HEI-U-0183   **Himachal Pradesh University**   **Government**

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

<2021-22>

Contents

Part – I: General Information

1.1 Date of notification of the Centre (attach a copy of the notification):

> *https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/HEI%20Approval(1).pdf*

1.2 Details of Director, CIQA

- Name : Professor Kulwant Singh Pathania
- Qualification: Ph.D
- Appointment Letter and Joining Report:
  https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Dir%20Appontment.pdf

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. Sikander Kumar (Ph.D)	Economics	28.09.2020
b.	Three Senior teachers of HEI	Member 1	Prof. P.K Vaid (Ph.D)	Public Administration	28.09.2020
		Member 2	Prof. Sanju Karol (Ph.D)	Economics	28.09.2020
		Member 3	Prof. Kuldeep Kumar (Ph.D)	Commerce	28.09.2020
c.	Head of Departments School of from programme is offered in ODL Online mode	Member 4	Prof. Neelima Kanwar (Ph.D)	English	28.09.2020
		Member 5	Prof. Hari Mohan Sharma (Ph.D)	Mathematics	28.09.2020
		Member 6	Prof. Kuldeep Singh Katoch (Ph.D)	Education	28.09.2020
d.	Two Ex ternal Experts of	Member 7	Prof. Yojna Rawat, USOL Punjab University (Ph.D)	Hindi	28.09.2020

			Member 8	Prof. M.C. Garg, Guru Jambeshwar University Hissar	Commerce	28.09.2020
e.	Officials from departments of HEI		Member 9 Administration	Registrar, H.P. University	H.A.S.	28.09.2020

S. N o.			Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	•	• Administration • Finance					
				Member 10 Finance	Finance Officer, H.P. University	Finance/Accounts	28.09.2020
f.			Director, CIQA	Member Secretary	Prof. Kulwant Singh Pathania (Ph.D)	Commerce	28.09.2020

b. **Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**
If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. **No. of meetings held every year:**

b. **Meeting details:**

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	27.12.2021	02	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa%202021-22(2).pdf	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa%202021-22(2).pdf

1.5 Number of programmes started at Certificate level   as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <M*onth, Year*> academic session:

Sr. No.	Name of the Depart ment	Certificat e Title	Duratio n (months)	No. of Credit s	Admissio n Eligibilit y	Fee (Rs.)	Approva l of statutory Authorit y (s) (DD - MM- YYYY) of HEI/Reg u latory authority (if required)	No. of Learner Suppor t Centre Operati onalize d as per territori al jurisdic t ion*/ Off Campu s	Number of students admitted (Male/Female/Trans-gender)			
									M	F	T G	To t al
1.	N											
N.												

Not for Private University
 Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

1.1 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <M*onth, Year*> academic session:

Sr. No.	Name of the Depart ment	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/ Regulatory authority(if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total
1.		Yoga Studies	1 year	Marks scheme	A candidate possessing a graduate degree in any faculty from a recognized University in India or abroad shall be eligible for admission to the Diploma in Yoga Studies. A candidate should be Medically Fit. A Medical	21100/-		04	15	11	0	26

					Fitness Certificate in this regard issued from the Medical Officer of the Institute shall be produced. A Medical Examination shall be conducted in the Institute. Candidate suffering from any chronic disease and advised not to seek admission to this Course.							
2.		Tourist Guide	1 year		Plus Two (10+2) in any discipline.	10100/-		04	04	0	0	04
3.		Diploma in Computer Application	1 year		10+2 in any stream with 50% aggregate marks (45% for SC/ST/PWD)	10100/-	F No 7-1/2021-HPU(Acad) dated 28-12-2021	04	11	11	0	22
4.		Diploma in Data Science	1 year		Graduation in any stream with 50% aggregate marks in qualifying	10100/-		04	11	15	0	26

				exam (45% for SC/ST/PWD)						

*Not for Private University

Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

1.2 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
N.											

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

1.3 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans- gender)			
								M	F	TG	Total
1.	B.A	3 Years	Marks Scheme	10+2 or an equivalent examination conducted by a Board/University established by law in India. The candidate should have passed in four written subjects including English	5000/-		04	1032	1054	0	2088
2.	B.Com	3 Years	Marks Scheme	+2 examinations of a Board/University established by law in India with Maths/Economics as compulsory subjects at 10+2 stage.	5600/-		04	96	37	0	133

| 3. | B.Ed | 2 Years | Marks Scheme | 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 | 14800/- | | 02 | 490 | 816 | 0 | 1306 |

				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. As per NCTE regulation, 2014 Diploma in Pre-school Education (DPSE); D.El.Ed./J.B.T; B.El.Ed.;D.P.Ed.; B.P.Ed.; M.P.Ed. & Diploma in arts education (Visual/Per forming Art) are NCTE recognized teacher education programme s.							

*Not for Private University
Note: Mention details separately for <Month, Year>academic session, as

Applicable, as above.

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commisson Order:

From <Month, Year>academic session: To BE EXACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans- gender)			
								M	F	TG	Total
1.	M.Com	2 years		B.Com. (old), B.Com. (RUSA) or Bachelor's degree in Business Administration or B.A. with Commerce or B.A./B. Sc./M.A./M.Sc. degree with Economics /Statistics/ Mathematics as one of the elective subjects.	3600/-	F.No. 21-42/2020 (DEB-II) dated 22.03.2021	04	857	2325	0	3182
2.	M.A. English	2 years		B.A. / B.Sc. / B.Com. /B.Sc. (Agri.) /B.Sc. (Home Sc.) /B.Sc. in Hospitality and Hotel Manageme	3300/-		04	322	211	0	533

			nt / MBBS / BAMS/GAMS/ B. Pharma / B.T. or B.Ed. / B. Lib. Sc. /B.L. /B.A.Sc. / B.E. / B.Tech./VashistaShastri/BBA/ BCA of University established by Law in India or Honours Bachelor Degree							
3.	M.A. History	2 years		-do-	3300/-		04	439	200	0	639
4.	M.A. Economics	2 years		-do-	3300/-		04	141	105	0	246
5.	M.A. Public Admn.	2 years		-do-	3300/-		04	91	31	0	122
6.	M.A. Political Science	2 years		-do-	3300/-		04	526	267	0	793
7.	M.A. Hindi	2 years		-do-	3300/-		04	235	180	0	415
8.	M.A. Sanskrit	2 years		-do-	3300/-		04	160	64	0	224
9.	M.A. Sociology	2 years		-do-	3300/-		04	132	110	0	242
10.	M.A Edu.	2 years		The admissions to this programme will be open and made on the basis of merit (marks obtained	4300/-		03	58	156	0	214

		by the applicants) in the following qualifying examination. Bachelor's Degree/Master's Degree in any discipline/stream from a recognized Indian/Foreign University (Recognized as Equivalent by H.P. University, Shimla) with at least 50% marks. In addition, 10% weightage (of the marks obtained in B.Ed. 8 examination) will be given to the candidates possessing B.Ed. Degree from a recognized Indian/Foreign	

				University.							
11.	MA(JMC)	2 years		Bachelor's Degree in any discipline recognized by the University.	7400/-		04	11	11	0	22
12.	M.A. Music	2 years		-A candidate who has obtained Bachelor's degree in Music (Vocal) shall be eligible for admission in M.A. (Vocal) and a candidate who has obtained Bachelor's degree in Music (Instrumental) shall be eligible for admission in M.A. Music (Instrumental)	15300/-		04	43	21	0	64
13.	MBA	2 years		Admission to MBA shall be open to the holder of any first Bachelor's degree of a University established by law in	18300/-		02	260	136	0	396

			India, with at least 50% marks (45% marks in the case of Scheduled Caste/Scheduled Tribe candidates)						

*Not for Private University
Note: Mention details separately for <M*onth, Year*>academic session, as applicable, as above.

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1   Action taken on the functions of CIQA:-

