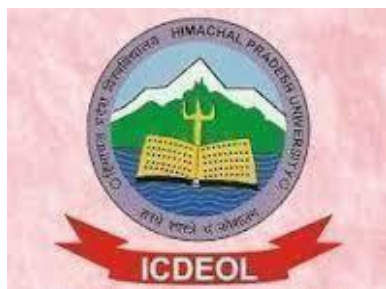


# CENTRE FOR DISTANCE AND ONLINE EDUCATION

H.P. UNIVERSITY SUMMERHILL, 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/2000/3884dt.14-07-2000

Academic Year 2025-26

(Academic Session beginning January 2026)

Number of Seats: 450

Duration of Programme: Two Years

Last Date for Applying through Online Mode	28 <sup>th</sup> February, 2026
Online Application Form and Processing Fee	Online Application form fee (Rs.700/-) Processing fees (Rs.1000/-); <b>Total=Rs.1700/-</b>
Date of Physical Counselling At CDOE Building, Ground Floor (Lecture Hall -1), H.P. University Summer Hill, Shimla-5	<b>10<sup>th</sup> March to 17<sup>th</sup> March, 2026</b> 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 Admission Fee Payment)

For any query please visit:

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

Academic-III (B.Ed./M.A. Education) Branch (3<sup>rd</sup> Floor, Room No. 403) Faculty of Education, CDOE H.P. University Summer Hill, Shimla (on all working days from 10.00 am to 5.00 pm) Or Email: [director.icdeol@gmail.com](mailto:director.icdeol@gmail.com)



## 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 ऑनलाईन 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 व्यवहारिक 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 दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र में उच्च शिक्षा ग्रहण करने के लिए आमंत्रित करता हूँ तथा आपके उज्ज्वल भविष्य के लिए अपनी हार्दिक शुभकामनाएं प्रेषित करता हूँ।

(आचार्य महावीर सिंह)

कुलपति

हिमाचल प्रदेश विश्वविद्यालय शिमला



## संदेश

वर्ष 1970 में हिमाचल प्रदेश विश्वविद्यालय की स्थापना के एक वर्ष उपरान्त डायरेक्टोरेट ऑफ कोरेसपोन्डेन्स वर्ष 1971 में अस्तित्व में आया। तदोपरान्त वर्ष 1995 में DCC का नाम परिवर्तन करके अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र (ICDEOL) कर दिया गया। वर्तमान में विश्वविद्यालय अनुदान आयोग के दिशानिर्देशों के अनुसार केन्द्र का नाम “दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र” कर दिया गया है।

उत्तर भारत का सबसे पुराना तथा एक अग्रणी पत्राचार शिक्षण संस्थान होने के बावजूद इस केन्द्र ने बदलते हुए शिक्षा के स्वरूप तथा शिक्षण पद्धतियों में हुए परिवर्तन को अंगीकार करते हुए विभिन्न स्नातक, स्नातकोत्तर एवं डिप्लोमा कोर्सों में शिक्षा प्रदान कर रहा है।

इस संस्थान का मूल उद्देश्य शिक्षा का व्यापक प्रसार व प्रचार राष्ट्रीय स्तर पर करने का रहा है। शिक्षा के सीमांत को पारंपरिक शिक्षा प्रणाली तक सीमित न रहकर मुक्त एवं दूरस्थ शिक्षा प्रणाली के माध्यम से आगे बढ़ाने का प्रयास रहा है। यह केन्द्र विश्वविद्यालय अनुदान आयोग द्वारा स्थापित दिशानिर्देशों के अनुसार कार्य कर रहा है तथा जो छात्र नियमित तौर पर कक्षा व्याख्यान में भाग लेने में असमर्थ है, ऐसे अभ्यर्थियों तथा हिमाचल के दुर्गम, दूर-दराज क्षेत्रों के छात्र एवं कार्यरत कर्मचारियों को घर बैठे उच्च शिक्षा प्राप्त करने का सुअवसर प्रदान कर रहा है।

