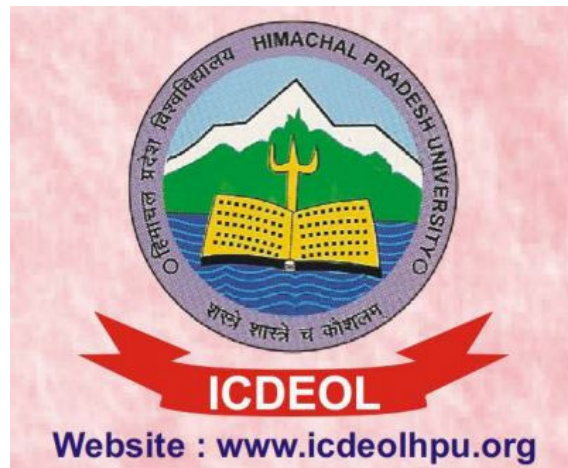


Frequently Asked Questions For ICDEOL Students

(International Centre for Distance Education and Open Learning)



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

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CHAPTER 1

General rules and regulations

1. What is ICDEOL?

Himachal Pradesh University, a premier institution of teaching and research was established in 1970 by an Act of the Himachal Pradesh Legislative Assembly. The University took a bold step towards proliferation of knowledge and democratisation of educational opportunities by setting up a Directorate of Correspondence Courses in 1971. The latter has played a pioneering role in launching the programmes through distance education at the postgraduate level in social-sciences, humanities, commerce and teacher training. The Directorate of Correspondence Courses, later rechristened as the International Centre for Distance Education and Open Learning (ICDEOL), has witnessed rapid horizontal and vertical expansion by launching a number of new courses, especially of vocational nature and by consolidating the existing programmes of study.

2. What is the Jurisdiction of ICDEOL?

The distance education programme of the University is open to all persons residing in any part of India and abroad irrespective of race, creed or class subject to the fulfilment of minimum qualifications prescribed for admission and availability of seats. However, as per the NCTE regulations and admissions to M.Ed. and B.Ed. courses are open only to the teachers serving in Himachal Pradesh only.

3. What is Distance Education and Open Learning?

Distance education or distance learning is a mode of delivering education and instruction, often on an individual basis, to students who are not physically present in a traditional setting such as a classroom. Distance learning provides "access to learning when the source of information and the learners are separated by time and distance, or both

4. What are different programmes of study at ICDEOL?

Courses at Under-Graduate Level

B.A. Part III (Pass Course)	Annual system, Three-year course.
B.Com. Part III (Pass Course)	Annual system, Three-year course.

Courses at Post-Graduate Level

M.Com. (Master of Commerce)	Two-year course in four semesters.
M.A. in English	-do-
M.A. in History	-do-
M.A. in Economics	-do-
M.A. in Political Science	-do-
M.A. in Public Administration	-do-
M.A. in Hindi	-do-
M.A. in Sanskrit	-do-
M.A./M.Sc. in Mathematics	-do-
M.A. in Sociology	-do-
M.A. in Music	-do-

Professional Courses

B.Ed. Two Years Course (Annual System) only for candidates working in a **recognized / affiliated educational institution located in Himachal Pradesh**

M.Ed. Two Years Course (Annual System) only for candidates working in a **recognized / affiliated educational institution located in Himachal Pradesh**

Master of Business Administration (MBA)	Two-Year course in four semesters.
PGDMC (P.G. Diploma in Mass Communication)	One-year, Annual System.
MMC (Master of Mass Communication)	Two-year, Annual System.

PGDPM & LW

One-year, Two semesters.

PGDCA (P.G. Diploma in Computer Applications)

One-year, Two semesters.

5. How can I get Consolidated Marks Card (CMC) /Provisional Certificate/Duplicate Certificate?

A student who desires to obtain consolidated marks card/provisional certificate after passing all semester examinations of course may send an application to the Controller of Examination, H.P. University on the prescribed application form DE-4 and DE-4B downloadable from ICDEOL website along with requisite fee as the case may be drawn in favour of the Finance Officer, H.P. University, Summer Hill, Shimla-5.

6. How can I get my degree?

The degrees are usually awarded to the candidates after one year of passing the concerned examination. The candidate desirous to obtain his/her degree earlier may make an application on the prescribed application form DE-4A along with the prescribed fee in the shape of IPO's/B.D. drawn in favour of the Finance Officer, H.P. University, Summer Hill, Shimla-171005.

7. How can I get my migration certificate?

A Migration Certificate to join some other University/institution may be granted to a student on his request on the prescribed Performa and accompanied with the request through IPO's/Bank draft drawn in favour of the Finance Officer H.P. University Shimla-171005. A Specimen format DE-7 is used for the purpose.

CHAPTER 2

Admission

8. Is there any entrance test to get admission in ICDEOL?

There is no entrance test except M. Ed or percentage of marks as criterion for admission to any of the courses through the ICDEOL, except in M.B.A. PGDCA and APGDIT where admission will be made on merit.

9. What is spot admission programme of ICDEOL?

For convenience of the public as and when felt necessary, the ICDEOL creates spot admission centres at various places in the country. A notice to this effect is published in the leading newspapers of the country.

10. How can I apply for admission?

The application for admission to a course/class shall be made on the prescribed admission form (DE-9 to DE-15), duly filled in by the candidate legibly in his/her own handwriting along with the documents enlisted hereunder. Photostat copies of the certificates must be attested clearly indicating name and designation of the competent attesting authority.

