

Sr. No.

**INTERNATIONAL CENTRE
FOR
DISTANCE EDUCATION
AND OPEN LEARNING**



Website : www.icdeolhpu.org

HAND-BOOK OF INFORMATION

SESSION 2016-17

Admission to B.Ed. & M.A. (Education)

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

Last date for receipt of Application
Forms B.Ed. & M.A. (Education)

31st August, 2016 (Wednesday)

SOME IMPORTANT TELEPHONE NUMBERS

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<i>Deputy Registrar (Admn. and Accounts)</i>	2831274
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Academic Section :
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In case of examination, registration, migration, re-appear, result and degree matters please contact the following telephone numbers :-

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हिमाचल प्रदेश विश्वविद्यालय - कुलगीत

पवित्रित वेदमंत्रो से मनोरम देवभूमि-निलय
विराजे नवल नालन्दा उन्हीं की छाव में मधुमय
हिमाचल विश्वविद्यालय
विविध विद्यावलय, जय जय !!

धरा माण्डव्य ऋषि की परम पावन, ज्ञानमय-चिन्मय
हिमाचल विश्वविद्यालय
विविधविद्यावलय, जय जय !!

लिये 'शास्त्रे च शस्त्रे कौशलम्' का मंत्र जो निर्भय
हिमाचल विश्वविद्यालय
विविधविद्यावलय, जय जय !!

निरन्तर बढ़ रहा आगे उदित रवि सा, सतत समुदय
हिमाचल विश्वविद्यालय
विविधविद्यावलय, जय जय !!

धरा जो शक्तिपीठों की, धरा शत कोटि तीर्थों की
धरा जो शैलसंस्कृति की, धरा जो नृत्य-गीतों की
जहाँ रावी-विपाशा चन्द्रभागा पुण्य सलिलार्ये
कुसुम गलहार बनती हैं शतद्रू संग, सरितायें

जहाँ तक रम्य धौलाधार पर्वत-शृंखला दिखती
वहाँ तक ज्ञान मधु रश्मियाँ नितफैलती रहती
थिरकते पाँव नाटी पर, लरजते गीत चम्बा के
स्वयं श्री शारदा साकार हो उठती उन्हें गाके

तपोरत देवदारु खड़े तथागत-सदृश हैं लगते
सुभग सन्देश मैत्री का निरन्तर बाँटते रहते
हिमाचल का परम गौरव, सदन विद्या-कलाओं का
सदन विज्ञान का, तकनीकियों का, योग्यताओं का



KULGEET - THE UNIVERSITY ANTHEM

Adorned with the holy Veda Mantras
The abode of the gods nestles the novel Nalanda
Himachal University
The jewel of myriad learning
Victory to you!

The land where deities abide, a hundred pilgrimages invite
The land of mountain culture where dance and song entice
The land where the Ravi-Vipasha-Chandrabhaga
And Sutlej weave a garland bright.

Rishi Mandavya's sacred land, is alive with learning and purity
Himachal University
The jewel of myriad learning
Victory to you!

As far as the eyes can behold, the glorious Dhauladhars unfold
The radiant rays of knowledge light up every hill and fold
As the feet sway to the Nati and lips sing the Chamba songs
The Goddess Sharada herself appears in incarnate form

Fearless with the mantra of Shastre cha Shastrey Kaushalam
Himachal University
The jewel of myriad learning
victory to you!

The ascetic deodar trees stand with equanimity
Reminiscent of the Buddha in their calm tranquility
The offer ceaselessly, missives of sweet amity
Himachal's supreme dignity, the seat of erudition
Of Art and Science, Technology and Ability

Marching steadily on, like the risen sun of dawn
Himachal University
The jewel of myriad learning
Victory to you!

ICDEOL



HIMACHAL PRADESH UNIVERSITY

SUMMER HILL, SHIMLA-171 005

Website : www.icdeolhpu.org

Price at the counter : ₹ 700/- (Rupees Seven Hundreds Only)

By Post : ₹ 800/- (Rupees Eight Hundreds Only)



संदेश

आधुनिक युग के सामाजिक परिवेश में अध्यापकों के शिक्षण का महत्व बढ़ रहा है इसलिए अध्यापकों को अपने अध्यापन में मूलरूप से परिवर्तन लाने की नितांत आवश्यकता है जिससे वे विद्यार्थियों को गुणवत्ता से भरपूर शिक्षा प्रदान कर सकें। दूरवर्ती शिक्षा केन्द्र द्वारा प्रदान की जा रही शिक्षा का महत्व इसलिए भी बढ़ जाता है, क्योंकि आधुनिक संचार व प्रसार साधनों के माध्यम से ज्ञान अर्जित करने की गति तेज हुई है। आधुनिक युग में मीडिया, प्रौद्योगिकी, दूरभाष मेल, टैली कान्फ़ेसिंग, वीडियो कान्फ़ेसिंग, कम्प्यूटर, ई-मेल, रेडियो इत्यादि ने शिक्षा के क्षेत्र को एक अलग पहचान दी है। शिक्षक समुदाय को इन तकनीकों को अपने शिक्षण में अपनाने की आवश्यकता है ताकि शिक्षा ग्रहण करने वाले विद्यार्थी इससे लाभान्वित हो सकें।

वर्तमान समय में शिक्षकों को शिक्षण के नवीनतम तरीकों एवं विधियों को अपनाते हुए शिक्षण के बारे में विभिन्न प्रकार का ज्ञान रखना बहुत जरूरी है। राष्ट्रीय शिक्षा नीति के अनुरूप शिक्षक शिक्षण के व्यवसाय में व्यापक बदलाव कर इस क्षेत्र को एक नई दिशा प्रदान कर सकते हैं। सन् 1986 में राष्ट्रीय शिक्षा नीति के अनुसार शिक्षकों द्वारा शिक्षा के पुर्ननिर्माण पर गहन विचार किया गया, जिसके कारण शिक्षा का महत्व बढ़ गया है।

यह हर्ष की बात है कि हिमाचल प्रदेश विश्वविद्यालय के अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र में विद्यार्थियों को शिक्षा के क्षेत्र में आगे बढ़ने के लिए अनुकूल वातावरण प्रदान किया जाता है और उन्हें आज के आधुनिक एवम् प्रतिस्पर्धा के युग में आने वाली चुनौतियों का मुकाबला करने के लिए विकसित किया जा रहा है। हिमाचल प्रदेश विश्वविद्यालय ने वर्तमान तथा भविष्य की आवश्यकताओं को ध्यान में रखते हुए सभी पाठ्यक्रमों के उन्नयन के लिए एक पहल की है।

मैं हिमाचल प्रदेश विश्वविद्यालय के अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र को उन्नति तथा इसकी ख्याति के लिए शुभ कामना देता हूँ।

(अरुण दिवाकर नाथ वाजपेयी)

कुलपति

हिमाचल प्रदेश विश्वविद्यालय, शिमला

संदेश



हिमाचल प्रदेश विश्वविद्यालय का अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र वर्ष 1971 में अस्तित्व में आया तथा इसकी स्थापना के पश्चात् यह निरंतर प्रगति करते हुए उत्तरी भारत के अग्रणी पत्राचार शिक्षण संस्थान के रूप में प्रतिष्ठित है।

वर्तमान सत्र से राष्ट्रीय अध्यापक शिक्षा परिषद् के नए विनियमों को अपनाते हुए अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र के माध्यम से शिक्षा स्नातक के लिए मानदंड तथा मानकों के आधार पर मुक्त तथा दूर अधिगम रूप में सेवारत अध्यापकों के लिए अभि कार्यकल्पिक शिक्षा-स्नातक कार्यक्रम का उद्देश्य उच्च प्राथमिक, माध्यमिक तथा उच्चस्तर माध्यमिक स्तर पर कार्यरत अध्यापकों की व्यवसायिक सक्षमता में सुधार लाना है। शिक्षा स्नातक कार्यक्रम का उद्देश्य ऐसे अध्यापक तैयार करना है जो अध्यापक के रूप में अपनी संवृतिक पद्धति का सतत् रूप से आकलन कर सकें और उसमें सुधार ला सकें। राष्ट्रीय शिक्षा नीति के अनुरूप शिक्षक शिक्षण के व्यवसाय में व्यापक बदलाव कर इस क्षेत्र को एक नई दिशा प्रदान कर सकते हैं।

आधुनिक युग में मीडिया, प्रौद्योगिकी, दूरभाष, टैली कान्फ्रेंसिंग, कम्प्यूटर, ई-मेल और रेडियो इत्यादि ने शिक्षा के क्षेत्र को एक अलग पहचान दी है। शिक्षकों को इन तकनीकों को अपनाने की नितांत आवश्यकता है ताकि आज के प्रतिस्पर्धा के युग में आने वाली चुनौतियों का मुकाबला करने के लिए विकसित किया जा रहा है। हिमाचल प्रदेश विश्वविद्यालय ने वर्तमान तथा भविष्य की आवश्यकताओं को ध्यान में रखते हुए सभी पाठ्यक्रमों के उन्नयन के लिए एक पहल की है।

मुझे आशा है कि अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र, हिमाचल प्रदेश विश्वविद्यालय आने वाले समय में विकास के नए आयाम स्थापित करने में सक्षम होगा। मैं अपनी हार्दिक शुभकामनाएं प्रेषित करता हूँ।

(राजेन्द्र सिंह चौहान)

प्रति-कुलपति

हिमाचल प्रदेश विश्वविद्यालय, शिमला



FROM DIRECTOR'S DESK

I am glad to see that the International Centre for Distance Education and Open Learning (ICDEOL) of Himachal Pradesh University, which has been entrusted the task of managing and promoting distance learning, has matured into a trustworthy institution and has earned name and fame in the field. At the same time efforts are afoot to make this institution more vibrant and responsive to the need of the learners. Efforts are also on to make use of modern technologies that shall facilitate better and prompt services to the learners.

