will be considered for the following:

Certificate in the Major subject: If a student accumulate at least 48 credits in total with at least 16 credits in Major/Core courses.

Diploma in the Major subject: If a student earns at least 96 credits in total with at least 32 credits in Major/Core courses.

B.A (Pass Degree): If a student accumulates at least 100 credits in total with at least 30 credits in each of the three subjects (30x 3 = 90 credits) of his/her study.

85. What is a Major subject?

A: At the time of admission, each student chooses a major subject on which to concentrate. This is the subject in which the student must take the maximum number of exams to earn 56 credits.

86. What is a Minor subject?

A: A minor is a subject that a student must choose in addition to their major. Two minors must be chosen for the programme and 40 credits (20 each) must be earned.

87. How do I choose Major and Minor subjects?

A: From the listed majors and minors, you must choose one major/core subject to focus on and two minors/electives to study as well.

88. Can I change a Major subject?

A: No, once you have chosen a major, you cannot change it unless you leave a degree programme and take up a new one.

89. Can I change a Minor subject?

A: No, Please make up your mind before you finalize your subjects.

90. How do I make myself eligible for different U.G.courses?

A: For the admission in B.A/B.Com you have to pass just 10+2 examination.

91. If I got compartment in 10+2 examination, can I seek admission in ICDEOL?

A: No, there is no provision for provisional admission.

92. What is the minimum and maximum duration for the completion of a course?

A: Minimum ----- 3 years

Maximum ----- No upper limit

93. What is my capacity as a student—regular or ICDEOL?

A: ICDEOL

PART : B

Evaluation and Fee

94. What is the methodology of evaluation at ICDEOL?

A: We have a threefold system: a) Self-evaluation

b) ESE (End Semester Examination)

c) Project work and Viva- voce

a) Self Assessment-The weightage is nil

b) ESE- Weightage is 100 %. These exams are held in June/July and November/December. These are conducted for 4, 3, 2 and 1 credit.

c) Project work and Viva-voce- Students will be intimated by the University at the appropriate time.

95. What is a credit?

A: This term 'credit' refers to the weightage given to a course.

4 credits---100 marks

3 credits---75 marks

2 credits---50 marks

1 credit---25 marks

96. How is a credit earned?

A: By taking exams. For 4 credits you must take an exam worth 100 points, for 3, 2 and 1 credit you must take an exam worth 75, 50 and 25 points respectively.

97. How much fee do I have to pay?

Please refer to the ICDEOL prospectus, which can also be downloaded from the website www.icdeolhpu.org and www.hpuniv.nic.in

98. How should I pay the examination fee?

A: ICDEOL fee can be deposited by postal order/cash/IPO and also by filling the online form (by generating a challan).

99. Where do I have to submit the examination form?

A: At ICDEOL, H.P. University, Shimla.

100. Can I submit the examination applications more than once?

A: No.

101. Can I appear as a repeater/complementary/supplementary student?

A: Yes, but a separate section must be completed on the same form. The form can be downloaded from the ICDEOL website.

102. How many forms do I need to fill in as a repeater candidate?

A: Two - A) Regular B) Repeat, if the exam in question is held.

103. Where are the examination centres located? Can I register from anywhere in the country?

A: Only centres notified by ICDEOL should be indicated and these are regularly displayed and updated on the websites.

104. I have already submitted my examination applications with the required fee. Now I want to prepare for two/more courses. Can I fill in a second form?

A: No, please decide before filling in the original form.

105. I took part in the end-of-semester examination in June. The result has not been declared yet and the last date for submitting the examination form is approaching. Should I register for the exam in the same courses at the final exam in November?

A: It is advisable that you fill the examination form without waiting for the result of the previous examinations. However, if you need to take a retake exam in any of the courses you took in the June semester final exam, the retake exam form cannot be filled in until the next June semester final exam.

106. When and how do I find out the result of my final semester exam?

A: On the ICDEOL/ H.P. University website. The printed version will also be sent by the office.

107. My exam is scheduled for tomorrow and I have not received my roll number/admission card/hall ticket yet. What should I do?

A: If you have filled your exam form correctly and are properly registered with ICDEOL, it appears to be a postal error. You can visit the ICDEOL website and check your roll number in the cutlist and download your roll number/admission card/hall ticket. You can also contact the concerned branch of your subject.

108. Is there any fee charged from the students for providing amanuensis?

A: There is no fee charged.

109. What should be the qualification of Amanuensis?

A: He/she must be a student of a lower educational level than the candidate.

110. Can I do a Bachelor of Science at ICDEOL.

A: No.

111. Explain Enrolment No., Examination Roll. No. and University Registration No.

A: a) Enrolment No. --- This is the number given to you by ICDEOL if you are a student of ICDEOL.

b) Examination Roll. No.— When you fill your online form, pay the required fee and submit the printout, this number will be generated.

c) University Registration No. --- When you are admitted to the university for the first time, you will have to fill the registration form and you will be given the University Registration No.