



# CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)



Entitled for Online Programmes (OL)  
by

University Grants Commission-Distance Education Bureau (UGC-DEB)

## PROGRAMME GUIDE

MASTER OF COMPUTER APPLICATION  
(TWO YEAR ONLINE LEARNING PROGRAMME)



Centre for Distance and Online Education  
Central University of Himachal Pradesh  
(Accredited by NAAC with A<sup>+</sup> Grade with CGPA of 3.42)  
Dharamshala, Distt. Kangra (H.P.) - INDIA - 176215



**Centre for Distance and Online Education  
Central University of Himachal Pradesh  
Dharamshala (H.P.) - INDIA**



# **Programme Guide**

**MASTER OF COMPUTER APPLICATIONS (MCA)**  
***(TWO YEAR ONLINE LEARNING PROGRAMME)***



**Centre for Distance and Online Education (CDOE)**  
**Central University of Himachal Pradesh**  
**Dharamshala, Distt. Kangra (HP) – INDIA**

The Central University of Himachal Pradesh is established under the Central Universities Act 2009 (No. 25 of 2009) enacted by the Parliament. The University is funded and regulated by the University Grants Commission (UGC). The university is aimed at providing equitable and inclusive access to multidisciplinary higher education for all with a focus on quality, excellence and relevance. The university envisions its role in preparing future global citizens with strong commitment for human values by way of ensuring fairness, transparency and accountability in its academic and administrative affairs. The university is accredited by NAAC with 'A+' Grade with CGPA of 3.42.

The Centre for Distance and Online Education (CDOE), Central University of Himachal Pradesh (CUHP) reserves the right to change the rules and procedures described in this Programme Guide. However, learners will be informed about any change through the CDOE website.

### **Design, Development and Coordination**

1. Prof. Vishal Sood, Director, CDOE, CUHP
2. Dr. Chaman Lal, Deputy Director, CDOE, CUHP
3. Dr. Harish Gautam, Assistant Director, CDOE, CUHP

## Message from the Vice Chancellor



### Greetings from the CDOE, Central University of Himachal Pradesh!

Considering the vital significance of the Goal of “Viksit Bharat@2047” and moving ahead on the path of vision enshrined in National Education Policy-2020, I feel extreme pride that our university Central University of Himachal Pradesh (CUHP), Dharamshala has stepped into a new era of offering academic programmes at higher level through online learning (OL) mode. The NEP-2020 talks about increasing the access to higher education and improving GER at higher level to 50% by 2040. The current GER at higher level is much low and the programmes through open and distance mode and online learning mode can play a major role in realizing this target. To add an Aahuti (contribution) to this ‘National Yajna’, our University has established Centre for Distance and Online Education (CDOE) which shall offer various higher education academic programmes through ODL and OL mode. Our university has been accredited with A+ Grade and has been accorded Graded Autonomy by UGC. We have been working seamlessly to create a sturdy network of national and global partnerships with higher education institutions, research organizations and industries. The university has undertaken many significant steps for quality enhancement in higher education and as a result of such efforts, significant achievements have also been made by the university. In the array of such steps, offering of Online Learning (OL) programmes through CDOE is a major breakthrough that will provide the opportunities to the students belonging to socially disadvantaged classes of the society and those in remote areas have very limited representation in higher education. Our mission is to reach the unreached and provide educational facilities to poorer and weaker sections of the society. Additionally, we are also eyeing on global learners, professional workers to take advantage of such OL programmes. Online Learning has been accepted as an effective way of learning and with the IT and ICT enabled facilities such as virtual class rooms, e-tutorials etc. We, at CDOE, have established online LMS for offering online programmes. We have established state of the art media lab and computer centres for offering online programmes. the provision for e-SLM, video lectures, OERs and live discussion forums will create such e-learning environment that will remain memorable for the learners of CDOE.

Being the Host as Head of the University, I extend a very warm welcome to all our prospective learners of CDOE and hope that you will cherish the experiences that you will receive through CDOE during your academic programme.

