

# Frequently Asked Questions

For

CDOE Students

(Centre for Distance and Online Education)

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

  
Director  
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### 1. What is CDOE?

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 an inventive 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), currently rechristened as Centre for Distance and Online Education (CDOE), 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 Distance and Open Education?

Distance Education or Open Education 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 an access to learning when the source of information and the learners are separated by time and distance, or both.

### 3. What is the Territorial Jurisdiction of CDOE?

Himachal Pradesh University is a State University with State Jurisdiction and CDOE being a constituent part of HPU, same applies for the Centre as well.

### 4. What are the working hours at CDOE?

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

### 5. How does CDOE operate/work?

CDOE operates through its headquarter at HPU Shimla and with its 6 learning Support Centers namely,

- H.P. University Regional Centre Khaniara Kangra
- Vallabh Govt. College, Mandi, Dist. Mandi, (HP)
- Govt. College Rampur Bushchar, Distt. Shimla (HP)
- MLSM College Sundernagar, Distt. Mandi (HP)
- Govt. Degree College, Hamirpur (H.P)
- Govt. Degree College, Nahan (H.P)

### 6. Recognitions of CDOE.

- UGC DEB (University Grants Commission - Distance Education Bureau)

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- All India Council for Technical Education (AICTE) for MBA programme
- National Council for Teacher Education (NCTE)

7. **What are the major facilities provided to the learners at CDOE?**

There is a dedicated Teaching and Non-Teaching Staff; separate Library Facility; Hostel Facility for Boys & Girls; and the Study Material for Distance Learners.

8. **Can a candidate from outer states other than Himachal Pradesh apply in CDOE?**

Yes, a candidate from other states can take admission in CDOE, but the Personal Contact Programme (PCP) as well as the examination will be conducted within the territorial jurisdiction i.e. within Himachal Pradesh only.

9. **Can a candidate take a job while pursuing a course from CDOE?**

Yes, he/she can hold a job while taking a course from CDOE.

10. **Can a candidate pursue two degrees at same period of time?**

As per UGC notification a candidate can pursue two degrees at the same period of time.

11. **What are the various stages from admission to exit at CDOE?**

The process starts with Fresh Registration, followed by Document Verification/Counseling, Semester/Yearly Fees, Dispatch Study Material, Personal Contact Programme (PCP), Assignments, RME and Exam Form and Fees, Admit Card for Term End Examination, and Result and Renewal Admission.

12. **What is the process of admission at CDOE?**

The process starts with Fresh Registration, followed by Document Verification/Counseling, Semester/Yearly Fees, Dispatch Study Material, Personal Contact Programme (PCP), Assignments, RME and Exam Form and Fees, Admit Card for Term End Examination, and Result and Renewal Admission. The admission is done through online mode for all programmes twice in a year for January and July Sessions respectively.

13. **What is the Course structure at CDOE?**

We follow CBCS i.e. Credit Based Choice System. The total credit needs to be earned for admission in P.G. Courses as per the course requirements.

14. **What is CBCS?**

GBCS, widely known as 'Choice Based Credit System', provides a convenient

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and time effective teaching-learning platform wherein the student or knowledge seeker has the flexibility to choose their course from a list of **Elective, Core, and Soft Skill** Courses. CBCS provides an option for the students to select courses from the prescribed courses comprising core, elective, minor or skill based courses. The courses are often evaluated following the grading system, which is considered to be better than the traditional marks system. In simple words, it is a student-centric approach to learning or acquiring higher education.

**15. What is CBCS Differentiator?**

The CBCS system or Choice Based Credit System follows semester-wise pattern - even & odd semester that sums up to an academic year. Instead of percentage-wise grading, the CBCS uses a grading and evaluation system to map student performance. It follows a credit system that is attached to the course components offered to the students. It not only opens pathways for learning opportunities but also manifests learning goals and objectives.

**16. What is Academic Bank of Credit (ABC)?**

Academic Bank of Credit referred to as ABC is a virtual storehouse which will keep records of Academic Credits secured by a student. It is drafted on the lines of the National Academic Depository. It will function as a commercial bank where students will be the customers and ABC will offer several services to these students.

