

HIMACHAL PRADESH University, Summer Hill, Shimla-5.
NAAC Accredited "A" Grade University
International Centre for Distance Education and Open Learning,

AGENDA

To place before the Centre for Internal Quality Assurance (C.I.Q.A.) Committee, the following items:-

Item No. 1: Confirmation of the minutes of previous CIQA meeting held on 27.12.2021.

The decision taken by the previous CIQA committee meeting is placed for the confirmation, which is annexed herewith as **Annexure 'A'**.

Item No. 2: Submission of Action Taken Report on the previous CIQA committee Meeting.

The Action Taken Report of the previous meeting of the CIQA committee held on 27.12.2021 is placed before the Committee for consideration and approval, which is annexed as **'Annexure-B'**

Item No. 3: Approval of reports/ recommendations of different committees, which were constituted as per the UGC (DEB) Regulation 2020.

The ICDEOL CIQA committee approved the proceedings of all the committees i.e. Academic, Examination and Evaluation Committee; Territorial Jurisdiction and Mandatory Committee; Human Resource and Infrastructural Committee; Programme Project Report Committee; Self Learning Material (SLM) Print & Online Committee; Learner Support Centres Committee, Swayam and MOOC Committee ; Grievance Redressal Mechanism Committee and Website Updates, UGC-DEB and Statutory Committee. The said reports /recommendations of different committees are placed for approval, copy of which is annexed herewith as **Annexure 'C'**

Item No. 4: The adoption of CBCS system in all UG/PG courses run through ICDEOL in ODL mode.

The ICDEOL has implemented the CBCS system in all UG/PG courses run in ODL mode as per New Education Policy, which was approved by the H.P. University in conventional mode. The ICDEOL CIQA committee has duly approved the same. Now the matter is placed for the approval.

Item No. 5: In compliance to the guidelines issued by the UGC (DEB) 2020 regulations for conducting Term End Examinations 2021-2022.

The Term End examinations were conducted in about 80 examinations Centres situated across the State in Government Colleges, Regional Centre, Dharmahala and campus of the H.P. University for the Academic Session 2021-2022. The sufficient observers /flying squad were appointed for the Surveillance of the examinations activities in all these centres. The matter is placed for the approval.

Item No. 6: Any other items with the permission of Chair:-

1. The proposal for starting the News Letter and Research Journals in ICDEOL is placed before the committee for approval.
2. The proposal of extensive use of Urkund Proquest for maintaining the quality parameters of SLMs in the ICDEOL is placed before the committee for approval.
3. The proposal to introduce degree course of Bachelor of Business Administration (BBA), (3 years); Certificate and Diploma in Elementary Economics (one year); Diploma in Human Resource Development (one year) and Diploma in Communicative English (one year) and Diploma in Disaster Management.

Sanjiv
Director
ICDEOL
Himachal Pradesh University
Shimla-171005

Action taken report of Internal Quality Assurance Committee, ICDEOL, H.P. University, in its meeting which was held on 27.12.2021 under the Chairmanship of the Hon'ble Vice-Chancellor of the Himachal Pradesh University, Shimla. The following members were present:-

- | | |
|---|-------------------|
| 1. Prof. Sikander Kumar, Hon'ble Vice-Chancellor | -Chairperson |
| 2. Sh. Suneel Kumar Sharma, Registrar, H.P. University | -Member |
| 3. Prof. P.K. Vaid, Public Admn (ICDEOL) | -Member |
| 4. Prof. Sanju Karol, Director (ICDEOL) | -Member |
| 5. Prof. Kuldeep Kumar, Commerce (ICDEOL) | -Member |
| 6. Prof. Neelima Kanwar, English (ICDEOL) | -Member |
| 7. Prof. Hari Mohan, Mathematics (ICDEOL) | -Member |
| 8. Prof. Kuldeep Singh Katoch, Education (ICDEOL) | -Member |
| 9. Prof. M.C. Garg, Department of HBS
Guru Janneshwar University, Hissar (Haryana) | -Member |
| 10. Sh. B.L. Bhardwaj, Deputy Controller
F.O. Nominee, HPU | -Member |
| 11. Prof. Kuldeep Singh Pathania, Director (ICDEOL) | -Member-Secretary |

During the course of meeting, the following decisions were taken:-

Sr. No.	Meeting Agenda Points	Points of Discussion	Action Taken	Status as on date
1.	Agenda Item No.1:- To Place before the Internal Quality Assurance Committee for the approval of proceedings of different committee (s) constituted to comply the UGC (Open & Distance Learning Programmes and Online (Regulation, 2020).	The matter for implementation of Centre for Internal Quality Assurance (CIQA) of ICDEOL as per UGC (Open & Distance Learning Programmes and Online Programmes (Regulation 2020) were discussed in the meeting.	The Committee duly approved the Centre for Internal Quality Assurance (CIQA) of ICDEOL as per UGC (Open & Distance Learning Programmes and Online Programmes (Regulation 2020)	Implemented
2.	Agenda Item No. 2:- To report the decision of Executive Council, H.P. University in its meeting held on 04.12.2021 regarding adoption of UGC Regulation 2020.	The members regarding the adoption of UGC (Open & Distance Learning Programmes and Online Programmes (Regulation 2020) were discussed in the meeting.	The matter regarding the adoption of UGC (Open & Distance Learning Programmes and Online Programmes (Regulation 2020) has been approved in its meeting held on 4.12.2021 by the Executive Council H.P. University, Shimla.	Implemented
3.	Agenda Item No. 3: To approve the organize the Capacity Building Programmes.	The matter regarding strengthened the ICDEOL teaching /non-teaching manpower with ICT enabled Skills were discussed in the meeting.	The committee unanimously approved the said item.	The said matter is in progress.