वर्तमान में दूरवर्ती शिक्षा उच्च शिक्षा प्राप्त करने का एक स्थापित अंग बन चुका है। मुझे यह जानकर प्रसन्नता है कि हमारे हिमाचल प्रदेश 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 समय-समय पर व्यावसायिक तथा रोजगारपरक पाठ्यक्रमों को भी शुरू किया गया है।

मुझे आशा है कि दूरस्थ एवं ऑनलाईन शिक्षा केन्द्र, हिमाचल प्रदेश विश्वविद्यालय शिमला में आप अपनी लगन, मेहनत तथा इच्छा शक्ति से उच्च शिक्षा ग्रहण करके अपना लक्ष्य हासिल करने में सफल रहेंगे। मैं आपको इस संस्थान में शिक्षा ग्रहण करने के लिए आमंत्रित करता हूँ तथा आपके उज्ज्वल भविष्य के लिए शुभकामनाएँ प्रेषित करता हूँ।

डॉ० राजेन्द्र वर्मा

प्रति कुलपति

हिमाचल प्रदेश विश्वविद्यालय शिमला



## Director's Message

It gives me great pleasure to welcome you to the Centre for Distance and Online Education (CDOE), Himachal Pradesh University and appreciate your keen interest in the Distance Education Programmes offered by the Centre for Distance and Online Education (CDOE), Himachal Pradesh University. Established in 1970, Himachal Pradesh University began its journey in distance learning with the creation of the Directorate of Correspondence Courses in 1971. Over the years, this initiative evolved into the International Centre for Distance Education and Open Learning (ICDEOL) and is now known as the Centre for Distance and Online Education (CDOE).

Our primary mission at CDOE is to extend educational opportunities to students in remote and far-flung areas through a sustainable, open, and flexible learning system. All the courses run through Open and Distance Learning mode are duly recognized by the UGC (DEB). This centre is committed to making quality higher education accessible to all, transcending traditional barriers of time and place. At CDOE, we offer a robust and adaptable learning environment designed to meet the diverse needs of modern learners. With plans to launch a range of online courses, we aim to provide you with the flexibility to learn at your own pace, on your own schedule – making it easier to balance your studies with professional and personal commitments.

At our institution, education goes beyond academic achievement- we are committed to preparing students for meaningful and successful careers. Our curriculum is designed to emphasize practical skills, real-world applications, and career readiness. A dedicated placement cell actively partners with leading companies and organizations to facilitate excellent employment opportunities. Alongside academic excellence, the centre focus on the development of skills such as critical thinking, problem - solving and digital literacy to meet the demands of rapidly evolving global job market.

As you embark on this enriching educational journey with us, we encourage you to participate actively in your courses, engage in online discussions, and seek guidance from our experienced faculty and support staff. Your success is our priority, and we are committed to support you every step of the way.

I extend my best wishes for your academic success and hope that your time with us lays a strong foundation for a rewarding career, personal growth, and many notable achievements in the future.

**Professor Pardeep Kumar**  
**Director (CDOE)**

**Email id: [director.icdeol@gmail.com](mailto:director.icdeol@gmail.com)**

# CENTRE FOR DISTANCE AND ONLINE EDUCATION

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## FACULTY PROFILE

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Dr. Rajesh Kumar Sharma ( <a href="mailto:raieshsharma78hpu@gmail.com">raieshsharma78hpu@gmail.com</a> )	Associate Professor	94185-87640
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Dr. Ritika Sharma ( <a href="mailto:drriktaicdeol@gmail.com">drriktaicdeol@gmail.com</a> )	Associate Professor	95400-48353
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Dr. Pardeep Singh Dehal ( <a href="mailto:drdehal@gmail.com">drdehal@gmail.com</a> )	Assistant Professor	94590-50971
Dr. Ruchi Verma ( <a href="mailto:verma_ims84@yahoo.co.in">verma_ims84@yahoo.co.in</a> )	Assistant Professor	94181-83408

