

Proceedings of the meeting held on 27.08.2025 at 2:30 PM to discuss the scope of Guest Faculty/ Academic counsellor and Remuneration for writing Study materials at CDOE, HP University.

The following were present:

1.	Prof. B.K. Shivram, Dean of Studies	Chairman
2.	Prof. Pardeep Kumar Director, CDOE	Member
3.	Prof. Aparna Negi, Department of Economics, HPU	Member
4.	Prof. Kulbhushan Chandel, Department of Commerce, HPU	Member
5.	Prof. Neelima Kanwar, Department of English, HPU	Member
6.	Prof. Jeet Ram Sharma, Department of Music, HPU	Member
7.	Prof. Kuldeep Singh Katoch, Education, CDOE, HPU	Member
8.	Sh. Satish Kumar Sharma, A.R., CDOE	Convener

At the outset, the Dean of Studies greeted all members of the Committee and requested them to share their valuable suggestions on the various agenda items. Thereafter, the A R (Academics) presented the following agenda items for the Committee's consideration and decision-making:

Item No.1	What will be the nomenclature of the individuals engaged for academic activities at CDOE?
Decision	The committee reviewed the DEB and other relevant regulations, and recommended that the nomenclature for the eligible individuals involved in academic activities at CDOE be changed to Academic Counsellor.
Item No. 2	Procedure, Eligibility and the Remuneration of Academic Counsellor for PCP, Writing of Study materials, Evaluation of assignments, projects, etc..
Decision	The Committee recommends inviting applications from eligible candidates (as per UGC Regulations), for empanelment of Academic Counselors for PCP, writing study materials, and evaluating assignments and projects. All applications will be reviewed by a committee formed by the Hon'ble Vice Chancellor, who will recommend candidates for empanelment for one academic session, extendable yearly maximum for three years. The Remuneration for the PCP will be at par with the Guest Faculty norms of UGC adopted by H. P. University. The prerequisites and conditions for lesson writing will align with DEB guidelines. All lessons must be edited by editors of the CDOE. Retired teachers from universities or colleges and research scholars (without scholarship) who have completed a minimum of three years in a PhD program may be considered for the academic counselor. Additionally, working teachers, both within and outside HP University, may also be considered for writing study materials. The Director CDOE shall place the matter before EC/FC for approval. The teachers of CDOE and research scholars with fellowships will conduct PCP as part of their mandatory assignments.
Item No. 3	Revision of rates for Writing/Revision of lesson (CDOE) tying charges of lessons, refreshment, etc.during PCP.

Handwritten signatures and initials:
 Jeet Ram Sharma
 Pardeep Kumar
 Neelima Kanwar
 Kulbhushan Chandel
 Kuldeep Singh Katoch
 Satish Kumar Sharma

Director
 C. D. O.
 Himachal Pradesh University
 Shimla-171005


Decision	The committee reviewed the rates for writing and revising lessons (CDOE), which include charges for the lessons, refreshments etc. as specified in notification No. 18-21/2002/HPU/ICDEOL/Admn., dated July 24, 2009. The committee recommends that all these rates be revised and increased by 20%. The Director CDOE shall place the matter before EC/FC for approval.
Item No. 4	PCP in the event of thin presence of learners
Decision	CDOE shall conduct intensive PCP when there's a smaller number of attendees or for specific programs. For example if learners attendance is less than five, only three days PCP are to be provided, unless otherwise compulsory. Intensive PCP refers to specialized, focused academic or guidance sessions.
Item No. 5	Payment of pending bills of PCP.
Decision	The Committee resolved that all pending bills to date (approval of proceedings) with regard to PCP of CDOE, may be processed as per existing norms. Since previous bills have been pending for a long time, hence should be processed on a priority basis.
Item No. 6	Regarding project report and comprehensive Viva-voce of M.Com & Other courses of CDOE students.
Decision	The Director of the Center for Distance and Online Education (CDOE) informed the committee about the challenges faced in supervising project work and conducting comprehensive Viva Voce examinations for approximately 1,700 students of Commerce subject. This issue has been exacerbated by the fact that candidates are now being admitted twice a year. After thorough discussions, the committee recommended that for Commerce and any other departments with "Project" components may be replaced with an equivalent course/ paper. The concerned BoS shall propose alternative course so as to resolve the issue. The Committee further resolved that all pending bills to date (approval of proceedings) with regard to "Project" of CDOE, may be processed as per existing norms.
Item No. 7	Should PCP be conducted Online/or Offline?
Decision	The committee opined that PCP may be conducted online/or offline, depending upon the operative guidelines of the DEB and UGC. In the event of an offline PCP on Sunday and Gazetted holidays, the concerned faculty teachers of CDOE/counsellors will be entitled to remuneration of ₹ 1500 per day with local conveyance of ₹100 per day. The Director CDOE shall place the matter before EC/FC for approval.
Item No. 8	Matter regarding exemption of maximum 10 lectures per month.
Decision	Rejected

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


(Satish Kumar Sharma)

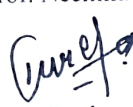

(Prof. Kuldeep Singh Katoch)


(Prof. Jeet Ram Sharma)


(Prof. Neelima Kanwar)


(Prof. Kulbhushan Chandel)


(Prof. Anarna Negi)


(Prof. Pardeep Kumar)


(Prof. B.K. Shivram)

Dean of Studies/Chairman of
the Committee

INTERNATIONAL CENTRE FOR DISTANCE
EDUCATION & OPEN LEARNING, IPU, SHIMLA-5.
'ADMINISTRATION SECTION'

No. 18-21/2002/IPU/ICDEOL/Admn.

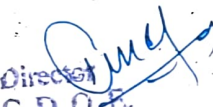
Dated: 21.7.2009

NOTIFICATION

On the recommendations of the Finance Committee vide Res.No.18 of its meeting held on 30.6.2009, the Executive Council vide item No.7 (18) of its meeting held on 14.7.2009 has approved the rates for Writing /Revision of lessons(ICDEOL), typing charges of lessons and refreshment rates during Personal Contact Programmes as per-details given hereunder:-

Rates for Writing/Revision of Lessons (ICDEOL)(Excluding Typing Charges).

Class	Unit	Approved Rate
M.Phil. Note: M.Phil was introduced in ICDEOL in 2002-03	Per lesson writing	Rs. 1500/-
M.Phil.	Substantial revision	Rs. 500/-
M.A., M.Sc., M.Ed., M.Com. MBA RIMC. etc.	Per lesson writing	Rs. 1200/-
M.A., M.Sc., M.Ed. , M.Com. MBA. MMC. etc.	Substantial revision	Rs. 550/-
P.G. Diplomas & B.Ed	Per lesson writing	Rs. 1100/-
P.G. Diplomas & B.Ed.	Substantial revision	Rs. 550/-
U.G.(B.A., B.Com., BCA)	Per lesson writing	Rs. 750/-
U.G. (B.A., B.Com., BCA)	Substantial revision	Rs. 400/-


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