1. Admission form DE-9
2. Registration form DE-10
(in case of those who are not registered with the H.P.U.)
3. Examination form DE-11
4. Index card DE-12
5. Address slips DE-13
6. Acknowledgement card DE-14
7. Identity card DE-15
8. Latest passport size photograph to be affixed on the admission form duly attested by a gazetted officer or an officer of an equivalent rank.
9. IPOs/Bank Draft towards payment of fees (including the late fee, if applicable) duly crossed A/c payees' and drawn in favour of the Director, ICDEOL, H.P. University Shimla-171005 or deposit the fee at the university counter.
10. Copy of the Matriculation/Higher Secondary School Examination Certificate showing date of birth of the candidate, duly attested by a gazetted officer.
11. Three copies of certificate/detailed marks sheets of having passed the previous examination on the basis of which the candidate is seeking admission duly attested by a gazetted officer in case of B.A. I and B.Com. I. In case of postgraduate classes only one set of attested copies of certificates matriculation onwards is required to be submitted.
12. As per Ordinance 3.11 Migration Certificate shall not be a requirement for admission to any class/ course through ICDEOL.
13. Incomplete application/enrolment form shall not be entertained. In case of an incomplete form being returned to the candidate for completion, the prescribed late fee applicable as on the date of receipt of complete form shall be payable by the candidate. Provided, however, that in the case of a candidate having

passed his qualifying examination from a Board/University other than the Himachal Pradesh Board of School Education/Himachal Pradesh University, the admission shall be treated as provisional.

14. A candidate applying for admission under SC/ST/PH category must attach a copy of the requisite certificate issued by the competent authority authenticating the claim.

11. Can I apply for change of Subject after admission?

A student may be allowed to change the subject(s) of his study after submission of his admission form on payment of a fee as prescribed in the prospectus and by a written request addressed to the Director (ICDEOL), subject to the availability of seats, eligibility and permissible subject combination, where applicable. The change will be allowed only if the personal contact programme for the changed subject/course has not been held. In such cases the student may be required to attend the personal contact programme at a centre to be allotted by the ICDEOL.

12. Can a student having compartment at Undergraduate level eligible to get admission?

(i) A student who has not passed the examination but has been placed under compartment in the annual system may be given provisional admission except in the subject of compartment, subject to other provisions pertinent in this regard. His/her admission shall be confirmed only if he/she is successful either in supplementary examination or in the next annual examination in the subject in which he/she was placed in compartment. However a student who has not passed the qualifying examination shall not be eligible for admission to professional courses i.e. MBA, M.Ed., PGDPM, M.Com., PGDCA & APGDIT.

(ii) The admission of a student against whom a case of unfair means is pending will also be provisional.

(iii) A candidate, who is placed under compartment is permitted to join provisionally the next higher class, if otherwise eligible but his admission shall be cancelled retrospectively if he/she fails to obtain the pass marks in the subject of compartment in the supplementary examination of the ensuing annual examination. He/she shall forfeit his/her claim to the declaration of result of the higher class for which he/she is a provisional candidate. He/She shall have no claim against the institution he/she had joined or the fees paid.

(iv) A candidate whose examination result is notified as "Later" may be allowed to join the next higher class provisionally. In case he/she is declared "fail", his/her admission shall stand cancelled and he/she shall forthwith reverted to the lower class. He/she shall have no claim against the institution or the University. Fees paid by the candidate for the higher class shall be adjusted against the dues of the lower class but in case he/she discontinues his/her studies fees paid shall not be refunded.

13. What is the process to renew my admission to the next class/semester?

Once a student has been enrolled to a class he/she shall not be required to purchase a hand-book-cum admission/enrolment form for admission to the next class/part/semester. Instead an admission renewal form shall be required to be filled in and submitted to the ICDEOL for each class/part and semester along with the prescribed fees as per the admission schedule given below. Although an admission renewal form and a notice for submission of the same will be sent by the institution in due course of time yet it would be primarily the responsibility of the student to submit the renewal admission form and fees in time. Renewal form DE-8 is annexed A photostat copy of the same can also be used.

14. Can I get direct admission to second semester of Post-graduation Courses?

Subject to the minimum qualifications prescribed, direct admission to M.A. and M.Com. Second Semester will be made in the month of December / January. Direct admission may also be allowed to a candidate who for any reason is not able to seek admission to the 1st semester subject to the availability of seats as per

admission schedule given below. Such a student shall have to seek renewal of admission to the first semester after the last semester examination of the course concerned. However, direct admission to 2nd semester of MBA, M.A. / M.Sc. Mathematics, PGDCA, APGDIT, M.Phil, PGDPM & LW, M.A. (Music) shall not be allowed.

15. How can I renew my admission for next semester/year?

Once a student has been enrolled to a class he/she shall not be required to purchase a hand-book-cum admission/enrolment form for admission to the next class/part/semester. Instead an admission renewal form shall be required to be filled in and submitted to the ICDEOL for each class/part and semester along with the prescribed fees. Although an admission renewal form and a notice for submission of the same will be sent by the institution in due course of time yet it would be primarily the responsibility of the student to submit the renewal admission form and fees in time. For renewal DE-8 form is used.

16. Is migration certificate required for admission purpose in ICDEOL?

No, there is no need of migration certificate to get admission or to enroll in any ICDEOL programme of Undergraduate or Postgraduate Level.

17. How can a foreign student get admission in ICDEOL?

The foreign students residing in India will be allowed admission subject to the condition that before submitting their admission/enrolment forms they shall have to obtain eligibility certificate from the Association of Indian Universities to facilitate their admission to the programme of their choice. They may provide the following information for issue of equivalence certificate to Association of Indian Universities.