S. No.	Provisions in **Regulations**	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	• ICDEOL made utmost efforts to maintain the quality in the services provided to the learners. • The curriculum/syllabi are of national and international standard to enable the students to succeed in present competitive global environment. • Academic programmes and contents are in consonance to new emerging fields. • ICDEOL has well qualified, experienced and dedicated faculty as per UGC norms in all subjects being run by the ICDEOL to maintain the quality of education. • We have a well-organized problem solving student friendly mechanism such as Grievance Redressal Cell to address the various types of problems of the students. • We have well maintained academic as well as non-academic infrastructure to facilitate all stakeholders of ICDEOL. • The Choice Based Credit System (CBCS) in UG courses such as Arts, Commerce & Education enables the students to keep pace with the development in higher education across the globe. Under the CBCS system, the students have considerable freedom in the courses one wishes to study. • ICDEOL deliver academic programmes through dual mode of instructional delivery mechanism. The printed material of the various programmes in the form of Self Learning Mode (SLM) is supplied to the students during their enrollment to the courses. • Further, Personal Contact Programmes (PCPs) are organized at least one month before the examination to have face to face interaction with the students and to resolve their academic problems.	https://hpuniv.ac.in/syllabus.php https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Faculty%20List.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Grievances.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CBCS%20System.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PCP%202021-22.pdf
2.	Self-evaluative and reflective exercises	✓ Annual self-appraisal reports are submitted to the university authorities by teaching staff which identify their academic and administrative strengths, achievements and area for further improvement as well as for promotion opportunities.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/workshop%20seminar(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/

	undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	✓ Educative and Open & Distance Learning related seminars and workshops are organized from time to time to enhance critical thinking and capacity building among the teachers. ✓ Interaction is held with the students during personal contact programmes to get their feed-back about the programme. ✓ Feed back is taken from the students at the end of PCP which reflect the strengths and weaknesses of the teachers and scope for their improvement. ✓ Internal Assessment through assignments is an essential component of the student's evaluation which reflect the performance of the students and it also provides an opportunity to the teachers' to improve their teaching pedagogies and skills. ✓ Regular periodical meetings of teaching and non-teaching staff are held to discuss the various issues and improve the quality in all the systems and services provided by ICDEOL. ✓ ICDEOL is committed to update the study material and library book & journals time-to-time as per requirements. ✓ At ICDEOL, the performance of the learners is evaluated through a three-tier mechanism of evaluation: a) self evaluation, through devices built into printed course materials and every chapter has self assessment exercises. b) Continuous evaluation through a combination of theory-based assignments, practical assignments, project work, log books and personal contact programmes as per requirements of the curriculum of the academic programmes c) Summative evaluation through term end examination held once in ayear in UG degree courses and Twice in a year in case of PG degree courses. In some of the PG programmes with a project component (MBA, M.A. Education) the evaluation process also includes a Viva-voce. Similarly, courses with practical component have summative practical examination.	feedback%20cell .pdf https://hpuniv.ac. in/university-detail/icdeol/assi gnments https://hpuniv.ac. in/hpuniv/upload /uploadfiles/files/ Proceeding%20C iqa%202021-22.pdf https://hpuniv.ac. in/hpuniv/upload /uploadfiles/files/ SLM%20Approv al(1).pdf https://hpuniv.ac. in/university-detail/icdeol/assi gnments https://hpuniv.ac. in/hpuniv/upload /uploadfiles/files/ Paper%20sample (1).pdf https://hpuniv.ac. in/university-detail/icdeol/lear ning-resource-centres https://hpuniv.ac. in/hpuniv/upload /uploadfiles/files/ SC%20ST%20F ee.pdf https://hpuniv.ac. in/hpuniv/upload /uploadfiles/files/ CIQA%20Comm ittee.pdf

		✓ ICDEol is able to reach out to learners in remote and far flung areas of the state through a network of one Regional Centre and **there/five** learners support centres. This network facilitates access to subject specific academic counseling to the learners.	
		✓ ICDEOL caters to a diverse range of learners from the rural, urban and tribal areas, the physically challenged, socially marginalized, personnel from government, non-government sectors, armed and para-military services, employers, employees from organized and unorganized sectors, parents and home makers across the state, providing them access to quality and cost-effective higher education in a flexible manner. Initiatives are taken for providing free education to SC, ST and Physically Challenged learners.	
		✓ ICDEOL has its own Internal Quality Assurance (CEQA) cell to ensure quality in all operations and services and for the continuous improvement in the overall functioning of the institution.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Some of the key areas are- • Transparent Online Admission Process • Collaborative efforts for developing and maintaining quality of study material in SLM. • Proper engagement of students in PCPs. • Systematic examination process : as HPU is Dual mode University so the exam plan is adopted by HPU is applicable to ICDEOL also. • Timely Updation of information to students through website and text messages. • Active student support Services. • Value inculcation through curricular activities	https://admissions.hpushimla.in/icdeolmain.aspx https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20UG(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20PG(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PCP%202021-22(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/attandence%202021-22.pdf

			https://hpuniv.ac.in/university-detail/icdeol/assignments https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Paper%20sample(2).pdf https://hpuniv.ac.in/university-detail/view_all_news.php?icdeol https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/messages.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Student%20services.pdf http://13.71.117.98/innerpage/distance-education.php https://hpuniv.ac.in/university-detail/icdeol/hostel-facility https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Cocurricular%20activities.pdf
4.	Mechanism devised to ensure that the quality of Open and Distance Learning	The following steps are the part of mechanism implemented to ensure that the quality of ODL programmes in ICDEOL matches with the quality of relevant programmes in conventional mode : • BOS for ICDEOL academic curriculum is common with Conventional mode. ICDEOL/ODL of Himachal Pradesh University implements same academic curriculum for learners as that of UG and PG programmes of regular mode/ conventional mode.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/BOS.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20PG(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/

	programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	• Self Learning Materials (SLMs) are mostly developed by in house faculty of ICDEOL and some part is also developed by faculty of regular department time to time. • Term End Examination System is common for ODL and conventional mode. • Faculty of regular mode is also involved in taking PCPs along with ICDEOL faculty to maintain same level of instructional inputs. • Central Library facility is same for ICDEOL students as for the regular students in online as well as offline mode along with ICDEOL Library facility. • ERP login credentials are also given to students same as students of conventional mode for providing them updated information time to time. • Student support other than PCPs and grievance cell for resolving students' problems quickly.	Paper%20sample(3).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Library%20facility.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Library%202021-22.pdf https://admissions.hpushimla.in/SemesterPaymentLoginOnline.aspx https://hpushimla.in/(S(0obw4elh1vtuowobtngyglcq))/Grievance/LoginGrievance.aspx https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Regular%20fac_%20forPCPs.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff,	Interaction with students regarding feedback for quality improvement is done through feedback cell after completion of PCPs regularly.	http://13.71.117.98/innerpage/distance-education.php https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/student%20feedback%20form.pdf

parents, society, employers, and Government for quality improvement.		

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	• For enhancing personal and professional communication skills of students of ICDEOL, Purchase of "Words Worth English Language Lab Software" was suggested by CIQA committee. • Requirement of purchase of Video Conferencing set up was suggested for interaction with various stakeholders on digital platform. • For facilitating the learners, creation of two more learning centres at Government College Hamirpur, Distt Hamirpur and Government College Nahan, Distt Sirmour H.P. were proposed so that learners enrolled in different programmes at ICDEOL can be benefitted. • Measures have been suggested for starting degree, certificate and diploma courses through ICDEOL as per needs and demands of the industry.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Adittional%20LSC.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/New%20Courses(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/All%20Proposal%20elect.pdf
7.	Implementation of its recommendations through periodic reviews	All the measures suggested were taken into consideration and process has been initiated for it.	https://hpuniv.ac.in/university-detail/icdeol/learning-resource-centres https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/New%20Courses(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Elect_%20Purchase.pdf

8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The ICDEOL has organised various workshops and seminars the brief description of the same is given below; i) Organized one day workshop on 'Stress Management'. ii) Organized one day workshop on 'How to write study material in SLM Mode'.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/workshop%20seminar(2).pdf
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	• **Dedicated Faculty:** ICDEOL has its own 38 Faculty members to facilitate the students of distance education. • **E-learning:** • The majority of the students enrolled in ICDEOL, HPU Shimla are from remote areas of Himachal Pradesh. In addition to this, police/ defence personnel and house wives are provided the facility of E-learning/ E-teaching by using various online platforms. In addition to the above, ICDEOL has its own fully equipped language lab. • **ERP System:** • The ERP system has been started by the university to facilitate the students of ICDEOL. This ERP system supports for online admission process in UG, PG and Diploma courses run through the ICDEOL, fee, online examination forms, SMS Alert facility to the students. • **Hostel Facility for ICDEOL Students:** • The ICDEOL offers hostel facility for boys & girls exclusively and students used to stay in the hostel during PCP, Examinations and other assignments etc.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Faculty%20List(1).pdf https://hpuniv.ac.in/innerpage/journals.php https://admissions.hpushimla.in/main.aspx https://hpuniv.ac.in/university-detail/icdeol/hostel-facility https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20UG(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20PG(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Smart%20class%20room.pdf https://hpuniv.ac.in/university-detail/icdeol/ex

		• **Library Facility:** • The separate library facility is also provided to the students of ICDEOL. This library also offers the access of E-journals, and E-books to the ICDEOL students. • **Self-Learning Material:** • The ICDEOL provides self-learning material to the students along with soft copy of the same. All the faculty members resolves the issues of the students pertaining to the course/program during PCP or in all other working hours. • **Smart Class rooms:** • The ICDEOL has dedicated smart classrooms for distance education students. The ICDEOL is also in process to establish a dedicated web-studio for distance education only. • **Examination Centres:** • The ICDEOL students can appear for their end semester/ year examination in any nearby government/private colleges. • **Students Learning by Serving Society:** • To use the knowledge generated during classroom teaching for welfare of local community and make our students accountable for the society by understanding their challenges & problems is the much felt need of the hour, in view of this, ICDEOL organise such activities regularly.	amination-information https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Cocurricular%20activities (1).pdf
10.	Collected, collated and disseminated accurate, complete and reliable	ICDEOL offers only those courses/programmes which are run in conventional mode of the university. These courses are duly approved by the statutory bodies of the university.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/BOS(1).pdf

	statistics about the quality of the programme(s).		
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Reports (PPRs) of all the courses were prepared by the In-charge of the Programme in consultation with teachers of the faculty in accordance with the UGC-ODL Regulation 2020 circulated by the CIQA. The CIQA committee conducted orientation programme for all the teachers on how to prepare the PPRs. The PPRs for the individual programmes are prepared in advance before they are placed in the Board of Studies of the department concerned. The guidelines and the objectives of the programme are clearly explained to the academic team which includes faculty from the Distance Education, faculty from the regular department and external experts from other universities. The draft PPR is discussed in the Board of Studies and any suggestions or improvement suggested are merged before the approval is given. The Board of Studies approved PPRs and then PPRs are placed in the Academic Council for its final approval. The PPRs of all the programmes run through ICDEOL have been approved by the apex bodies of the university i.e. Academic Council. All the PPRs are reviewed by CIQA and approved by the Academic Council of the University from time to time as per UGC-DEB regulation 2020.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PPR%20SLM%20CIQA%20Approval.pdf