We at ICDEOL have developed our website to facilitate ready availability of information on all academic issues and are making special efforts to computerize admission procedures and examination records in order to ensure speedy dispersal of examination results as well as disposal of students' queries.

The International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University, Shimla extends a warm welcome to you for your keen interest in our teacher training/education Programmes. Education has to be at the centre in all endeavors for the development of our great nation. The Distance Education system of education is going to play an important role in this regard.

Himachal Pradesh University was one of the first Universities in India to understand the importance of distance learning. Directorate of Correspondence Courses established in 1971, subsequently renamed International Centre for Distance Education and Open Learning. It is a premier institution to impart teacher education programme of B.Ed. and M.A. (Edu.). Since its inception, our programmes have been extremely popular. I am sure you all would benefit immensely from our courses, fulfill your cherished ambitions and achieve your desired aspirations.

I wish you success in your academic pursuits.

A handwritten signature in black ink, appearing to read 'Pradeep K. Vaid', with a horizontal line underneath.

(Prof. Pradeep K. Vaid)
Director, ICDEOL

INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING

अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त-अध्ययन केन्द्र

HIMACHAL PRADESH UNIVERSITY

(Established in 1970 by an Act of the Himachal Pradesh Legislative Assembly)

CHANCELLOR

His Excellency,
The Governor
of Himachal Pradesh
Acharya Dev Vrat

VICE-CHANCELLOR

Prof. A.D.N. Bajpai

PRO VICE-CHANCELLOR

Prof. Rajinder Singh Chauhan

DIRECTOR

Prof. Pradeep K. Vaid

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The ICDEOL wishes to emphasize that while every effort is made to ensure accuracy, the material in this book is subject to alterations or amendments in the light of overall policy and decisions of the University. The provisions of the Himachal Pradesh University Act, 1970, the Statutes and the Ordinances made thereunder shall have precedence over the published matter.

FACULTY PROFILE

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Sh. Chaman Lal Banga (chamanbanga80@gmail.com)	Assistant Professor	88945-52177
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ICDEOL ADMINISTRATION

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INTRODUCTION

Himachal Pradesh University

Himachal Pradesh University, a premier institution of teaching and research in the country, was established in 1970 by an Act of the Himachal Pradesh Legislative Assembly. The Government of Himachal Pradesh and the University Grants Commission wholly finances it. The University is situated at Summer Hill, a quiet suburb of Shimla City in the vicinity of the Indian Institute of Advanced Study.

The University offers courses in various disciplines under the faculties of Commerce and Management Studies, Education, Languages, Law, Sciences, Social Sciences, Engineering & Technology, Ayurveda and Performing & Visual Arts etc. The University also runs an Academic Staff College, which offers orientation and refresher courses for university and college teachers. As many as Two Hundred Seventy Four colleges/ Institutions (Govt. /Private) within the State of Himachal Pradesh are affiliated to the University in addition to Centre for Evening Studies and College of Legal Studies situated on The Mall and at Ava-Lodge, Shimla respectively, besides a Regional Centre at Dharamshala.

International Centre for Distance Education and Open Learning:

Immediately on its establishment in 1970, the Himachal Pradesh University took a bold step for proliferation of knowledge and democratization of educational opportunities by setting up a Directorate of Correspondence Courses. The University has played a pioneering role in launching the programme of distance education at post-graduate level. It was the first to impart instruction at post-graduate level in social sciences, humanities, commerce and teacher training through the mode of distance education. Over the years, the Directorate of Correspondence Courses has been moving towards absorbing the emerging philosophy of distance education and adopting multi media approach to impart instruction. In view of this, the Directorate of Correspondence Courses has been rechristened as the **International Centre for Distance Education and Open Learning (ICDEOL)**. It is located on the campus of the University at Summer Hill, a suburb at the Western end of Shimla at a distance of 4 kilometers from the main town. Summer Hill Railway Station is at five minutes walk from the ICDEOL building. Transport facilities i.e. local buses, trains and university buses are available at short intervals from Summer Hill to the main town and vice-versa.

GENERAL INFORMATION

Jurisdiction

For all legal proceedings, if any, the jurisdiction shall be in the courts of Shimla City only.

Information Office

The ICDEOL has set up its Information and guidance Centre (LRC), at Noida, (UP). The address is as under:

**Learning Resource Centre,
B-13, Pocket –B, Sector 62, Noida,(U.P). 201309.
Telephone No. 0120-2400191 and 0120-2401709**

The LRC, NOIDA is also linked with the Metro Stations from Delhi to Anand Vihar Metro Station on NH-24 and Delhi to Sector-32 NOIDA.

Note : This centre is only information and guidance centre for students. No PCP or examinations are conducted by H.P. Univ./ICDEOL in this centre.

Identity Card

A student admitted to the ICDEOL will be issued an Identity Card, which will be valid for the full duration of the course or till he/she leaves the studies before the completion of the course. The student must keep this card with him/her whenever he/she visits the ICDEOL office or comes to attend the Personal Contact Programme and also in the examination hall.

Change in Correspondence Address

If any student wants to change his/her address for correspondence given in the admission form after admission to the course, his/her application should be accompanied by a postal order (IPO) of Rs. 100/- drawn in favour of the Director, ICDEOL, otherwise the change will not be made.

Duration and Number of seats in Bachelor of Education (B.Ed.)

(1) Duration	:	Two Years (Annual System)
(2) Number of Seats	:	450 seats

Distribution of Seats is as given below:

(i) Medical Stream	=	25 Seats
(ii) Non-Medical Stream	=	25 Seats
(iii) Commerce Stream	=	25 Seats
(iii) Arts Stream	=	375 seats

Note: Reservation in admissions to B.Ed. course to the candidates belonging to SC/ST/OBC/PH will be provided as per provisions of State Government and H.P. University.

INSTRUCTIONAL METHODOLOGY

The ICDEOL imparts instruction mainly through the medium of printed lecture scripts, which are supplemented by Personal Contact Programmes (PCPs) and assignments sheets. Efforts are afoot to equip our traditional libraries with latest editions of text and reference books and also to further replenish our existing study-cum-resource centres.

Medium of Instruction

The medium of instruction for examination is both English & Hindi except in the subject of Hindi, English and Sanskrit. However, the study material will be made available only in English. However, the student can get clarifications in Hindi language during personal contact programmes as well as practicum.

Personal Contact Programmes

The B.Ed. programme through Distance Education mode shall be of a minimum period of two years (annual basis) and a maximum of five years from the date of admission of the candidate. The personal contact programme will be compulsory for all the candidates and it shall be of 20 days (120 contact hours) per year. The personal contact programme shall comprise of academic counselling sessions (72 hours per year), workshop (36 hours per year) and school-based activities (12 hours per year).

Note: *The admissions to B.Ed. Course and M.A Education shall be made purely on the basis of Academic Merit in qualifying examinations.*

Personal Contact Programme Centres

The Personal Contact Programme Centres for the B.Ed. and M.A. Education will be at SHIMLA and tentatively at DHARAMSHALA. The ICDEOL reserves the right to create/close any Centre for Personal Contact Programme keeping in view the density of students' enrolment and availability of the qualified staff. If necessary, other PCP Centres will be notified during counselling.

EXAMINATION CENTRES

The centres of examinations for B.Ed. course will be notified by the office of the CoE of the University in due course of time depending on the strength of the students.

ELIGIBILITY CONDITIONS / QUALIFICATIONS FOR ADMISSION TO B.Ed.

The candidates who wish to apply for B.Ed. course (Distance Education mode) should fulfill the following criteria:

- a. The candidate with at least 50% marks either in the Bachelor's Degree (Medical/Non-Medical/

Commerce/Arts) and/or in the Master's Degree in the Science/Social Science/Humanities/Commerce, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, and 45 percent marks in case of SC/ST/OBC/ Physically handicapped categories in the aforesaid Bachelor's/Master's Degree and 50% marks for Bachelor's in Engineering or technology from a recognized University established by law in India are eligible for admission to the programme.

- b. In addition to above eligibility conditions, the candidate should fall under any of the following two criteria :
- Trained in-service teachers in elementary education.
 - Candidates who have completed a NCTE recognized teacher education programme through face-to face mode.
- c. The reservation and relaxation in marks for SC/ST/OBC/Physically handicapped categories will be as per the existing rules of Himachal Pradesh Government. Further, as per clarification given by Directorate of Elementary Education, Govt. of Himachal Pradesh vide letter No. EDN-H(Ele)(u)-2/2015 (P&D), dated 26th Aug., 2015, Shastri Teachers with OT training, Language Teachers with LT training, Drawing Masters/Art and Craft Teachers with 2 years diploma, PET/PTI with 2 years diploma are trained teachers as considered by their parent department and thus, are eligible for admission in B.Ed. Course.
- d. The admissions to the B.Ed. Programme through ICDEOL will be made solely on the basis of academic merit in qualifying examination in concerned stream of study of the candidate.

Note:

- The candidates who fulfill the eligibility criteria as mentioned in the Handbook of Information should only apply. The original certificates/documents/testimonials etc. will be checked at the time of counselling. Any information supplied by the candidates, if found false at any stage, shall make them liable for cancellation of their candidature/admission.