- (i) Degree/Diploma Certificate together with year-wise academic transcript/mark sheet duly authenticated by Indian mission abroad/concerned foreign mission in India.
- (ii) Accreditation status of the degree-awarding foreign University authority.
- (iii) Bank Draft of US\$ 50 or equivalent Indian Currency in favour of the Secretary General, Association of Indian Universities, New Delhi as fee.
- (iv) Students residing abroad shall pay in US Dollars
- (v) No Objection Certificate from Foreign Registration Office may also be obtained and attached with the admission form.
- (vi) No financial transaction in respect of foreign students from their respective countries shall be affected/received through the office of the ICDEOL or the University. Expenditure certificate to the foreign students, if required by them, shall be issued only in respect of the fees realised by the ICDEOL. Such a certificate shall not include any other item of expenditure. Save as otherwise provided, the students residing abroad shall be allowed admission as per normal rules.

CHAPTER 3

Personal Contact Programme and Assignments

18. Where are the centres of Personal Contact Programme?

The Personal Contact Programme Centres for the UG/PG are at SHIMLA and outside the state also as per the concentration of the students strength. The ICDEOL reserves the right to create/close any Centres for Personal Contact Programme at other places in Himachal Pradesh on the basis of density of student-enrolment and availability of the qualified staff. If necessary other PCP Centres will be notified during counselling.

19. What is the duration of Personal Contact Programme?

B.A. / B.Com. (each year)	Seven days
B.A. (with Music as a subject) (each year)	Ten days (Compulsory for Music)
BCA (each year)	Fifteen days
M.A., M. Sc. (Maths) Each Semester	Seven Days
M.A. (Music) (each semester)	Ten days (Compulsory)
MBA (each semester)	Seven days
M.Com. (each Semester)	Seven days
P.G.D.P.M. & L.W. (each semester)	Seven days
P.G.D.C.A. (each semester)	Ten days (Compulsory)
A.P.G.D.I.T. (each semester)	Ten days (Compulsory)
P.G.D.M.C. (Each Year)	Ten days
M.M.C. (Each Semester)	Ten days
M.Ed. (Each Year)	Twenty Days (Compulsory)
B.Ed. (Each Year)	Twenty Five days (Compulsory)

20. Can I contact my teacher after completion of PCPs?

Yes, you can contact the programme coordinator and course teachers to clarify your doubts related to concerned subject during and after the personal contact programmes.

21. What is the medium of instruction?

The ICDEOL imparts instructions mainly through the medium of printed lecture scripts, which are supplemented by Personal Contact Programmes (PCPs) and assignments. The medium of instruction at the Postgraduate level is English except in the subjects of Hindi and Sanskrit. The study material will be made available in English; however, students can write their answers in examination either in English or in Hindi. The lectures in personal contact programmes are generally delivered in English. However, the student can get clarifications in Hindi during personal contact programmes as well as practicum either in Hindi or English. At the Undergraduate level, except in case of B.C.A., instructional material is made available in English or Hindi as per the option of student.

22. How can I get accommodation during my PCPs at university campus, Shimla?

The ICDEOL students visiting Shimla are generally provided accommodation subject to availability of accommodation in the University Faculty House on the minimal rates fixed by the University from time to time.

23. Are assignments compulsory?

Yes, 75% assignments are compulsory to become eligible to take examination.

24. Where do I submit assignments of the concerned subjects?

All the assignments are required to be submitted before theory examinations to the Section Officers of the concerned department at ICDEOL.

CHAPTER 4

Examination

25. How can I get examinations related queries?

The ICDEOL is an institution owned and controlled by the authority of the Himachal Pradesh University. The examinations in respect of the ICDEOL students are conducted by the University. All matters relating to the examination, i.e. result, marks-sheet, degree etc. are dealt with by the Controller of the Examination. Representations/ applications in this regard, if any, must, therefore, be addressed to the office of the Controller of Examinations with a copy to the ICDEOL.

26. What is the Examination Schedule for Undergraduate and Postgraduate classes?

The examination for M.A./MBA/M.Com./M.Sc/PGDPM & LW/PGDCA/APGDIT & MMC are conducted every year on Semester basis normally in November for I/III semester and in June for II/IV semester. The examination for B.A./B.Com./B.C.A. classes are, however, conducted on annual basis, i.e. once in a year tentatively in the month of March. Supplementary examination for compartment cases of B.A./B.Com./B.C.A. Courses are normally held in the month of September. However the annual examinations of PGDMC are held in the month of June/July every year.

27. What is the medium of examination?

The medium of examination in the subjects of English, MBA, Mathematics, APGDIT, PGDCA, and PGDPM&LW shall be English and in all other subjects, the medium of examination shall be either Hindi or English. In case of Sanskrit the medium shall be Sanskrit or Hindi.

28. Can I choose examination centre outside Himachal Pradesh?

In the case of students who wish to opt for a centre outside the state of Himachal Pradesh, the examination centres for undergraduate classes and the postgraduate courses are generally created at the venues of personal contact programmes. The students may, therefore, opt for the centres in order of preference, as in case of the personal contact programme. The University, however, reserves the right to change the examination centre in case the accommodation, required facilities and adequate number of examinees are not available at a particular place.

29. Can I apply for change in allotted examination centre?

A change in the allotted centre of examination may be permitted by the Controller of Examination in the following circumstances:

- (a) If the candidate or his/her father or guardian is transferred and the fact of transfer is certified by the Head of the Office or the department in which he/she or his/her father/guardian, as the case may be, is employed.
- (b) If the change of centre is necessitated by the reason of a candidate's ill health and the fact of illness is

supported by a certificate from a Registered Medical Practitioner not below the rank of an Assistant Surgeon.
(c) To avoid hardship, in an exceptional case, not covered by the above provisions. Prescribed application form DE-6 is available in the Handbook. Photostat copy of the same can also be used.