4.	Agenda Item No. 4: To create the Placement-cum-Industry Connect Centre.	The said matter were thoroughly discussed in the meeting for creation of Placement-cum-Industry Connect Centre in the ICDEOL.	The Committee duly approved the proposal as per the item.	Implemented
5.	Agenda Item No.5: To approve the creation of Students Online portal.	The matter regarding creation of Students Online portal were placed before the committee	The committee unanimously approved the proposal for the creation of Students Online portal to facilitate the students of ICDEOL in ODL mode.	Implemented.
6.	Any other item	The Centre for Internal Assurance Committee advised that the value added certificate courses be started in ICDEOL in future on the analogy of regular department of the University.	The committee was in the opinion to start value added courses in ICDEOL for the students in ODL mode.	The matter is in progress.


 Director-cum-Member Secretary,
 CIQA (ICDEOL) H.P. University.

The meeting for the Centre for Internal Quality Assurance (C.I.Q.A.) for Open Distance Learning Programme was held on 28.07.2023 at 11:30 A.M. under the Chairmanship of Director (ICDEOL). The following were present:-

- | | |
|---|-----------|
| 1. Prof. Sanju Karol, Director (ICDEOL) | -Chairman |
| 2. Prof. Hari Mohan, Mathematics (ICDEOL) | -Member |
| 3. Dr. Ashwani Rana, English (ICDEOL) | -Member |
| 4. Dr. Arun Guleria, English (ICDEOL) | -Member |
| 5. Dr. Shashi Kant Sharma, Education (ICDEOL) | -Member |
| 6. Dr. Ashok Kumar Bansal, MBA (ICDEOL) | -Member |
| 7. Dr. Deepak Sharma, Public Admn. (ICDEOL) | -Member |
| 8. Sh. Ramesh Kumar Deputy Registrar (Admn) | -Convenor |

Before starting the meeting, the worthy Director (ICDEOL) welcomed all the members, who were present. The following points were concluded in the meeting:-

Sr. No.	Meeting Agenda Points	Points of Discussion	Action Taken	Status as on date
1.	Agenda Item No.1:- To Place before the committee of the Centre for Internal Quality Assurance (C.I.Q.A.) regarding proceedings of the various committees constituted for the implementation of UGC (DEB) Regulation, 2020.	Detailed deliberation were taken by the members of the CIQA committee on the recommendations of the proceedings of the all committees.	The CIQA committee duly approved the proceedings of all the committees i.e. Academic, Examination and Evaluation Committee; Territorial Jurisdiction and Mandatory Committee; Human Resource and Infrastructural Committee; Programme Project Report Committee; Self Learning Material (SLM) Print & Online Committee; Learner Support Centres Committee, Swayam and MOOC Committee; Grievance Redressal Mechanism Committee and Website Updates, UGC-DEB and Statutory Committee	Implemented
2.	Agenda Item No. 2:- To place before the Centre for Internal Quality Assurance (CIQA) committee, the Study material in SLM mode as per CBCS system for PG courses run by ICDEOL in ODL mode.	The members of the CIQA committee thoroughly gone through the study material of PG prepared by the faculties of ICDEOL in CBCS system.	CIQA committee duly approved the study material of PG classes prepared in CBCS system by the faculties of ICDEOL for ICDEOL students.	Implemented

3.	Agenda Item No. 3: To place before the Centre for Internal Quality Assurance (CIQA) committee, the Programme Project Reports (PPR) for the Academic Session 2022-2023 in respect of UG/PG and Diploma Courses run in ODL mode.	The members of the CIQA committee thoroughly gone through the Programme Project Reports (PPR) prepared by the faculty members of the ICDEOL for the Academic Session 2022-2023 in respect of UG/PG and Diploma Courses run in ODL mode.	CIQA committee duly approved the Programme Project Reports (PPR) prepared by the faculty members of the ICDEOL for the Academic Session 2022-2023 in respect of UG/PG and Diploma Courses run in ODL mode.	Implemented
4.	Agenda Item No. 4: To place the item before the CIQA committee to purchase the online platform for conducting Personal Contact Programmes (PCPs) for UG/PG & Diploma courses run by ICDEOL in ODL mode.	The committee was formed to purchase of online platform for conducting of Personal Contact Programmes (PCPs) for UG/PG & Diploma courses run by ICDEOL in ODL mode.	The Committee submitted its proposal for purchasing of online platform for conducting of Personal Contact Programmes (PCPs) for UG/PG & Diploma courses run by ICDEOL in ODL mode. The CIQA committee principally approved the said item and the detailed proposal will be sent to the H.P. University authority for administrative & financial approval.	The matter is under consideration.
5.	Agenda Item No.5: To place before the CIQA committee to introduce the 'Student Induction Programme for all the fresh admitted students in UG/PG and Diploma courses run by ICDEOL in ODL mode.	The CIQA committee emphasised that in order to familiar the administrative and academic ambience in the University at large and ICDEOL in particular as well as working of the atmosphere of the ICDEOL, it is necessary and expedient to introduce the 'Student Induction Programme for all the fresh admitted students in UG/PG and Diploma courses run by ICDEOL in ODL mode.	The CIQA committee has suggested to form a committee of faculty members of ICDEOL to make it a regular practice for conducting the Students Induction programme for fresh admitted students in the ICDEOL in ODL Mode.	The ICDEOL has conducted Student Induction Programme for the Academic session 2022-2023 for fresh admitted students.