Check Your Eligibility

Before dispatching the complete application form, please check that :

- You are eligible as per criteria mentioned earlier.
- You have affixed with gum your latest attested passport size photographs (non-Xeroxed) at the appropriate places in the application forms and admit card, otherwise your candidature shall be rejected straight way.
- You have filled in the application form accurately.
- The photograph and academic certificates should be attested by a gazetted officer.

Filling the Application Form DE – 9:

Fill in the required information in every column of the application form accurately after reading the instructions carefully. Do not leave any column blank.

ADMISSION SCHEDULE FOR THE SESSION 2016-17

Last date for receipt of application forms for B.Ed. 31st August 2016 (Wednesday)

Note : Further if any change is notified, then the candidates can verify it from ICDEOL Website.

Subjects Offered in Bachelor of Education (B.Ed.)

First Year

Paper-I	Childhood and Development Years (100 Marks)
Paper-II	Contemporary India and Education (100 Marks)
Paper-III	Language Across the Curriculum (50 Marks)
Paper -IV	Understanding Disciplines and Subjects (50 Marks)
Paper-V	Text Reading and Reflections (50 Marks)
Paper-VI	Learning and Teaching (100 Marks)
Paper-VII	Assessment for Learning (100 Marks)
Paper-VIII	Drama and Art in Education (50 Marks)

Candidates are required to choose any two of the following subjects in First Year in accordance with the subjects studied at Graduation Level.

Paper-IX - A	Pedagogy of School Subjects (Part – 1) (Each 50 Marks)
	(i) Teaching of Physical Sciences
	(ii) Teaching of Life Sciences
	(iii) Teaching of Mathematics
	(iv) Teaching of Social Sciences
	(v) Teaching of Commerce
	(vi) Teaching of English
	(vii) Teaching of Hindi
	(viii) Teaching of Sanskrit

Paper-X	Practice Teaching / Internship in Teaching Practice (4 Weeks during B. Ed. 1st Year)
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(In Paper X, Grading (on Four Points Letter Grades) will be done on the basis of report submitted by the students.)

Second Year

Candidates will continue with the same two Teaching subjects in Second Year which they have opted in the First Year

Paper-IX - B	Pedagogy of School Subjects (Part – 2) (Each 50 Marks)
	(i) Teaching of Physical Sciences
	(ii) Teaching of Life Sciences
	(iii) Teaching of Mathematics
	(iv) Teaching of Social Sciences
	(v) Teaching of Commerce
	(vi) Teaching of English
	(vii) Teaching of Hindi
	(viii) Teaching of Sanskrit

School Internship / Practice Teaching:

Paper-XI - A	Skill in Teaching (School Subject – 1) (125 Marks)
Paper-XI - B	Skill in Teaching (School Subject – 2) (125 Marks)
Paper-XII	Knowledge and Curriculum (100 Marks)
Paper-XIII	Gender, School and Society (50 Marks)
Paper-XIV	Inclusive School (50 Marks)
Paper-XV	ICT in Teaching-Learning Process (50 Marks)
Paper-XVI	Understanding the Self (50 Marks)

Candidates are required to choose any one of the following optional subjects in B. Ed. 2nd Year

Paper-XVII	Health and Physical Education (50 Marks)
Paper-XVIII	Vocational and Work Education (50 Marks)
Paper XIX	Education for Peace (50 Marks)
Paper-XX	Guidance and Counselling (50 Marks)

Practice Teaching/ Internship in Teaching

The students are required to go through a teaching Practice for Two Months (8 Weeks) during second year of B. Ed. course.

SUBMISSION OF FORMS ALONG WITH DOCUMENTS REQUIRED FOR ADMISSION TO B.Ed. COURSE

The application for admission to the 1st year of the B.Ed. course shall be made on the prescribed admission form (DE-9) duly filled in by the candidate legible in his/her own hand writing and will comprise of the documents enlisted hereunder. Photostat copies of the certificates must be attested clearly indicating name and designation of the competent attesting authority.

The complete set of application form (DE-9) should consist of the following copies of certificates (duly attested) along with Forms DE-10 to DE-14. (Except DE-11)

1. DE-9 duly filled and complete in all respects.

2. Matriculation certificate or equivalent documents showing date of birth, +2 certificate or equivalent, B.A./B.Sc./B.Com./Bachelor in Engineering and Technology with specialization in Science and Mathematics and M.A./M.Sc. If result of B.A./B.Sc./B.Com./Bachelor in Engineering and Technology Final Exam is awaited: attach only attested copies of Part-I and Part-II certificates.
3. Self-Declaration by the candidate as given in DE- 9 form is to be submitted compulsorily.
4. Experience Certificate from the Head of the Institution i.e. Headmaster/Principal where employed. (If Any)
5. Appointment Letter and Joining Report. (If Any)
6. Character Certificate.
7. Demand Draft of Rs. 1000/- drawn in favour of Director, ICDEOL, H.P. University, Shimla-5 as Application Processing, Counselling Fees etc. (non-refundable).

Note:

- (i) All the above documents (Two Sets) should be attached with the application form, failing which the application form will be rejected and no information of rejection will be intimated to the candidates. Selected candidates will only be intimated. No further correspondence in this regard will be entertained.
- (ii) Representation regarding admission will be entertained within one month from the date of merit list declared.
- (iii) **Two numbers of self-addressed envelopes of size 9"x4" affixed with Postal Stamp of Rs. 35/- each be enclosed with the admission form.**

APPLICATION FORM AND FEE

The application form duly filled-in and accompanied by Bank Draft of Rs. 1000/- drawn in favour of the **Director, ICDEOL, H.P. University, Shimla-5**, along with self-attested Certificates, Testimonials, **COUNSELLING CARD** (with postage stamps of Rs. 6/- affixed on the space provided) must reach the Director, ICDEOL, H.P. University, Summer Hill, Shimla (HP) 171005 by the last date fixed for the purpose. The processing fee (Rs. 1000/-) will not be refunded under any circumstances.

Send only Rs. 1000/- by way of a Demand Draft in favour of Director, ICDEOL as application processing fee at the time of applying to B.Ed. Course.

COUNSELLING PROCESS FOR ADMISSION

The date of counselling will be decided after finalization of eligibility of the candidates. The eligible candidates shall be intimated about the date of counselling through 'counselling card' individually and will also be published on ICDEOL Website. The University will not be responsible for postal delay, if any involved, in the receipt of Counselling Card by the candidate or if it is lost in the post. If the candidate fails to receive the counselling card in time due to the postal delay or some other reason, he/she should personally contact the ICDEOL and enquire about his/her position in the merit list on or before the date of counselling. Though the ICDEOL will make all possible efforts to dispatch the counselling card, the candidate himself/herself shall be finally responsible for the knowledge of his/her position in the merit list and the eligibility for counselling. If any candidate fails to attend the counselling on the given date, he /she shall be marked absent, will not be counseled later on, will not have any right for admission and the seat will be allotted to the next candidate in order of merit. However, in case of unavoidable circumstances, if one is not able to attend the counselling, he/she may authorize someone to attend the counselling on his/her behalf and produce necessary documents required at the time of counselling.

IMPORTANT INFORMATION

- ❖ In case of a tie, the candidate having higher % age in Bachelor's degree/qualifying examination shall be admitted first.
- ❖ Even if the tie is not resolved, the candidate having higher % age in any two of the following (in which his/her marks are higher) shall be admitted first.

- ❖ Matric /Higher Secondary Part-I/10+2 or any other equivalent examination.
- ❖ Further, if the tie is still not resolved, the candidate older in age may be admitted first.

FEE STRUCTURE FOR B.Ed. COURSE

- a) **For the candidates who are already registered with the H.P. University, the fee for B.Ed. is Rs. 8200/- per annum. The fee given herein include the tuition fee, admission fee, PCP fee and mailing charges etc. In addition Rs. 1400/- will be charged per annum from the students of B.Ed. class on account of filling online examinations form as per the dates notified by the office of CoE.**
- b) In addition to above fee, the registration fee of Rs. 400/- shall be payable once at the time of first admission by those students who have passed their lower/last examination from some other University (if already not registered with the Himachal Pradesh University, Shimla).
 - (i) Registration fees after completion of Degree upto period one year is Rs. 4,000/-.
 - (ii) Registration fees after one year upto 3 years from completion of Degree is Rs. 10,000/-.
- c) **The above fee/charges be remitted in total through Bank Draft drawn in favour of the Director, ICDEOL, H.P. University, Shimla-5.**
- d) **After the counselling, the selected candidates will be required to deposit their fee in the form of Bank Draft drawn in favour of Director, ICDEOL, H.P.University. Shimla-5.**
- e) **Examination form for B.Ed. course will be filled by the candidates through online mode only on university website. Exam. fee of Rs. 1400/- will be deposited by the students at the time of online submission of exam. form.**

REFUND OF FEE

- ❖ Excess fee, (migration fee, registration fee etc.) wrongly deposited by a student shall be refunded as per university rules.
- ❖ If it is found that the candidate is not eligible for admission, the amount initially received from him/her as processing fee of Rs. 1000/- shall not be refunded.
- ❖ The fee shall neither be adjusted in subsequent year nor shall any refund be permissible on any ground if a student discontinues with his/her studies or is declared ineligible on account of not attending of PCPs etc. to appear in the examination or fails to appear in the examination.
- ❖ The above fee structure is subject to revision from time to time. The revised fee, if any shall be applicable for the current session.

