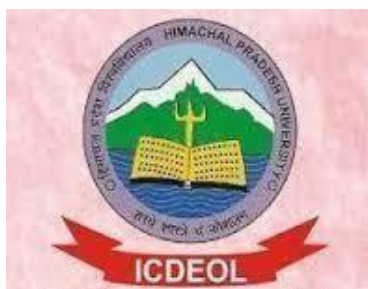


CENTRE FOR DISTANCE AND ONLINE EDUCATION

H. P. UNIVERSITY SUMMER HILL, SHIMLA - 171005 (INDIA)

NAAC Accredited "A" Grade University

INFORMATION BROCHURE



Admission to B.Ed. (ODL Mode)

Recognized by NCTE: F.NRC/NCTE/F-3/HP-Seats/2000/3884 dt.14-07-2000

Academic Year 2024-25

(Academic Session beginning January 2025)

No. of Seats: 450

Duration of Programme: Two Years

Last Date for Applying through Online Mode	15 th February, 2025
Online Application Form and Processing Fee	Online Application form fee (Rs. 700/-) Processing fees (Rs. 1000/-); Total = Rs1700/-
Date of Physical Counseling at CDOE Building, GroundFloor (Lecture Hall -1), H.P. University Summer Hill, Shimla-5	19th February to 27th February, 2025. The candidate has to deposit their admission fees for B.Ed. course by Online Mode at the time of admission counselling.(Kindly bring your credit/debit card)

For any query please visit:

Website: <http://hpuniv.ac.in>. Or <https://nadmission.hpushimla.in>

Academic-III (B.Ed./M.A. Education) Branch (3rd Floor, Room No. 403)

Faculty of Education, CDOE H.P. University Summer Hill, Shimla (on all workingdays

from 10.00am to 5.00 pm) Or Email: director.icdeol@gmail.com



संदेश

शिक्षा एक मानवीय क्रिया है, यह अपना वास्तविक उद्देश्य तभी पूरा कर पाती है जब शिक्षार्थी को मानवीय मूल्यों और संवेदना से अनुप्रणित कर सके। शिक्षा का प्रयोजन किसी तकनीकी या व्यवसाय विषेश में दक्षता पैदा करने तक सीमित नहीं है, बल्कि जीवन में मूल्यबोध और मूल्यनिष्ठा की सहजता विकसित करना इसका प्रथम उद्देश्य होना चाहिए।

आधुनिक सामाजिक परिवेश में परिवर्तन की गति तेज एवं तुरन्त लक्षित होने वाली है। ज्ञान के प्रचार-प्रसार के माध्यम निरन्तर बढ़ते जा रहे हैं। कुछ सीखने के लिए आज किसी के पास जाने की आवश्यकता नहीं है। आधुनिकतम संचार साधनों के द्वारा सभी प्रकार का ज्ञान ग्रहण करने की गति तेज हुई है। अतः मानवीय विकास की इस प्रक्रिया के साथ शिक्षा का सामंजस्य भी आवश्यक है।

इसलिए शिक्षा की प्रतिक्रिया में भी निरन्तर परिवर्तन हो रहे हैं इस स्थिति के रहते शिक्षाव्यवस्था में वैश्विक स्तर पर दूरस्थ शिक्षा का महत्व बढ़ रहा है। दूरवर्ती शिक्षा प्रत्येक आयुवर्ग और विभिन्न भौगोलिक स्थिति में रहने वाले लोगों को शिक्षा की सुविधा उपलब्ध कराने की दिशा में प्रभावी और उपयोगी सिद्ध हो रही है। इसके कारण मुक्त विद्यालयों से लेकर मुक्त एवं दूरवर्ती शिक्षा विश्वविद्यालयों का प्रसार बढ़ा है।

वास्तव में दूरवर्ती शिक्षा आज के समय की आवश्यकता है तथा साक्षरता और शिक्षा के प्रति प्रत्येक क्षेत्र का नागरिक जागरूक हो गया है। प्रत्येक नागरिक को शिक्षा प्रदान करने का लक्ष्य भी दूरवर्ती शिक्षा के माध्यम से प्राप्त किया जा सकता है।

मुझे यह जानकर प्रसन्नता है कि हमारे विश्वविद्यालय का दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र शहर से लेकर गाँव तक के शिक्षार्थियों को उच्च स्तरीय शिक्षा अर्जित करने के लिए अच्छे अवसर प्रदान कर रहा है। इसमें कुछ नए व्यवसायिक पाठ्यक्रम भी शामिल किए गए हैं। मेरी कामना है कि हिमाचल प्रदेश विश्वविद्यालय का यह दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र वास्तव में देशभर में ख्याति प्राप्त करे।