It was further deliberated that in order to implement the CIQA in terms of the UGC guidelines, the ICDEOL worked within the four corners of rules and regulations for the benefit of the students of ICDEOL.

A meeting ended with a vote of thanks to the Chair.



(Dr. Ashok Kumar Bansal)



(Dr. Deepak Sharma)




(Dr. Shashi Kant Sharma)




(Dr. Arun Guleria)



(Dr. Ashwani Rana)

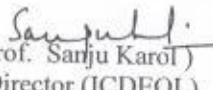


(Prof. Hari Mohan)



(Sh. Ramesh Kumar)

-Convenor -


(Prof. Saraju Karol)
Director (ICDEOL)

**Annexure II CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR
EXAMINATION CENTRES (DEB Regulations 2020 dated 4 Sept. 2020)**

1.		Conduct of End Semester or Term End Examination:	
			Compliance/Non- Compliance by ICDEOL. H. P. University is recorded against each item as under with reasons wherever applicable:
	1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced.	All processes and components of Examination are conducted by H. P. University. Only internal Assessment marks are awarded by in-house ICDEOL faculty. Nothing is outsourced.
	2.	For ensuring transparency and credibility, the full-time faculty of the Open and Distance Learning and/or Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.	At Himachal Pradesh University, both Regular Departments and ICDEOL faculty jointly perform examination duties on a roster basis.
	A.	For Open and Distance Learning programmes:	
	1.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. Also, all Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	ICDEOL is the ODL wing of the Himachal Pradesh University and H.P.U. conducts the examinations at its earmarked examination centres as well as at the Learner Support Centres of the ICDEOL. The students enrolled in the ODL mode appear in examination centres along with regular students.
	2.	In case the types of Institutions	Himachal Pradesh University

**Annexure II CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR
EXAMINATION CENTRES (DEB Regulations 2020 dated 4 Sept. 2020)**

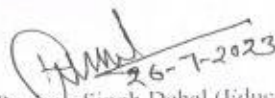
		mentioned at (i) above are not sufficient to meet the requirement in a city/town, the HEI may locate the Examination Centre(s) at Krishi Vigyan Kendras, State Training Institutes Industrial Training Institutes, Government Organisations/ Departments, Accredited Laboratory with the prior approval of its statutory bodies.	has sufficient examination centres and does not need to depend on other neighbouring Institutions/Organisations/ITIs etc for creating additional centres.
	B.	For Online Programmes	
	1.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	ICDEOL does not offer any Online Programme, therefore there is no need to conduct any online examination.
	2.	The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.	N/A
II.		Minimum Standards to be Maintained at Examination Centres	
	A.	For Open and Distance Learning Programmes	
	1.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Examination centres are located centrally and are approachable.
	2.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region.	Examination centres are managed by COE branch of the H.P. University. Students are evenly distributed in examination centres.
	3.	Building and grounds of the examination centre must be clean and in good condition.	Cleanliness is maintained in and around examination centre. A sweeper is employed by the Centre Supdt. conducting the exam and paid a session-wise remuneration.
	4.	The examination centre must have an examination hall with adequate seating	Halls as well as classrooms are pressed into service to

**Annexure II CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR
EXAMINATION CENTRES (DEB Regulations 2020 dated 4 Sept. 2020)**


		capacity and basic amenities.	facilitate even distribution of students appearing in exam.
	5.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.	Fire extinguishers are kept in working order in accordance with State fire policy for public buildings.
	6.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.	All such facilities are provided during the conduct of examinations.
	7.	Safety and security of the examination centre must be ensured.	A Chowkidar is employed and paid remuneration by the Centre Supdt. to maintain safety and security of examination centre.
	8.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order.	Such facilities are available in the same building and the sweeper employed by the Centre Supdt. maintains the cleanliness of the restrooms.
	9.	Provision of drinking water must be made for learners.	A water-man/woman is employed by the Centre Supdt. to provide water in the examination halls.
	10.	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by in-charge of examination centre to the concerned Higher Educational Institution.	While CCTV covers the entire campus, however, videography of the examination halls/rooms in particular is not being done as a routine practice in our H.E.I.
	11.	Adequate parking must be available near the examination centre.	We are a hilly State and there is a perennial shortage of parking space. However, in certain parts of Himachal where examination centres are located in plains, parking is adequate and available near examination centres.
	12.	Facilities for Persons with Disabilities should be available.	Facilities are provided for persons with disabilities to reach examination