## CDOE ADMINISTRATION

<b>Director</b>	<b>Prof. Pardeep Kumar</b>	0177-2831327, 2833401
Personal Secretary to Director, CDOE	Ms. Sherab Dolma	0177-2831327, 2833402
Deputy Registrar, (Admn. & Accounts)	Sh. Ramesh Kumar Sharma	0177-2833404
Asstt. Registrar, (Academic)	Sh. Satish Kumar Sharma	0177-2833408, 0177-2832834
Joint Director	Dr. Dalel Singh Thakur	0177- 2833438, 94184-34443
Advisor cum Consultant	Sh. Jai Kumar Sood	0177- 2833409
Section Officer (Administration)	Sh. Narender Mohan Nepta	0177- 2833405
Supdt./Section Officer (Accounts)	Sh. Om Parkash	0177- 2833414, 2833416
Section Officer (Academic-I) (B.A./B.Com.)	Sh. Raj Kumar	0177- 2833407, 2833423
Section Officer (Academic-II) (MA - English, Hindi, History, Sanskrit, Music & Political Science, Eco., Pub. Admin., Sociology)	Sh. Raj Kumar	0177-2833406, 2833410
Section Officer (Academic-III) (B.Ed., M.A. Education, DTG, DCA, DDS)	Sh. Raj Kumar	0177-2833411
Section Officer (Academic IV) (M.Com, MBA)	Sh. Raj Kumar	0177-2833412
Section Officer (R & I Section)	Sh. Narender Mohan Nepta	0177- 2833413, 2830141
Incharge Library	Smt. Sunita Devi	0177- 2833417, 2833418
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Computer Center (CDOE)	For all Technical queries related to admission	0177-2833419

Himachal Pradesh University was established by an Act of the Legislative Assembly of Himachal Pradesh on 22<sup>nd</sup> July, 1970 as a response to the needs and aspirations of the Union Territory, poised for full statehood in the Union of India on 25th January, 1971. It is the only multi-faculty residential and affiliating university in the State that provides higher education to urban, rural and tribal areas through formal and distant modes. The headquarters of the University is located at Summer Hill, the picturesque suburb of Shimla. The University has a total area of 241.11 bighas with stately buildings set among rhododendron, silver oak, pine and deodar trees. It affords a salubrious climate and congenial atmosphere for reflection, study and research. The prime objective of the University is to disseminate knowledge, advance learning and understanding through research, training and extension programmes. It instills in its students and teachers a conscious awareness regarding the social and economic needs, cultural ethos, and future requirements of the state and the country.

Himachal Pradesh University is a multi-faculty and affiliating university. It stands for knowledge, learning, progress, humanity, tolerance, intellect, morality, determination, thought, and discernment. It is a grade 'A' accredited university by the National Assessment and Accreditation Council. The teachers of the University are rich in intellect, skills and professional expertise. HPU organizes conferences, and workshops in collaboration with national and international organizations. Its Human Resource Development Centre is acknowledged as one of the best academic staff colleges in the country. HPU is the first University to offer post graduation through the distance mode. Students of the University perform commendably at the national level in sports and cultural activities. Every year an ample number of students qualify the NET, SET, JRF, and other competitive examinations. The University has significant achievements in NSS and Youth Welfare Programmes at the national level. Tuition fee is waived for girl students and disabled students are given free education. Two supernumerary seats are reserved for the single girl child in all courses. Students come to study here not only from the state but also from other parts of the country and abroad. The University is thus playing a seminal role in all spheres for the bright future of the students.