डा० सत प्रकाश बंसल

कुलपति

हिमाचल प्रदेश विश्वविद्यालय, शिमला



संदेश

वर्तमान समय की उच्च शिक्षा प्रणाली का एक उल्लेखनीय क्षेत्र शिक्षक शिक्षा है। यह सत्य है कि किसी देश की प्रगति शिक्षा की गुणवत्ता पर निर्भर करती है। शिक्षक शिक्षा समग्र स्कूल प्रणाली का एक विभिन्न अंग होने के कारण पारंपरिक और स्थिर नहीं रह सकती है जबकि शिक्षा स्वयं अपने चरित्र में गतिशील है। इसलिए शिक्षा को एक प्रगतिशील, गतिशील और उत्तरदायी प्रणाली में बदलना होगा। दूरस्थ एवं ऑनलाइन शिक्षा केन्द्र राष्ट्रीय अध्यापक शिक्षा परिषद् के मानकों के अनुसार ही विद्यार्थियों को शिक्षा प्रदान कर रहा है।

दूरस्थ शिक्षा के माध्यम से शिक्षक शिक्षा कार्यक्रम, सैद्धान्तिक और व्यावहारिक क्षेत्रों को अपनाकर शिक्षक शिक्षा के उद्देश्यों को प्राप्त करने का कार्य करता है। दूरस्थ शिक्षण पाठ्यक्रम शिक्षा के सिद्धान्त तथा प्रयोजन अधिगमकर्ता और अधिगम अध्येताओं में पाई जाने वाली विविधता शैक्षिक संदर्भ, अधिगम का मूल्यांकन तथा शिक्षण की सामान्य विधियों को सम्मिलित करता है। शिक्षण पद्धति में प्रिंट सामग्री, ऑडियो-वीडियो कार्यक्रम, समनुदेशन, आमने-सामने शैक्षणिक परामर्श सेवाएं, परियोजना कार्य, व्यक्तिगत संपर्क कार्यक्रम, सामुदायिक कार्य सहित स्कूल गतिविधियां शामिल हैं। इस प्रकार से दूरस्थ शिक्षा का उद्देश्य प्रभावी शिक्षण-अधिगम प्रक्रिया के लिए अभ्यासरत शिक्षकों में शिक्षण के लिए आवश्यक समझ और योग्यता विकसित करना है।

मैं आपको इस संस्थान में उच्च शिक्षा ग्रहण करने के लिए आमंत्रित करता हूँ तथा आपके उज्ज्वल भविष्य के लिए अपनी हार्दिक शुभकामनाएं प्रेषित करता हूँ।

डॉ० राजेन्द्र वर्मा

प्रति कुलपति

हिमाचल प्रदेश विश्वविद्यालय शिमला



Director's Message

*The **Centre for Distance and Online Education (CDOE)**, Himachal Pradesh University welcomes you for your keen interest in Distance Education Programmes offered by us. The Himachal Pradesh University established in the year 1970 set up a **Directorate of Correspondence Courses in the year 1971**. Ever since the Himachal Pradesh University has been a popular destination for the students in North India and the Directorate of Correspondence Courses was rechristened International Centre for Distance Education and Open Learning which is now renamed as Centre for Distance and Online Education (CDOE). The primary objective of CDOE has been to extend its services and disseminate knowledge to students belonging to far-flung areas through sustainable, open and distance learning system.*

At CDOE, we are committed to providing a robust and flexible learning environment that transcends traditional boundaries. Our educational platform ensures that you have access to quality education anytime, anywhere. We are in the process of launching online courses which will help you tailor your learning experience to fit your schedule and pace, making it easier to balance your studies with other personal and professional commitments.

We understand the importance of not just academic excellence, but also career readiness. Our curriculum is designed with a strong emphasis on practical skills and real-world applications. We have a separate cell for establishing partnerships with leading industries and organizations to ensure our students have access to excellent placement opportunities. Our dedicated placement cell works tirelessly to connect you with potential employers, providing you with the support and resources you need to embark on a successful career.

In addition to academic knowledge, we focus on developing critical thinking, problem-solving, and digital literacy skills that are essential in today's job market. Our goal is to equip you with the competencies needed to thrive in a dynamic and ever-changing global economy.

As you embark on this educational journey with us, I encourage you to take full advantage of the resources and opportunities available. Engage actively in your courses, participate in online discussions, and seek guidance from our faculty and support staff. Your success is our success, and we are here to support you every step of the way.

