

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



**HAND-BOOK OF INFORMATION**

**SESSION 2013-14**

**Admission to B.Ed. and M.Ed. Courses**

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

**Last date for receipt of application  
forms B.Ed. & M.Ed.**

**22<sup>nd</sup> July, 2013 (Monday)**

## SOME IMPORTANT TELEPHONE NUMBERS

<i>Director ICDEOL</i>	2831327
<i>Deputy Registrar</i>	2831274
<i>Assistant Registrar, (Accounts &amp; Academic)</i>	2831834
<i>Section Officer Administration</i>	2832570
<i>ICDEOL Enquiry</i>	2832239 extension 5454 (through exchange)
<b>ICDEOL Website</b>	<b><a href="http://www.icdeolhpu.org">www.icdeolhpu.org</a></b>
<b>University Website</b>	<b><a href="http://www.hpuniv.nic.in">www.hpuniv.nic.in</a></b>

***Regarding admission and academic matters, students are advised to contact on the following telephone numbers.***

**University Exchange Numbers:** { 0177-2830445, 2830434, 2831998, 2831876, 2831637, 2830741, 2831727, 2831742, 2831809, 2830907, 2830942, 2831022 and 2831186 }

<b>Academic Section</b> (B.Ed./M.Ed.)	<b>Extension</b> 5411
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**In case of examination, registration, migration, re-appear, result and degree matters, please contact the following telephone numbers through University Exchange :-**

<i>Dy. Registrar (Examination)</i>	5210
<i>S.O. (B.Ed./M.Ed. Examination Branch)</i>	5246
<i>Degree Cell</i>	5221
<i>A.R. (Registration. Migration &amp; Eligibility)</i>	5257
<i>S.O.(Registration. Migration &amp; Eligibility)</i>	5258



## हिमाचल प्रदेश विश्वविद्यालय - कुलगीत

पवित्रित वेदमंत्रों 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 सलिलायें  
कुसुम गलहार बनती हैं शतद्रू संग, सरितायें

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

तपोरत देवदारु खड़े तथागत-सदृश हैं लगे  
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 from

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!

# 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

Her Excellency,  
The Governor  
of Himachal Pradesh  
Smt. Urmila Singh

### VICE-CHANCELLOR

Prof. A.D.N. Bajpai

### DIRECTOR

Prof. Kulwant Singh Rana

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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

Dr. Kartar Singh Thakur	Professor	98160-14721 94184-77956
Dr. Vishal Sood (sood_vishal77@rediffmail.com)	Assistant Professor	94182-04500
Dr. Ajay Kumar Attri (sivattri@yahoo.co.in)	Assistant Professor	94180-68078
Dr. Surinder Kumar Sharma (sharmasurender09@gmail.com)	Assistant Professor	94184-73578
Dr. Kuldeep Singh Katoch (kuldeepkatoch@gmail.com)	Assistant Professor	94184-58245
Sh. Chaman Lal Banga (chamanbanga80@gmail.com)	Assistant Professor	88945-52177
Dr. Monika Sood (monikakaisth.do@gmail.com)	Assistant Professor	094182-55124
Dr. Pardeep Singh Dehal (drdehal@gmail.com)	Assistant Professor	094590-50971
Sh. Rajesh Kumar Sharma (drrajeshlucky@gmail.com)	Assistant Professor	94185-87640