M.A. (EDUCATION)

Last Date for receipt of Application Form for M.A. (Education) 31st August, 2016 (Wednesday)

Time Frame of M.A. (Education) Programme :

The Master of Arts in Education Programme (M.A. in Education) through ICDEOL shall be an academic programme with duration of two years spread across four semesters. A candidate can avail a maximum of 10 semesters – 5 years (in one stretch) – to complete this programme (including blank semesters, if any, in which candidate does not appear in ESE). Permission for blank semester will have to be obtained by the student from Director, ICDEOL before the start of concerned semester. However, the student opting for blank semester/blank semesters is required to deposit the requisite fee (alongwith duly filled-in Admission Renewal Form) at the beginning of concerned blank semester failing which his/her request for blank semester shall not be considered in any case. Such students are required to complete all the formalities related to PCP, CCA component etc. in the semester/s in which he/she will appear later on.

Eligibility Criteria for Admission

The admissions to this programme will be open and made on the basis of merit (marks obtained 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 atleast 50% marks.

In addition, 10% weightage (on the marks obtained in B.Ed. examination) will be given to the candidates possessing B.Ed. Degree from a recognized Indian/Foreign University.

Total Seats and Reservation

Total Number of Seats - 200

Admission to the programme will be made in accordance with the reservation policy of the State Government of Himachal Pradesh.

Course of Study : There shall be following three types of Courses :

- (i) **Core Courses :** There shall be twelve core courses with three core courses per semester. Each core course shall be compulsory involving 100 Marks. The core courses will be coded as ; ECUC301, EDUC302, EDUC303 and so on.
- (ii) **Elective Courses :** The elective courses shall be optional in nature. A student will have the choice to opt for three elective courses from the given five elective courses in each semester. Each elective course shall also be of 100 Marks. These courses will be coded as : EDUC 401, EDUC402, EDUC403 and so on.
- (iii) **Research Course (Dissertation Work) :** The research course shall comprise of a research dissertation and be compulsory* carrying 100 marks. There will be no prescribed syllabus for this course. This shall be a special course involving application of knowledge in solving, analyzing and / or exploring real-life situations. Each student is required to undertake this dissertation work under the guidance of a teacher of Education from ICDEOL or a panel of qualified and eligible research supervisors/teachers (to be appointed by Director, ICDEOL and approved by Vice-Chancellor of H.P. University). The dissertation will be submitted to the education branch/section of ICDEOL immediately at the end of fourth semester. This dissertation shall be evaluated by an external examiner (out of the panel of examiners to be approved by the Vice-Chancellor of the University) and the internal supervisor jointly. The Marks will be awarded on the basis of evaluation of dissertation including its structure, nature and quality. The dissertation will be evaluated out of a total of 100 marks (75 dissertation and 25 viva-voce examination). The viva-voce examination will be conducted in due course of time. The total marks obtained by a student shall be converted into appropriate grade as per the procedure prescribed by the University. The code for this course shall be EDUC601. (*See note at page No. 14)

Personal Contact Programme (PCP)

The personal contact programme shall be compulsory for all the candidates The PCP shall include counseling sessions for removing the learning difficulties of the students. The duration of personal contact programme shall be 10 days per semester or 60 contact hours per semester. The 60 contact hours during PCP will be 10 contact hours per course (core or elective course). Out of 10 contact hours per course, "there shall be 7 Counseling Sessions of one hour duration each, one Tutorial (T) of two hours duration and one end PCP Test (Minor Test) of one hour duration."

Evaluation in M. A. (Education)

Evaluation in each course shall be done through continuous comprehensive assessment (CCA) and end semester examination (ESE) which will be consolidated at the end of each semester. The evaluation system of the students shall have following two components:-

i. Continuous Comprehensive Assessment (CCA) shall account for 30% of the final grade that a student will get in a particular course. The evaluation of students under CCA will be done on the basis of following parameters

Minor Test (End PCP Test): There. will be Minor Test (End PCP test) in each course which will be held on the last day of PCP and carry 10 marks Question paper for this test will be set by the concerned teacher/teachers in consultation with concerned PCP coordinator and be evaluated by him/them.

Theory Assignments: A total of 15 marks shall be earmarked for five theory assignments per course. The assignments are to be submitted to the PCP coordinator and be evaluated by the concerned course teachers.

Sessional Work / Activity: It will carry 5 marks in each course. Marks will be awarded on the basis of one activity (sessional work / activities) given in each course to be performed by the students after attending the PCP. The students will prepare a report on the activity performed in each course and submit the same to the concerned PCP coordinator.

The continuous comprehensive assessment (CCA) will have the following components:

Sr. No.	Component of CCA	Description	Marks
1	Minor Test / End PCP Test	On the last day of PCP	10
2	Theory Assignments	Five theory assignments	15
3	Sessional Work / Activity	One activity in each course	05
Total Marks under CCA			30 Marks

Attendance in PCP: Attendance in PCP of M.A. (Edu.) is compulsory for all the candidates. A minimum of 80% attendance at Personal Contact Programme shall be compulsory and a pre-condition for being allowed to appear in the ESE, the second component of evaluation in MA (Edu.) programme.

ii. End-Semester Examination (ESE) shall account for remaining 70% of the final grade. The end-semester examination (ESE) will be of three hours duration carrying 70 marks and cover the whole syllabus of the particular course. The ESE will be held in accordance with the examination schedule issued by the University from time to time.

A candidate who fails in more than 50% theory papers in a semester or who does not pass the examination (ESE) in any course(s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in the examination of such failed course(s) in the subsequent ESE, or when the course is offered next, as the case may be. However, if such candidate has already attended 80% PCP and completed successfully all requisite activities/tasks prescribed under CCA, then such candidate will be exempted from the requirements mandatory under CCA component.

The registration for the ESE will be done at the time of enrollment for the programme at the beginning of the semester. If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (i.e. < 80% attendance), he / she shall be deemed to have 'dropped' the course. However, such candidate, on his / her written request to be made immediately to Director (ICDEOL), can be permitted to redo the missed semester after completing the rest of the programme or whenever the programme is offered subsequently. This redoing would mean complete course including CCA and ESE.

Medium of Examination: The question papers in ESE will be set in both English and Hindi language consisting five sections A, B, C, D, and E. A candidate can opt for either language as medium of examination. The structure of question papers in ESE will be as follows:

Part - 1

This part shall be compulsory and will carry 14 marks. There shall be 6 objective type questions i.e. MCQ, True/False, Completion type etc. carrying one mark each. In addition, there shall be 4 short answer type questions (80 to 100 words each) of 2 marks each. These questions will cover the entire syllabus of the particular course.

Part - 2

The second part of the question paper will have four sections I, II, III and IV based on syllabi of respective four units of each course. There will be two questions in each section from the concerned unit. One question carrying 14 marks is to be answered by the student in at least 800 words. The questions may contain sub-parts of different marks. The marks for each part and the required word limit will be shown against it.

Examination Centres for M.A. (Education) Programme

The examination centres for ESE of M.A. (Education) programme will be notified by the office of CoE, H.P. University in due course of time depending on the strength of candidates appearing in ESE.

Curriculum and Courses of Study in MA (Edu) Programme

The curriculum for the programme is designed for semester system. The distribution of different core and elective courses along with research course i.e. dissertation work (spread over the entire span of four semesters) of MA (Edu) programme is as under:

Sr. No.	Core Courses Code	Marks		Sr. No.	Elective Course Code	Marks		
		CCA	ESE			CCA	ESE	
1st Semester								
1	EDUC301	30	70	1	EDUC401	30	70	
2	EDUC302	30	70	2	EDUC402	30	70	
3	EDUC303	30	70	3	EDUC403	30	70	
				4	EDUC404	30	70	
				5	EDUC405	30	70	
2nd Semester								
1	EDUC304	30	70	1	EDUC406	30	70	
2	EDUC305	30	70	2	EDUC407	30	70	
3	EDUC306	30	70	3	EDUC408	30	70	
				4	EDUC409	30	70	
				5	EDUC410	30	70	
3rd Semester								
1	EDUC307	30	70	1	EDUC411	30	70	
2	EDUC308	30	70	2	EDUC412	30	70	
3	EDUC309	30	70	3	EDUC413	30	70	
				4	EDUC414	30	70	
				5	EDUC415	30	70	
4th Semester								
1	EDUC310	30	70	1	EDUC416	30	70	
2	EDUC311	30	70	2	EDUC417	30	70	
3	EDUC312	30	70	3	EDUC418	30	70	
4	EDUC301*	100*		4	EDUC419	30	70	
				5	EDUC420	30	70	
Total Marks		360 + 840 + 100* = 1300		Total Marks		360 + 840 = 1200		

* EDUC601 refers to Research Course (Dissertation Work)

The semester-wise titles of the core and elective courses in this programme alongwith their respective course codes shall be as follows :-

1st Semester	
Core Courses	Elective Courses
EDUC301 : Philosophical bases of Education (Indian)	EDUC401 : Special Education
EDUC302 : Sociological Foundations of Education	EDUC402 : Teacher Education