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

Immediately after its establishment in 1970, the Himachal Pradesh University took a bold step towards proliferation of knowledge and democratization of educational opportunities by setting up a Directorate of Correspondence Courses in 1971. The University has played a pioneering role in launching the programme of distance education at the postgraduate level. It was the first to impart instruction at postgraduate level in social-sciences, humanities, commerce and teacher training through the mode of distance education. Research studies at M.Phil. level were also introduced through this medium in the various disciplines. Over the years, the Directorate of Correspondence Courses moved towards absorbing the emerging philosophy of distance education and adopting multi-media approach to impart instruction. In view of this, the Directorate of Correspondence Courses has now been rechristened as the Centre for Distance and Online Education (CDOE formally ICDEOL). It is located in the H.P. University complex at Summer Hill, a suburb at the western end of Shimla, 5 Km from the main town. Summer Hill Railway Station is a 5 minutes walk from the CDOE complex.



## 1. ELIGIBILITY CONDITIONS (AS PER NCTE NORMS 2014)

The candidates who wish to apply for B.Ed. course (Distance Education mode) should fulfill 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 26<sup>th</sup> 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 fulfill 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/VishishtShastri/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 2025-26 (Academic Session beginning January, 2026) will be done on merit prepared on the basis of marks obtained in the qualifying examination (either in UG/PG in the 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 <https://nadmissions.hpshimla.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 printout 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 formals. 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 100KB. Photo format should be .jpg or .jpeg format only. File name 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. File name should be of 10 characters maximum.
4. Create an email account if you already do not have.
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 on line 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 counseling 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 No.F. 1-11/2025 (DEB-NER) (DEB) Dated 18<sup>th</sup> September 2025 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 Auditorium, 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)	<b>Printout of filled ONLINE Application form along with the photocopies of all the relevant documents</b>
ii)	<b>Original Matriculation Certificate</b>
iii)	<b>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>)</b>
iv)	<b>Original DMC of Diploma/Certificate in Primary/Elementary Teacher Training Or any other course approved by NCTE</b>
v)	<b>Passport size Photographs</b>
vi)	<b>Employment Certificate in Original (For in-service Teachers Only) Strictly as per the sample format (<i>available as Annexure-I</i>)</b>
vii)	<b>Original Certificates/Documents supporting the claim for reservation under SC/ST/OBC/PH/EWS from the Competent Authority</b> 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)	<b>Appointment Letter (Original), Joining Report &amp; Experience Certificate</b>
ix)	<b>Character Certificate from Competent Authority.</b>
x)	<b>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>).</b>
xi)	<b>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>).</b>
xii)	<b>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.</b>

xiii)	<b>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.</b>
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**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. 25160/- per annum, excluding university registration fee, examination fee and processing fee. 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 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 the Degree up to a period one year is Rs. 4,000/-.
  - (ii) Registration fees after one year upto 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 <https://www.hpuniv.ac.in/university-detail/home.php?icdeol> Or directly go to the link <https://exams.hpshimla.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>B.Ed. First Year</b>					
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
<b>Candidates are required to choose any two of the following subjects (Studied at Graduation Level).</b>					
9	<b>Paper IX-A</b>	<b>Pedagogy of School Subjects (Part- 1)</b>			
	(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.		
<b>Total Marks in B.Ed. First Year</b>			<b>560</b>	<b>140</b>	<b>700</b>
<b>B.Ed. Second Year</b>					
<b>Candidates will continue with same two Teaching subjects in Second Year which they opted in the First Year</b>					
1	<b>Paper IX-B</b>	<b>Pedagogy of School Subjects (Part- 2)</b>			
	(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
<b>School Internship/Practice Teaching</b>					
2	Paper XI-A	Skill in Teaching (SchoolSubject-1)	125		
3	Paper XI-B	Skill in Teaching (SchoolSubject-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
<b>Candidates are required to choose anyone of the following optional subjects in Second Year</b>					
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
<b>Grand Total Marks for B.Ed. Course</b>			<b>1170</b>	<b>230</b>	<b>1400</b>

### 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)

As per NCTE Regulation 2014, Appendix 10, Norms and Standards for Bachelor of Education Programme through Open and Distance Learning System leading to Bachelor of Education (B.Ed.) Degree under pt.no.6 Curriculum, Programme Implementation and Assessment, **Blended Learning Modality** shall be used for the Personal Contact Programmes (PCP). Students admitted to the course shall be required to attend one Personal Contact Programmes of 36 days (22 days theory classes and 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 Classes and Practical work respectively. 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. Attendance in Personal Contact Programmes (PCPs) of B.Ed. Programme is compulsory for all the candidates and it shall be pre-condition for being permitted to appear in the University Examination.