**17. How can a candidate create ABC ID?**

All the students are advised to create their ABC ID through DigiLocker before taking admission in the CDOE. Students can create their ABC ID through this link-  
<https://www.abc.gov.in/>

The YouTube Link to know how to create ABC IDs-  
<https://www.youtube.com/watch?v=Gw3DUHaJg1c>

- Note: Before creation of ABC ID, the mobile no. of the student must be linked with Aadhaar (mandatory).

**18. Does CDOE take up admission follow up/Induction?**

Yes, the learners are informed about the Induction meeting through SMS. It is an important interaction with the CDOE learners. The program will hold discussions on Academic Counseling schedules, Assignment writing, Exams etc. All the schedules and due dates are shared in the Induction meeting. The learners are allotted to opted LSC-as per the availability of programme and they are directly linked to LSC for other support services too.

**19. What are different programmes of study at CDOE?**

CDOE offers Certificate, ~~Diploma~~ <sup>Under Graduate</sup> and Post Graduate



programmes. Every programme has a minimum and maximum duration.

- Diploma Programmes- 1 year to 3 years
- Graduation Programmes- 3 years to 6 years
- Post Graduation- 2 years to 5 Years

#### **Courses at Under-Graduate Level**

- BA Pass Course – Annual System, Three Years Course
- B.Com Pass Course – Annual System, Three Years Course

#### **Courses at Post-Graduate Level**

- M.Com – 2 Years Course in 4 Semesters
- MA English - 2 Years Course in 4 Semesters
- MA History- 2 Years Course in 4 Semesters
- MA Economics - 2 Years Course in 4 Semesters
- MA Political Science - 2 Years Course in 4 Semesters
- MA Public Administration - 2 Years Course in 4 Semesters
- MA Hindi - 2 Years Course in 4 Semesters
- MA Sanskrit - 2 Years Course in 4 Semesters
- MA Sociology - 2 Years Course in 4 Semesters
- MA Music - 2 Years Course in 4 Semesters

#### **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 (Semester System) only for candidates working in a recognized/affiliated educational institution located in Himachal Pradesh
- MBA – 2 Years Course in 4 Semesters

#### 20. **What is “Academic Counseling” at CDOE?**

At CDOE, we use the term “Academic Counseling” for a combined function of Coaching and Counseling. Generally, in Distance Education there is a gap between the HEI and the learner. The teacher who writes the course book is far away from the learner and some other teacher will be assisting the student to understand the course material. Here it is important to mention that, other Teachers engaged in PCP’s are also our Academic Counselors. Our counselors are not class teachers but they make academic things easy for the distance learners.

#### 21. **How are PCPs helpful for a student in pursuing a course from CDOE?**

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

#### 22. **What is the medium of instruction?**

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CDOE 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.

**23. What is the duration of Personal Contact Programme?**

- BA/B.Com (per year) – 7 Days
- BA (with Music as a subject) (per year) - 7 days
- MA (per semester) – 7 Days
- MA Music (per semester) – 10 Days
- MBA (per semester) – 7 Days
- M.Com (per Semester) – 7 Days
- MA Edu (per semester) – 10 Days
- B.Ed (per year) - 36 Days

**24. How is the study material provided to the distance learners by CDOE?**

The study material is provided to all the learners of CDOE either through Post or the learners can also collect it from CDOE, Shimla too. The E-material is also available on the official website.

**25. What are the opening hours of the CDOE library?**

The library of CDOE opens from 10:00 am to 5:00 pm throughout the year, except on the second Saturday, Sundays and other University holidays.

**26. 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 and Membership Card 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 CDOE. Each student member will receive a library card upon enrollment that entitles him/her to check out two books at a time.

**27. What is the relevance of Assignments at CDOE?**

This component is related to Internal Evaluation or Continuous Evaluation (Internal Assessment: Theory Marks=70; IA=30 Marks for UG Programmes and Theory Marks=80; IA=20 Marks for PG Programmes). The component of assignment helps CDOE to assess the students during their study. The main objective of any



assignment is to witness/evaluate the understanding of students with respect to the course material and also to assess how well the learners can reproduce it in their own words. This exercise helps both the University and the Learner. The assignment questions are available in the CDOE formerly ICDEOL website. HPU-Home-ICDEOL-Student-Corner-Assignments. The link to download the assignment question papers is- <https://hpuniv.ac.in/university-detail/icdeol/assignments>

**28. Is it mandatory to submit the Assignments?**

The submission of assignment is a precondition for appearing in the examination and your admit card generation is subject to Internal Assessment. If, you do not submit the assignment on time, you will not be allowed to appear in the examination/your admit cards will not be generated. Assignments are to be submitted at CDOE Headquarter located at Shimla only. Always keep a copy of your assignment with you and also take diary no. from CDOE at the time of submission of assignment by hand. The assignments need to be handwritten only. Make sure that your answer: a) is logical, b) is written in simple and correct language, and c) is written neatly and clearly. Assignments have a weightage of 20% to 30% of the Total Marks of the Course for P.G. and U.G. respectively.