12.	Mechanism to ensure the proper implementation of Programme Project Reports	To ensure the proper implementation of Programme Project Reports separate academic calendar is prepared by each department. During PCP feedback is taken from students for further improvement and for restructuring of programmes in order to make them relevant to the job market. To enhance quality in academic and administrative areas some faculty members visited the neighbouring HEIs to obtain information on various quality benchmarks or parameters and best practices. For proper implementations of PPRs various ODL departments organise seminars on quality related themes. To make PPRs more learner centric regular meetings with ODL faculty and other staff were conducted regularly.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Calender%20ciqa(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee(1).pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	• The ICDEOL has notified various committees as per CIQA model format and these committees' conducts their meetings frequently and proceedings of these meetings are properly signed by the Chairman of the committee and Director ICDEOL. • The ICDEOL prepares its annual report regularly and all record of the same is published in the Annual Report of the University.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Audit%20Report(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Audit%20Report.pdf
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	ICDEOL faculty members give valuable input regarding need based courses keeping in mind the need of hour. These inputs are forwarded to the PG centres for introducing new need based courses. Recently, ICDEOL started few certificate/diploma courses from academic session 2023-24 such as Certificate/Diploma in Human Resource Development, Certificate/Diploma in Computer	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa%202021-22(1).pdf https://hpuniv.ac.in/h

		Application and Certificate/Diploma in Data Science etc. In addition to this, it is also suggested that ICDEOL, H.P. University will also offer dual degree as per UGC guidelines and also takes initiatives to implement New Education Policy.	puniv/upload/uploadfiles/files/BOS(3).pdf
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	A learner-centric environment is one in which the learning experience is personalized to meet the unique needs of each student. This approach acknowledges that students come from diverse backgrounds and have different learning styles, and therefore require different approaches to teaching and learning. By creating a learner-centric environment, students are empowered to take ownership of their learning and are more likely to achieve their academic goals. Facilitated system-based research is an approach that involves collaboration between researchers and educators to identify ways to improve the learning experience. This approach is particularly useful in the context of distance education, where students are not physically present in a traditional classroom setting. By conducting research, ICDEOL can identify the specific needs of its students and develop strategies to address them. One of the key challenges in creating a learner-centric environment is developing effective communication channels between students and educators. Distance education can be isolating, and students may feel disconnected from their instructors and peers. To address this, ICDEOL has implemented a range of strategies, including the use of social media platforms and online discussion forums, to encourage students to engage with each other and with their instructors.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/messages(1).pdf https://www.facebook.com/people/Icdeol-Himachal-Pradesh-University-Shimla-5/100075983205657/?mibextid=ZbWKwL https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/BOS(4).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/MOU.pdf

| | | Another challenge is developing appropriate assessment methods that accurately measure student learning. Traditional methods of assessment, such as exams and quizzes, may not be suitable for all students. ICDEOL has explored alternative assessment methods, such as project-based and Assessment based on questions set to write assignments for their Internal Assessments, that allow students to demonstrate their learning in a way that is more meaningful to them.

 In addition to these strategies, ICDEOL has also focused on improving the quality of its curriculum and course materials. This includes developing new courses that are designed to meet the specific needs of its students, as well as updating existing courses to ensure that they are up-to-date and relevant.

 Overall, the facilitated system-based research conducted by ICDEOL has been instrumental in identifying ways to create a learner-centric environment and bring about qualitative change in the entire system. By embracing a learner-centric approach and implementing strategies to address the unique needs of its students, ICDEOL is ensuring that its students have access to high-quality education that prepares them for success in their chosen fields. | |
| 16. | Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body

 for accreditation such as NAAC etc. | Himachal Pradesh University is a dual mode university. Hence accreditation of university including ICDEOL is held by NAAC as a whole unit. ICDEOL is not a nodal coordinating unit for seeking assessment and accreditation from NAAC. It is sought by the H>P. University only. However to facilitate the IQAC committee of the university, ICDEOL has also appointed | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/NAAC%20Cordinator.pdf <br> https://hpuniv.ac.in/hpuniv/upl puniv |

		a NAAC coordinator to look after different activities pertaining to NAAC accreditation. In addition to this, as an ODL unit, ICDEOL submit CIQA Annual Report to UGC (DEB) for recognition of the courses.	oad/uploadfiles/files/CIQA.pdf
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	ICDEOL HPU Shimla has established an Internal Quality Assurance Cell (IQAC) to ensure continuous improvement in the quality of education and services provided by the institute. The IQAC is responsible for developing and implementing quality policies and procedures, conducting internal audits, and preparing reports on quality assurance activities. HPU Shimla in which ICDEOL is an integral part, has obtained accreditation from the National Assessment and Accreditation Council (NAAC) of India. NAAC is an autonomous body established by the University Grants Commission (UGC) to assess and accredit higher education institutions in India. ICDEOL HPU Shimla underwent a rigorous assessment process and also contribute HPU to awarding an "A" grade accreditation in recognition of its quality enhancement practices. ICDEOL HPU Shimla regularly conducts external audits to ensure compliance with the standards set by regulatory bodies and accreditation agencies. The institute has also implemented a feedback mechanism to solicit feedback from students, faculty, and staff members on various aspects of education and services provided by the institute. The feedback is used to identify areas for improvement and to develop action plans to address the identified issues. ICDEOL HPU Shimla has established a culture of continuous improvement and quality consciousness	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee(2).pdf

3

among its stakeholders. The institute regularly conducts workshops, and seminars, and frequently sends in training programs for faculty and staff members to enhance their skills and knowledge on quality enhancement practices. ICDEOL HPU Shimla also encourages student participation in quality assurance activities by involving them in internal audits, feedback mechanisms, and other quality enhancement initiatives.

Hence, ICDEOL HPU Shimla has adopted several measures to ensure the internalization and institutionalization of quality enhancement practices through periodic accreditation and audit. These measures include establishing an IQAC, obtaining accreditation from NAAC, conducting external audits, implementing a feedback mechanism, and fostering a culture of continuous improvement and quality consciousness among stakeholders. These practices have helped ICDEOL HPU Shimla maintain high standards of quality in education and services provided by the institute.

| 18. | Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines | ICDEOL has established a Quality Assurance Cell (QAC) responsible for ensuring compliance with quality-related initiatives and guidelines set forth by the Commission. ICDEOL has developed a comprehensive Quality Assurance Framework that outlines quality enhancement practices to be adopted, standards to be met, and procedures for monitoring and evaluating education quality.

ICDEOL conducts regular assessments and evaluations to ensure education quality meets Commission standards.

ICDEOL seeks accreditation from recognized accrediting bodies to demonstrate commitment to quality | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee(3).pdf |

enhancement practices and receive feedback for improvement.

ICDEOL participates in quality-related initiatives and guidelines set forth by the Commission.

ICDEOL provides training to staff and faculty on the quality assurance framework and quality enhancement practices to be adopted for effective implementation.

ICDEOL takes proactive measures to ensure compliance with quality-related initiatives and guidelines set forth by the Commission to maintain high-quality education standards. The QAC plays a crucial role in ensuring effective coordination and implementation of quality enhancement practices, and regular assessments and evaluations are conducted to ensure compliance with Commission standards. Accreditation and participation in quality-related initiatives provide feedback for improvement, and training for staff and faculty is provided for effective implementation of quality enhancement practices.