## 10. LIST OF APPROVED LEARNING RESOURCE CENTRES/STUDY CENTRES

The following are the approved Learning Resource Centres For B.Ed. Course.

Sr.	Name of Learning Resource Centres/Study Centres
1.	CDOE Building, Himachal Pradesh University, Summer Hill, Shimla -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. (1<sup>st</sup> & 2<sup>nd</sup> 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 the 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**

**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 a 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 as per counseling schedule uploaded on CDOE website, due to valid unavoidable circumstances beyond control)**

To

The Co-ordinator

B.Ed. Admission Committee (CDOE)

H.P. University, Shimla-5

**Subject: Authorization Letter for attending the Counselling Process for Admission to Programme of Bachelor of Education (B.Ed.- ODL)**

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 counseling process on my behalf. He/She will produce all the original documents required for the counseling 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. DECLARATION FROM STUDENTS (REGARDING ABUSE OF ILLICIT DRUGS)

I ..... aged .....years son/daughter of Sh./Smt  
.....R/O.....hereby declare that;

- i. I shall not make any form of abuse of narcotic drugs or psychotropic substances while being a student of the University.
- ii. I shall bring into the notice of authorities designated by the University for this purpose, the incidence of any illicit drug or substance abuse occurring within the University Campus which might have come to my knowledge and also about any dealer/peddler who according to my information is carrying out or is trying to carry out activities related to supply of illicit drugs within the University Campus.
- iii. If I am found with illegal drugs in the University Campus, I will have no objection for

expelling me from the university at any time.

Declaration: I.....aged.....years son/daughter of Sh./Smt  
.....R/O.....hereby declare that the contents of  
The above declaration have been issued by me at my own will and I  
have concealed nothing there from.

Signature

Signed on this                      day of                      (Month/Year).

## 1. IMPORTANT DATES

Sr.	Schedule of Counseling Process	Dates
1.	Last Date for Registration and Completion of Online Form on the University Website	28 <sup>th</sup> February, 2026
2.	Schedule of Counseling on University Website	5 <sup>th</sup> March, 2026
3.	Physical Counseling at CDOE, Himachal Pradesh University Summer Hill, Shimla-5	10 <sup>th</sup> March to 17 <sup>th</sup> March, 2026

**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 the admission committee.**

## Hostel Facility

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



<b>Sr.</b>	<b>Name of Hostel Warden</b>	<b>No. of Seats</b>	<b>Contact Number</b>
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.

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

### (Annexure-III)

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 Programmes) 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. Thukaseedharan)  
Education Officer

### 3. SAMPLE OF SPECIAL TRAINED IN-SERVICE TEACHER CERTIFICATE

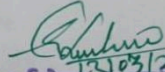
No. EDN-CHM-ELE.(E-3)B(12)26/13/ ---- 10231-  
Office of the Dy. Director of Elementary Education Chamba,  
District Chamba, H.P.

Dated -Chamba, the

13.03.2024

#### Trained-in-Service Certificate

Certified that Sh./Smt. Bhumesh Kumar s/o Sh. Partap Chand whose Date of Birth is 10.01.1990 is working as Shastri [REDACTED] Chamba. He/She has been working as Shastri since 28.11.2010 on SMC basis. This certificate is issued to the concerned in compliance of O.A. No. 5923/2017 decided on 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.

  
13/03/2024  
उप-निदेशक (प्रारम्भिक)  
चम्बा (हि.प्र.)

(Annexure - IV)