30. Can I appear simultaneously in annual as well as supplementary examinations, if I have compartment in B.A./B.Com. Part- I /Part- II examinations?

A candidate placed under compartment in part-I and II may be allowed to appear in the concerned paper in the supplementary examination and also in the next annual examination along with the examination for the next part. A candidate of part-III who is placed under compartment or is declared as "Failed" may however be allowed to appear in the concerned subject or the whole examination in the supplementary examination.

31. Should I seek re-admission in the same semester, if I could not get success in semester examination of Postgraduate Classes?

It will not be necessary for a candidate who is not successful in the semester examination to seek re-admission in the same semester. Such a student may appear in the University examination as a "Re-appear candidate/as an Ex-Student" along with the next semester examination.

32. Can I take examination of 3rd semester without appearing in 2nd semester of Postgraduate Classes?

No students will be allowed to proceed to III semester without appearing in II semester and similarly will not be allowed to proceed to IV semester without appearing in III semester.

33. Where should I submit re-appear/compartment examination forms and fee?

Students who opt to appear in an examination as failed/re-appear candidates should submit their examination forms and fee directly to the Controller of Examinations, H.P. University Shimla-5 duly attested by a Gazetted Officer. The students are also advised to send these examinations forms and fee for each semester separately.

34. What is normal schedule to submit examination forms?

Normally, the forms are accepted in the 1st and 2nd week of October for the I/III semester examination and in 1st and 2nd week of April for II/IV semester examination.

35. Should I fill separate form for each class/ semester, if I have failed/compartment or re-appear?

A student appearing as failed/compartment/re-appear/ex-student of the ICDEOL shall use a distinct form specially meant for such students. Separate form for each class/part in case of B.A. examinations and each semester for P.G. examinations is required to be submitted to the Controller of Examinations, HP University, Shimla-171 005 along with the prescribed fee. Form DE-1 or photostat copy of the same can also be used. Add the Examination Fee as cost of form.

36. From where can I get the compartment/re-appear forms?

The form for re-appear/failed students/ex-students can be obtained from the incharge enquiry section, H.P. University Shimla-171005, by sending B.D./IPOs payable to Finance Officer H.P. University Shimla-171005 by Post or can be downloaded from ICDEOL's website but cost of form should be included in the total fee payable.

37. What is the time period between the two semester examinations of the same degree?

Save as elsewhere provided, in an examination in which a candidate has to appear to complete the degree of

an undergraduate class, the period between the examination that he/she has passed before and the next examination shall not exceed three years and in case of a candidate of postgraduate class (under semester system) such period between one semester and another shall not exceed two years.

38. How can I get my examination result?

Result card/detailed marks sheet/certificate, etc. shall be despatched to the concerned students immediately after the declaration of their result. The results of I/III semester examination are usually declared in the month of February/March and those of the II/IV semester in August/September. In case of undergraduate examination the tentative schedule of declaration of result is June/July for annual examination and November/December for supplementary examination.

CHAPTER 5

Evaluation

39. How can I apply for re-evaluation of answer books?

Re-evaluation of answer books is permissible under ordinance 6.70 of the First Ordinances of the H.P. University. Main provisions are as under:-

- (a) If a candidate feels that the answer-book has not been fairly evaluated she/he may within 21 days of the issue of the detailed marks card by the University apply to the Controller of Examinations on a prescribed application form accompanied by the marks card in original and the prescribed fee in the form of IPO's/B.D. drawn in favour of Finance Officer H.P. University, Shmila-171005.
- (b) The re-evaluation fee once deposited with the University shall not be refunded. However, the re-evaluation fee will be re-funded if application has been rejected under clause 6.70 (a) & (g) of the Ordinances of the University.
- (c) The score on re-evaluation shall supersede the original score provided that in case of a candidate securing pass or more marks on original evaluation, the downward revision on re-evaluation shall not go lower than that the level of pass marks in the paper concerned.
- (d) Whatever be the change in awards after re-evaluation, the same shall be conveyed to the candidate by the Controller of Examinations.
- (e) A candidate who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as admission / promotion to any course / class, eligibility to sit for the entrance test or the grant of scholarship /award / medal, etc. on the basis of the result of re-evaluation which shall not be considered as a time-bound process.
- (f) A defaulting student will not be entitled to apply for re-evaluation after expiry of the date, i.e. after 21 days from the date of the declaration of the general result of the class concerned if the result has been delayed on account of his own fault.
- (g) Prescribed application form for Re-checking/ Re-evaluation is a priced document. The form DE-5 is added in the Hand-Book and the students can use a photo copy of the same in the prescribed fee for Re-evaluation.
- (h) The re-appear/failed/compartments candidates who apply for Re-checking / Re-evaluation of their scripts are advised to fill in the Examination Form for the forthcoming examination in time, without waiting for the Re-Checking / Re-evaluation result.

40. How can I improve my scores and division?

No one who has already passed an examination of the University established by law in India shall be permitted to re-appear in the same examination. Provided that before a candidate becomes eligible for the award of the degree, may apply for the cancellation of the result of any course(s) in which he/she may have passed in any semester examination and may re-appear in the corresponding semester examination(s) to improve his/her score in the particular course(s). Provided further that a person belonging to any of the following categories who has already obtained or has become eligible for the award of the degree may be allowed to re-appear in the same examination to improve division.

- (i) A person who has obtained or has become eligible for the award of the degree from the University.
- (ii) A person who being a resident of the area within the territorial jurisdiction or the University has obtained

his degree from the Punjab University, Chandigarh before establishment of this University.