HEI ID:		Name of HEI:	Type of HEI:
19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	Attend Conferences and Seminars: ICDEOL allows its teaching staff to attend conferences and seminars organized by other institutions to gain insights into their best practices and quality parameters. These conferences provide an opportunity to network with other educational institutions and share ideas on how to improve the quality of education. Collaborate with other Educational Institutions: ICDEOL collaborates with other educational institutions to share best practices and benchmark against each other. Collaboration can include joint research projects, exchange programs for faculty and students, and sharing of educational resources. Conduct Research: ICDEOL can conduct research on other educational institutions to identify quality benchmarks and best practices. The research can include analyzing data from published reports, interviews with faculty and students, and surveys of alumni. Analyze Rankings and Accreditation Reports: ICDEOL analyzes rankings and accreditation reports of other educational institutions to identify best practices and quality parameters. These reports provide insights into how other institutions are rated and ranked based on different quality parameters. Follow Social Media and Online Forums: ICDEOL follows social media platforms and online forums where other educational institutions share their best practices and quality benchmarks. These platforms provide an opportunity to learn from other institutions and share best practices. So to obtaining information on quality benchmarks and best practices from other educational institutions is essential to improving the quality of education provided by ICDEOL,	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/workshop%20seminar(3).pdf https://hpuniv.ac.in/university-detail/home.php?ugc-hrdc https://www.facebook.com/people/Icdeol-Himachal-Pradesh-University-Shimla-5/100075983205657/?mibextid=ZbWKwL

		HPU Shimla. Attending conferences and seminars, collaborating with other institutions, conducting research, analyzing rankings and accreditation reports, and following social media and online forums are some of the ways ICDEOL can obtain this information. Benchmarking against other institutions can provide insights into how to improve the quality of education and ensure that students receive the best possible education.	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	The admission related activities are carried out and monitored jointly by Faculty members and Computer wing (ERP) of the university. Online admission process is strengthened to facilitate the aspiring students to complete their registration process sitting at home. The face-to-face counselling and other services provided by LSCs and are being monitored by Main Campus. The dispatch of Self-Learning Material is completed by Material Production and Distribution Division (Editors and their team). The process of conduct of term end examination and evaluation of answer sheets are being carried out by Controller of Examination of the university. Flying Squads teams are prepared by the Controller of Examination of the university and visited the examination centres located at different places within Himachal Pradesh. Grievance related to the various services are being managed by Grievance Redressal Cell of ICDEOL. Regular meetings are conducted with teaching and non-teaching staff of ICDEOL. Feedback from various Departments or Centres or Schools in the Higher Educational Institution is obtained. For the smooth functioning of all the courses regular monitoring is done by the Director and Incharge of each Department. For the preparation of Programme Project Report faculty is updated by the CIQA from time to time. Dedicated Reception Centre to handle grievances/queries telephonically is in place to provide required information to the Distance Leaners Education students on the spot.	https://hpuniv.ac.in/university-detail/icdeol/prospectus https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Observer%20report_compressed-1-10(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Grievances(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PCP%202021-22(3).pdf

		Requests pertaining to grade cards and various types of certificates are processed within 1-2 days THROUGH ERP System. Provision has been made for making Online Fee payment to apply for renewal of admission, Re-appears, Re-evaluation, Specific Certificates etc. PCP schedule and Instruction Plans were developed for various courses and shared with the students online before the start of Personal Contact Programme (PCP), so that faculty and students are aware of the things to be delivered during the PCP. Customised course-wise PCP Time Table was made available to the students through Whatsapp groups. PCP classes are conducted in Online mode and practical work in offline mode. Feedback sessions are being conducted for students at the end of each PCP session. Academic and Professional Enhancement workshops/ special classes have been conducted in online mode which facilitated more participation of ODL students. End Term Exam Results have generally been declared within two or three months of culmination of Exams. Provisions were made to conduct staff and faculty trainings/ workshops/meetings online.	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	Yes	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Annual%20Account%20revenue%202021-22.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Audit%20Report(2).pdf
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved	Yes	

	by the statutory authorities of the Higher Educational Institution annually to the Commission.		
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes	https://hpuniv.ac.in/university-detail/home.php?iqa-cell
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different academic programmes	Open and Distance Learning (ODL) is a mode of education that has become increasingly popular in recent years. ODL allows students to learn at their own pace, place, and time, which makes education more accessible and flexible. The philosophy of ODL is based on the principles of learner-centeredness, accessibility, and flexibility. ICDEOL has embraced this philosophy and has designed its academic programmes accordingly. ICDEOL offers a wide range of academic programmes, including undergraduate and postgraduate courses, diploma courses, and certificate courses. These programmes are designed to cater to the needs of students who are unable to	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/academic%20flexibility(1).pdf https://hpuniv.ac.in/university-detail/icdeol/odl-programme https://hpuniv.ac.in/innerpage/journals.php

attend regular classes due to various reasons, such as work or family commitments. ICDEOL's academic programmes are designed to provide students with a high-quality education that is on par with regular classroom-based programmes.

To ensure that ICDEOL's academic programmes are in line with the philosophy of ODL, the department has implemented various institutional design requirements. These requirements include the use of technology-enabled learning, such as online classes and e-learning platforms, to provide students with access to educational resources and interactive learning experiences. ICDEOL has also established a robust student support system to provide assistance to students throughout their academic journey.

Therefore, ICDEOL has facilitated the adoption of institutional design requirements as per the philosophy of open and distance learning. This has enabled the department to provide students with access to high-quality education through flexible and accessible modes of learning. ICDEOL's academic programmes are designed to meet the needs of students who are unable to attend regular classes, and the department has implemented various measures to ensure that its programmes are on par with regular classroom-based programmes.

| 24. | Promoted automation of learner support services of the Higher Educational Institution | The University has upgraded the ICT facilities all over the campus including ERP for the whole campus which includes 100 percent automation of the examination system. The examination system too has been revolutionized with the help of ERP. On-screen evaluation and advanced examination management system (OSES) covers all aspects of the examination process and enhances transparency and effectiveness

The examination system too has been revolutionized with the help of ERP. At the university OSES covers all aspects of the examination process and enhances transparency and effectiveness of all stakeholders in the process. The process starts with scanning the answer copies, sending it to evaluators, evaluators assessing it and in real time uploading the marks on the University portal.

H.P. University initiated the work on an ERP system way back in the year 2016 and has now successfully implemented ERP system namely Integrated University Management System (IUMS). After the Implementation of IUMS, the University effectively manages the student's entire academic cycle beginning from Pre-Admission to Alumni Management taking them through Admission, Academics, Fee Management, Examination and Results processing

In order to promote better learner support services an on-screen evaluation and advanced examination management system (OSES) has been set up as a state of art examination automation system by Himachal Pradesh University. A seamless service of internet through a set of lease-lines with speed > 1GBPS using 8km of Optical Fibre Cable network is being provided for all the users.

Automation has been carried out in the conduct and management of end semester examination. As a result, Examination branch is | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Elect_%20Purchase(1).pdf
https://oses.hpushimla.in/main.aspx
https://admissions.hpushimla.in/SemesterPaymentLoginOnline.aspx |

completely automated in terms of exam-related activities. For instance, Student Exam Form Filling through Student Login, Examination Form Summary, Exam Centre Allocation, Hall Creation, Hall Allotment, Attendance Sheet, Examination Form Approval, Date Sheet Generation, Admit Card, Secrecy Code Generation, Student Marks Filling with Secrecy code, Result Processing are now carried out in online mode. Implementation of Examination Management System (EMS) has expedited and made the examination management system more effective, convenient and transparent from the point of view of students, evaluators and the examination department.

The university has also launched On-Screen Evaluation and Advanced Examination Management System (OSES). OSES is very efficient method of the evaluation of the student in the education system. Result declaration is an essential component of the examination system and it is always delayed because of late receipt of answer scripts and award lists if carried out in the traditional way. On-Screen evaluation and Advanced Examination Management System (OSES) is very efficient examination automation system which covers all aspects of the examination process and enhances accountability, transparency, and efficiency of all stakeholders in the process. In the OSES system, answer sheets are scanned and sent to examiners online who are provided login ID etc to access answer scripts online. The teacher evaluates the answer sheets, submits marks, and marks are automatically uploaded to the software.

| 25. | Coordinated with external subject experts or agencies or organizations, the activities pertaining to validation and annual review | Subject experts in the field of Management and Education visit ICDEOL from time to time to conduct of viva voce exams and job training report evaluation in MBA and MA Education. Two faculty members' have been assigned by the University to run this course under distance mode. Besides that, University has | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Interns |

| | of its in-house processes | experienced faculties in the Faculty of Commerce and Management. PCP for seven days in each semester on regular basis are conducted by these experienced faculty members. Resource persons for the Study Centres to conduct PCP in this course are selected from the University to maintain the quality of the education.

An interactive session was held on the "Role of Distance Education in HEI" with Prof. Nawal Kishore, Former Director, School of Management Studies, IGNOU on 27 Sept. 2022. He threw light on the academic and administrative practices in IGNOU which could help ICDEOL improve further. All the teaching and non-teaching staff attended the session.

Faculty of ICDEOL participated in Three Days Online Training on 'NEP 2020: Changing Role of Teachers in Distance and Online Learning' for Faculty of IGNOU, SOUs, DEIs was held between 24-26 March, 2022 conducted by Staff Training and Research Institute of Distance Education Indra Gandhi National Open University. | hip%20b_ed.pdf <br> https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PCP%202021-22(4).pdf |
| 26. | Coordinated with third party auditing bodies for quality audit of programme(s) | As far as Academic and Administrative Audit (AAA) audit is concerned, the ICDEOL participates informally in academic audit via agencies like NAAC and NIRF. Although Distance Education does not come directly under the ambit of such agencies, however data pertaining to academic work of ICDEOL is provided to IQAC of Himachal Pradesh University for such audits. Internal audit of programmes is monitored through internal mechanisms of the University via IQAC, Board of Studies and Academic Council.