*Welcome to ICDEOL, where education meets innovation, and your future begins today.
Warm regards,*

Professor Sanju Karol
Director (CDOE)
Email id: director.icdeol@gmail.com

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

"दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र"

HIMACHAL PRADESH UNIVERSITY

(Established in 1970 by an Act of the Himachal Pradesh Legislative Assembly)

NAAC Accredited "A" Grade University

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Dr. Monika Sood (soodmonika36@hpuniv.ac.in)	Assistant Professor	82193-52540
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CDOE ADMINISTRATION

Name	Designation	EPBAX
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Sh. Ramesh Kumar Sharma	Deputy Registrar (Admn.)	01772833404
Sh Amar Singh	Deputy Registrar (Accounts)	01772833404
Sh. Satish Kumar Sharma	Assistant Registrar (Academic)	01772833408 01772832834
Dr. K. G. Thakur	Liaison-cum-Public Relations Officer	01772833409
Sh. Narender Mohan Nepta	Section Officer (Administration)	01772833405
Sh. Narender Mohan Nepta	Supdt./Section Officer (Accounts)	01772833414 01772833416
Sh. Raj Kumar	Section Officer (Academic-I) (B.A./B.Com)	01772833407 01772833423
Sh. Raj Kumar	Section Officer (Academic-II) (MA. - English, Hindi, History, Sanskrit, Music & Political Science, M.A. Eco., Pub. Admin., Sociology)	01772833406 01772833410
Sh. Raj Kumar	Section Officer (Academic-III) (B.Ed. DYS, DTG, DCA, DDS)	01772833411
Sh. Raj Kumar	Section Officer (Academic IV) (M. Com, MBA)	01772833412
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Computer Centre (CDOE)	For all Technical Queries related to admission	01772833419

HIMACHAL PRADESH UNIVERSITY

Himachal Pradesh University, a premier institution of teaching and research in the country was established in 1970 by an Act of the Himachal Pradesh Legislative Assembly. The Government of Himachal Pradesh and the University Grants Commission wholly finances it. The University is situated at Summer Hill, a quiet suburb of Shimla City in the vicinity of the Indian Institute of Advanced Study. The University offers courses in various disciplines under the faculties of Commerce and Management Studies, Education, Languages, Law, Sciences, Social Sciences, Engineering & Technology, Ayurveda and Performing & Visual Arts etc. The University also runs Human Resource Development Centre (HRDC), which offers orientation and refresher courses for university and college teachers. As many as Two Hundred Seventy-Four colleges/Institutions (Govt. /Private) within the State of Himachal Pradesh are affiliated to the University in addition to Centre for Evening Studies and College of Legal Studies situated on The Mall and at Ava-Lodge, Shimla respectively, besides a Regional Centre at Dharamshala.

CENTRE FOR DISTANCE AND ONLINE EDUCATION (Formerly International Centre for Distance Education and Open Learning)

Immediately on its establishment in 1970, the Himachal Pradesh University took a bold step for proliferation of knowledge and democratization of educational opportunities by setting up a Directorate of Correspondence Courses. The University has played a pioneering role in launching the programme of distance education at post-graduate level. It was the first to impart instruction at post-graduate level in social sciences, humanities, commerce and teacher training through the mode of distance education. Over the years, the Directorate of Correspondence Courses has been moving towards absorbing the emerging philosophy of distance education and adopting multimedia approach to impart instruction. In view of this, the Directorate of Correspondence Courses has been rechristened as the **International Centre for Distance Education and Open Learning (ICDEOL)** in 1995. Now as per the direction of UGC-DEB the centre is renamed as **Centre for Distance and Online Education (CDOE)**. It is located in the campus of the University at Summer Hill, a suburb at the Western end of Shimla at a distance of 4 kilometers from the main town. Summer Hill Railway Station is at five minutes' walk from the CDOE building. Transport facilities i.e. local buses, trains and university buses are available at short intervals from Summer Hill to them and in town and vice-versa.

1. ELIGIBILITY CONDITIONS (AS PER NCTE NORMS 2014)

The candidates who wish to apply for B.Ed. course (Distance Education mode) should fulfil following criterion:

a. The candidate should fall under any of the following two criteria:

(i) Trained in-service teacher in elementary education. As per clarification given by Directorate of Elementary Education, Government of Himachal Pradesh vide letter no. EDN-H(Ele)(u)- 2/2015 (P&D), dated 26th August, 2015, Shastri Teachers with OT training, Language Teachers with LT training, Drawing Masters/Art and Craft Teachers with 2 years diploma, PET/PTI with 2 years diploma are trained teachers as considered by their parent department and thus, are eligible for admission in B.Ed. Course.

(ii) Candidates who have completed a NCTE recognized teacher education programme through face-to face mode.

b. In addition to any one of above eligibility conditions,

The candidate must have at least 50% marks either in the Bachelor's Degree (Medical/Non-Medical/Commerce/Arts) and/or in the Master's Degree in the Science/Social Science/Humanities/Commerce, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, and 45 percent marks in case of SC/ST/OBC/Physically handicapped categories in the aforesaid Bachelor's/Master's Degree and 50% marks for Bachelor's in Engineering or technology from a recognized University established by law in India are eligible for admission to the programme.

Note: Only those candidates who fulfil the eligibility criteria as mentioned in the Information Brochure should apply to this course. The original certificates/documents/testimonials etc. will be checked at the time of counselling. Any information supplied by the candidates, if found false at any stage, shall make them liable for cancellation of their candidature/admission. The admissions to the B.Ed. Programme through CDOE will be made solely on the basis of academic merit in qualifying examination in concerned stream of study of the eligible candidate.