## ICDEOL ADMINISTRATION

Deputy Registrar	Sh. O.P. Sharma	5404
A.R. Academic	Sh. B.S. Chandel	5408
Assistant. Registrar, (Accounts)	Mrs. Vidya Devi	5403
Sr. P.S. to Director	Sh. Uma Kant	5401
P.S. to Director	Sh. Ranbir Singh Pal	5401
Section Officer (Administration)	Sh. R.L. Mandhotra	5405
Section Officer (Accounts)	Mrs. Satish Sharma	5414
Section Officer (Academic-I) (MA Eco. Pub. Admn., Sociology & Maths & U.G. Classes)	Sh. S.M. Sharma	5423
Section Officer (Academic-II) (MA.-English, Hindi, History, Sanskrit, Music & Political Science)	Mrs. Raj Kumari	5406
Section Officer (Academic-III) (M.Ed.,B.Ed., PGDMC, MMC, PGDCA, BCA & APGDIT)	Mrs. Pushpa Sharma	5411
Section Officer (Academic IV) (MBA, M.Com., PGDPM & LW)	Sh. Babu Ram	5412
Section Officer (R & I Section)	Mrs.Pushpa Sharma	5413
Sr. Professional Assistant (Library)		
Liaison-cum-Public Relations Officer	Sh. K.G. Thakur	5455
Editor	Sh. Dalel Singh Thakur	5455
Editor	Sh. Pardeep Sharma	5440
Editor	Sh. Desh Raj Pathania	5440

# 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, Languages, Law, Sciences, Engineering & Technology, Ayurveda and Performing & Visual Arts. 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

***The B.Ed and M.Ed. courses through distance mode are open to in-service teachers currently working in govt./recognised/affiliated schools within the State of Himachal Pradesh.***

### 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 Learning Resource 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.

### 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 or bank draft of Rs. 50/- drawn in favour of the Director, ICDEOL, otherwise the change will not be effected.

## 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

## Duration and Number of seats in Master of Education (M.Ed.)

1.	Duration	:	Two Years (Annual System)
2.	Number of Seats	:	250 Seats

**Note:** 120 points prescribed roster for admission shall be applicable in each course/stream separately for General/SC/ST/HC categories.

## 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 audio/video cassettes in addition to usual stock of 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. The lectures in personal contact programmes will also be delivered in English. However, the student can get clarifications in Hindi during personal contact programmes as well as practicum either in Hindi or English.

### Mode of Instruction

The lessons are prepared by eminent scholars and teachers of the rank of Professors and Readers in the university and in some cases by Senior Lecturers. The services of the Professors and Readers are requisitioned for other academic activities. In the past academic years we have been able to enlist the co-operation of at least fourteen Indian universities. Professors and Readers of these universities have been associated with lesson writing as well as personal contact programmes at the Centres where they have delivered lectures, given seminars on different topics in various disciplines and held project discussion in certain specialties. Ordinarily there will be ten written lessons covering each course.

### Personal Contact Programmes

The lessons are meaningfully supplemented through properly planned and organised personal contact programmes. As a very important strategy of face to face classroom teaching, the interaction during personal contact programmes have evoked manifold interest among the students. The duration of personal contact programmes for the B.Ed. course shall be 25 days i.e. 150 teaching hours per year and for M.Ed. course it shall be 20 days i.e. 120 teaching hours. ATTENDANCE IN THE PERSONAL CONTACT PROGRAMME IS COMPULSORY, BECAUSE THE INTERNAL ASSESSMENT OF 20 MARKS IN EACH COURSE WILL BE GIVEN ON THE BASIS OF ATTENDANCE, GENERAL BEHAVIOUR AND PERFORMANCE IN VARIOUS ACTIVITIES DURING PCPs. NO EXEMPTION FROM PCP NOT EVEN ON THE BASIS OF MEDICAL CERTIFICATE WILL BE ALLOWED AS PER GUIDELINES OF NCTE.

**Note:** *The admissions to B.Ed. and M.Ed. Courses 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/M.Ed. will be at SHIMLA and DHARAMSHALA. The ICDEOL reserves the right to create/close any Centre for Personal Contact Programme at other places in Himachal Pradesh on the basis of density of students' enrolment and availability of the qualified staff. If necessary, other PCP Centres will be notified during counselling.