EDUC303 : Fundamentals of Educational Psychology	EDUC403 : Education for Human Values
	EDUC404 : Comparative Education
	EDUC405 : Principles and Procedures of Guidance and Counseling
2nd Semester	
Core Courses	Elective Courses
EDUC304 : Philosophical Bases of Education (Western)	EDUC406 : Education for Human Rights
EDUC305 : Psychology of Learning	EDUC407 : Distance Education
EDUC306 : Trends in Indian Education (Since 1904 onwards)	EDUC408 : Early Childhood Education
	EDUC409 : History of Indian Education (upto 19 th Century)
	EDUC410 : Work Experience in Education
3rd Semester	
Core Courses	Elective Courses
EDUC307 : Essentials of Educational Technology	EDUC411 : Environmental Education
EDUC308 : Foundations of Educational Research	EDUC412 : Statistics in Educational Research
EDUC309 : Educational Measurement and Evaluation	EDUC413 : Curriculum Development
	EDUC414 : Pedagogy of Languages
	EDUC415 : Pedagogy of Sciences
4th Semester	
Core Courses	Elective Courses
EDUC310 : Information and Communication Technologies (ICT) in Education	EDUC416 : Yoga and Life Skills Education
EDUC311 : Methods and Techniques of Educational Research	EDUC417 : Adult and Continuing Education
EDUC312 : Educational Management and Leadership	EDUC418 : Advanced Statistics in Educational Research
Research Course (EDUC601) : Dissertation Work*	EDUC419 : Pedagogy of Mathematics
	EDUC420 : Pedagogy of Social Sciences

***Note : Subject to revision and final approval by the University.**

SUBMISSION OF FORMS ALONG WITH DOCUMENTS REQUIRED FOR ADMISSION TO M.A. (Education)

The application for admission to M.A (Education) course shall be made on the prescribed admission form (DE-9) duly filled in by the candidate legible in his/her own hand writing and will comprise of the documents enlisted below. Photostat copies of the certificates must be attested clearly indicating name and designation of the competent attesting authority.

The complete set of application form (DE-9) should consist of the following copies of certificates (duly attested) along with Forms DE-10 to DE-14

1. DE-9 duly filled and complete in all respects.
2. Matriculation certificate or equivalent documents showing date of birth, +2 certificate or equivalent, B.A./B.Sc./B.Com.and M.A./M.Sc/M.Com. If result of B.A./B.Sc./B.Com. Final Exam is awaited : attach only attested copies of Part-I and Part-II certificates.

3. Self Declaration by the candidate as given in DE- 9 is to be submitted compulsorily.
4. B.Ed. Certificate (if any).
5. Character Certificate.
6. Demand Draft of Rs. 1000/- drawn in favour of Director, ICDEOL, H.P. University, Shimla-5 as Application Processing, Counselling Fees etc. (non refundable).

Note:

- (i) All the above documents (Two Sets) should be attached with the application form, failing which the application form will be rejected and no information of rejection will be intimated to the candidates. Selected candidate will only be intimated. No further correspondence in this regard will be entertained.
- (ii) Representation regarding admission will be entertained within one month from the date of merit list declared.
- (iii) **Two numbers of self-addressed envelopes of size 9"x4" affixed with Postal Stamp of Rs. 35/- each be enclosed with the admission form.**

APPLICATION FORM AND FEE

The application form duly filled-in and accompanied by Bank Draft of Rs. 1000/- drawn in favour of the Director, ICDEOL, H.P. University, Shimla-5, along with self-attested Certificates, Testimonials, COUNSELLING CARD (with postage stamps of Rs. 6/- affixed on the space provided) must reach the Director, ICDEOL, H.P. University, Summer Hill, Shimla (HP) 171005 by the last date fixed for the purpose. The processing fee (Rs. 1000/-) will not be refunded under any circumstances.

Send only Rs. 1000/- by way of a Demand Draft in favour of Director, ICDEOL as application processing fee at the time of applying to MA (Education) Course.

COUNSELLING PROCESS FOR ADMISSION

The date of counselling will be decided after finalization of eligibility of the candidates. The eligible candidates shall be intimated about the date of counselling through 'counselling card' individually and will also be published on ICDEOL Website. The University will not be responsible for postal delay, if any involved, in the receipt of Counselling Card by the candidate or if it is lost in the post. If the candidate fails to receive the counselling card in time due to the postal delay or some other reason, he/she should personally contact the ICDEOL and enquire about his/her position in the merit list on or before the date of counselling. Though the ICDEOL will make all possible efforts to dispatch the counselling card, the candidate himself/herself shall be finally responsible for the knowledge of his/her position in the merit list and the eligibility for counselling. If any candidate fails to attend the counselling on the given date, he /she shall be marked absent, will not be counseled later on, will not have any right for admission and the seat will be allotted to the next candidate in order of merit. However, in case of unavoidable circumstances, if one is not able to attend the counselling, he/she may authorize someone to attend the counselling on his/her behalf and produce necessary documents required at the time of counselling.

IMPORTANT INFORMATION

- ❖ In case of a tie, the candidate having higher % age in Bachelor's degree/qualifying examination shall be admitted first.
- ❖ Even if the tie is not resolved, the candidate having higher % age in any two of the following (in which his/her marks are higher) shall be admitted first.
 - ❖ Matric /Higher Secondary Part-I/10+2 or any other equivalent examination.
 - ❖ Further, if the tie is still not resolved, the candidate older in age may be admitted first.

FEE STRUCTURE FOR M.A. (EDUCATION)

- a) For the candidates who are already registered with the H.P. University, the fee for M.A (Education) is Rs. 4500/- per semester (Total Fee for Two Years is Rs. 18000/-). The fee given herein include the tuition fee, admission fee, PCP fee, mailing charges, examination fee etc.
- b) In addition to above fee, the registration fee of Rs. 400/- shall be payable once at the time of first admission by those students who have passed their lower/last examination from some other University (if already not registered with the Himachal Pradesh University, Shimla).
- c) **The above fee/charges be remitted in total through Bank Draft drawn in favour of the Director, ICDEOL, H.P. University, Shimla-5.**
- d) **After the counselling, the selected candidates will be required to deposit their fee in the form of Bank Draft drawn in favour of Director, ICDEOL, H.P.University. Shimla-5.**

REFUND OF FEE

- ❖ Excess fee, (migration fee, registration fee etc.) wrongly deposited by a student shall be refunded as per University rules.
- ❖ If it is found that the candidate is not eligible for admission, the amount initially received from him/her as processing fee of Rs. 1000/- shall not be refunded.
- ❖ The fee shall neither be adjusted in subsequent year nor shall any refund be permissible on any ground if a student discontinues with his/her studies or is declared ineligible on account of not attending of PCPs etc. to appear in the examination or fails to appear in the examination.
- ❖ The above fee structure is subject to revision from time to time. The revised fee, if any shall be applicable for the current session.

Note:-

Students found to have been involved in the act of ragging will be dealt with as per provision of statute 23-A and recommendations of the Committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan's Committee Report).

Notwithstanding anything contained in this Handbook of Information, the students will have to abide by the provisions of the Himachal Pradesh University Act, Statutes, Ordinances, Rules and Regulations as may be framed and amended from time to time.

The H.P. University reserves the right to make any change in courses of study, syllabus/curriculum of B.Ed. and M.A. (Education) programmes. If any change/revision in this regard is approved/notified by the University, the same shall be applicable to the students of this academic session also.

DE 1 to 8 to be retained by the student for future use

S.No. ICDEOL/16/HPU

DE-1
Not for Sale

ICDEOL Roll No

Exam. Roll No.

(To be assigned by the university)

EXAMINATION FORM

FOR M.A. (EDUCATION)

FOR COMPARTMENT /FAILED /LATE COLLEGE CANDIDATES OF ICDEOL ONLY

Separate Form should be used for
each Semester of M.A. (Education) 2016-17

Photograph

Please fill in the particulars neatly and strike off whichever is not applicable

1. Examination in which appearing Year/Sem.....
2. Capacity in which appearing: compartment/failed/late college/student.
3. Examination centre : 1..... 2 3.....
4. Name of the candidate in (English) Male/Female
(in capital letters) in (Hindi)
5. Father's Name in (English)
(in capital letters) in (Hindi)
6. University Registration No. (if already registered)
7. Date of Birth
(in figure and words)
8. Do you belong to SC/ST? Yes/No
9. Are you Blind/Handicapped
10. Examination in which failed/placed under compartment
Class/Part/Semester Roll No. Session/Year Subject/paper
.....
.....
11. Subject/ Course (s) in which to appear in the present examination
1 2 3 4
5

HIMACHAL PRADESH UNIVERSITY, SHIMLA-171 005

For Failed/Compartment/Late College ICDEOL Students Only

(TO BE FILLED IN BY THE CANDIDATE)

Roll No.....

(To be assigned by the office)

(The candidate will be admitted to the examination hall on production and delivery of this Roll No. Slip)

Space for
photograph
(duly attested)
for all
candidates

Admit (Name of the candidate)
Son/Daughter of Shri
to the M.A. (Education)..... Year/Sem.....
to be held in on the dates as given in the
date sheet at examination centre

Signature of the candidate

Controller of Exams
Himachal Pradesh University

12. Indicate if appearing simultaneously in any other examination : Class Semester.....
13. Have you ever been disqualified by any board/university in any examination?
If Yes : give detail.....
14. Permanent residential address
15. Correspondence address.
16. Particulars of the fee; D.D./university cash receipt No. Date.....
Rs.....
17. State to which you belong

I solemnly declare that the particulars given above are correct and that in case of any discrepancy, I shall be held responsible for the consequences.

Dated

Signature of candidate

CERTIFICATE

Certified that:

1. The candidate has completed the prescribed course/requirements in the ICDEOL.
2. The candidate has previously appeared in the examination under Roll No.....
year Month as regular student of the ICDEOL /Late College/
Compartment Candidate and failed/was placed under compartment.
3. The candidate bears a good moral character and the particulars given by him/her in this form are correct as per record of the ICDEOL.
4. The candidate has paid the prescribed fee vide D.D. No.....or
university cash receipt No. date.