**Prof. (Dr.) Sat Prakash Bansal**  
**Vice-Chancellor, CUHP**

## Message from the Director



### **Welcome to the Centre for Distance and Online Education (CDOE)**

Never denying a fact that learning at a distance through online mode is the need of the hour. The educational sector has largely got influenced by technological advancements and IT and ICT services to offer various academic programmes have become a necessity at present. The NEP-2020 calls for leveraging advantages of technology through ICT based educational initiatives to optimize its use in meeting challenges of quality education. In order to serve education at the door steps of the learners and translating the mantra of 'Learn while Earn' into reality through the use of IT and ICT facilities, the Centre for Distance and Online Education (CDOE) has been established in the Central University of Himachal Pradesh to provide learners with flexible learning opportunities. We are providing educational opportunities to the learners who wish to enhance their educational and professional qualifications. The CDOE follows choice-based credit system (CBCS) in its programmes and adopts modular approach for transacting its curriculum. The curriculum offered by CDOE competes with world class HEIs so as to make the learners competent to portray their capabilities and skills on a global platform. We at CDOE offer a blend of innovative learning and teaching techniques to enhance professional skills and competence of the learners. I invite the learners to have such global academic and professional experiences at CDOE, CUHP and enjoy your academic journey with our dedicated faculty and organization.

**I extend my best wishes to all the learners of the CDOE, CUHP!**

**Prof. (Dr.) Vishal Sood  
Director, CDOE**

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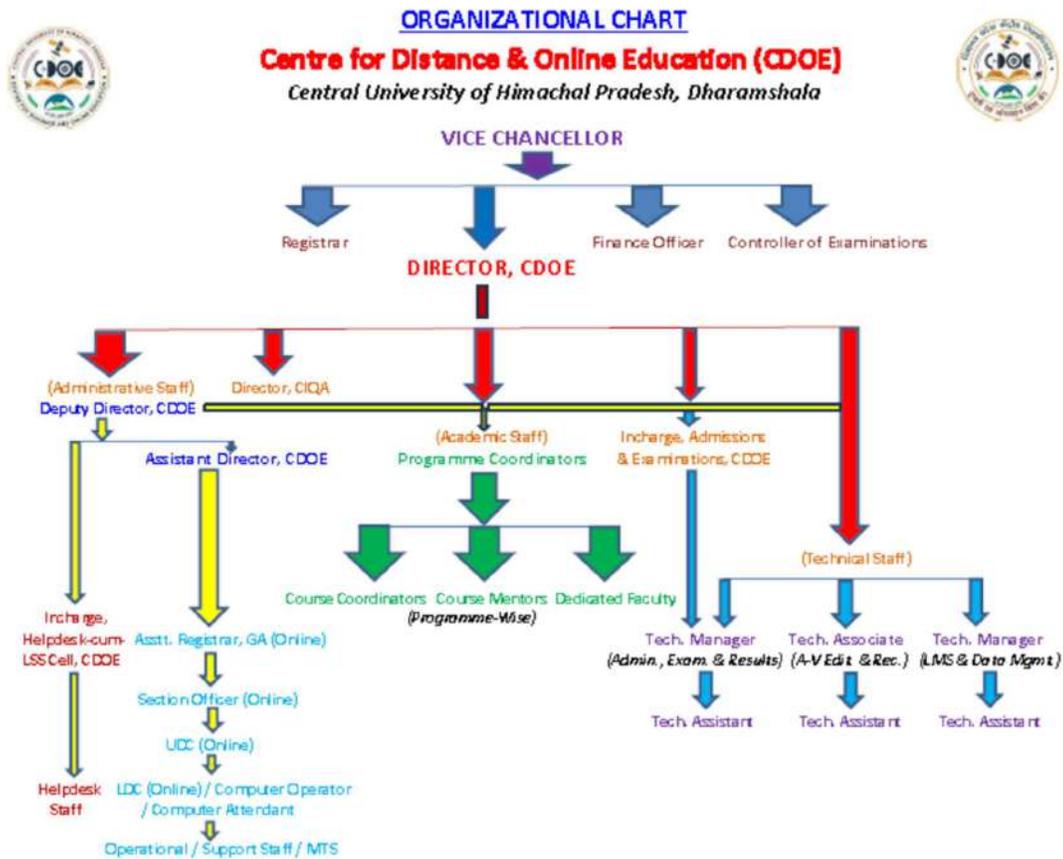
## **1. About Centre for Distance and Online Education (CDOE), CUHP**