The In-Service Teachers serving in government schools (Shastri/ Vishisht Shastri/Acharya/ Jyotishacharya and Language Teachers/ Prabhakar) without OT Training and LT Training respectively are eligible for admission to B.Ed. course through ODL mode only after the submission of "Trained In-Service Teachers Certificate" issued, as per the orders of Hon'ble High Court O.A. No. 5923/ 2017 dated 27-11-2017, by the respective Deputy Directors in the state of Himachal Pradesh. **(Sample of the certificate has been attached for reference Annexure-IV)**

2. ADMISSION CRITERIA

Admissions to 450 seats in B.Ed. (ODL) for Academic Year 2024-25 (Academic Session beginning January, 2025) will be done on merit prepared on the basis of marks obtained in the qualifying examination (either in UG/PG in relevant subject) only.

3. RESERVATION POLICY

1. The relaxation in marks for SC/ST/OBC/Physically handicapped categories will be as per the existing rules of Himachal Pradesh University.
2. Further, Himachal Pradesh University Latest Reservation Roster i.e. 120-point reservation roster is being followed for making admissions to B.Ed. Programme.

4. DISTRIBUTION OF SEATS

(i)	Medical Stream	=	25 Seats
(ii)	Non-Medical Stream	=	25 Seats
(iii)	Commerce Stream	=	25 Seats
(iv)	Arts Stream	=	375 Seats

Total = 450 Seats

5. ONLINE ADMISSION PROCEDURE

The candidates have to follow the steps given below:

Step 1: Register online at <http://hpuniv.ac.in>. Note down login id and password.

Step 2: Login to your account using your login id and password and complete your online form by uploading your latest passport size photograph, signature and other necessary details and take the print out of the form.

Step 3: Schedule of Counselling will be displayed on website and also intimated through SMS.

Step 4: Bring the print out of application form, one set of all documents (photocopies) and requisite original documents at the time of counselling.

Before Proceeding to Apply, please ensure that you have:

1. Scanned copy of applicant's recent photograph with following specifications. Photograph should be in formal. Photograph must be a passport size colour picture. Photograph must be taken in full face view directly facing the camera. Photograph should have no shadows and red eyes. Maximum size 100 KB. Photo format should be .jpg or .jpeg format only. Filename should be of 10 characters maximum.
2. Scanned copy of applicant's signature with following specifications. Applicant should sign with black ink on a white paper and get the signature scanned. The signature must be signed only by the applicant and not by any other person in PDF format only. Maximum size 100 KB. Scanned signature format should be .jpg or .jpeg format only. Filename should be of 10 characters maximum.
3. Upload documents with following specifications. Important Instruction- Applicant should upload all relevant mark sheets/certificates which are necessary to decide their eligibility to the course in one PDF of Maximum size 2MB. Scanned signature should be in PDF format only. Filename should be of 10 characters maximum.
4. Create an email account if you already do not have one.
5. You must give a mobile number in basic details. If you do not have mobile number, please enter your parents/guardian's mobile number for any further correspondence in this regard.
6. All mandatory fields marked with red star are required to be filled by the candidate.
7. Procedure for Online Payment
Prospectus Fees and Counselling fees will be deposited through online payment Gateway
 - If you select online payment mode, click on 'make payment'
 - On the next page select your payment gateway.
 - Click on 'continue for payment'
 - Choose among the given options (debit card, credit card, net banking etc.- kindly check the available banks and card types)

Students are requested to bring their Debit/ Credit cards at the time of counselling for the payment of Admission fee. (No payment will be accepted through cash/ Draft or any other offline mode/online mode.)

Kindly go through UGC Public notice F.No. 1-34/2024 (DEB-I) Dated 11 November, 2024 regarding precautions to be taken by the students before enrolling for programmes offered under Open and Distance Learning (ODL) and/or online learning mode.

6. DOCUMENTS REQUIRED AT THE TIME OF COUNSELLING

The eligible candidates will be called as per merit ranks for the Physical Counselling at CDOE Building, Ground Floor (Lecture Hall -1), H.P. University Summer Hill, Shimla. The eligibility of the Applicants will be decided on the basis of the Last date for applying for the said course. At the time of Counselling, candidate is required to bring the following documents:

i)	Printout of filled ONLINE Application form along with the photocopies of all the relevant documents.
ii)	Original Matriculation Certificate
iii)	Original Detail Marks Cards (DMCs) of qualifying examinations (First Year, Second Year and Final Year) and also of Post-Graduation in relevant subject if any. If any candidate has passed his/her UG or PG from other than H.P. University, he/she should bring with them UGC or UGC-DEB Recognition Letter) (<i>Strictly as per the UGC Letter (Sample of H.P. University) available as Annexure-III</i>)
iv)	Original DMC of Diploma/Certificate in Primary/Elementary Teacher Training or any other course approved by NCTE
v)	Passport size Photographs
vi)	Employment Certificate in Original (For in-service Teachers Only) Strictly as per the sample format (<i>available as Annexure-I</i>)
vii)	Original Certificates/Documents supporting the claim for reservation under SC/ST/OBC/PH/EWS from the Competent Authority <ul style="list-style-type: none"> a) For SC/ST/OBC category-certificate issued by SDM/Tehsildar b) For PH category-certificate issued by the competent Medical Authority/Board and UDID (Unique Disability ID) issued by Department of Empowerment of Persons with Disabilities) c) For EWS category certificate issued by DM/Tehsildar
viii)	Appointment Letter (Original), Joining Report & Experience Certificate
ix)	Character Certificate from Competent Authority.
x)	If any candidate unable to attend physical counseling, he/she can authorize some person to attend counseling on his/her behalf. (<i>Strictly as per Authority Letter sample format available as Annexure II</i>)
xi)	Teachers working in Government schools of H.P. and issued Special Trained-in- Service Teacher certificate shall require to bring original certificate duly signed by Deputy Director (Elementary). (<i>Strictly as per sample format available as Annexure IV.</i>)
xii)	The candidate who has done two-year diploma through NIOS need to produce teaching experience of that particular tenure /period of diploma. Further, these candidates along with Drawing teacher/ Art and Craft teacher/Physical

	Education Teacher have to be presently working as a teacher and have to produce school affiliation letter, copy of their joining report and Teaching Experience of the school where they are working.
xiii)	In-service employees (Government/Private) shall have to produce No Objection Certificate (NOC) from their employer for pursuing B.Ed. Programme at the time of physical counselling.

Note:-

- (i) The candidates shall have to submit self-attested copies of the above documents.
- (ii) The incomplete documents in any respect shall not be accepted and admission will not be given.

7. FEE STRUCTURE FOR B.Ed. COURSE

- a) For the candidates who are already registered with the H.P. University, the fee for B.Ed. is Rs. 14800/- per annum. The fee given herein includes the tuition fee, admission fee, PCP fee and mailing charges etc. This fee is subject to revision and revised fee shall be charged from the current annual academic session beginning from January, 2025 onwards.
- b) In addition to above fee, the registration fee (RME) shall be payable once at the time of examination form by all those students.
 - (i)Registration fees after completion of Degree up to period one year is Rs. 4,000/-.
 - (ii)Registration fees after one year up to 3 years from completion of Degree is Rs. 10,000/-.
- c) After the counselling, the selected candidates will be required to deposit their fee through credit/ debit cards only.
- d) The above fee structure includes only admission fee, tuition fee, PCP fee etc. The examination & HPU registration fee shall be charged by the Controller of Examinations, H.P. University at the time of filling online RME/ examination form.

ONLINE EXAMINATION FORM

Note: The students of B.Ed. have to fill the online examination form which is available on CDOE Website www.hpuniv.ac.in Or directly go to the link <https://exams.hpuniv.ac.in>

Refund of Fee

- Excess fee, (migration fee, registration fee etc.) wrongly deposited by a student shall be refunded as per University rules.
- If it is found that the candidate is not eligible for admission, the amount initially received from him/her as online application fees of Rs 700/- and processing fee of Rs. 1000/- shall not be refunded.
- The fee shall neither be adjusted in subsequent year nor shall any refund be permissible on any ground if a student discontinues with his/her studies or is declared ineligible on account of not attending of PCPs etc. to appear in the examination or fails to appear in the examination.
- The above fee structure is subject to revision from time to time. The revised fee, if any shall be applicable for the current session.

Note: - Students found to have been involved in the act of ragging will be dealt with as per provision of statute 23-A and recommendations of the Committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan's Committee Report).

8. STUDY MATERIAL & SUBJECTS OFFERED IN B.Ed.

The study material will be provided to the students during counselling. Subjects offered in Bachelor of Education (B.Ed.): A learner is required to take following courses in B. Ed. Programme in first and second year;