(iii) A person who being employed as a whole time teacher in the University or a college affiliated to or maintained by it and has obtained such a degree from any other University established by law in India.

A candidate belonging to category (i) above may be allowed to appear in any course(s) which may be either entirely new or in which he may wish to appear again to improve the score if he has already obtained the degree or may have the option after the declaration of final result whether he wants to take the degree or to get one or more courses of the final semester cancelled to improve his score in the course / courses but the option must be exercised by the candidate within one month of the date of declaration of result of IV Semester. Marks obtained by him / her in the course in which he / she re-appeared and the marks obtained by him/her in the earlier examination in the courses in which he / she does not appear shall determine his / her new division.

The result of the candidate appearing for the improvement of division shall only be declared if he / she is able to improve his/her division or get at least 55% marks in the aggregate of the result desired to be improved.

A candidate belonging to categories (ii) and (iii) above shall have to appear in all the courses prescribed for all the four semesters but he / she shall have the option to complete the examination either in one year or in two years. If a candidate permitted to appear in an examination for the purpose of improving his/her score in course(s) under the first provision subparagraph (i) above fails in the said course(s) he/she shall be declared as "re-appear" in the course concerned and shall be allowed to be governed by the same rules as are applicable to re-appear candidates.

Provided that no candidate shall be allowed to get his/her score in any course(s) cancelled more than once and if a candidate after getting his/her course(s) cancelled does not appear in the corresponding examination, his / her previous score in the course(s) shall stand but shall not be given another chance to get the score cancelled.

Provided further that a candidate permitted to re-appear in the examination for the purpose of improving his / her division shall be allowed only two attempts in each paper within a maximum period of five years after he / she has qualified for the award of the degree.

Provided further that such candidates shall have to appear in the corresponding semester examination (s) and according to the syllabus of studies in force at the time of said examination(s).

Improvement of Score in Under-Graduate Classes (For admission purpose only) :

A candidate who does not fulfil the percentage required for admission to Master's degree course may be allowed to improve his / her score in only one subject / additional subject of choice only within two years from the passing of the respective examination. Provided that this concession shall be for the purpose of eligibility for admission to a course for which graduation is the minimum qualification for admission.

41. What is the pass percentage of marks in University Examinations?

The pass marks in each course / subject are as under:

- | | |
|---------------|---------------|
| 1. B.A/B.Com. | each part 35% |
| 2. B.C.A. | 40% |

- | | | |
|----|--------------------------|---|
| 3. | M.A/M.Com./M.Sc. (Maths) | 36% |
| 4. | PGDPM & L.W. | 40% separately in each written paper, internal assessment, viva voce examination and 50% in aggregate |
| 5. | P.G.D.C.A./A.P.G.D.I.T. | 40% |
| 6. | MBA | 40% and 50% in aggregate of all the four semesters |
| 7. | P.G.D.M.C./M.M.C. | 40% |

42. What is the classification of divisions?

The candidates who are successful in an examination are classified as under :

First division : Those who obtain 60% or more of the aggregate marks.

Second division: Those who obtain 50 % or more but less than 60% of the aggregate marks.

Third division : Those who obtain less than 50% marks (not applicable for M.B.A)

Distinction : Those who obtain 75% of the aggregate marks in first attempt will be shown to have passed the examination with distinction.

CHAPTER 6

Library Facility

43. What are working hours of the library of ICDEOL?

The library of ICDEOL at Shimla remains open from 10.00 a.m. to 5.00 p.m. throughout the year except on Second Saturday, Sunday and other University holidays.

44. How can I get membership of the library?

A person eligible and desirous of becoming a member of library shall fill in and sign a membership registration format DE-2 and membership card at DE-14 (annexed) and send them to Assistant Librarian along with two passport size photographs duly attested by a Gazetted Officer/Principal or by the Assistant/Dy. Registrar of the ICDEOL. Each student member shall be issued Library Identity-cum-Membership passbook at the time of enrolment which entitles him/her to take on loan two books at a time. Members will be enrolled during March to November. Library membership form and card duly filled in must be submitted by the student along with two passport size photographs duly attested and a demand draft drawn in favour of the Director, ICDEOL. This library security money should be sent through a draft separately to Asst. Librarian ICDEOL, H.P. University, Shimla-5. The circulation of documents will remain closed from 1st January to 15th February.

45. How can I borrow books from Library?

Outstation members who wish to have books sent out of Shimla, will have to bear one way cost of postage. The books will be sent under registered cover at the expenses of the ICDEOL, whereas the safe return will of books will entirely be the responsibility of the members. The loan period of books is 21 days for local members and 30 days for the outstation members. For delay beyond the prescribed period, overdue charges @ Re. 1 per book per day for late return and price for loss mutilation of documents shall have to be paid. In addition to the facility available at the ICDEOL library, the ICDEOL students can avail the facility of inter-library loan of books from the main library of the University. The University library is housed in a multi-storey building with a space to accommodate more than two lakhs of volumes in stack halls and about 600 readers in reading halls.

46. How can I get prescribed forms/proforma and where to submit all these?

The prescribed forms/Performa as needed by the students at the time of admission and during the course of study/examination and even afterwards that are annexed to the Hand Book of information or downloadable from website. Forms marked as DE-9 to DE-15 duly completed in all respects are required to be submitted at the time of admission. Forms DE-1 to DE-8 be retained by the students and be submitted to the ICDEOL or concerned office duly filled in as per requirements if/when needed.

CHAPTER 7

Student Support System

47. Can I pay fee through debit card or internet banking for different tasks related to admission, examinations, registration etc.?

You can pay the admission fee by generating challan online and submit the fee in the bank. For other tasks related to examination, registration etc., you can pay fee through IPOs/ demand draft / cash.