Annexure II CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR
EXAMINATION CENTRES (DEB Regulations 2020 dated 4 Sept. 2020)


Dr Rinku Sharma (Education)
(Member)


Dr Pardub Singh Dehal (Education)
(Member)

Dr Rajesh Kumar Sharma (Education)
(Member)


Dr Ajay Sood (Economics)
(Member)


Dr Ashwani Rana (English)
(Chairman)

International Centre for Distance Education & Open Learning
(NAAC Accredited 'A' Grade University)
Himachal Pradesh University

Proceedings of the Grievances Redressal Mechanism Committee ICDEOL

1. Proceedings of the Grievances Redressal Mechanism Committee of the ICDEOL was held on 26/07/2023 at 1230 P.M. vide your office letter No ICDEOL/18-13/2016-2020/UGC(DEB) dated 19/07/2023 & ICDEOL/18-13/2016-2023/UGC-DEB/Admn dated 15/07/2023 under the chairmanship of Professor L.R. Verma, Department of Public Administration, ICDEOL in the Smart Class room No.2. The following members of the committee were present in the meeting:-

- (i) Dr. Nisha Thakur, Deptt of English
- (ii) Sh. Shiv Dass Katoch, Deptt of Public Administration
- (iii) Sh. Raj Kumar Rana, Section Officer/Supdt (R&I) section

[Handwritten signatures and dates]
26/07/2023
26/07/23

2. The personnel of Non-Teaching staff from all the Academic Branches of ICDEOL were present and all the staff members have put the factum of grievances. They apprised the actual and factual position of the grievances received under CM Helpline and ICDEOL Grievance Mechanism. The brief details of which are as under:-

Branch/Section	Total No of Complaints	Related subjects	Resolved /Ongoing /Unresolved	Remarks
Academic-I	247	Issues were Exam Datesheet, Internal Assessment marks, Exam form filling, migration certificate, Issuance of migration, change of subject, Consolidated marksheet, result declaration, RME, sticking of online fees, reappear, assignments, exam fee, admit card etc.	All are resolved	Most of the issues are resolved at the Branch level except some which are resolved at the level of the Director ICDEOL
Academic-II	22	Issues were related to Scholarship, Migration, Various certificate issuance, Gap condoning over and above, the period authorized, correction of subject chosen and opening of admission portal beyond date.	All are resolved	Most of the issues are resolved at the Branch level except some which are resolved at the level of the

P. R. O.
[Handwritten signature]
21/08/23
Sangrha
01/08/2023

International Centre for Distance Education & Open Learning
(NAAC Accredited 'A' Grade University)
Himachal Pradesh University

Academic-III	10	Issues were related to Refund of fee, Scholarship, payment of fees, certificate issuance, special permission for conduct of PGDCA practicals and MMC certificate.	All are resolved	Director ICDEOL
Academic-IV	13	Issues were related to Special permission of director in exceptional circumstances and refund of fee.	All are resolved	Director ICDEOL

3. Further, a written complaint addressed to The Pro Vice Chancellor, H.P. University has been received from Mr. Tarun, r/o Gupta's Menson, Jakhoo, Shimla against Dr. Ashok Bansal, Asst. Professor in MBA regarding misbehavior in the office. The person raised serious allegations on the said teacher which is forwarded to the Grievance Redressal Committee by the Director ICDEOL. Looking at the sensitivity of the case and concerns on teacher-taught relationship, the committee has taken serious note and decided to interrogate the matter thoroughly. Further, the committee has decided to call the complainant on 27/07/2023 at 12 noon for recording the statements and bringing out the detailed facts about the unfortunate incident.

4. The committee has also raised some observations which are enumerated as under:-

(i) The Grievances are not limited to Academic Branches only but also throughout all sections of the ICDEOL such as Admin, Accounts, Enquiry, IT/ERP. Thus committee recommends that representatives from all the sections must be present from next meeting onwards.

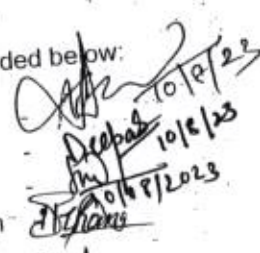

(ii) There should be separate register for verbal complaints through telephonic calls, for written complaints through email IDs/hard copies and of CM helpline.

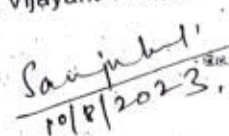
5. It is also brought to the notice of all stakeholders that the meeting of the committee will be held on 20th of every month tentatively from current meeting onwards. Thus next meeting has been scheduled on 20/08/2023.