Sr.	Course	Name of the Course	Marks	IA	Total
B.Ed. First Year					
1	Paper I	Childhood and Development Years	80	20	100
2	Paper II	Contemporary India and Education	80	20	100
3	Paper III	Language Across the Curriculum	40	10	50
4	Paper IV	Understanding Disciplines and Subjects	40	10	50
5	Paper V	Text Reading and Reflections	40	10	50
6	Paper VI	Learning and Teaching	80	20	100
7	Paper VII	Assessment for Learning	80	20	100
8	Paper VIII	Drama and Art in Education	40	10	50
Candidates are required to choose any two of the following subjects (Studied at Graduation Level).					
9	Paper IX - A	Pedagogy of School Subjects (Part - 1)			
	(i)	Teaching of Physical Sciences	40	10	50
	(ii)	Teaching of Life Sciences	40	10	50
	(iii)	Teaching of Mathematics	40	10	50
	(iv)	Teaching of Social Sciences	40	10	50
	(v)	Teaching of Commerce	40	10	50
	(vi)	Teaching of English	40	10	50
	(vii)	Teaching of Hindi	40	10	50
	(viii)	Teaching of Sanskrit	40	10	50
10	Paper X	Practice Teaching (4 Weeks Duration)	Grading (on Four Points Letter Grades) will be done on the basis of reports submitted by the students.		
Total Marks in B. Ed. First Year			560	140	700
B. Ed. Second Year					
Candidates will continue with same two Teaching subjects in Second Year which they opted in the First Year					
1	Paper IX - B	Pedagogy of School Subjects (Part - 2)			
	(i)	Teaching of Physical Sciences	40	10	50
	(ii)	Teaching of Life Sciences	40	10	50
	(iii)	Teaching of Mathematics	40	10	50
	(iv)	Teaching of Social Sciences	40	10	50
	(v)	Teaching of Commerce	40	10	50
	(vi)	Teaching of English	40	10	50
	(vii)	Teaching of Hindi	40	10	50
	(viii)	Teaching of Sanskrit	40	10	50
School Internship/Practice Teaching					
2	Paper XI-A	Skill in Teaching (School Subject – 1)	125		

3	Paper XI-B	Skill in Teaching (School Subject – 2)	125		
3	Paper XII	Knowledge and Curriculum	80	20	100
4	Paper XIII	Gender, School and Society	40	10	50
5	Paper XIV	Inclusive School	40	10	50
6	Paper XV	ICT in Teaching-Learning Process	40	10	50
7	Paper XVI	Understanding the Self	40	10	50
Candidates are required to choose any one of the following optional subjects in Second Year					
8	Paper XVII	Health and Physical Education	40	10	50
9	Paper XVIII	Vocational and Work Education	40	10	50
10	Paper XIX	Education for Peace	40	10	50
11	Paper XX	Guidance and Counseling	40	10	50
Total Marks in B. Ed. Second Year			610	90	700
Grand Total Marks for B. Ed. Course			1170	230	1400

Practice Teaching/ Internship in Teaching

The students are required to go through a teaching Practice for Two Months (8 Weeks) during second year of B. Ed. course.

9. PERSONAL CONTACT PROGRAMME (PCP)

Attendance in Personal Contact Programmes (PCPs) of B. Ed. Programme is compulsory for all the candidates and it shall be precondition for being permitted to appear in the University Examination. Students admitted to the course shall be required to attend two Personal Contact Programmes of 36 days (22 days classes +14 days Practical work, Subject Activities & Record Verification) each year as per UGC-DEB/NCTE Norms/ HPU Ordinance. These PCP days shall be divided into 60:40 ratio for Theory and Practical work. However, for the Practical Work, Subject Activities and Record Verification students required to report for the same in Department of Education (CDOE), H. P. University, Shimla as per schedule uploaded on university website from time to time. Schedule of Personal Contact Programme of B.Ed. 1st and 2nd year will also be uploaded on University Website.

10. LIST OF APPROVED LEARNING RESOURCE CENTRES/STUDY CENTRES FOR CONDUCT OF PERSONAL CONTACT PROGRAMME OF B.Ed.

List Learning Resource Centres/Study Centres For B.Ed. Course

Sr.	Name of Learning Resource Centres/Study Centres
1.	CDOE Building, Himachal Pradesh University, Summer Hill, Shimlas-171005 (H.P.)
2.	Regional Centre, Himachal Pradesh University, Dharamshala, Kangra (H.P.)
3.	MLSM College, Sundernagar, District Mandi (H.P.)-175018

11. EXAMINATION CENTRES

The Examination Centres for B.Ed. (1st & 2nd Year) programme will be notified by the office of Controller of Examination (CoE) Himachal Pradesh University in due course of time depending on the strength of candidates appearing in annual examination.

12. EMPLOYMENT CERTIFICATE (For in-service Teachers Only) Annexure-I

This is to certify that Mr./Ms.....has been employed/Teaching in this office/school from.....to till date. The office/school is affiliated to.....(attach department letter/school affiliation letter) and classes from.....to are being taught by her/him.

Name and Signature (with Stamp)
Head of Department/Principal/Headmaster/Headmistress

Address:-

Dated.....

Please note: In case the teaching certificate of a candidate is found to be not genuine at any stage, his/her candidature will be cancelled and the candidate will be responsible for the consequences of submitting fake teaching certificate.

13. AUTHORITY LETTER FORMAT (Annexure-II)

(Template for Authorization letter from candidate who will not be able to attend the Counselling process in person, for admission to Bachelor of Education program to be held at CDOE BUILDING, H.P. University campus w.e.f. 19th February to 27th February, 2025 due to valid unavoidable circumstances beyond control)

To
Admission Committee
Bachelor of Education (B.Ed.)
H. P. University, Shimla.