**29. How is the examination conducted at CDOE?**

Term End Examinations are conducted twice a year (June and December). The tentative date sheet will be made available one month prior to the examination. All the eligible students have to apply for the exams only through ERP portal. The portal is available on the website of CDOE i.e. - <https://hpuniv.ac.in/university-detail/home.php?icdeol>. The University ensures reachable Exam Centers in all the districts subject to Territorial Jurisdiction. Admit card will be uploaded via the website 15 days prior to the Examination. The students are supposed to download their Admit Card from the link- [https://pgexams.hpushimla.in/PE\\_ExamAdmitCard\\_PG.aspx](https://pgexams.hpushimla.in/PE_ExamAdmitCard_PG.aspx). Malpractices are strictly prohibited during examination and if found guilty, the student will be penalized with UMC/debarring from the examination.

**30. Can a student get promoted/admitted to next Semester/Year without taking exams of the previous Semester/Year?**

No, a student has to appear at least in one paper of the previous Semester/Year for getting promoted/admitted to the next Semester/Year.

**31. How are the results declared for CDOE learners?**

The results will be declared by the university. If, the student is not satisfied with the marks/grades scored in the exam, he/she can apply for Re-evaluation by paying fees (Rs.500/- per course). The students have to clear both assignment (I.A) and Term End

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Exams separately. For re-evaluation and seeking the Answer Script students have to apply through online link provided in the website within stipulated schedule i.e. before 21 Days from the date of declaration of results. Student can check the grade card available on the website for information pertaining to marks/grades (for the same you have to Login in your ERP portal).

**32. How does a student get his/her consolidated mark certificate (CMC)/provisional certificate/duplicate certificate?**

The grade card available in the website is not a Certificate. It is just for information purpose only. The final Marks Sheet and Provisional Certificate are issued immediately or after completion of all required courses. The Certificates are posted to the communication address given by the student as per the admission status. However, the Migration Certificate is issued to the students on demand only.

**33. Can we get SMS alerts from CDOE?**

In order to improve the flow of information between CDOE and Students, CDOE sends SMS alerts to students to confirm admission/re-registration, to attend Induction Meeting, to submit Exam Form, to Re-Register for the next semester/year from time to time. It would be better to maintain the same mobile number which you have given in your admission form or inform CDOE whenever you change your mobile number so that correction can be made in our records also. CDOE is not responsible for non-receipt of any SMS due to network or any other problems beyond the limitations of the University. It is to be understood that SMS facility is only to supplement the support to the students but all the students are strictly advised to follow the CDOE website or visit the Headquarter for the latest information and schedules and should not rely on SMS only.

**34. How can various course/programme related problems be addressed at CDOE?**

While CDOE makes every effort to ensure that you are able to pursue your programme of study without any difficulty, still we are aware that sometimes due to lack of information or because of some other reasons, you do occasionally face problems. It is with the objective of putting in place a system for quick resolution of your problems a Grievance Redressal Mechanism has been developed. We hope that the following mechanism i.e. [https://hpuniv.ac.in/\(S\(g4dmrdwtdgyt3ntglad5s3g4\)\)/Grievance/LoginGrievance.aspx](https://hpuniv.ac.in/(S(g4dmrdwtdgyt3ntglad5s3g4))/Grievance/LoginGrievance.aspx) will help you in addressing your problems in the shortest possible time.

**35. How can a student contact CDOE?**

Your first contact point is CDOE Headquarter. However, the learners may also contact Director ICDEOL E-mail I.D: [director.icdeol@gmail.com](mailto:director.icdeol@gmail.com); Official Website: <https://hpuniv.ac.in/university-detail/home.php/icdeol> and Regional Centre, CDOE

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maintains a Facebook page- Icedeol Himachal Pradesh University Shimla. All latest updates are also given in the Social media platform. Students can use the above platforms to get updated information and to contact the authorities.

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