ICDEOL participates in external and internal Administrative Audit. There is a full-time audit department within the University to keep a check on day-to-day financial affairs. The external audit is conducted by Accountant General Office situated in Shimla. | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Audit%20Report(3).pdf |

27.	Overseen the preparation of Self- Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Faculty members of ICDEOL were engaged/deputed to oversee the work of IQAC pertaining to the NAAC accreditation. They supervised the self-appraisal reports of around 300 faculty members of the university.	https://hpuniv.ac.in/university-detail/iqa-cell/details-of-meetings https://hpuniv.ac.in/hpuniv/uploadfiles/files/NAAC%20Cordinator(1).pdf
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	A training session was conducted on 15 Dec. 2022 by the University in the Main Library for all the departments in collaboration with EBSCO data base and e-books to train faculty and research scholars to learn online access of e-books and e-journals.	https://hpuniv.ac.in/hpuniv/uploadfiles/files/MOU(1).pdf
29.	Facilitated industry institution linkage for providing exposure to the learners and enhancing their employability.	ICDEOL offers undergraduate and postgraduate courses in Social Sciences, Education and offers MBA through distance mode. Only students in Education and MBA are required to undergo teaching internship and industrial training as a part of their course work which increases their employability. In case of ICDEOL, the B.Ed students are required to go through a teaching practice for three months (12 weeks) in the schools where he/she works or in the schools of his/her choice in case of	https://hpuniv.ac.in/hpuniv/uploadfiles/files/MOU(1).pdf https://hpuniv.ac.in/hpuniv/uploadd/upload

		unemployed candidates) under the supervision of senior trained teachers of the concerned school.	files/files/OnJob Training.pdf
		The practice teaching is of one month (4 weeks) duration during first year of the course. These four weeks include an initial phase of two weeks for observing regular classroom transaction process by senior trained teachers (of upper primary or secondary stage of education) of the school.	
		During the second year of the course, the practice teaching is of two months (8 weeks) duration. These eight weeks include an initial phase of two weeks for observing regular classroom transaction process by senior trained teachers (of upper primary or secondary stage of education) of the school.	
		MBA students are supposed to undergo a mandatory industrial training for eight weeks at the end of 2nd or 3rd semester making them competent.	

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

| 1. | Governance, Leadership and Management:

a. Organization Structure and Governance
b. Management
c. Strategic Planning
a. Operational Plan, Goals and Policies | a. Organization structure including teaching and non-teaching positions in ICDEOL is attached as annexure. In context to the governance of ICDEOL, full time/ permanent Director is appointed to run the ICDEOL. Whereas, Vice-chancellor, Registrar and Dean of Studies and other governing authorities of H.P. University provides the directions time to time be necessary for the proper functioning of ICDEOL. In addition to this, ICDEOl, Himachal Pradesh | https://hpuniv.ac.in/innerpage/academic-council.php
https://hpuniv.ac.in/university-detail/icdeol/committees
https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa%202021-22(5).pdf
https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Best%20Practices%20of%20ICDEOL.pdf
https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee(4).pdf |

| | | University function according to Himachal Pradesh University Act, 1972. | |
| | | b. For the management of different functions of ICDEOL, the different committees were constituted such as CENTRE FOR INTERNAL QUALITY ASSSURANCE (C.I.Q.A), Academic, Examination and Evaluation Committee, Territorial Jurisdiction and Mandatory Disclosures Committee, Human Resource and Infrastructural Committee, Programme | |

Project Report Committee, Self-Learning Material Print and Online Committee, Learner Support Centre Committee, SWAYAM and MOOCS committee, Grievance Redress mechanism Committee and website updates UGC (DEB) and Statutory Updates Committee.

c. The strategic planning of ICDEOL includes installation of Interactive boards in classrooms, establishing web studio, offer dual degree programmes as per UGC guidelines, to allow the learners to attempt

		their examination in regional languages and to increase the number of Learners Support Centres to encourage the Gross Enrollment Ratio.	
		d. Operational Plan: A comprehensive academic calendar will be prepared and strictly followed for operationalization of the academic and non-academic activities of ICDEOL.	
		Policies:	
		Goal: a) To enhance the Gross Enrollment Ratio of students in ICDEOL.	
		b) To digitalized the study material of ICDEOL.	
		c) To provide the	

		more flexibility to the learners by institutionalizing the concept of ABC I.Ds.	
		d) To strengthen student support: offer student support services such as academic advising, counseling, and career services to help students succeed.	
		e) Embrace innovation: be open to new ideas and innovative approaches to teaching and learning. Experiment with new technologies and teaching methods to create a more dynamic learning environment.	
		f) Enhance Course Offering: review the current course and accessing the market	

		demand, determine the areas where students can improve. Offer new programmes that are in high demand and align with the changing job market.	
2.	Articulation of Higher Educational Institution Objectives	Yes	https://hpuniv.ac.in/university-detail/icdeol/about-institute
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource a. Feedback System	Curriculum is approved by BOS Faculty, Academic Council of the University. Academic Calender is framed to implement the curriculum. Learning Resources include Learner Support Centre at different Govt. Colleges/Institutes of the State. Feedback form is prepared to take the feedback from the students.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/BOS(5).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Calender%20ciqa(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/academic%20flexibility(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Adittional%20LSC(1).pdf
4.	Programme Monitoring and Review	Regular CIQA meetings are held to monitor and review the academic and non-academic activities of the HEI.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee(5).pdf
5.	Infrastructure Resources	HEI has adequate academic as well as non-academic infrastructure for the ODL students.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Infra%20Structure.pdf

6.	Learning Environment and Learner Support	Learning Resources include Learner Support Centre at different Govt. Colleges/Institutes of the State.in addition to this HEI offer E-learning facility along with one Central Library and one ICDEOL Library purely dedicated for ODL students.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Adittional%20LSC(2).pdf https://hpuniv.ac.in/innerpage/journals.php
7.	Assessment and Evaluation	There is provision of internal assessment as well as End Term Examinations for UG/PG and Diploma Courses run through ICDEOL.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Ordinance%2094-95(2).pdf https://hpuniv.ac.in/university-detail/icdeol/assignments https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Paper%20sample(5).pdf
8.	Teaching Quality and Staff Development	HEI has its own UGC HRDC Centre.	https://hpuniv.ac.in/university-detail/home.php?ugc-hrdc

2.3 **Compliance of Process of Internal Quality Audit – As per Annexure–I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

1.	Academic Planning	- Academic planning is continuous process which involves framing of new academic programmes, diplomas/certificate courses. - Updating study material, and providing digital content to learners in view of changing scenario. - To enhance the Gross enrollment Ratio. - Organizing placement drives for learners. - To adhere to a comprehensive academic calendar. To increase the number of LSCs and strengthen the existing LSCs.	https://hpuniv.ac.in/ hpuniv/upload/uplo adfiles/files/Acade mic%20Calender% 20ciqa(3).pdf
2.	Validation	- Seek accreditation from recognized accrediting agency or organization that evaluate the quality of academic programme and institution. - Seek periodic	https://hpuniv.ac.in/ hpuniv/upload/uplo adfiles/files/Acade mic%20Audit%20R eport(4).pdf https://hpuniv.ac.in/ hpuniv/upload/uplo adfiles/files/Annual %20Account%20re venue%202021- 22(1).pdf

		recognition from government agencies like UGC (DEB), AICTE, & NCTE responsible for higher education.	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	a) Reports attached a. Reports attached b. Reports attached c. Reports attached d. Reports attached The CIQA committees conduct their meeting from time to time to review the academic and non-academic activities or initiatives of ICDEOL.	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Observer%20report_compressed-1-10(3).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Observer%20report_compressed-11-20(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Annual%20Account%20revenue%202020-21.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Audit%20Report(5).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa%202020 21-22(7).pdf

Part – III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

> Name: Dr Kulwant singh Pathaina,
>
> Designation: Director/ Professor
>
> Qualification: Ph.D
>
> Salary: 2615099
>
> Date of Joining: 04-06-2018 (as director)
>
> https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Dir%20Appontment.pdf

3.2 Compliance status of "Human Resource and Infrastructural Requirements" – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

> *https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/8_gh%20Faculty%20Salary.pdf*

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	03 faculty per Programme	46	yes	NA
PG	02 faculty per Programme	46	yes	NA

HEI ID:			Name of HEI:				Type of HEI:		
PGD			NA		NA		NA		

S. No.	Programme Name	No.ofFull time-Dedicated facultyfor ODL	Names	Designati on	Qual ificat i on	Expe ri ence	Type (Regular/ Contract) with gross salary/ month		Date of joining programme andJoining report
							Type	Gro ss sala ry/ mo nth	Contr act perio d	*https://hpuni v.ac.in/hpuni v/upload/upl oadfiles/files /8_gh%20Fa culty%20Sal ary.pdf*
1.	UG/PG	Public Admn.	Dr. P.K Vaid	Professor	Ph.D	30 years	Regular	2581793	NA	01-02-1990
2.	UG/PG	Economics	Dr Sanju Karol	Professor	Ph.D	29 years	Regular	2600520	NA	21-12-1991
3.	UG/PG	Commerce	Dr. Kuldeep Attri	Professor	Ph.D	25 years	Regular	2483829	NA	21-04-1995
4.	UG/PG	Mathematics	Dr Hari Mohan	Professor	Ph.D	24 years	Regular	2334302	NA	04-06-1997
5.	UG/PG	Mathematics	Dr. Pardeep Kumar	Professor	Ph.D	24 years	Regular	2310302	NA	09-06-1997
6.	UG/PG	English	Dr. NeelimaKa nwar	Professor	Ph.D	23 years	Regular	2313188	NA	04-10-1997
7.	UG/PG	Public Admn.	Dr. Anupma Singh	Professor	Ph.D	22 years	Regular	2334302	NA	23-12-1996
8.	UG/PG	Public Admn.	Dr. L. R. Verma	Professor	Ph.D	23 years	Regular	2173398	NA	12-01-2012
9.	UG/PG	Political Science	Dr. Bhawna Jharta	Professor	Ph.D	23 years	Regular	2271900	NA	27-01-2016
10	UG/PG	Education	Dr. Kuldeep Singh Katoch	Professor	Ph.D	23 years	Regular	1966823	NA	31-01-2012