## 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 applicant should be a teacher possessing Graduation/ Post Graduation Degree with 55% (50% marks in case of SC/ST) with two years teaching experience in a Government or Government recognized school located in the territorial jurisdiction of the University and within the State of Himachal Pradesh. The eligibility conditions are and shall be the same as prescribed by the NCTE/any other competent authority from time to time.**
- (b) The candidates should have any of the following combination of subjects at the graduation level:

### ALLOWED STREAMS AT GRADUATION LEVEL

#### I. Medical Stream

- B.Sc. Pass Course with Zoology, Chemistry and any other science subject  
or  
B.Sc. Pass Course with Botany, Chemistry and any other science subject  
or  
B.Sc. Honours in Zoology with Chemistry as subsidiary subject  
or  
B.Sc. Honours in Botany with Chemistry as subsidiary subject  
or  
B.Sc. Honours in Chemistry with Zoology or Botany as subsidiary subject

#### II. Non-Medical Stream

- B.Sc. Pass Course with Physics, Mathematics and any other science subject  
or  
B.Sc. Pass Course with Chemistry, Mathematics and any other science subject  
or  
B.Sc. Honours in Physics with Mathematics as subsidiary subject  
or  
B.Sc. Honours in Chemistry with Mathematics as subsidiary subject  
or  
B.Sc. Honours in Mathematics with Physics or Chemistry as subsidiary subject

#### III. Commerce Stream

- B. Com./M.Com.

#### IV. Arts Stream

B.A. Pass Course with English, Hindi or Sanskrit and at least one of the following subjects viz. History, Economics, Political Science, Geography, Public Administration, Sociology and Mathematics.

Or

B.A. Honours in English, Hindi or Sanskrit with any of the following as subsidiary or additional subsidiary subject: History, Economics; Political Science; Geography; Public Administration; Sociology, Mathematics or B.A. Honours in History, Economics; Political Science; Geography; Public Administration; Sociology or Mathematics with any of the following as subsidiary or additional subsidiary subject: English, Hindi, Sanskrit

**No other stream such as B.A./B.Sc. Home Science, B.Sc. Agriculture, B.Sc. Economics etc., or other subject combinations will be allowed.**

#### Note:

1. 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 :

- a. Your combination of subjects at Graduation level is in accordance to the one given earlier under Eligibility condition for applying to the Course.
- b. 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 straightaway.
- c. You have filled in the application form accurately.
- d. 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 2013-14**

**Last date for receipt of application forms for B.Ed/M.Ed. 22<sup>nd</sup> July 2013 (Monday)**

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

#### **First Year**

Paper-I	Education in Emerging Indian Society
Paper-II	Development of Learner and Teaching Learning Process
Paper-III	Development of Educational System in India
Paper-IV	Essentials of Educational Technology
Paper-V	Education for Values, Environment and Human Rights.

#### **Second Year**

Paper-VI	School Management
Paper-VII	Methodology of teaching 'two' teaching subjects will be taught and examined in each of the B.Ed. streams i.e. Non-Medical, Medical, Commerce, Arts, as per details given below, provided the candidate has studied these subjects at graduation level.

#### **Medical Stream**

- (a) Teaching of Life Sciences
- (b) Teaching of Physical Sciences

#### **Non-Medical Stream**

- (b) Teaching of Mathematics
- (c) Teaching of Physical Sciences

#### **Commerce Stream**

- (a) Teaching of Commerce
- (b) Teaching of English/Hindi

#### **Arts Stream**

	Any two of the following:
	(a) Teaching of Hindi/English/Sanskrit
	(b) Teaching of Social Sciences/Mathematics
Paper-VIII (A)	Work Education and Work Experience (Theory)
Paper-VIII (B)	Work Education and Work Experience (Practical)
Paper-IX (A)	Practical Skill in Teaching
Paper-IX (B)	Practical Skill in Teaching

## **ELIGIBILITY CONDITIONS/QUALIFICATIONS FOR ADMISSION TO M. Ed.**

The applicant should possess B.Ed. Degree with 55% marks (50% marks in case of SC/ST) with two years teaching/professional experience after completion of B.Ed. programme in a Government/ Government recognized school/ NCTE recognized teacher education research institution in education. The eligibility conditions are and shall be the same as prescribed by the NCTE/ and other competent authority from time to time.