International Centre for Distance Education & Open Learning
(NAAC Accredited 'A' Grade University)
Himachal Pradesh University

Proceedings of the Grievances Redressal Mechanism Committee ICDEOL

1. Proceedings of the Grievances Redressal Mechanism Committee of the ICDEOL held on 10/08/2023 at 1100 P.M. to investigate the complaint of Sh Tarun against Dr Ashok Bansal. Mr Tarun did not present himself before the committee irrespective of the notice No. 1-1/2023-HPU (ICDEOL) dated 28/07/2023 & 1-1/2023-HPU (ICDEOL) dated 05/08/2023. Moreover, acting proactively, the Chairman of the committee gave a telephonic call to Mr Tarun on his mobile number 9418109495 to prove his complaint in front of the committee but still the complainant did not turned up. In this matter, the committee recommends to act as per the notice 1-1/2023 HPU (ICDEOL) dated 05/08/2023. Secondly, to investigate the other side, issue notices to Dr. Ashok Bansal against whom the complaint was lodged and Dr. Kritika Sharma & the staff of the Women Studies as witnesses to present in front of the Committee on 21/08/2023 at 1220 P.M.
2. Other matter sent to the Grievance Redressal Mechanism Committee on 02/08/2023 in which Mr. Shubham Sharma of MBA registered complaint against Sh Vineet Sood was also considered by the committee. Irrespective of the telephonic calls from the chairman Professor L.R. Verma and the member Dr. Deepak Sharma, the complainant Mr Shubham Sharma neither picked up the call nor called back. In this matter the Committee recommends to issue a notice to the said complainant to present himself before the Committee on 21/08/2023 at 1215 P.M.
3. Further, the regular meeting of the Committee has been scheduled on 20th of every month. On 20th of August 2023 being Sunday, the meeting will be held on 21/08/2023 at 1225 P.M. This committee advises to adhere to the recommendation of the previous meeting of the committee as given in the proceeding dated 26/07/2023.
4. The signature of the committee members present are appended below:
 - (i) Dr. Nisha Thakur, Deptt of English
 - (ii) Dr. Deepak Sharma, Dept of Public Administration
 - (iii) Sh. Shiv Dass Katoch, Deptt of Public Administration
 - (iv) Sh. Raj Kumar Rana, Section Officer/Supdt (R&I) section
 - (v) Sh. Vijayant Thakur, Programmer


10/8/23
10/8/23
10/8/2023

10/8/23
Dr. L.R. Verma, Professor
Chairman, Grievance Redressal Committee


10/8/2023
P.R.O.
Dr. Sanju Karol, Professor
The Director ICDEOL

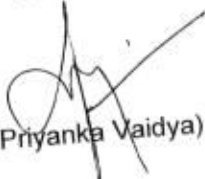
A meeting of the newly constituted Human Resources and Infrastructural Committee (Vide office order No. ICDEOL-18-13/2016-2023-UGC-DEB/admn dated 15-07-2023 held on 25-07-2023 at 12:30 PM under the Chairmanship of Prof. Hari Mohan. The following members were present:

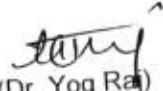
1. Dr. Priyanka Vaidya
2. Dr. Yog Raj
3. Dr. Aarti Manglesh

At the outset of the meeting, The Chairman of the Committee welcomed the members. Further, the Chairman apprised all the members about the UGC (DEB) 2020 regulations and particularly Annexure IV related to Human Resources and Infrastructural committee. The following decisions were made after detailed deliberations:

1. The members lauded the efforts made by the Hon'ble Vice-Chancellor in appointing the faculty which were urgently required as per the UGC (DEB)-2020 regulations.
2. The committee noticed that all the courses run by ICDEOL are in dual mode and as per UGC (DEB)-2020 regulations atleast three full-time dedicated faculty members are required. The committee also feel that faculty shifted from ICDEOL to PG Centre may be called back so as to run the ICDEOL smoothly.
3. The committee further observed that there is an urgent need of multi-media PC for each faculty members should be provided for online classes.
4. As per UGC (DEB)-2020 regulations, Informational and Communication Technology Labs, Video and Audio Labs etc. are also required.

The meeting ended with a vote of thanks to the chair.


(Dr. Priyanka Vaidya)



(Dr. Yog Raj)

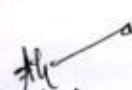

(Dr. Aarti Manglesh)

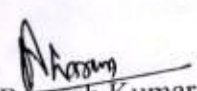

(Prof. Hari Mohan)


✓ Copy to the Director, ICDEOL, HPU, Shimla-5 for information please.


The Proceeding of the **Human Resource and Infrastructural Committee** is placed for the approval of Centre for Internal Quality Assurance (CIQA) committee ICDEOL in its meeting held on 28.07.2023.