Subject: Authorization Letter for attending the Counselling Process for Admission to Programme of Bachelor of Education

Dear Madam/Sir,

I, (Name of the applicant and Application/Registration Number) for Bachelor of Education, will not be able to attend the Counselling process in person, to be held at CDOE BUILDING, H.P. University campus on (Date of Counselling). I am therefore authorizing Mr./Ms. (Name of the authorized person), who is my (Relation of the authorized person to the candidate) to attend the admission counselling process on my behalf. He/She will produce all the original documents required for the counselling and admission process. He /she is authorized to take decision, sign and pay required fee on my behalf and the decision taken by him/her will be treated as final decision of mine.

Date: (Name & Signature of the Applicant)
Place:
Application/Registration Number:

ATTESTATION
Signature of the authorized person*
Name of the authorized person*

Attested by
(Signature of the Applicant)

*Note: Please attach copy of valid ID proof of applicant and authorized person with the authorization letter.

14. IMPORTANT DATES

Sr.	Schedule of Counseling Process	Dates
1.	Last Date for Registration and Completion of Online Form on the University Website	15 th February, 2025
2.	Schedule of Counseling on University Website	16 th February, 2025 (5PM)
3.	Physical Counseling at CDOE, Himachal Pradesh University Summer Hill, Shimla-5	19 th February to 27 th February, 2025

Note: Kindly note simply filling the online admission form does not confirm the eligibility for admission. Eligibility will be checked and finally approved on the day of counselling by the expert members of admission committee.

Hostel Facility

The hostel facility is provided to boys and girls during PCPs and Examinations.

Sr.	Name of Hostel Warden	No. of Seats	Contact Number
1.	Dr. Yog Raj (Boys Hostel)	40	94189-75201
2.	Dr. Usha Rani (Girls Hostel)	40	82199-43988

Note:- *Free Hostel Accommodation will be provided to Person with Disabilities as per Section 21 of the right of the Person with Disabilities Act 2016 notified vide notification No. 3-1/78-HPU (Genl.) Vol. XXII, Dated 18-11-2021.

15. SAMPLE OF UGC RECOGNITION LETTER FOR THE CANDIDATES WHO HAVE PASSED THEIR UG OR PG FROM OTHER THAN H.P.

UNIVERSITY

(Annexure-III)

www.ugc.ac.in/deb

1909-4D
25/3/2021

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

F. No. 21-42/2020 (DEB-II)

The Registrar,
Himachal Pradesh University
Gyan Path, Summer Hill
Shimla - 171 005

REGISTRAR'S OFFICE
Dy. No. 2199
Date 25/3/21
HP-UNIVERSITY

22 MAR 2021

Sub: Commission Order on the application, submitted online by the Higher Educational Institution for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode from academic year 2020-21 and onwards, session beginning February-March, 2021 - regarding

Sir/Madam,

In exercise of the powers conferred by sub-sections (1) and (2) of section 26 read with clause (j) of section 12 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 had been notified in the Gazette of India on 4th September, 2020.

- The eligibility criterion for Higher Educational Institution is enumerated under Regulation 3 in Part II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The Regulation 4 and 5 describes the process of applications and the approval process for the Open and Distance Learning and Online Programmes whereas Regulations 6 describe provisions of right to appeal by the Higher Educational Institutions aggrieved with the order of the Commission and Regulations 7 describe the process of withdrawal of Recognition.
- In accordance with these Regulations, the Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning and Online Programmes from the academic session 2020-21, beginning February-March, 2021. The Himachal Pradesh University had submitted its application for recognition of the Open and Distance Learning Programmes.
- Application received from Himachal Pradesh University, Himachal Pradesh had been scrutinized and deficiency(s) or defect(s) in application were communicated to HEI as per the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.
- The Himachal Pradesh University, Himachal Pradesh was invited for a Virtual Interface Meeting with the Expert Committee; constituted by the Chairman of the Commission; on 02/02/2021 in the UGC office, 35 Feroz Shah Road, New Delhi - 110 001.
- The Interface Expert Committee, based on the submitted application, compliance to deficiency(ies) or defect(s) communicated earlier, the presentation made by the Higher Educational Institution in the

Director ICDGOL

Pro

26.3.2021

virtual Interface Expert Committee Meeting, and as per the provisions of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 made recommendations for the consideration of Competent Authority/ Commission.

7. Based on the recommendations of Interface Expert Committee and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme wise recognition for the programmes to be offered in **Open and Distance Learning mode** from academic year 2020-21 (academic session beginning February-March, 2021) by the **Himachal Pradesh University, Himachal Pradesh** as detailed in point no. 8 below. The assessment sheet duly approved by Competent Authority has already been communicated to the Higher Educational Institution through UGC-DEB portal on 19/02/2021.