**Note :** The admission to M.Ed. (2 year course) will be made strictly on the basis of marks obtained in B.Ed. Course.

### **Courses Offered in Master of Education (M.Ed.)**

#### **FIRST YEAR**

Paper-I	Philosophical and Social Foundations of Education
Paper-II	Psychological Foundations of Education
Paper-III	Methodology of Educational Research
Paper-IV	Educational Technology

#### **SECOND YEAR**

Paper-V (A)	Educational Measurement and Evaluation
Paper-V (D)	Special Education
Paper-V (G)	Comparative Education
Paper-VI	Practicum
Paper-VII	Dissertation/ or Guidance and Counselling V (B) {Any one out of these two}

**Note :** Eligibility for opting dissertation in lieu of Paper-V (B) Guidance and Counselling is that the candidate must have secured at least 50% marks each in B.Ed., graduation and matriculation or any other equivalent examination.

## **SUBMISSION OF FORMS ALONG WITH DOCUMENTS REQUIRED FOR ADMISSION TO B.Ed. AND M.Ed.**

The application for admission to the 1st year of the B.Ed. /M.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-16 (except DE-12A)

1. DE-9 duly filled in and complete in all respects.
2. Matriculation certificate or equivalent document showing date of birth, +2 certificate or equivalent, B.A./B.Sc/B.Com., Pass/Honours courses I,II,III and M.A/M.Sc. (Copy of B.Ed certificate in case of seeking admission for M.Ed. course). If result of B.A./B.Sc./B.Com. Final exam is awaited; attach only attested copies of part-I and II certificate.
3. Experience-cum-character certificate from the head of the institution i.e. Headmaster/Principal where employed (Compulsory)
4. Appointment letter and joining report (Both Compulsory).
5. DD/IPO's of Rs. 200/- drawn in favour of Director, ICDEOL, H.P.University, Shimla-5 as application processing fee (non refundable).
6. An Affidavit as per specimen of DE-12 A is to be submitted at the time of counseling which is compulsory.

**Note:**

- (i) All the above documents 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 envelopes size 9"×4" affixed with properly self addressed 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 IPOs/Bank Draft of Rs. 200/- as processing fee payable to the Director, ICDEOL, H.P. University, Shimla-5, along with 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.200/-) will not be refunded under any circumstances.

### **THE 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 their 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 INFORMATIONS**

- ✓ 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. AND M.Ed. COURSES**

- a) **For the candidates who are already registered with the H.P. University, the fee for B.Ed. is Rs. 8500/- per annum and the fee for M.Ed. is Rs. 7500/- per annum. The fee given herein include the tuition fee, admission fee, PCP fee and mailing charges etc. In addition Rs. 800/- will be charged per annum from the students of B.Ed. class from session 2013-14 onwards on account of special computerized examination form prescribed by the University which will be supplied separately to the admitted students.**
- b) In addition to above fee, the registration fee of Rs. 100/- 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). **Send only Rs. 200/- by way**

of a DD or Indian Postal Order in favour of Director, ICDEOL as application processing fee at the time of applying to B.Ed./M.Ed. Courses.

- c) The above fee/charges be remitted in total through Bank Draft/IPOs 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 at the SBI, CASH COUNTER, Summer Hill, Shimla-5.