Dr. Ashok Kumar Bansal

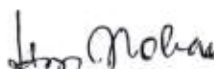

Dr. Arun Guleria



Sh. Ramesh Kumar
Convener


Dr. Deepak Sharma


Dr. Ashwani Rana



Dr. Shashi Kant Sharma


Prof. Hari Mohan


Prof. Sanju Karol
Director ICDEOL
Chairman (CIQA Committee)

Proceeding of PPR Committee

Proceedings of the meetings held on 19-07-2023 at 11.30 A.M. under the Chairmanship of Prof. Kuldeep Singh Katoch in the Smart Class Room- 1 of ICDEOL pertaining to Programme Project Report (PPR) updation in the light of UGC (Open and Distance Learning Programmes & Online Programmes) Regulation, 2020. The following were present:-


1. Prof. Kuldeep Singh Katoch	Chairman
2. Dr. Priyanka Vaidya	Member 
3. Dr. Monika Sood	Member
4. Dr. Dev Raj	Member
5. Dr. Suresh Kumar	Member
6. Dr. Sandeep Kumar	Member
7. Mr. Manohar (Representative of S.O. Accounts)	Member

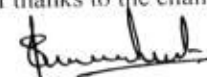
Before starting the meeting the Chairman welcomed all the members, who were present in the meeting. Thereafter Chairman explained the purpose of formation of this committee and distributed the printout of PPR Guidelines (UGC-DEB Regulation 2020) to all the members of committee. After the detailed discussion following decisions were taken unanimously;

1. All the In-charges be requested to prepare new PPRs in the light of UGC (Open and Distance Learning Programmes & Online Programmes) Regulation, 2020 for the Academic Session 2022-2023 and submit the hard and soft copy to PPR Committee.
2. The expenditure incurred on the purchase of Self Learning Material be prepared Department-wise/Subject-wise/Course-wise as applicable in particular case for the Academic Session 2022-2023
3. The expenditure incurred on the conduct of PCP for different courses be prepared subject-wise/course-wise for the Academic Session 2022-2023.
4. The library budget for the purchase of books be equally distributed among all the Department of ICDEOL. Therefore, the expenditure incurred on the purchase of books for library be prepared subject-wise/course-wise for the Academic Session 2022-2023.
5. PPRs of newly started courses of UG/PG/Diploma be prepared if any.

All the members unanimously agreed that the minutes of this meeting may kindly be forwarded to the Director, ICDEOL, H.P. University, Shimla-5 for kind information and necessary action at the earliest.

The meeting ended with a vote of thanks to the chair.


(Mr. Manohar)


(Dr. Sandeep Kumar)


(Dr. Suresh Kumar)

A meeting of the newly constituted Self-Learning Material (SLM) Print & Online Committee (vide Notification No. ICDEOL-18-13/2016-2023-UGC-DEB/Admn dated 15-07-2023) held on 24-07-2023 at 12:30 PM under the Chairmanship of Prof. Pardeep Kumar. The following members were present:

1. Dr. Pradeep Singh Dehal (education)
2. Dr. Usha Rani (Hindi)
3. Dr. Pallavi Bhardwaj (English)
4. Dr. Ajay Sood (Economics)
5. Sh. Pardeep Sharma (Senior Editor)
6. Sh. Desh Raj Pathania (Senior Editor)
7. Sh. Dalel Singh Thakur (Senior Editor)

At the outset of the meeting, the Chairman of the Committee welcomed the members. The Chairman gave a brief deliberation of the UGC-DEB 2020 regulations. The following decisions were made after detailed deliberations:

1. The committee thoroughly discussed the UGC-DEB Regulations 2020 and observed that as per new regulations the lessons should be prepared as:

Sr. No	Credit Value of the Course	Size of SLMs Range (in terms of Units, to be divided into blocks)	No. of Assign-ments	Practical Sessions	No. of Counselling Sessions Theory (10 percent of total study Hours)	Study hours of Learner
1.	2 Credits	6-10 units	1	60 hours	6 hours	60 hours
2.	4 Credits	14-20 units	2	120 hours	12 hours	120 hours
3.	6 Credits	20-28 units	3	180 hours	18 hours	180 hours
4.	8 Credits	30-34 units	4	240 hours	24 hours	240 hours

Preparedness of Learning Material


For Open and Distance Learning mode: The preparedness level of Self Learning Material (SLM) at the time of submission of the proposal shall have the following, namely:-

P. R/O. *Sanjiv*
9/08/23
01/08/2023

- (i) Under Graduate Programmes (3 years duration): Self Learning Material should be ready in all respect for first two years and its approval by the statutory authorities of the Higher Educational Institution.
 - (ii) Post Graduate Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.
 - (iii) For Post Graduate Diploma Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.
2. The committee member unanimously decided that Part-III para 13 (B, ii) of UGC-DEB 2020 Regulations which states that **"At least 60 percent of Self Learning Materials shall be developed by the in-house faculty of the Higher Educational Institution and the remaining percent of the materials can be sourced from available resources such as other Higher Educational Institutions, Open Educational Resources (OER), and SWAYAM, duly approved by the Statutory authorities of the Higher Educational Institutions"** should be implemented strictly.
 3. The committee also decided that left out lessons and on revision of syllabus, lessons should be prepared as per UGC-(DEB)-2020 regulations.
 4. As regards printing of lessons is concerned, detailed report taken from Sr. Editors/Editor dealing with UG/PG classes. It is informed by the Editors that the printing work is in progress and some galley proofs of lessons in printing mode received and further handed over to the concerned faculty members for editing.