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HEI ID:			Name of HEI:				Type of HEI:		
11	UG/PG	Education	Dr. Surender Kumar Sharma	Professor	Ph.D	22 years	Regular	3441651	NA	31-01-2012
12	UG/PG	JMC	Sh. Ajay Kumar Srivastava	Associate Professor	Ph.D	22 years	Regular	2503656	NA	16-02-2001
13	UG/PG	Education	Dr. Chaman Lal Banga	Associate Professor	Ph.D	18 years	Regular	1002970	NA	31-01-2012
14	UG/PG	English	Dr. Ashwani Rana	Associate Professor	Ph.D	20 years	Regular	2049166	NA	23-02-2001
15	UG/PG	Education	Shri Rajesh kumar Sharma	Associate Professor	Ph.D	21 years	Regular	2388566	NA	18-05-2012
16	UG/PG	Political Science	Dr. Joginder Singh Saklani	Associate Professor	Ph.D	12 years	Regular	1407808	NA	24-09-2016
17	UG/PG	Education	Dr. Monika Sood	Assistant Professor	Ph.D	11 years	Regular	1192064	NA	19-05-2012
18	UG/PG	Political Science	Dr. MridulaSh arda	Assistant Professor	Ph.D	10 years	Regular	2187100	NA	30-09-2016
19	UG/PG	Education	Dr. Pardeep Singh Dehal	Assistant Professor	Ph.D	11 years	Regular	1164042	NA	19-05-2012
20	UG/PG	History	Dr. ShardaVer ma	Assistant Professor	Ph.D	15 years	Regular	1088076	NA	24-09-2016
21	UG/PG	Sanskrit	Dr. Dev Raj	Assistant Professor	Ph.D	15 years	Regular	833001	NA	23-09-2016
22	UG/PG	Hindi	Dr. Manju Puri	Assistant Professor	Ph.D	07 years	Regular	853626	NA	03-10-2016
23	UG/PG	Hindi	Dr. Usha Rani	Assistant Professor	Ph.D	07 years	Regular	843840	NA	23-09-2016
24	UG/PG	Political Science	Dr. Yog Raj	Assistant Professor	Ph.D	07 years	Regular	831386	NA	24-09-2016
25	UG/PG	Sociology	Dr. Anjana Thakur	Assistant Professor	Ph.D	07 years	Regular	841207	NA	03-04-2017
26	UG/PG	Mathematics	Dr. AartiMangl esh	Assistant Professor	Ph.D	07 years	Regular	754839	NA	16-12-2020
27	UG/PG	MBA	Dr. Ashok Kumar	Professor	Ph.D	10 year	Regular	710920	NA	20.03.2021

			Bansal							
28	UG/PG	MBA	Dr. Varun Abrol	Professor	Ph.D	10 year	Regular	709923	NA	20.03.2021
29	UG/PG	Computer Science	Dr. Sumesh Sood	Associate Professor	Ph.D	20 years	Regular	272132	NA	29-12-2020
30	UG/PG	Computer Science	Dr. Sandeep Kumar	Assistant Prof.	Ph.D	20 years	Regular	618266	NA	05.05.2021
31	UG/PG	Computer Science	Ashok Kumar Kashyap	Assistant Professor	Ph.D	07 years	Regular	618443	NA	04.05.2021
32	UG/PG	Economics	Dr. Ajay Sood	Professor	Ph.D	12 year	Regular	920955	NA	22.06.2021
33	UG/PG	Economics	Dr. Dharam Pal	Assistant Professor	Ph.D	08 years	Regular	615647	NA	22.06.2021
34	UG/PG	English	Dr. Priyanka Vaidya	Assistant Professor	Ph.D	15 years	Regular	1333111	NA	28.04.2021
35	UG/PG	English	Dr. Arun Guleria	Associate Professor	Ph.D	21 year	Regular	1332204	NA	28.04.2021
36	UG/PG	English	Dr. Nisha Thakur	Assistant Professor	Ph.D	09 year	Regular	630851	NA	28.04.2021
37	UG/PG	English	Dr. Pallavi Bhardwaj	Assistant Professor	Ph.D	11year	Regular	630851	NA	28.04.2021
38	UG/PG	Hindi	Dr. Naresh Kumar	Professor	Ph.D	04 year	Regular	838890	NA	23-09-2016
39	UG/PG	History	Dr. Ankush Bhardwaj	Assistant Professor	Ph.D	07 year	Regular	1343258	NA	24.09.2016
40	UG/PG	History	Dr. Roshni Devi	Assistant Professor	Ph.D	09 years	Regular	861265	NA	26-09-2016
41	UG/PG	JMC	Dr. Vikas Dogra	Professor	Ph.D	20 years	Regular	1991144	NA	17.02.2018 (as Professor)
42	UG/PG	Sanskrit	Dr. Deep Lata Devi	Professor	Ph.D	09 years	Regular	857211	NA	23.09.2016
43	UG/PG	Sociology	Dr. Niranjana Bhandari	Associate Professor	Ph.D	10 years	Regular	1604154	NA	21-11-2020
44	UG/PG	Sociology	Dr. Anupama Bharti	Assisitant Prof.	Ph.D	10 years	Regular	615647	NA	24-09-2016
45	UG/PG	Music	Dr. Jeet Ram	Professor	Ph.D	15 years	Regular	2556529	NA	01.01.2009
46	UG/PG	Music	Dr. Mritunjay	Professor	Ph.D	4 years	Regular	906732	NA	29-09-2016

			Sharma							
47	UG/PG	Music	Dr. Parma Nand Bansal	Professor	Ph.D	33 years	Regular	2627908	NA	08-05-1992
48	UG/PG	Commerce	Dr. Suresh Kumar	Assistant Professor	Ph.D	14 years	Regular	884032	NA	22.06.2021
49	UG/PG	Mathematics	Dr. Mansi Harish Verma	Assistant Prof.	Ph.D	07 years	Regular	781404	NA	15-12-2020
50.	UG/PG	Public Administration	Dr. Deepak Sharma	Assistant Prof.	Ph.D	09 years	Regular	669760	NA	09.04.2021

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	1
Assistant Registrar	1	2
Section Officer	1	3
Assistants	3 (2 for DM Universities)	21
Computer Operator	2	08
Multi-Tasking Staff	2	09

Attach duly attested photocopy of appointment letter with salary details-
https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Admin%20salary(1).pdf

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.

HEI ID: **Name of HEI:**   **Type of HEI:**

Part – IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	

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S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	Yes	
10.	Safety and security of the examination centre must be ensured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	Yes	
12.	Provision of drinking water must be made for learners	Yes	
13.	Adequate parking must be available near the examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

4.2 **Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proctored(2).pdf	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Ordinance%2094-95.pdf	

3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:	Yes https://hpuniv.ac.in/innerpage/ordinances.php https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20complaince(2).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/attandence%202021-22(1).pdf	
	Provided that no semester or year-end examination shall be held unless:		
	i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;		
	ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20complaince(3).pdf	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Paper%20sample.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/assesment%20Tools.pdf	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20complaince(4).pdf	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20complaince(4).pdf
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Ordinance%2089-93.pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Ordinance%2094-95(1).pdf	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Yes https://hpuniv.ac.in/university-detail/icdeol/examination-information	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	No	Process for taking approval For installation of monitoring mechanism has been

			started
	(b) Availability of biometric system	No	Not yet implemented

started

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	Authentication of attendance is done on the basis of Photo Identity Card.
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution	No	Not yet implemented
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	**Upload Sample and list**	Process for implementation has been initiated.
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Observer%20report_compressed-1-10.pdf	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Observer%20report_compressed-11-	

			[20.pdf](20.pdf)	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted		https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proctored(1).pdf https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/4_16%20Jurisd.pdf	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen- paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.	Yes	
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes https://hpuniv.ac.in/university-detail/home.php?examination	
14.	The Examination Centre shall be located in Government Institutions like KendriyaVidyalaya(s),NavodayaVidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes https://hpuniv.ac.in/university-detail/icdeol/examination-information	

| 15. | The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations | Yes https://hpuniv.ac.in/university-detail/icdeol/learning-resource-centres | |