### **REFUND OF FEE**

- ✓ Excess fee, (migration fee, registration fee etc.) wrongly deposited by a student shall be refunded in full.
- ✓ If it is found that the candidate is not eligible for admission, the amount initially received from him/her except processing fee of Rs. 200/- shall be refunded in full.
- ✓ 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.
- ✓ Refund or adjustment of fees shall not be permissible in case a student provisionally admitted and subsequently declared ineligible or whose candidature is cancelled.
- ✓ 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 Regulation as may be framed and amended from time to time.**

**The H.P. University is going to introduce choice based credit system soon. Which will replace existing evaluation system. The detailed modalities in this regard will be communicated to the students separately.**

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

S.No. ICDEOL/13/HPU

DE-1  
Not for Sale

ICDEOL Roll No

Exam. Roll No. ....  
(To be assigned by the university)

**EXAMINATION FORM**

FOR M.Ed. CORRESPONDENCE

**FOR COMPARTMENT /FAILED /LATE COLLEGE CANDIDATES OF ICDEOL ONLY**

Examination fee	M.Ed.
Full Subjects	150.00
Per Paper	150.00

**Photograph**

Separate Form should be used for 1st & 2nd Year Examination

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

1. Examination in which appearing .....
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.Ed.examination .....  
 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; IPO/D.D./university 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 from  
July ..... to April.....
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 IPOs/D.D. No.....  
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. Rs. 5/- being the cost of the form has been included in the examination fee (Rs. 150+5=155).
  3. The requisite examination fee of Rs. 155/. to be remitted through IPOs or 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/ IPOs No.s ..... dated ..... in favour of Director, ICDEOL, Shimla-5 or vide cash receipt No.....

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 Address ..... Pin 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-14 (i) & DE-15.

**FOR OFFICE USE**

The particulars of Mr/Ms .....  
Class.....Subject .....ICDEOL 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.  
Strike off the column (s) not applicable.

Rs. 300/- (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 &amp; 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.Ed. .... 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. 35/- through IPOs/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.Ed. 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/IPOs should be drawn in favour of the **Finance Officer, IPOs 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 an Indian Postal Order/Bank Draft worth Rs. 55/- or have deposited Rs. 50/- 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 ..... Session ..... Month.....
8. Permanent address .....

Date .....

Signature of applicant

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

Name and designation

Official stamp

**HIMACHAL PRADESH UNIVERSITY, Summer-Hill, Shimla-171 005****Application Form for University Duplicate Marks Card/Certificate/Degree  
for Undergraduate classes and Post graduate classes****Fee for Duplicate Certificate : Rs. 35/-, Duplicate Degree - Rs. 55/- Name Change - Rs. 55/-  
including cost of form.****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. .... IPOs / 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. 95/- including cost of form.

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:  
Tile 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 ..... IPOs/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 Student 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

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.. Indian Postal Order/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.
3. No application for change is allowed unless it reaches the COE at least 21 days before the commencement of such examination. Provided that the Vice-Chancellor may in the circumstances enumerated in para 1 for reasons to be recorded by him in writing, permits the application of a candidate for a change in the allotted centre for the examination or for the practical examination to be entertained by the C.O.E. upto seven days before the comencement of the exam or the practical.

Fee of Rs. 50/- shall be required to be paid along with application. The DD/IPOs be drawn in favour of the Finance Officer, H.P. University, Shimla-171 005.

For ICDEOL Student 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 No ..... Result.....
  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 Postal Order/Bank Draft/cash receipt No ..... dated .....
- The Postal Order/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. / M.Ed. examination.

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 the 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. 40/- + 5/- as cost of form. The DD/IPOs 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 performance)

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

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 **IPOs/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 II<sup>nd</sup> year if the candidate fails in 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 .....

In case the candidate has not submitted his/her migration certificate and form, he/she is advised to submit the same immediately for registration otherwise his/her admission will not be allowed.

5. Address for correspondence .....
6. Particulars of fee remitted Rs..... IPOs/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 IPOs/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. About 150 to 200 students will be accommodated at each personal contact programme centre on "first come first served" basis. Remaining 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.