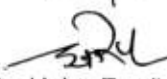
The meeting ended with the vote of thanks to the chair.


(Sh. Pardeep Sharma)

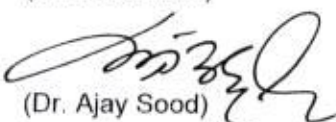

(Sh. Desh Raj Pathania)

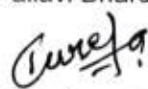

(Dr. Daler Singh Thakur)


(Dr. Pradeep Singh Dehal)


(Dr. Usha Rani)


(Dr. Pallavi Bhardwaj)


(Dr. Ajay Sood)


(Prof. Pardeep Kumar)

Copy to The Director, ICDEOL, HPU, Shimla-5 for information.

PROCEEDING OF THE MEETING OF LEARNER SUPPORT CENTRES COMMITTEE
HELD ON 26.07.2023.

A Meeting of the said committee was held on 26.07.2023 at 12:30 p.m. under the chairmanship of Professor Surender Kumar Sharma, Education, ICDEOL in Room No. 205 to discuss about the Learner Support Centres created by the ICDEOL, Himachal Pradesh University, Shimla-5.

The following members were present in the meeting:-

- | | | |
|----|---|----------|
| 1. | Prof. Surender Kumar Sharma Education | Chairman |
| 2. | Dr. Anjana Thakur, Asstt. Prof. Sociology | Member |
| 3. | Dr. Suresh Kumar, Asstt. Prof. Commerce | Member |
| 4. | Dr. Mangat Ram, Asstt. Prof. Hindi | Member |
| 5. | Deputy Registrar (Admn.) ICDEOL | Convener |

At the outset the Chairman welcomed all the members present in the meeting, thereafter placed the agenda/item for discussion before the committee members. After due deliberations, following discussion were held in the meeting:-

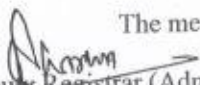
That in pursuance to UGC Regulations, 2017, ICDEOL, H.P. University Shimla had opened 05 Learner Support Centres in various Govt. Colleges/Institutes of Himachal Pradesh with the prior permission of Statutory bodies of the University. Out of which 04 Learner Support Centre are functioning and providing assistance to the learners of ICDEOL. The detail of these centres are as under:-

- (i) Himachal Pradesh University Regional Centre, Khaniara, Dharamshala, Distt. Kangra, H.P.
- (ii) Vallabh Govt. College, Mandi, District Mandi, H.P.
- (iii) Govt. College Rampur Bushehar, Distt. Shimla, H.P.
- (iv) MLSM College, Sundernagar, Distt. Mandi, H.P.

That in order to facilitate the students of open and distance learning, 02 Learner Support Centres are created at Dr. Y.S. Parmar P.G. College Nahan, Distt. Sirmour, H.P. and Govt. Degree College Hamirpur, Distt. Hamirpur, H.P. vide Notification No. 18-13/2017/HPU/ICDEOL/LSC dated 22nd April, 2022 with the prior permission of Statutory bodies of the University.

That at present 06 Learner Support Centres are functional in various Govt. Colleges/Institutes to facilitate the students of ICDEOL and Co-ordinators vis-à-vis supporting staff has been also engaged for smooth functioning of these centres. The Committee suggested that these Centre may be strengthened so that they can provide best facilities to the students of ICDEOL. The Committee are of the view that ICDEOL is adhering to the regulations notified in the Gazette of India dated 04.09.2020.


The meeting ended with a vote of thanks to the chair.


Deputy Registrar (Admn.)


Dr. Mangat Ram


Dr. Suresh Kumar


Dr. Anjana Thakur


Surender Kumar Sharma
Chairman

SWAYAM and MOOC Committee

Minutes of the meeting

29/07/2023

Proceedings of the meeting of the committee constituted vide letter no. No. ICDEOL/18-13/2016-2023/UGC-DEB/Admn. held on 26/07/2023 in the room number 309, ICDEOL building to discuss the feasibility to start MOOC courses in ICDEOL by the faculty of different departments.

The Following committee members were present:

- | | |
|-------------------------|-------------|
| 1. Dr. Ritika Sharma | Chairperson |
| 2. Dr. Sharda Verma | Member |
| 3. Dr. Nisha Thakur | Member |
| 4. Dr. Pallavi Bhardwaj | Member |

The following issues were discussed

1. Committee has discussed the requisites for starting the MOOC Courses as per annexure IX of UGC-DEB regulations 2020. It was decided that all the committee members will go through the guidelines, annexure IX and Credit Framework for Online learning courses through SWAYAM) Regulations, 2016.
2. In next meeting, all members will discuss the points of guidelines & regulations in context to starting the MOOC courses in ICDEOL.
3. It was decided to meet again on 04/08/2023 after obtaining the required information for further necessary action.