Signature of authority

International Centre for Distance Education & Open Learning

Dated

- Note:**
1. Three self addresses envelopes 10x23 cms. be attached with the form.
 2. The requisite examination fee of Rs. 500/- per paper to be remitted through D.D. in **favour of Finance, Officer H.P.U. Shimla-5** or deposited in cash at the university cash counter.

**INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING
HIMACHAL PRADESH UNIVERSITY, SUMMER -Hill, SHIMLA-171005**

LIBRARY MEMBERSHIP FORM

BY REGISTERED POST

The Asstt. Librarian,
ICDEOL Library,
H.P. University, Shimla-5

Sir,

I have gone through the library rules and undertake to observe the same during studentship with the ICDEOL, Himachal Pradesh, University, Shimla-5.

I hereby remit a sum of Rs as library security by bank draft No. datedin favour of Director, ICDEOL, Shimla-5.

My Particulars are as under:

- a) Name in Full (capital letters) Mr./Ms.....
- b) Father's Name
- c) Registration No. Class
- d) Subject..... Semester.....
- e) State if admitted direct to IInd semester, yes/No.....
- f) ICDEOL Roll No.....
- g) Correspondence address (capital letters)
-Pin Code.....
- h) Permanent address (capital letters)
- Pin Code.....

I enclose herewith my two passport size photographs alongwith membership form duly attested by Designation.....
Address

I pledge that I will not misuse the library facilities and in case of any default, I shall be liable to pay the penalty imposed by the Director. .

It is certified that I am not employed. However the official address of my parents/guardian is given as under

Name Relation.....
Official AddressPin Code.....

It is certified that I am employed in govt./public sector/private concern as
(designation) official address

I may therefore. be enrolled as a local/outstation member of the library.

Dated

Yours faithfully,
Signature of student

Please do not forget to attach with this the library membership card duly filled in. The same is available with perforation mark with forms DE-13 (i) & DE-14.

FOR OFFICE USE

The particulars of Mr/Ms
Class.....SubjectICDEOL Roll No
Semester have been verified from the relevant
admission record of the student and are correct. He/She is a bonafide student of the ICDEOL. Necessary "no
dues certificate" may be obtained from the library at the time of migration/final examination/completion of
course by the student from ICDEOL.

Dealing Asstt.

Section Officer

Asstt.IDy.Registrar ICDEOL

FOR LIBRARY USE

Library membership enrolment form of Mr/Ms.....
is in order. The requisite security amount. Rs (Rupees
only has been paid by the applicant and necessary entry made in the library security register at
Sr. No dated and he/she is enrolled as local/outstation
member of the library under borrower no

Signature of Circulation Asstt.

Asstt. Librarian
ICDEOL Library
H.P. University Shimla-5

Note: Prescribed Security deposit: B.Ed.
M.A. (Education)
Strike off the column (s) not applicable.

Rs. 1200/- (Refundable)

Rs. 1500/- (Refundable)

**INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING
HIMACHAL PRADESH UNIVERSITY, SUMMER - Hill, SHIMLA-171005**

Borrower No

LIBRARY SECURITY REFUND-FORM

(Column No.1 & 6 to be filled and signed by the student.)

(This form duly completed should be sent direct to the Asstt. Librarian alongwith Pass-book-cum-Identity Card)

1. Name of the applicant
 Father's name
 Class ICDEOL Roll No
 Year/Session of joining the ICDEOL

I certify that nothing is due against my name and therefore, request that the amount of library security deposited by me vide ICDEOL receipt No dated Rs may kindly be refunded to me.

- Dated Signature of the Student
2. Library Security deposited vide receipt No. dated
 for Rs.. has been entered in the library
 security refund register at sr. No dated and verified
 for payment of Rs (Rupees.....) only
 Nothing is due from the student.

Signature of Circulation Asst.

Asstt. Librarian
ICDEOL Library, Shimla**FOR OFFICE USE**

3. ACADEMIC BRANCH (ICDEOL)
 Nothing is due from the student.
- Signature of the Dealing Asstt. (ICDEOL) Signature of the Supdt./Section Officer

4. REFUND ALLOWED
 Director (ICDEOL)

5. ACCOUNT BRANCH (ICDEOL)
 Passed for payment of Rs..... (Rupees)
 bill/voucher No cheque No date.....
 Dealing Asstt. Supt./S.O. Asstt./Dy. Registrar (ICDEOL)

6. FOR STUDENT USE

PRE-RECEIPT

Received a sum of Rs (Rupees.....)only
 from the Director, ICDEOL, Shimla-5, on account of payment of Library security amount refund.

Postal address of the student
 on which the cheque is to be sent:

Signature of the student

For ICDEOL Students Only

DE-4

HIMACHAL PRADESH UNIVERSITY
Summer-Hill, Shimla-171 005

ICDEOL Roll No

Exam. Roll No.....

Application form for the supply of

Consolidated Marks Card/Provisional Certificate

Incomplete form will not be entertained nor an interim query relating thereto will be replied

The Controller of Examinations
Himachal Pradesh University,
Shimla-171 005

Dear Sir,

I have passed B.Ed./M.A. (Education)
Examination from the H. P. University, in the month of year

I request you to kindly supply me a consolidated marks card/provisional certificate. I am remitting Rs. 500/- through D.D. drawn in favour of the **Finance Officer, Himachal Pradesh University, Shimla-5.**

My particulars are as under:

1. Name of the candidate
(in block letters)
2. Father's name
3. B.Ed./M.A. (Education) examination passed month Year.....
4. Examination Roll No.....marks obtained

Title of Course	Pass marks	Marks obtained	When passed
1.
2.
3.
4.
5.
6.
7.
8.
9.

- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Address for despatch of certificate _____

Dated.....

Signature of the candidate

Particulars given above are verified and there is no objection for issuance of the desired detailed marks card/provisional certificate/consolidated marks card.

Director, ICDEOL

Dated.

(with office stamp)

FOR OFFICE USE

Particulars checked:

Consolidated marks card/provisional certificate/duplicate certificate bearing Sr No.....

Issued on

Dealing Asstt.

Supt./S.O.

- Note:**
1. The application form is to be submitted to the Director, ICDEOL for attestation and transmission to the Controller of Examinations
 2. Incomplete form will not be entertained nor an interim query relating thereto will be replied.
 3. Separate form for each certificate with separate remittance of fee be submitted
 4. The DD should be drawn in favour of the **Finance Officer, H.P. University, Shimla-171005.**
 5. Form without proper fee and attestation will not be entertained.
 6. One self-addressed envelope 10x23 cms. be attached with the form.

For ICDEOL Students Only

DE-4A
(Not for Sale)

HIMACHAL PRADESH UNIVERSITY
Summer-Hill, Shimla-171 005

APPLICATION FORM

FOR THE DEGREE IN ABSENTIA

The Controller of Examinations
Himachal Pradesh University,
Shimla-171 005.

Sir

I intend to take my degree of.....in absentia and request that I may be admitted to the same. I am sending herewith Bank Draft worth Rs. 500/- in favour of Finance Officer, HPU or have deposited Rs. 500/- at the University cash counter vide receipt No.....dated..... My particulars are as under:-

1. Name of the applicant (English) (Hindi).....
(in capital letters)
2. Father's Name (English) (Hindi).....
(in capital letters)
3. Enrolment No
4. Exam. Roll No.
5. Examination passed year
6. Subject.....
7. ICDEOL Roll No SessionMonth.....
8. Permanent address

Date

Signature of applicant

Attestation by the Director, ICDEOL, H.P. University with official stamp.

Name and designation

Official stamp

*Kindly ensure your correct postal address for the delivery of the Degree. For any postal loss/delay, the University shall not be responsible.

HIMACHAL PRADESH UNIVERSITY, Summer-Hill, Shimla-171 005

**Application Form for University Duplicate Marks Card/Certificate/Degree
for Undergraduate classes and Post graduate classes**

NOTE :

1. Read directions carefully before filling this form
2. Use separate form for each certificate

The certificate given below may be signed by any one of the following :

- a. Gazetted Officer or the First Class Magistrate or Principal of High/Higher Secondary School
- b. Director ICDEOL, in case of ICDEOL students
- c. Candidates applying for Duplicate Degree should submit affidavit from the First Class Magistrate
- d. All particulars given below should be filled carefully, neatly and accurately in block letters by the candidate. The office will not be responsible for any delay in case the form is not completed in all respects.

- (a) Name (English)
(Hindi)
- (b) Father's Name (English)
(Hindi)
- (c) Male / Female
- (d) State the nature of Certificate required i.e. duplicate of the Detailed Marks
Certificate / Merit / Provisional Certificate / Degree etc.
- (e) Reason for applying
- (f) Name of the college from which appeared
- (g) Date of Birth
- (h) Address for Correspondence

Name of the Examination / Session / Year.....

Roll No. Subject Offered

1. 2. 3. 4.

5. 6. 7. 8.

9. 10. 11. 12.

Marks Division

Position in Merit if certificate required

Amount of fee sent Rs. Bank draft No.

Drawn in favour of the **FINANCE OFFICER, HP UNIVERSITY, SHIMLA - 171005.**

Signature of the candidate

Particulars as given above are re-verified and there is no objection to issue of the desired detailed marks card / provisional certificate / Consolidated Marks Card / Degree

Dated

**Director, ICDEOL
With Office Stamp**

Particulars checked : consolidated certificate/provisional certificate/duplicate certificate / Degree Bearing Serial No.