Note: Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form

No. ICDEOL/13/HPU

DE-9

**INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING  
Himachal Pradesh University, Summer Hill, Shimla- 171 005**

**ADMISSION FORM FOR B.Ed./M.Ed. 2013-14**

Affix latest Passport size Photograph duly attested by the head of the Institution where applicant is serving

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

**FOR OFFICE USE ONLY**

ICDEOL Roll No .....  
Admitted provisionally subject to:  
1..... 2.....  
Dealing Asstt.                      Supdt/Section Officer                      Admission In-charge

1. Course to which admission is sought.....2. Category : SC/ST/Handicapped .....
3. Name of the Applicant : English (capital letters).....Male/Female.....  
: Hindi .....
4. Father's Name : English (capital letters) .....  
: Hindi .....
5. Permanent Residential Address .....
6. Correspondence Address .....  
.....**Tel. No**.....**E-mail**.....
7. Date of Birth (attach attested copy of high school certificate showing date of birth).....
8. Are you a serving teacher with **(i) two years teaching experience (for B. Ed only):** Yes/No  
**(ii) Two years teaching/Professional experience after completing B.Ed. (for M.Ed. only)**
9. Are you already registered as a student with H P University: if yes mention your Registration No.....
10. Particulars of the last examination taken from any university/board  
Name of the College/Institution last attended by you (if not registered with HPU).....  
Examination Roll No. .... Year ..... Session ..... Univ/Board.....  
The reason for leaving the institution/university.....
11. Examination previously passed [(attach attested copy(s) of the certificate(s) and degree(s)].

Exam Passed	Name of Univ./Board	Year	Roll No.	Max. Marks	Marks Obtained	Div./ %age

12. Do you belong to rural/urban area .....

13. Processing Fee of Rs. 200/- (Two Hundred Only) deposited vide DD/IPO 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.

### Employment Certificate

[Before signing this certificate the competent authority should ensure that the applicant is a teacher]

Certified that Mr./Ms/Mrs. ....  
S/D/o Sh. .... is serving in this institution as a **teacher**  
w.e.f. ....to..... and has served for .....years  
and.....months and I have no objection to his/her admission to B.Ed./M.Ed. through  
ICDEOL, H. P. University. Further, it is also certified that this School/Institution is recognised and  
affiliated with ..... (Name of University/Board of School Education) established  
by law in India.

Signature

Full Name of the H.M./Principal.....

Head of Institution with Seal

Name of Institution .....

Address .....

.....

Date .....

### Countersigned

Name and Designation .....

Signature of the B.E.O./Asstt. Director/  
Joint Director/Chairman of the Management

Address .....

.....

Date .....

For ICDEOL Student 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  
Class .....year .....

**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  
DAISO/AR (Acctts) FO

Director (ICDEOL)

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.Ed. ONLY**

ICDEOL Roll No ..... Examination Roll No.....

APPLICATION FOR REGULAR EXAMINATION OF M.Ed ..... 2013-14.....

1. Examination in which appearing M.Ed. ....
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.Ed. 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)

Space for  
photograph (duly  
attested) for all  
candidate

(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.Ed.(.....)

to be held in .....on the dates as given in the Date

Sheet at centre of Examination .....

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: IPOs/B.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.Ed. course.
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



## SPECIMEN OF AFFIDAVIT

DE-12 A

Affidavit .....son/daughter of .....  
and presently working as ..... in ..... Himachal Pradesh.

I, ..... son/daughter of .....  
above mentioned deponent do hereby solemnly affirm and declare:

1. that I am working as ..... in  
.....w.e.f. ....to.....  
for the last ..... years and..... months.
2. that this institution named ..... has been  
recognised/affiliated by Department of Education/ H.P. Board of School Education/C.B.S.E/  
I.C.S.E vide letter number ..... dated .....  
(the attested copy of the letter enclosed herewith)
3. I shall abide by the rules and regulations of the course & will also attend Personal Contact  
Programmes (PCPs) as and when held submit the theory assignments failing which the  
University is at liberty to cancel my admission.