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/4_16%20Jurisd(1).pdf	

17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have
	
	  i. Photograph
	  ii. Aadhaar number or other government recognised identifier or Passport number, as applicable,
	  iii. Other relevant details of the learner along with the Programme name.
		Yes
		https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20compliance.pdf	

	(b) Each award shall also be uploaded on the National Academic Depository	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/abc%20data%20icdeol.pdf	

18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of all Examination Centres	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Degree%20CMC%20complaince(1).pdf	

4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

No

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programmen ame	No. of students admitted	No. of students Appeared in exams	No. of students Progressed to next year	% of students passed	% of students Passed in first class
Jun /Nov 2021-22	B.A	2088	1822	1175	64%	40%
	B.Com	116	98	55	56%	35%
	B.Ed	1306	1290	1265	97%	47%
Jun / Nov 2021-22	M.Com	3182	3082	1918	62%	40%
	M.A. English	473	398	282	70%	19%
	M.A. History	579	478	290	60%	31%
	M.A. Economics	246	192	104	54%	31%
	M.A. Public Admn.	122	116	85	73%	16%
	M.A. Political Science	733	630	525	83%	38%
	M.A. Hindi	415	370	215	58%	28%
	M.A. Sanskrit	224	182	143	78%	33%
	M.A. Sociology	242	189	112	59%	27%
	M.A Edu.	214	205	200	97%	39%
	MBA	396	379	210	55%	22%
	M.Sc Maths	158	152	78	51%	35%
	Music	64	60	58	96%	21%
	MA JMC	22	22	19	86%	31%
	Yoga Studies	26	23	20	86%	33%
	Tourist guide	4	3	3	100%	100%

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1 **Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

Programme Project Report (PPR) are prepared by the faculty of International Centre for Distance Education and Open Learning (ICDEOL Himachal Pradesh University, Shimla has been prepared as per Norms/guidelines issued by the University Grant Commission (UGC) DEB. The PPR for the Academic Session 2020-21 are duly approved by the Statutory Authority of HEI on 29.04.2023.

https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PPR%20Sample%202020 20-21.pdf

https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PPR%20SLM%20CIQA %20Approval(1).pdf

5.2 **Compliance status of 'Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy' – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

Majority of Self-Learning material (SLM) are prepared by the faculty of International Centre for Distance Education and Open Learning (ICDEOL Himachal Pradesh University and some material is prepared by the faculty members of other departments of University as per Norms/guidelines issued by the University Grant Commission (UGC) DEB.

https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Best%20Practices%2 0of%20ICDEOL(1).pdf

https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proceeding%20Ciqa% 202021-22(4).pdf

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5.3   Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

In pursuance to the guidelines issued in the **UGC (ODL Programmes and Online Programmes) Regulations, 2020,** Self Learning Material Committee has been constituted by the HEI which evaluate and approve the study material prepared by the faculty from time to time. The syllabus and structure of all the Courses are followed by the International Centre for Distance Education and Open Learning (ICDEOL) as prevailing through Conventional mode of the HEI.

https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20Sample.pdf

Part – VI: Programme Delivery through Learner Support Centre (LSC)

6.1   Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmesname	Centre Name	No. of centres conducted PCP	No. of PCPheld everyyear	Total no.of students registered in the programme	No. of Students Attended on an average basis
1.	UG (B.A./B.Com)	Headquarter (Pcp conducted Online)	Online Mode	07 days Each year	2221	2221
2.	UG (B.Ed.)	Headquarter (Pcp conducted Online)	Online Mode	20 days Each sem.	1306	1306
3.	PG (M.A.'s)	Headquarter (Pcp conducted Online)	Online Mode	07 days Each sem.	6023	6023
4.	PG (M.A.Edu.)/M.A. Music	Headquarter (Pcp conducted Online)	Online Mode	10 days Each sem.	278	278

| 5. | Diploma | Headquarter (Pcp conducted Online) | Online Mode | 10 days Each Sem. | 40 | 40 |
| 6. | DYS | Headquarter (Pcp conducted Online) | Online Mode | 20 days Each year | 26 | 26 |

6.2 **Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020**

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

International Centre for distance education and open learning has established four learning Support Centres at different location within the territorial jurisdiction of Higher Educational Institute. The learning support centres are established on the basis of Centre places and various geographical locations. Learning support centres are established and also recognised by the higher Educational Institute. The above learning support centres are established in government and private colleges which are also affiliated to the recognised Himachal Pradesh University. The learning support centres are established after processing of such approval from appropriate statutory bodies of higher Educational Institute. The learning support centre coordinators are being appointed permanently and eligible counsellors are engaged whenever personal contact programs are conducted. The councillors are engaged as per University Grant Commission regulation 2018. The learning support centres are headed by coordinators along with academic and non -Academic Staff as mentioned in annexure –VIII of University Grant Commission regulation 2020. Higher education institute is monitoring continuously of learning support centres for ensuring quality infrastructure and other facilities.

HEI ID: **Name of HEI:**   **Type of HEI:**

6.3 LSC wise enrollment details (Not for Private University)

Sr. No.	Name& Address ofCollege/institutewhere LSCisestablished(withPin Code)	ThisLSCisLSCofhowmanyHEIs? (No.andNames)	If yes,All theHEIsinsameStateasthatof theLSC?	Nameof HEItowhichCollege/instituteisaffiliated(whereLSCisestablished)	WhethertheCollege/instituteisprivateorGovt(whereLSCisestablished)	NameandContactDetailsofCoordinatorandCounselor	QualificationofCoordinatorandCounselor	No.of Counsellors	Program-mesoffered	Total Enrolledstudent.
1.	H.P. University Regional Centre Khaniara Kangra	01 HPU	Yes	Himachal Pradesh University Shimla	Regional Centre of Himachal Pradesh University Shimla	D.P. Verma 82663302	Ph.D	Counselors are engaged during the personal contact Programme on per lecture basis as per uni. rules	UG/PG/Diploma Courses	PCP have been conducted in online mode from Headquarter directly
2	Vallabh Govt. College, Mandi, Dist. Mandi, (HP)	01 HPU	Yes	Himachal Pradesh University Shimla	Govt. College	Dr.Baldev Verma, 9817092795	M.A. M.Phil	Do	UG/PG/Diploma Courses	PCP have been conducted in online mode from Headquarter directly
3	Govt. College Rampur Bushehar, Distt. Shimla (HP)	01 HPU	Yes	Himachal Pradesh University Shimla	Govt. College	Gita Sharma 9418403650	M.A./M.Phil	Do	UG/PG/Diploma Courses	PCP have been conducted in online mode from Headquarter directly

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| 4 | MLSM College Sundernagar, Distt. Mandi (HP) | 01 HPU | Yes | Himachal Pradesh University Shimla | Govt. College | Dr. Savitri Sharma 9418095496 | Ph.D | Do | B.Ed./M.A. Edu. | PCP have been conducted in online mode from Headquarter directly |

| 4 | MLSM College | 01 HPU | Yes | Himachal Pradesh | Govt. | Dr. Savitri Sharma | Ph.D | Do | B.Ed./M.A. Edu. | PCP have been conducted in online mode from Headquarter directly |

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
NA	NA	NA	NA

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Program-mes offered	Total Enrolled student.
1.	NA	NA	NA	NA	NA	NA	NA

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and January)	Date of delivery SLM	Whether SLM delivered to learners within fortnight from the date of addmission
Printing Material	January -February July-August	February to March July to October	Yes
Audio-Video Material	January -February July-August	March to April August to September	Yes
Online Material	January -February July-August	February to March August to September	Yes

21

Computer based Material	January -February July-August	February to March August to September	Yes

Computer based Material	January -February July-August	February to March August to September	Yes

6.6 **Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N**

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester wise – programmes wise)
1.	NA	NA	NA	NA	NA	NA	NA

b. Upload approval of statutory authorities of the Higher Educational Institution:
   Upload

Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020– Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Undertaking%202-16.pdf Yes	
	Uploading of the following on HEI website (**Mention link**)		
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/7_1_2.pdf Yes	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	https://hpuniv.ac.in/university-detail/icdeol/icdeol-recognition Yes	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	https://hpuniv.ac.in/university-detail/icdeol/prospectus Yes	
5.	Programme-wise information on syllabus,	https://hpuniv.ac.in/syllabus.php	

		Yes	

| Yes |

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Leaning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	https://hpuniv.ac.in/university-detail/icdeol/learning-resource-centres Yes	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	1.https://hpuniv.ac.in/universitydetail/examination/datesheet 2.https://admissions.hpushimla.in/main.aspx 3.https://nrme.hpushimla.in/(S(cjprctm4susiugfmzzm1aj3p))/main.aspx 4.https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/PCP%202020-21.pdf 5.https://hpuniv.ac.in/university-detail/home.php?examination Yes	

7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Analysis%20and%20action%20taken%20report.pdf Yes	
8.	Information regarding all the programmesrecognised by the Commission	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/UGC%20Upload.pdf Yes	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	1.https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/enrollment%20data.pdf 2.https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/learner%20enrollment%207_1_9.pdf Yes	
10.	Complete information about 'Self Learning	1.https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20UG.pdf 2.https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/SLM%20PG.pdf Yes	