48. Can I do a job while pursuing a course from ICDEOL?

Yes, you can do a job while pursuing a course from ICDEOL.

49. What support services are made available to the applicants at the time of admission?

Following support services are provided to the applicants at the time of admission. The students are guided by the faculty members in (1) selection of subjects, (2) ensuring the availability of online application forms/handbook of information, (3) filling of online application forms. In addition the students can remove their queries by contacting on Helpline No. and they can also contact faculty members for their help.

50. What is the nature of study material provided to ICDEOL students?

The study material provided to ICDEOL students is in self- learning format through which students can understand different concepts without the help of a tutor. It also includes exercises for self evaluation of students.

51. What type of support provided to ICDEOL students for preparing for annual/ semester-end exam?

Self-learning material is provided to the students. The students can contact the faculty members through telephone or e-mail to solve their queries. Academic guidance and counseling is provided at the time of PCP. In certain courses where theory assignments are compulsory, feedback on assignments is given to the students.

52. Is there any sort of feedback provided to ICDEOL students on their theory assignments?

In certain courses like B. Ed. and PGDCA where theory assignments are compulsory, the feedback is provided to the students. However, in other courses, submission of theory assignments is not mandatory.

53. How are PCPs helpful for me in pursuing a course from ICDEOL?

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

54. Is it mandatory to attend PCPs meant for different courses of ICDEOL?

In courses like PGDCA and B. Ed., minimum 75% attendance is compulsory. In all other courses, PCPs are optional for students.

55. Whether any sort of support is provided by ICDEOL administration for placement of pass out candidates?

Although there is no formal support system available for placement of pass out students in ICDEOL, but, if a student requests for his or her placement, the same is sent to the placement cell of main university.

56. In case of any query, how can I contact the ICDEOL authorities?

The Helpline No. of ICDEOL is 0177-2832239. The contact nos. of faculty members are available on ICDEOL website and prospectus/handbook of information.

57. Whether any online support is provided by ICDEOL to keep its clientele / students updated about various aspects of their courses?

Different kinds of information required by the ICDEOL students are regularly uploaded on its website to keep the students informed and updated.

58. If I have any academic problem, can I contact with the teachers / faculty members of ICDEOL? If yes, specify the procedure?

Yes, you can contact with the faculty members through telephone, e-mail or by visiting the ICDEOL headquarters at Shimla.

59. Are the courses run through ICDEOL equivalent to courses from regular mode?

Yes, the courses run through ICDEOL are equivalent to courses from regular mode.

60. Can I become a member of ICDEOL library?

Yes, you can become a member of ICDEOL library once your admission gets confirmed.

61. Is there any sort of staying/hostel facility available for ICDEOL students during PCPs or visit to ICDEOL for other purposes?

Yes, the facility for staying is available in university faculty house subject to the availability of rooms.

62. If I am not able to attend PCPs of a course during a particular time, what is the alternative option available with me to continue the course?

The PCPs are optional in most of the courses run by ICDEOL. However, the courses like; B. Ed. and PGDCA have a compulsory component of PCPs. If you are not able to attend PCP in these courses, either you are required to get the permission from the Vice-Chancellor for attending the PCP in subsequent academic session or, you have to apply afresh for admission in the course.

63. Can I get my examination result online?

The examination results for undergraduate courses under RUSA are made available online. In case of certain PG courses, examination results are uploaded on university website.

64. Is it necessary for me to come personally to ICDEOL for receiving my mark sheets/ degrees/ diploma etc. after passing out from the course?

No, you can apply to the university for receiving your mark sheets/ degrees/ diploma etc. through post on the prescribed application forms available on ICDEOL website and paying the requisite fee.

65. What is the working schedule/ working hours of ICDEOL?

ICDEOL remains open for six days a week from 10AM to 5PM except on Sundays and gazetted holidays.

66. If I lost my identity card of ICDEOL, how can I get the new one prepared?

You can get your new identity card prepared by applying to the Director, ICDEOL on the Performa used for preparing ID cards which is available in handbook of information uploaded on ICDEOL website.

67. What activities are organized during PCPs to fulfill the needs and provide an exposure to ICDEOL learners?

Different kinds of activities like; debate, discussion, seminar presentation, quiz, dissertations, project works etc. are undertaken during the PCPs for providing the exposure to ICDEOL students.

68. If I do not receive the study material well in time, what should I do?

You can contact the concerned branch/ section through telephone or a written request for the same. Alternatively, you can also contact with Director, ICDEOL telephonically or personally.

69. Is there the facility of Re- Evaluation of my answer-script If I am not satisfied with my marks/ grades in a particular subject?

Yes, the facility of Re-Evaluation is available for you subject to the condition that you are required to apply for Re-Evaluation within 21 days of declaration of your examination result.

70. Is the information regarding admission confirmation/ rejection provided to the applicant by ICDEOL?

Yes, you can get the required information regarding your admission status from the ICDEOL either telephonically or personally.

71. Whether the reservation of seats in admission to various courses is adopted by ICDEOL?

The reservation of seats in admission is applicable only in case of professional course like; B. Ed. where seats are limited. In all other courses, any applicant possessing minimum eligibility qualification can seek admission.

72. What type of support is provided by ICDEOL to its learners in the tasks like; on the job training, projects, dissertations etc?

For the tasks like on the job training, the student has to make his arrangement on his own. In case of project and dissertation works, the supervisors are allotted by the ICDEOL to the students for providing them academic assistance.

73. Can I take admission in more than one programme of ICDEOL?

No, you cannot pursue two degrees at one time from ICDEOL / H.P. University. However, you can enroll yourself in one degree and one diploma course (maximum one year duration) at one time from ICDEOL/ H.P. University.