**Deponent**

### Verification

I, ..... Son/ Daughter of.....do  
hereby solemnly affirm & verify that the content of the para 1 to 3 of the affidavit are true to the best  
of my knowledge and belief. No part of it is false and nothing has been concealed therefrom.

Verified at ..... on this ..... Day of .....2013

**Deponent**

---

**Note: Affidavit on stamp paper of Rs 5/- to be submitted at the time of counselling duly  
attested by the First Class Magistrate/Notary.**

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

(To be filled by the Students)

Name of the student .....

Father's name .....

Address .....

.....

.....

Pin

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

(To be filled by the Students)

Name of the student .....

Father's name .....

Address .....

.....

.....

Pin

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

(To be filled by the Students)

Name of the student .....

Father's name .....

Address .....

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Pin

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

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Father's name .....

Address .....

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Pin

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

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Address .....

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**ADDRESS SLIP**

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Father's name .....

Address .....

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ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

(To be filled by the Students)

Name of the student .....

Father's name .....

Address .....

.....

.....

Pin

ICDEOL Roll No. .... DE -13

**ADDRESS SLIP**

(To be filled by the Students)

Name of the student .....

Father's name .....

Address .....

.....

.....

Pin

## INSTRUCTIONS

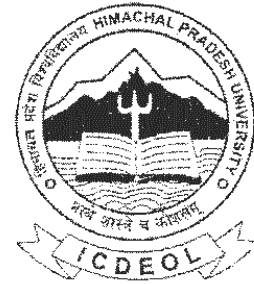
1. This card testifies to the student's status as a student of ICDEOL of HPU subject to confirmation of his/her eligibility for the course.
2. This card is not transferable. The student should carefully keep this card with him/her. It should be available for inspection when demanded by Director or any 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

Sr. No. ICDEOL/13/HPU

DE-15

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



**IDENTITY CARD**

**SESSION 2013-14**

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.**

## SOME IMPORTANT TELEPHONE NUMBERS

<i>Director ICDEOL</i>	2831327
<i>Deputy Registrar</i>	2831274
<i>Assistant Registrar, (Accounts &amp; Academic)</i>	2831834
<i>Section Officer Administration</i>	2832570
<i>ICDEOL Enquiry</i>	2832239 extension 5454 (through exchange)
<b>ICDEOL Website</b>	<b><a href="http://www.icdeolhpu.org">www.icdeolhpu.org</a></b>
<b>University Website</b>	<b><a href="http://www.hpuniv.nic.in">www.hpuniv.nic.in</a></b>

***Regarding admission and academic matters, students are advised to contact on the following telephone numbers.***

**University Exchange Numbers:** { 0177-2830445, 2830434, 2831998, 2831876, 2831637, 2830741, 2831727, 2831742, 2831809, 2830907, 2830942, 2831022 and 2831186

<b>Academic Section</b> (B.Ed./M.Ed.)	<b>Extension</b> 5411
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**In case of examination, registration, migration, re-appear, result and degree matters please contact the following telephone numbers through University Exchange :-**

<i>Dy. Registrar (Examination)</i>	5210
<i>S.O. (B.Ed./M.Ed. Examination Branch)</i>	5246
<i>Degree Cell</i>	5221
<i>A.R. (Registration. Migration &amp; Eligibility)</i>	5257
<i>S.O.(Registration. Migration &amp; Eligibility)</i>	5258

**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 14 (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-2

Applicant's full Signature

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

**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**

# ICDEOL



**LEARNING RESOURCE CENTRE, HPU, ICDEOL**  
**B-13, POCKET - B, SECTOR 62, NOIDA (UP)**

**Price at the counter : ₹ 600/- (Rupees Six Hundreds Only)**  
**By Post : ₹ 650/- (Rupees Six Hundreds and Fifty Only)**