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/11%20FAQs%20with%20content.pdf Yes	
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	https://hpuniv.ac.in/university-detail/icdeol/learning-resource-centres Yes	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	1.https://hpuniv.ac.in/universitydetail/icdeol/examination-information 2.https://hpuniv.ac.in/universitydetail/icdeol/learning-resource-centres Yes	
13.	List of the 'Examination Centres'alongwith the number of learners in each centre, for Open and Distance Learning programmes	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Proctored.pdf Yes	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/11%20FAQs%20with%20content.pdf Yes	

15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Calender%20ciqa.pdf Yes	

| 16. | Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance | https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Audit%20Report.pdf

 Yes | |

Part – VIII: Admission and Fees

8.1 **Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	Yes No Science Programme has been run through Distance and Open Learning Mode as per UGC Regulations, 04.09.2020
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	Yes The admission process is started after obtaining prior approval of the Regulatory bodies.
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	Yes
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	The Hand Book of Information (Prospectus) are uploaded on the website of Himachal Pradesh University fee, deposits and other charges payable by the learners. https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/HBI%202020 21.pdf
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the	As per HPU Ordinance and guidelines of University Grants Commission issued from time to time. https://hpuniv.ac.in/innerpage/ordinances.php

	learner		
8. (c)	The number of seats approved in respect of each programme of Open and Distance Learning mode,		

Name Programmes Course	students i in ODL m
M.Com	No Limit
M.A. English	No Limit
M.A. History	No Limit
M.A. Economics	No Limit
M.A. Public Admn.	No Limit
M.A. Political Science	No Limit
M.A. Hindi	No Limit
M.A. Sanskrit	No Limit
M/Sc. Mathematics	No Limit
B.A. Pass course	No Limit
B.Com.	No Limit
B.Ed.	450
M.A. Music	No Limit
M.A. Sociology	No Limit
MBA	300
M.A Edu.	200
DYS	No Limit
DTG	No Limit
DDS	No Limit
DCA	No Limit

	which shall be in consonance with the resources	Yes As defined in H.P.U. Ordinance https://hpuniv.ac.in/innerpage/ordinances.php
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes As defined in H.P.U. Ordinance vide Clause 1.4 https://hpuniv.ac.in/innerpage/ordinances.php
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes As prescribed in Handbook of Information https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/HBI%202021.pdf
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/8_gh%20Faculty%20Salary.pdf
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/8_gh%20Faculty%20Salary.pdf https://hpuniv.ac.in/

		hpuniv/upload/uploadfiles/files/Admin%20salary(1).pdf
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	05 Learner Support Centre for ICDEOL students has been created which are duly approved through statutory bodies of the University.

8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	https://hpuniv.ac.in/syllabus.php
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/Academic%20Calender%20ciqa.pdf
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	No donation fees is accepted by HEI
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	No
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the	

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	No
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	No Fees refunded is applicable as per HPU ordinance and as mentioned in the prospectus https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/HBI%202021.pdf
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognized by the appropriate statutory authority or by the Commission where it is not so recognized; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false	Admission to Open and Distance Learning mode is made by the ICDEOL Himachal Pradesh University after obtaining prior approval of the Regulatory bodies and advertisement is issued accordingly in print and electronic media.

	or not based on facts or to be misleading	

Part – IX: Grievance Redressal Mechanism

9.1 **Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

Grievances are received from students through online portal, emails and telephonically. Grievances Redress Mechanism Committee has been constituted vide Notification No. 18-13/2016-2020/UGC(DEB): dated 26.09.2020. Learners are made aware about **'Grievance Redressal Mechanism'** by online platforms, handbooks etc.
https://hpuniv.ac.in/hpuniv/upload/uploadfiles/files/CIQA%20Committee.pdf

9.2 **Details of Grievance received**

Numbers of Grievance Received	Numbers of Grievance Resolved
312	312

9.3 **Complaint Handling Mechanism**

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

In Compliance to **UGC (ODL Programmes and Online Programmes) Regulations, 2020** Grievances Redress Mechanism Committee has been constituted vide Notification No. 18-13/2016-2020/UGC(DEB): dated 26.09.2020. The grievances of the students are entertained through online (website/email) and telephonically as well as CM helpline portal of Himachal Pradesh University.
Nodal Officer: Professor L.R. Verma

9.4 **Details of Complaints received from UGC (DEB)**

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)

NIL	NIL	NIL

NIL	NIL	NIL

Part – X: Innovative and Best Practices

10.1   Innovations introduced during academic year

1. International Centre for Distance Education and Open Learning (ICDEOL) H.P. University Shimla provides study material to the admitted students in a time bound manner even at the time of admission/counseling.
2. The ICDEOL, H.P. University also provides study material online through website for the convenience of students enrolled with the Open Distance Learning.
3. That ICDEOL give relaxation in course fees to Under Graduate Course (Bachelor of Arts) for the categories of Schedule Caste, Schedule Tribe and Girls students of Himachal Pradesh pursuing study in Open and Distance Learning mode.
4. The students of Open Distance Learning mode are facilitated at their door steps/through Learning Support Centre (LSC) created in various Govt. Colleges, Institutes of Himachal Pradesh.
5. The ICDEOL, H.P. University is providing online portal services for registration, admission, Personal Contact Programme, Viva-voce, practical's and depositing of course fee(s) for the students of Open Distance Learning.
6. The ICDEOL, H.P. University provides Hostel facility and dedicated Library, Lecturer Hall/Smart Class Rooms for the students of Open Distance Learning.
7.   The Himachal Pradesh University creates examination centre(s) throughout the State of Open Distance Learning students and customized alerts also provided amongst the Open Distance Learning Students.
8. The ICDEOL, H.P. University provides offline/Online journals to the Open Distance Learning students.
9. There are adequate regular faculties along with dedicated Coordinator/Director in Open Distance Learning Mode.

10.2   Best Practices of the HEI

Himachal Pradesh University is keen to work for the deprived and less privileged section of our society and it has a clear vision to create facilities for the surrounding communities of university campus in the shape of health care, basic education and skill enhancement. University has created best possible facilities in the preexamination coaching center for SC/ ST students with boarding facilities. The coaching covers competitive examinations like Engineering, Medical, NET/SLET/Lectureship Eligibility Test, Banking Jobs and Administrative Services. Students of this coaching center has remained successful in achieving their goals and shaping career. Apart from this center, University has a dedicated boy's hostel for Tribal students which remains open throughout the year considering harsh climatic conditions of tribal areas which become inaccessible during winters. University has appointed a Nodal Officer for the students with disabilities and to enhance quality of education, accessible library with best available software has been created. Institutional website is fully accessible for the users with disabilities and education, hostel accommodation and transportation are completely free for these students along with the scholarships and 5% reservation in all courses up to Master's level. The University provides compensatory time of one hour in the examination to the students with visual disability or disability in hands. The eligible students are allowed to avail the facility of a scribe to write in the examination. There are lifts and ramps in majority of the buildings and toilets are also disable friendly. University has a clear policy for the students with disabilities. Page 9/135 12-08-2022 11:23:49 Our next best practice is our efforts in supporting girl students in higher education. University provides full waiver of Tuition Fees for the female students and one seat is reserved in all the disciplines for Single Girl Child. There are sufficient number of hostels for the girls and for working women creche facilities is provided inside the campus for their kids. There are around 70% of female students in this university and 32% of faculty members are female. University has a women studies center which works for the surrounding communities along with its regular research work.

10.3   Details of Job Fairs conducted by the HEI

Due to Covid-19 pandemic online training and placements of students was conducted remotely.

10.4 **Success Stories of students of ODL mode of the HEI**

The alumni of an institution are the ambassadors of its credibility and worth. Their success stories and achievements bring credit to their alma mater. The alumni of Himachal Pradesh University reflect its values, ethos and excellence in various walks of life all over the world. The University firmly believes that maintaining cordial relationships with its alumni over the years is crucial to mutual growth. The alumni serve their alma mater in several significant ways, such as helping to build the institution's brand through word-of-mouth promotion, offering mentorships, internships and career opportunities to the students. In its fifty years of learning and teaching, Himachal Pradesh University has produced a galaxy of distinguished alumni who have excelled in their respective fields. These include – Sh. Hamid Karzai (Former President, Republic of Afghanistan), Mrs. Ekta Kapta Registrar HP University

10.5 **Initiatives taken towards conversion of SLM into Regional Languages**

Hindi language is used as a medium of instruction and communication formally as well as informally in the state of Himachal Pradesh. Self Learning material is provided to the students in Hindi Language.

10.6 **Number of students placed through Campus Placements**

89

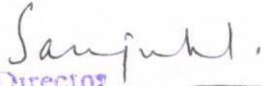**10.7** **Details of Alumni Cell and its activity**

5.4.1_1649677341_6547.pdf (naac.gov.in)

10.8 **Any other Information**

ICDEOL, Himachal Pradesh University Shimla is incorporating skill based courses in its curricula. New Educational Policy 2020 has been implemented at undergraduate level from 2023 onwards.

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director: **Signature of the Registrar:**

Seal: **Seal:**

Name: Prof. Sanju Karol   **Name: Mrs. Ekta Kapta (HAS)**

Date: 30th April 2023   **Date: 30th April 2023**

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.