The Centre for Distance and Online Education (CDOE) is an integral part of the Central University of Himachal Pradesh (CUHP), Dharamshala (HP)-INDIA established by Government of India under Central Universities Act 2009. The CDOE was established in the year 2025 with the main aim of improving inclusive access and equity in the field of higher education as has been enunciated in the Constitution of India. The CDOE is headed by the Director with fully dedicated administrative team for its smooth functioning. The CDOE has its approval from University Grants Commission-Distance Education Bureau (UGC-DEB) to offer academic programmes through online learning (OL) mode. The CDOE emphasizes on providing quality higher education at the doorsteps of those who have either been traditionally deprived of such opportunities due to socio-economic reasons or were not able to complete their higher education due to professional and personal engagements. The CDOE attempts to provide such flexible and innovative modes of education to ensure 'independent learning' to anyone, anytime and anywhere at their own pace and convenience, and promotes the principle of 'Learn while Earn' as has been emphasized in National Education Policy (NEP)-2020. The Centre is presently offering Online Learning (OL) programmes at Post Graduate level. These OL programmes have been tailored to meet the learning requirements of knowledge seekers, professionals and socio-economically deprived individuals who wish to upgrade their educational status. The CDOE follows the same curriculum which is being offered in face-to-face academic programmes of CUHP. The CDOE offers a wide range of courses which will help in enhancing the skills of the learners. For this purpose, skill-oriented courses, practical-based courses, market-oriented courses, profession-based courses, industry-driven courses, research-oriented courses and internship/field work have been made integral components of different programmes. The CDOE also offers courses on Bhartiya (Indian) Knowledge System (IKS) and value-oriented courses to imbibe the learners with different values and pride in being a 'Bhartiya' by spirit, thoughts, intellect and deeds. The OL programmes offered by the CDOE are affordable for the aspirants both in terms of finance and time required to be invested for completing the studies. The CDOE adopts a diversity of instructional strategies ranging from e-self learning material (e-SLM), video lectures, Audio podcasts, live discussion forums, interactive sessions, e-tutorials to use of

open educational resources (OERs), online lectures and seminars by field experts etc. The CDOE has fully equipped ICT laboratory and state of the art computer centre to offer online programmes of highest quality. The CDOE has a fully dedicated academic team comprising of programme coordinators, course coordinators, course mentors and dedicated faculty members for providing academic support services to the learners. An exclusive technical team has been constituted by CDOE for providing learner support services from pre-admission stage to the stage of final award of degree to the learners. The degrees / diplomas awarded by CDOE through OL mode are equivalent to the degrees offered through conventional mode. The CDOE is fully committed to provide the learners with such learning experiences and exposure that will improve their personal and professional life in a manner which will help them in contributing towards the vision of “Viksit Bharat@2047”.

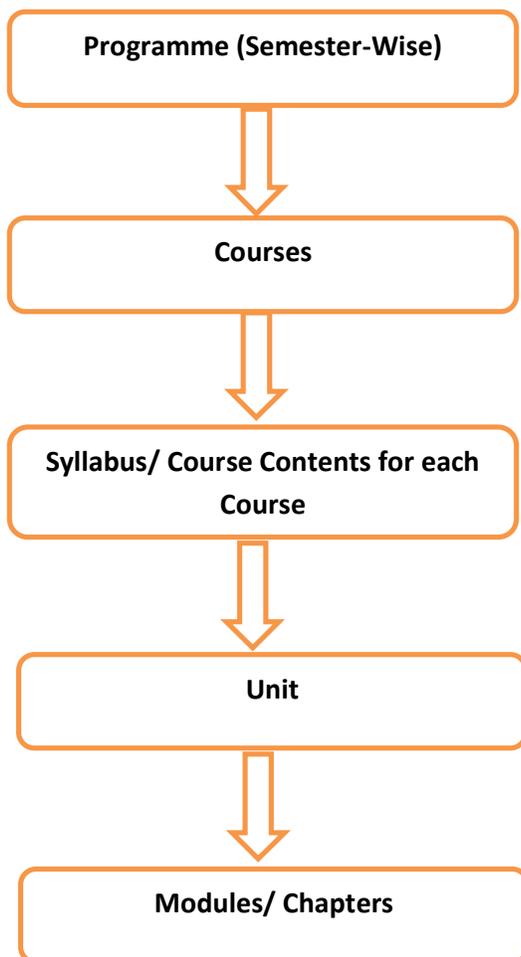
### 1.1 Organogram of CDOE, CUHP

CDOE, CUHP has following Organisational structure:



## 1.2 Nomenclature Implemented by CDOE, CUHP

The Centre for Distance & Online Education (CDOE), Central University of Himachal Pradesh employs following nomenclature/ terminology in its Online Programmes:



1. A Programme consists of different courses in each semester.
2. Each Course has its course contents (syllabus) which is divided into Units.
3. Each Unit has been further divided into 2-3 Modules / Chapters having its Specific Micro-Contents.