Dealing Asstt.....

Section Officer

For ICDEOL Students Only

DE-5

(Not for Sale)

HIMACHAL PRADESH UNIVERSITY
Summer-Hill, Shimla-171005

FORM FOR RE-EVALUATION

ICDEOL Roll No..

Exam. Roll No.....

Please read the rules and instruction as contained in the hand book of information. This application form must be filled in by the candidate himself/herself. The Re-evaluation form be sent to the Asstt./Dy. Registrar, Re-evaluation, H.P.U. Shimla-5. Original result card must be enclosed with this form IPOs/Bank draft should be drawn in favour of the Finance Officer H.P. University, Shimla-5. The Re-evaluation fee is Rs. 300/- for B.Ed. (per paper) & Rs. 400/- for M.A. (Education) per paper.

1. Name of the candidate.
(in block letters)
2. Father's name
(in block letter)
3. Name of the examination
4. Examination Roll No. Year & Session.....
5. Subject Offered Marks obtained
-
-
-
-
6. Particulars of the subject in which re-evaluation is sought:
Title of Paper Paper/Course (with option)
-
-
-
7. Date of issuance of the mark-sheet by the university serial
No. of the mark-sheet which is enclosed
8. Amount of re-evaluation fee Rs
Bank draft/cash receipt No dated.....remitted/deposited.
9. Address for correspondence
-
10. Specimen handwriting of the candidate.....
-

Dated

Place.....

Signature of the candidate

For ICDEOL Students Only

DE-6
(Not for sale)

HIMACHAL PRADESH UNIVERSITY
Summer-Hill, Shimla-171 005

APPLICATION FORM FOR PERMISSION TO

CHANGE THE EXAMINATION CENTRE

To be sent to Controller of Examination, H.P. University, Shimla-5
(Fee for change of Exam. Centre - Rs. 2,000/-)

ICDEOL Roll No.....
(if received)

1. Name (in block letters)
2. Father's Name
3. Name of Examination
4. University receipt No Dated.....
5. Name of college (If regular candidate).....
6. Name of district (if private student).....
7. Subject offered (i)..... (ii) (iii)
8. Centre of examination as given in the admission form
9. Centre at which the candidate now desires to appear
10. University receipt No. and date of payment of fee at the counter.....
11. Bank Draft No. and date if remitted by post.....
12. Reasons for change

Signature of applicant.....
Address

Dated

Certified that the particulars and reasons stated above by the applicant for change are correct.

Signature of Attesting Officer

(Seal of Officer)

REPORT BY THE EXAMINATION BRANCH

1. Whether photo duly signed & attested received or not
2. Discrepancy in the application if any

3. Necessary provision and accommodation exits.....
4. Centre may be changed from to

Dealing clerk/Asstt. Registrar

Superintendent/S. O. (Exams)

Asstt./Dy. Registrar

Allowed/not allowed.

Controller of Examination

FINAL ORDERS

RULES FOR CHANGE IN THE ALLOTTED CENTRE

1. A change in the allotted centre of examination may be permitted by the Controller of Examinations in the following circumstances.
 - a) If the candidate or his/her father/guardian is transferred and the fact of transfer is certified by the concerned head of the office or the department as the case may be. .
 - b) If the change is necessitated by reasons of a candidates on ill health and the fact of illness is supported by a certificate from a Govt. Medical Officer not below the rank of an Asstt. Surgeon.
 - c) To avoid hardship in exceptional cases not covered by (a) & (b)
2. An application for change in allotted centre shall be made on the prescribed form and accompanied by two passport size photographs of the candidate, bearing on their back the candidate's signature in full. Photo should be attested by a gazetted officer or self-attested by candidate.

Fee of Rs. 2,000/- shall be required to be paid along with application. The Demand Draft be drawn in favour of the Finance Officer, H.P. University, Shimla-171 005.

For ICDEOL Students Only

DE-7

(Not for sale)

S.No. H. P.U

(To be left blank)

(for office use)

HIMACHAL PRADESH UNIVERSITY

Summer-Hill, Shimla-171 005

FORM FOR APPLYING FOR

INTER-UNIVERSITY MIGRATION CERTIFICATE/COPY OF ENTRIES FROM REGISTER OF STUDENT

To be sent to the Director (ICDEOL) HPU, Shimla-5

1. Name of the applicant
 2. Father's Name
 3. Registration No
 4. Particulars of last examination of this university he/she appeared/passed.. ..
Examination:..... year
 - Session Roll NoResult.....
 5. Name of institution or district in case of private students. (From where the applicant appeared in the last examination)
 6. Name of institution where the applicant is now studying.
 7. Fee of Rs remitted by Bank
Draft/cash receipt No dated
- The Bank Draft should be crossed and drawn in favour of the Finance Officer, Himachal Pradesh University, Shimla-5 and should be sent alongwith this form under registered cover.
8. Address to which the certificate should be sent

Dated

Signature of candidate

FOR OFFICE USE

Fee received vide university receipt No

Dated

Cashier

Particulars verified. May be sanctioned

Dealing Clerk /
Supdt./Section Officer

Sanctioned

Asst./Dy. Registrar

CERTIFICATE NO.1

For applicant who is on the rolls of the ICDEOL of the university or had left the ICDEOL without appearing in the university examination or whose name was struck off the rolls or who has appeared in part I & II of the B.Ed. / I, II, III & IV Semester of M.A. (Education).

Forwarded with the remarks that I have no objection to the issue of the university migration certificate to the applicant.

Director, ICDEOL

Dated

Official Stamp... ..

CERTIFICATE NO. 2

(Affidavit to be sworn before a First Class Magistrate)

(For applicants who have lost the original migration certificate and require another one)

I solemnly declare that the migration certificate previously issued to me by the Registrar, Himachal Pradesh University, Shimla-5 to enable me to join another university has been lost and I did not join any university on the basis of the same.

Attested

Signature of the applicant

Signature

Address

INSTRUCTIONS

1. All the required particulars should be carefully filled in by the applicant. The office will not be responsible for any delay in case the form is not complete in all respects.
2. Fees for issue of migration certificate is Rs. 400/-. The Demand Draft should be drawn in favour of the **Finance Officer, H.P. University, Shimla-5.**

- Note:**
1. *Migration Certificate to the students who have taken any examination from this university will be issued after declaration of their results.*
 2. *The certificate are usually issued within a fortnight of the receipt of the application form and fee, provided that the application form is complete in all respect. No person shall be entitled to apply on behalf of another person or to receive his own or another person's certificate personally from the office.*
 3. *Migration fee is not refundable in any case.*
 4. *An attested copy of the detailed marks card of the last examination taken/passed be attached with the application form.*

**INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING
Himachal Pradesh University, Summer-Hill, Shimla-171005**

RENEWAL FORM

Centre for PCP 1 2 3
Centre for Exam 1 2 3
(In order of preference)

To be used for B.Ed./M.A (Education)

Class/course

Year.....

ICDEOL Roll No.....

Fees (Rs..... (with late fee upto)
(Rs (with late fee upto)
(For late fee please see the hand book of ICDEOL)

Remittance **Bank Draft be drawn in favour of the Director, International centre
for Distance Education & Open Learning, Shimla - 5**

- Note: 1. No student will be permitted to proceed from 1st year to 2nd year in B.Ed. Course if the candidate fails in more than 50% of courses the 1st year examination.
2. To be eligible to appear in the examination, a student must attend the Personal Contact Programme as it is compulsory.

PARTICULARS OF THE STUDENT

1. Name (in block letters) Male/Female.....
2. Father's Name
3. ICDEOL Roll No Examination Roll No.....
4. Registration No
5. Address for correspondence
6. Particulars of fee remitted Rs..... Bank
Draft No dated.....
7. Please mention the subject and option(where compulsory) 1.....
(OPTION ONCE EXERCISED WILL NOT 2
BE ALLOWED TO BE CHANGED) 3
4
5

I solemnly declare that the information furnished above is correct to the best of my knowledge and that nothing has been concealed by me. I further declare that I am not pursuing simultaneously any other course of study from the Himachal Pradesh University or any other institution/university in any capacity. I am seeking admission to the ICDEOL with prior consent of my employer/guardian. I solemnly affirm that I will abide by all the regulations and instructions issued/to be issued to me regarding submission of assignments/contact programme/ examinations etc. and will not do anything against the interest of the ICDEOL or the Himachal Pradesh University.

I further solemnly declare and affirm that no case of the use of unfair means in the examination is pending against me and that I have not been disqualified for the use of unfair means or rusticated or expelled from the Himachal Pradesh University or by any other university / institution.

Signature of the student

Dated.....

Class Roll No.....

- NOTE**
1. Notwithstanding anything relating to the supply of a renewal admission form by the ICDEOL office, there may be instances where a student does not receive the renewal admission form for reason of non-declaration of his/her result or loss of the renewal form in transit the student is advised to use photostat copy of this form and submit the same to the ICDEOL in July/ August alongwith the prescribed fee through Bank draft drawn in **favour of the Director, ICDEOL, H.P. University, Shimla-5.**
 2. The venue can be changed in case sufficient number of students or accommodation at a particular place of the PCP is not available.
 3. The students will have to attend the personal contact programme at the centre allotted by the ICDEOL.
 4. The exemption from attending the personal contact programme shall not be granted on any grounds except on medical grounds subject to the fulfilment of conditions as stipulated in the hand book of information/university rules.
 5. No. representation for the creation of a new centre for the personal contact programme at any other place will be entertained.
 6. No residential accommodation will be arranged by the ICDEOL during the personal contact programme. The candidate shall have to make their own arrangement.
 7. No admission shall be made after the expiry of the last date as specified.