8. **Programme wise recognition status**

(i) **Open and Distance Learning Programmes Recognized**

S. No.	Name of the ODL Programmes	Period of Recognition
1	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS)-General (From UGC List)	2020-21 (Academic session beginning February-March, 2021) to 2024-25
2	BACHELOR OF COMMERCE - Commerce	
3	BACHELOR OF EDUCATION*	
4	MASTERS OF ARTS – Economics	
5	MASTERS OF ARTS – English	
6	MASTERS OF ARTS – Education	
7	MASTERS OF ARTS – Hindi	
8	MASTERS OF ARTS – History	
9	MASTER OF ARTS - Journalism & Mass Communication	
10	MASTERS OF ARTS – Music	
11	MASTERS OF ARTS - Political Science	
12	MASTERS OF ARTS - Public Administration	
13	MASTERS OF ARTS – Sanskrit	
14	MASTERS OF ARTS – Sociology	
15	MASTER OF COMMERCE – Commerce	

*Based on the NCTE recommendation/approval, the maximum intake and other conditions as per NCTE recommendation/approval letter

(ii) Open and Distance Learning Programmes Not Recognized

S. No.	Name of the ODL Programmes	Reason(s) for refusal
1	MASTER OF BUSINESS ADMINISTRATION – Marketing	1. Non submission of prior approval of respective Regulatory Authority. 2. Inadequate faculty. 3. PPR & SLM not provided. 4. Term End weightage is not as per UGC (Open and Distance Learning Programmes and Online Regulations, 2020)
2	MASTER OF BUSINESS ADMINISTRATION - Human Resource Management	
3	MASTER OF BUSINESS ADMINISTRATION - Finance Management	
4	POST GRADUATE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT - Human Resource Development	One year PG Diploma programmes are not covered under UGC (Open and Distance Learning Programmes and Online Regulations, 2020)
5	POST GRADUATE DIPLOMA IN PERSONAL MANAGEMENT & LABOUR WELFARE - Personal Management & Labour Welfare	
6	MASTER OF SCIENCE – Mathematics	Not eligible to offer science programme as per UGC (Open and Distance Learning Programmes and Online Regulations, 2020)
7	BACHELOR OF COMPUTER APPLICATION - Computer Application	
8	MASTER OF COMPUTER APPLICATIONS - Computer Application	
9	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION - Computer Applications	One year PG Diploma programmes are not covered under UGC (Open and Distance Learning Programmes and Online Regulations, 2020)
10	*DIPLOMA IN TOURIST GUIDE - Tourism Management	Not to be assessed as per provisions of UGC (Open and Distance Learning Programmes and Online Regulations, 2020)
11	*DIPLOMA IN YOGA STUDIES - Yoga Studies	

9. For the programmes recognized in 8(i) above, the Higher Educational Institution shall comply with all the provisions of the University Grants Commission (Open and Distance Learning Programmes and

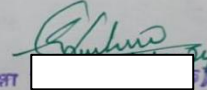
Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode. Some specific provisions for compliance have been mentioned in **Annexure-1**.

10. For the programmes not recognized in 8(ii) above, the Higher Educational Institution may prefer an appeal if any, along with documentary evidence to the Commission and shall also be uploaded on UGC-DEB portal, as per the provision stipulated under Regulations 6 of Part-II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The appeal shall be accompanied by a copy of the order appealed against along with a fee of Rupees 10,000/- per programme in the form of demand draft drawn in favour of Secretary, UGC and **shall reach to the Joint Secretary, Distance Education Bureau (DEB), UGC, 35 Feroze Shah Road, New Delhi-110001 within a period of 30 days from the date of the communication already issued as per clause 7, above.**
11. As stipulated under Sub-Regulation 7 of Regulations 5 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020:
"No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition".
12. In the event of any Higher Educational Institution found offering programmes in Open and Distance Learning mode and/or Online mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders made there under, the Commission may take actions as per Sub- Regulation 3 of Regulation 7 in Part -II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Yours faithfully,


(Neethu S. Thulasi Seedharan)
Education Officer

**16. SAMPLE OF SPECIAL TRAINED -IN-SERVICETEACHER CERTIFICATE
(Annexure-IV)**

Sample for Reference purpose only	
No. EDN	
Office of the Dy. Director of Elementary Education	
District	
Dated	
<u>Trained-in-Service Certificate</u>	
<p>Certified that Sh./Smt. Bhumesk Kumar s/o Sh. Partap Chand whose Date of Birth is 10.01.1990 is working as Sha GSSS Ch hamba. He/She has been Shastri since 28.11.2016 on SM to the concerned in compliance of O.A. 27.11.17 by the Hon'ble H.P. Administrative Tribunal and as per direction of the Director of Elementary Education H.P. for the purpose to pursue Bachelor of Education (B.Ed.) qualification through correspondence mode from any recognized university.</p>	
<p style="text-align: right;"> उप-निष्ठा चम्बा (हि.प्र.)</p>	