74. Is B.Ed. course offered by ICDEOL recognized by NCTE?

Yes, the B. Ed. Course offered by ICDEOL is duly recognized by NCTE.

75. Is there any seat limit in different courses of ICDEOL?

In professional course like B. Ed., the prescribed seat limit is applicable. In remaining courses of ICDEOL, no seat limit is there.

76. Can I appear in the final examination if I do not have my roll no. slip?

The roll no. slip is essential for appearing in the final examinations. You can appear in the final examination without roll no. slip subject to the condition that your roll no. is included in the cut-list of the examination center allotted to you by the university which can be verified online. However, if you have not received your roll no slip, you can provisionally appear in the examination by showing the examination fee receipt/ postal receipt.

77. Can I appear in the final examination at a center other than which was filled by me in the examination form?

No, you are required to appear only at the allotted examination center. However, you can get your examination center changed prior to 15 days of commencement of your examination by paying the requisite fee.

78. How can I submit my complaints/ suggestions to ICDEOL?

You can submit your complaints / suggestions in writing to grievance redressal cell of ICDEOL or directly to the Director, ICDEOL.

79. Whether any alumni association of ICDEOL learners has been constituted? How can I become the member of same?

No, there is no specific alumni association of ICDEOL learners. But, you can become a member of alumni association of HP University, Shimla.

80. What will happen if I am not able to submit my theory assignments well in time?

In those courses where submission of theory assignments is compulsory, you are required to submit assignments well in time failing which your internal assessment will be withheld and your examination result shall not be declared.

CHAPTER 8 (A)

RUSA

(Rashtriya Ucchatar Shiksha Abhiyan)

(Under CBCS)

81. What is RUSA?

A: RUSA is Rashtriya Ucchatar Shiksha Abhiyan under which H.P University has introduced (since 2013) semester system for undergraduate classes. Students' performance is evaluated through CBCS system.

82. What is CBCS?

A: CBCS stands for Choice Based Credit System. Under this structure, the student has considerable freedom to choose his/her courses except for the compulsory and core courses of the subject of his/her "Major", he/she is free to choose courses of his/her choice.

83. What are the courses being offered by ICDEOL, HP University under CBCS system?

A: The following courses are being offered:

Major Courses (B.A)

Sanskrit

English

Hindi

History

Mathematics

Music

Political Science

Sociology

Economics

Public Administration

Minor Courses (B.A)

Sanskrit

English

Hindi

History

Mathematics

Music

Political Science

Sociology

Economics

Public Administration

Compulsory Courses

Compulsory English

Compulsory Hindi

Compulsory Sanskrit

Compulsory Geography of Himachal Pradesh

Compulsory Constitution of India

Compulsory History of Himachal Pradesh 1815-1972

Functional English

Functional Hindi

Basic Mathematics for all

A minimum of 3 and maximum of 6 different compulsory courses are to be passed by all students enrolled for a UG degree.

The following table gives a summary of the under graduate programme:

Sr.No.	Course Component	Number of Courses		Credits Per Course	Total Credits	
		Minimum	Maximum		Minimum	Maximum
1.	Compulsory Courses	3	6	3	9	18
2.	Major Core Courses	14		4	56	
3.	Minor Elective Courses	10	13	4	40	52 or more
4.	General Interest/ Hobby Courses	1	3	1 to 3	1	9
Total		28	36	1 to 4 (variable)	106 or more	135 or more

84. What degrees are being offered by ICDEOL under CBCS?

A: B.A and B.Com

B.A with Major: When the students accumulates the requisite number of credits at least 120 credits for an under graduate degree.

B.A with Emphasis: When the student earns at least 15 credits in excess with minimum of 'A' grade (60 to 65 % marks /Grade point 6.5) i.e. in all 135 credits or more.

Double Major: When the student earns 30 credits with minimum of 'A' Grade.

However, students due to certain reasons are unable to complete the UG programme with 120 credits, will be considered for the following:

Certificate in the Major subject: If a student accumulate at least 48 credits in total with at least 16 credits in Major/Core courses.

Diploma in the Major subject: If a student earns at least 96 credits in total with at least 32 credits in Major/Core courses.

B.A (Pass Degree): If a student accumulates at least 100 credits in total with at least 30 credits in each of the three subjects (30x 3 = 90 credits) of his/her study.

85. What is a Major subject?

A: At the time of admission each student will identify a Major (main) subject in which he/she will concentrate. It would be the subject in which the student will have to take maximum number of papers to accrue 56 credits.

86. What is a Minor subject?

A: Minor is a subject that a student has to choose besides the Major one. Two minor subjects have to be chosen for the degree programme and 40 credits (20 each) have to be accumulated.

87. How do I choose Major and Minor subjects?

A: Out of the Major and Minor subjects listed you will have to identify a major/main/core subject in which you will concentrate and two minor/allied/elective subjects which too you will study.

88. Can I change a Major subject?

No, Major once identified would not be changed unless you quit a programme and join a new one.

89. Can I change a Minor subject?

A: No, Please make up your mind before you finalize your subjects.

90. How do I make myself eligible for different courses?

A: For the admission in B.A/B.Com you have to pass just 10+2 examination. For B.C.A in 10+2 you must have 40% marks.

91. If I got compartment in 10+2 examination, can I seek admission in ICDEOL?

A: No, there is no provision for provisional admission.