11. Details of previous teaching experience (if any)

Sr. No.	Name of School/Institution	Designation	From	To
1.				
2.				
3.				

12. Do you belong to rural/urban area

13. Processing Fee of Rs. 1,000/- (One thousand only) deposited vide DD No..... Dated

I declare that the particulars given above are correct. I fully understand that my admission will stand cancelled if it is discovered at any stage that any information supplied by me is found to be false. I agree to abide by the provisions of Himachal Pradesh University Act, 1970, the statutes, ordinances and rules and regulations framed there-under by the University.

Date.....

Signature of the Applicant

Place.....

Note: - Attested copy of the Appointment Letter to be attached.

SELF DECLARATION

I.....S/o D/o Sh.....hereby solemnly declare and undertake that all the information and facts entered (documents submitted) in the Application/Admission form ofCourse of ICDEOL, HPU, Shimla (Session.....) are true to the best of my belief and knowledge and nothing has been concealed thereof.

If anything found incorrect or false at any later stage, I shall be solely responsible for that and my candidature shall stand cancelled.

Deponent

(Name of the candidate)

Complete Permanent Address and Contact number

.....

For ICDEOL Students Only

DE-10
(Not for sale)

HIMACHAL PRADESH UNIVERSITY
Summer-Hill, Shimla-171 005
APPLICATION FORM FOR

REGISTRATION AS A STUDENT OF THE UNIVERSITY

(All entries should be filled in by the candidate)

Registration No.

The Registrar
Himachal Pradesh University
Shimla-171005

(Through The Director, International Centre for Distance Education & Open Learning (ICDEOL))

Sir,

I request permission to be registered as a student of the university and submit the following statement duly filled in.

1. Name of the student (English..... (Hindi)
(in block letters)
2. Father's Name (English..... (Hindi)
(in block letters)
3. Date of Birth
4. Qualifying exam passed for admission to the course of the university/board.....
5. College/institution joined: ICDEOL, H.P. University.....
6. Date of joining

Permanent Address :

Yours faithfully,

Address for Correspondence :

Signature of the student
Classyear

CERTIFICATE (For Office use only)

I certify that the above named candidate is not registered in Himachal Pradesh University earlier and has filled up the form himself/herself and I believe the above information to be true. The fee of Rs is forwarded herewith alongwith migration certificate (in case of candidates migrating from other university/board).

Dated.....

Fee (Rs)

Against No.....

Received and entered

Director (ICDEOL)

DAISO/AR (Accts) FO

1. Name entered in this form should tally exactly with the name entered in the Matriculation or equivalent examination certificate or in the migration certificate issued by the other university/board.
2. Registration alone does not entitle a candidate to appear at university examination.
3. No candidate shall be registered as a student of the Himachal Pradesh University unless he/she produces a certificate of having passed his/her lower/last examination from another university/board.

Himachal Pradesh University, Summer-Hill, Shimla-171005**REGULAR EXAMINATION FORM FOR ICDEOL STUDENTS M.A. (Education) ONLY**

ICDEOL Roll No Examination Roll No.....

APPLICATION FOR REGULAR EXAMINATION OF M.A. (Education).....2016-17.....

1. Examination in which appearingYear/Sem.....

2. Examination centre 1 2..... 3.....
(In order of preference)3. Name of the candidate (in English)Male/Female.....
(In block letters) (in Hindi)4. Father's Name in (in English)
(In block letters) (in Hindi)

5. Registration number

6. Date of birth (figures & words)

7. Do you belong to SC/ST Yes/No.

8. Are you blind/handicapped Yes/No.

9. Particulars of the lower examination passed:

Examination	Univ./Board	Session/Year	Roll No.	Subject	Max.Marks	Percentage	Result	Remarks
.....	1.....
				2.....
				3.....
				4.....

10. Are you simultaneously appearing in compartment/re-appear ?
if yes, mention name of the examination subjects Roll No

11. Subject(s) / course (s) in which to appear in the M.A. (Education) examination

1

2

3

4

Medium

HIMACHAL PRADESH UNIVERSITY, SUMMER -Hill, SHIMLA-171005

(To be filled in by the candidate) Roll No.....

(To be assigned by the office)

(The candidate will be admitted in the examination hall on production and delivery of this Roll No. slip)

Admit(name of the candidate)

Son/Daughter of Shri

to the M.A. (Education).....Year/Sem.....)

to be held inon the dates as given in the Date
Sheet at centre of ExaminationSpace for
photograph (duly
attested) for all
candidate

Signature of the candidate.....

Controller of Exams.
Himachal Pradesh University

12. Have you ever been disqualified by any board/university in any examination?
if yes : give detail.....Class Roll No year
13. Permanent residential address
14. Correspondence address.....
15. Particulars of fee deposited: D.D./University receipt No.....
dated amount
16. State to which you belong

I solemnly declare that the particulars given above are correct and that in case of any discrepancy, I shall be held responsible for the consequences.

Signature of the candidate

CERTIFICATE

1. Certified that the candidate has passed
University or any other examination recognised equivalent thereto by the university.
- or**
2. The candidate has remained on the role of the ICDEOL for academic year/session preceding the examination.
3. The candidate has attended the personal contact programme prescribed for the M.A. Edu.
4. The candidate bears a good moral character and that the statement made by him/her in this form is correct as per record of the ICDEOL.
5. The fee of the candidate has been remitted and his/her name has been included in the statement of fee.

Dated.....

Signature with Stamp of attesting authority
International Centre for Distance
Education & Open Learning

ICDEOL Roll No. DE-12

ADDRESS SLIP

(To be filled by the Students)

Name of the student

Father's name

Address

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Pin

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No. ICDEOL/16/HPU

DE-13

**H.P. UNIVERSITY, SUMMER HILL, SHIMLA
COUNSELLING CARD**

(To be filled in by the candidate)

1. Name:
2. Father's Name:

(For office use)

Date & Time of Counselling: :at 10.00 AM
 Venue of Counselling ICDEOL Building I.C.D.E.O.L., HP. University Shimla

INSTRUCTIONS

1. If the candidate fails to receive the counselling card in time due to the postal delay or some other reason and thinks that he/she should have been called for counselling, he/she should personally contact the ICDEOL and confirm his/her position in the merit list on or before the date of counselling. Though the university shall make all possible efforts, the candidate himself/herself shall finally be responsible about the knowledge of his/her position in the merit list and the eligibility for counselling.
2. In the absence of requisite postal stamps and address on the card the counselling card shall not be sent to the candidate.
3. If the candidate is called for counseling, he/she is required to be present on the given venue at 10 AM on the date of counseling along with the necessary original documents. If the candidate fails to be present on the specified date and time the seat will be allotted to the next candidate in order of merit and the absentee shall not have any claim on the seat.
4. The counseling card does not ensure admission of the candidate in the said course. The final admission shall be made purely on merit on the basis of the criteria mentioned in the Handbook of Information.
5. No TA/DA shall be paid for attending the counselling.

.....
 Borrower No **DE-13 (i)** Valid Up to.....

**International Centre for Distance Education and Open Learning
 H.P.University, Shimla-5
 MEMBERSHIP FORM FOR STUDENTS**

Please enrol me as member of the ICDEOL library, I promise to obey all its rules:

Full Name (Block Letters)
 Department Class Semester. Roll No.....
 Correspondence Address

.....
 Father's/Guardian's name and permanent address.....

Dated.....

Attach this card with Form DE-1

Applicant's full Signature

ADDRESS TO BE FILLED IN BY THE STUDENT



TO

.....
.....
.....Pin.....

From:
Director,
International Centre for
Distance Education and Open Learning
H.P. University, Shimla-171005

I recommend that the applicant be enrolled as a member of the ICDEOL Library. I undertake that the library security/detailed marks card will not be released/issued to him/her unless he/she produces clearance certificate from the library. The information furnished overleaf has been verified by my office.

Section Officer

AR/DR ICDEOL
Office Stamp

Incharge circulation

Asstt. Librarian

INSTRUCTIONS

Sr. No. ICDEOL/16/HPU

DE-14

1. This card testifies to the student's status as a student of ICDEOL of HPU subject to confirmation of his/her eligibility for the course.
2. This card is not transferable. The student should carefully keep this card with him/her. It should be available for inspection when demanded by Director or any other member of the staff authorised by the director on his behalf.
3. The card should be carefully preserved, as no duplicate card will be issued.
4. This card is valid for the duration of the course only. It may be forfeited by the ICDEOL if the student is found guilty of misbehavior or whenever any disciplinary action is taken against him/her or if he/she discontinues the study.

International Centre for Distance
Education and Open Learning,
H.P. University, Shimla-5

**International Centre for Distance
Education and Open Learning,
H.P. University, Shimla-5**



IDENTITY CARD

SESSION 2016-17

Must affix
latest
passport
size
unattested
Photograph

**Signature of the student
with date**

Date.....

**Director
ICDEOL**

ICDEOL Roll No..... Exam Roll No.....

Class/Semester.....

Name.....

Father's Name.....

Postal Address.....

.....

.....

Permanent Home Address.....

.....

.....

Date

**Note: Student should fill in the above particulars
except ICDEOL & Exam Roll No.**