Dr. Sharda Verma

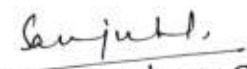
Member



Dr. Nisha Thakur

Member


Dr. Pallavi Bhardwaj

Member

P. R. O. 
07/08/2023.


Dr. Ritika Sharma
Chairperson

**PROCEEDING OF THE MEETING OF TERRITORIAL JURISDICTION AND
MANDATORY DISCLOSURE COMMITTEE HELD ON 24.07.2023**

A meeting of the said committee was held on 24.07.2023 at 12:00 PM under chairmanship of Professor Bhawana Jharta, Political Science, ICDEOL in room no. 315 to discuss about the territorial jurisdiction of ICDEOL, H.P. University Shimla-5.

The following members were present:-

- | | |
|--|-------------|
| 1. Prof. Bhawana Jharta, Pol. Sci. ICDEOL | Chairperson |
| 2. Dr. Dharm Pal, Economics, ICDEOL | Member |
| 3. Deputy Registrar (Admn.) ICDEOL | Member |
| 4. Section Officer (Admn.) ICDEOL | Member |
| 5. Dr. K.G. Thakur (Public Relation Officer) | Convener |

In this meeting discussion was held on the notification no. EDN-A- Ka (s)-22/2023, dated 12th January 2023 received from Govt. of Himachal Pradesh regarding Territorial Jurisdiction of ICDEOL, HPU Shimla-5

The following points were emerged:

1. As per the notification, Hon'ble Governor Himachal Pradesh has ordered that henceforth the jurisdiction of Himachal Pradesh University Shimla Summer Hill be exercisable in the entire state of Himachal Pradesh for courses offered/run through distance mode under ICDEOL, H. P. University, Shimla-5. Further, it is stated in the notification that Regional Center of Himachal Pradesh University at Dharmashala shall also comprise the part of territorial jurisdiction of Himachal Pradesh University, Shimla.

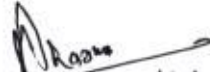
2. Thus, as per notification even after the creation of Sardar Patel University Mandi as second state University, the territorial jurisdiction of Himachal Pradesh University Shimla, in the context of open and Distance Learning Programmes run through ICDEOL is extended to all the 12 districts of Himachal Pradesh. The ICDEOL, HPU can conduct all its academic activities such as conducting Personal Contact Programmes (PCP), opening up of Learner Support Center and Examination centers in respect of UG, PG, and Diploma courses in the entire state of Himachal Pradesh.

3. Regarding Mandatory disclosures, it is decided that all the details received from other committee(s) will be maintained by Dr. K.G. Thakur, Public Relation Officer for further reference and compliance to UGC (DEB).

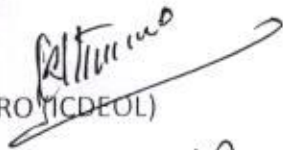
The meeting ended with a vote of thanks to the chair.



Section Officer (Admn.)



Deputy Registrar (Admn.)



PRO (ICDEOL)



Dr. Dharam Pal



Prof. Bhawana Jharta

ICDEOL Admin.

Des. No. 369

Date 31/7/23

Approved by



Director (ICDEOL)

PROCEEDING OF THE MEETING OF WEBSITE UPDATES, UGC-
DEB AND STATUTORY UPDATES HELD ON 24.07.2023

A Meeting of the said committee was held on 24.07.2023 at 12:30 p.m. under the chairmanship of Professor Hari Mohan, Mathematics, ICDEOL in his Room to discuss the various issues related to website updates and UGC(DEB) and Statutory updates. The following members were present: -

1. Prof. Hari Mohan, Mathematics, ICDEOL	Chairman
2. Dr. Ashok Kumar Bansal, Asst. Prof. MBA	Member
3. Dr. Ashok Kumar Kashyap, Asst. Prof. Comp. Sci.	Member
4. Sh. Vijayant Thakur, Programmar, ICDEOL	Member
5. Dr. K.G. Thakur, Liaison cum PRO ICDEOL	Convenor

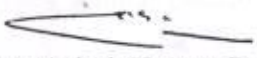
At the outset of the meeting the chairman welcomed all the members present in the meeting. Following points are emerged during the course of discussion: -

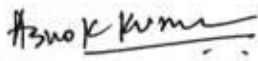
1. There should be single platform of ERP for the student of ICDEOL so that students are able to access the information related to their registration, admission, RME and examination etc.
2. The important information such as Personal Contact Programme, practical examination, Viva-Voce, Project Report, Exam notification and other notices of ICDEOL's students should be highlighted on the website of H.P. University.
3. That ERP should develop a separate module for assignments for ICDEOL students so that students can upload their assignments online on the portal of ICDEOL, H.P. University.
4. The profile of faculty should be updated on the website of ICDEOL so that it reflect a clear position, experience, research work and any other important information of faculty in position.

5. The Annual report of CIQA for the Academic Session 2022-23 may be uploaded on the website of ICDEOL, H.P. University in compliance to UGC (DEB) Regulation 2020.

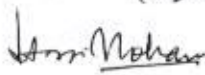
Meeting ended with a vote of thanks to the chair.

(Vijayant Thakur)


(Dr. Ashok Kumar Bansal)


(Dr. Ashok Kumar Kashyap)


(Dr. K.G. Thakur)


(Hari Mohan)
Chairman

Countersigned by


Prof. Sanju Karol