92. What is the minimum and maximum duration for the completion of a course?

A: Minimum-----3 years

Maximum----- No upper limit

93. What is my capacity as a student—Regular or ICDEOL?

A: ICDEOL

PART : B

Evaluation and Fee

94. What is the methodology of evaluation at ICDEOL?

A: We have three fold systems: a) Self assessment

b) ESE (End Semester Examination)

c) Project work and Vive- voce

a) Self Assessment-The weightage is nil

b) ESE- Weightage is 100 %. These exams are held in June/July and November/December. These are conducted for 4, 3, 2 and 1 credit.

c) Project work and Viva-voce- Students will be intimated by the University at the appropriate time.

95. What is a credit?

A: This term 'credit' refers to the weightage given to a course.

4 credits---100 marks

3 credits---75 marks

2 credits---50 marks

1 credit---25 marks

96. How is a credit earned?

A: By taking examinations. For 4 credits you have to take 100 marks paper and for 3, 2, and 1 credit you have to appear in 75,50 and 25 marks papers respectively.

97. How much fee do I pay?

Please refer to the ICDEOL prospectus which can also be downloaded from the website www.icdeolhpu.org and www.hpuniv.nic.in

98. How shall I deposit the examination fee?

A: ICDEOL fee can be deposited through Demand Draft/Cash/IPO and also by filling up the online form (Through generation of Challan).

99. Where shall I submit the examination form?

A: At ICDEOL, H.P. University, Shimla.

100. Can I submit the examination application forms more than once?

A: No.

101. Can I appear as a re-appear/compartments/supplementary student?

A: Yes, but separate section in the same form has to be filled. Form can be downloaded from the icdeol website.

102. How many forms do I fill as a reappear candidate?

A: Two-a) Regular B) Reappear whenever that particular exam is held.

103. Where is the examination centres? Can I appear from anywhere in the country?

A: Only ICDEOL notified centres should be filled and they are regularly displayed/ updated at the websites.

104. I have already submitted my examination application forms with the requisite fee. Now I want to prepare for two/more courses. Can I fill in a second form?

A: No, please make up your mind before filling up the original form.

105. I have appeared in June Term End Examination. The result has not been declared yet while the last date for submission of examination form is shortly away. Should I apply for appearing at the examination of the same courses at the November End Examination?

A: It is advisable that you fill up the examination form without waiting for the result of the previous examinations. However, if you get a re-appear in any of the courses appeared in June Term End Examination, re-appear form can only be filled up in next June Term End Examination only.

106. When and how shall I get to know my Term End Examination result?

A: From the ICDEOL/ H.P University website. The hard copy will also be sent by office.

107. My examination is scheduled for tomorrow and I have not yet received my Roll No./Admit card/Hall ticket. What shall I do?

A: If you have filled in your examination form correctly and you have been duly registered with ICDEOL, then it seems that it is a case of postal failure. You may visit ICDEOL website and check your Roll No in the cutlist and download your Roll No./admit card/hall ticket. You may also contact the concerned branch of your subject.

108. Can I change my centre option which I have mentioned in the examination form?

A: A change in the allotted centre of examination may be permitted by the Controller of Examination, by paying the requisite fee, in the following circumstances:

If the candidate or his/her father or guardian is transferred and the fact of transfer is certified by the Head of the office wherein he/she or his/her father/ guardian is employed.

If the reason is candidate's ill-health and the fact of the illness is certified by a Registered Medical Practitioner.

In exceptional cases, not covered by the above mentioned provisions, prescribed application form DE-6 has to be filled which is available on ICDEOL website.

109. When shall I get my degree certificate after successful completion of the programme?

A: The University keeps updating the result status of every student on the University/ICDEOL websites from time to time. Your status of completion of programme would be displayed on these websites first. After that the University will send you the result in due course of time.

In case you need your result card early, provisional certificate is issued after duly filling up the prescribed form (this can be downloaded from ICDEOL website)

110. I am not satisfied with the marks I have obtained in End Semester Examination. What shall I do?

A: There is a provision for re-evaluation. You may exercise the same.

111. Does re-evaluation mean only checking the correctness of the total?

A: No, it is re-checking of the answer scripts.

112. When will the re-evaluation result declared?

A: Within two months, however, at certain times there could be further delay.

113. If after re-checking I get a lower score than the original what will happen?

A: Lower score will be retained. In case of re-evaluation, the score of re-evaluation will be retained.

114. If my result is withheld what shall I do?

A: Firstly, you may contact the section officer of the concerned branch. Secondly, you may visit the University personally to find out the reason for the non-declaration of the result.

115. I have been told that my marks/result has been withheld for unfair means but I have not adopted any unfair means during examination. What shall I do?

A: You will be asked to appear before the unfair means committee where you can plead your case.

116. how do I know about the examination dates?

A: these are made available at the notice-boards of the University as well as on the websites.

117. Is there any provision of Amanuensis for differently abled students?

A: Yes, it can be provided on a request made beforehand by the student to the Superintendent of the examination centre.

118. What arrangement are to be made by the Superintendent of examination centre with reference to Amanuensis?

A: The Superintendent has to arrange a suitable room for these candidates and also appoint one special invigilator.

119. Will any fee be charged from the student for providing the facility of Amanuensis?

A: No fee shall be charged.

120. What should be the qualification of Amanuensis?

A: He/she must be a student of a lower grade of education than that of the candidate.

121. Can I do B.Sc from ICDEOL?

A: No.

122. Explain Enrolment No., Examination Roll. No. and University Registration No.

A: a) Enrolment No. ---This is the number provided by ICDEOL for your being the student of ICDEOL.

b) Examination Roll. No.—When you fill up your online form, pay the requisite fee and submit the hard copy, this number will be generated.

c) University Registration No. ---When you take admission in the University for the first time, you have to fill up the registration form and you will be given the University Registration No.