## 1.3 CDOE on Social Media

CDOE, CUHP in its endeavor to ensure quality learning experience to its learners and to engage with them across the touch points, has active digital and social media presence. To interact and communicate with the learners, CDOE has

the following online facilities/ support through which learners can get information pertaining to CDOE and its different programmes:

- **CDOE Website**

[www.cdoe.cuhimachal.ac.in](http://www.cdoe.cuhimachal.ac.in)

- **YouTube Channel (Centre for Distance and online Education)**

[www.youtube.com/@CDOE-CUHP](http://www.youtube.com/@CDOE-CUHP)

- **X (Link)**

[Centre for Distance and Online Education \(@CDOE CUHP\) / X](#)

- **Facebook Page Link**

<https://www.facebook.com/share/1DGCn3KU6Y/>

- **LinkedIn**

[www.linkedin.com/in/centre-for-distance-and-online-education-central-university-of-himachal-pradesh-038218363](http://www.linkedin.com/in/centre-for-distance-and-online-education-central-university-of-himachal-pradesh-038218363)

## **2. About Two Year Online Master of Computer Applications (MCA) Programme**

The National Education Policy (NEP) 2020 envisions a transformative approach to higher education, aiming to provide individuals with the opportunity to study specialized areas of interest while also developing a broad range of capabilities across disciplines such as sciences, social sciences, arts, humanities, languages, and professional, technical, and vocational subjects. The NEP emphasizes the formulation of expected learning outcomes for all higher education programs. It also introduces the alignment of the National Higher Education Qualifications Framework (NHEQF) with the National Skills Qualifications Framework (NSQF) to facilitate the integration of vocational education into higher education. The policy advocates for Outcome Based Education (OBE) to describe higher education qualifications, ensuring the alignment of degrees, diplomas, and certificates with expected competencies and learning outcomes.

Two-year online Master of Computer Applications (MCA) Programme has been designed to provide students with a strong foundation in both theoretical

concepts and practical skills essential for successful careers in the software industry, corporate sector, government organizations, and academia. The Programme focuses on creating a skill-based environment for teaching and research in core and emerging areas of software technology. This programme prepares students to solve complex problems related to mathematics, computing, communications/networking, and commercial applications.

Two-year online MCA Programme shall follow a semester-based approach. The first semester of the first year shall focus on skill development, introducing concepts of data structures and operating systems using various technologies. The second semester of the first year delves into core courses such as Theory of Computation, Databases, and Algorithm Design, providing a solid conceptual framework. In the second year, the third and fourth semesters are dedicated to research work and the dissertation, allowing students to engage in deeper exploration of their chosen topics.

Two-year (four-semester) online MCA Programme shall equip students with not only the knowledge of computer and information technology but also enhances their communication, organizational, and management skills. Students will gain proficiency in programming languages such as C, C++, Java, SQL, PHP, Python, as well as front-end and back-end design. The curriculum also covers various computer applications and the latest developments in IT and communication systems, providing students with the skills and knowledge required by the ever-growing IT and IT-enabled industry.

## **Programme Mission and Objectives**

Following are the mission and objectives of two-year online MCA programme:

**Mission:** In line with the mission of the University to provide flexible learning opportunities to all, particularly to those who could not join regular colleges or universities owing to social, economic and other constraints, the 2-year Online Programme of MCA shall provide holistic and value-based knowledge and guidance to promote scientific temper in everyday life. The program shall offer a platform to the learners to fulfill the eligible criteria in various jobs in government and private sector.

## Objectives

The Two-Year Online MCA Programme has been designed to enhance employability by preparing students for careers in computer science and leadership in both the private and public sectors. Students acquire a comprehensive foundation in the fundamentals of computer applications, the environment in which they will function, and the analytical tools necessary for intelligent decision-making and problem-solving, specifically:

- Produce knowledgeable and skilled human resources which are employable in IT.
- Impart knowledge required for planning, designing and building complex Application Software Systems as well as provide support to automated systems or application.
- Produce entrepreneurs who can develop customized solutions for small to large Enterprises.
- To develop academically competent and professionally motivated personnel, equipped with objective, critical thinking, right moral and ethical values that compassionately foster the scientific temper with a sense of social responsibility.
- To develop students to become globally competent.
- To inculcate Entrepreneurial skills among students.

### 2.1 Programme Outcomes

Following are the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of the two-year online MCA programme:

Sl. No.	Programme Outcome	Programme Specific Outcome
PO <sub>1</sub>	Advanced Knowledge in Computer Science and IT	Develop a deep understanding of key areas such as programming, algorithms, data structures, database management, operating systems, and emerging fields like AI and ML.
PO <sub>2</sub>	Programming and Software Development Expertise	Gain proficiency in programming languages (C, C++, Java, SQL, Python) and develop software solutions using industry-standard tools and frameworks.
PO <sub>3</sub>	Problem-Solving and Analytical Skills	Acquire the ability to analyze and solve complex computing problems using algorithms, system design, and computational theories.

PO <sub>4</sub>	Research and Innovation in Software Technology	Conduct independent research, apply research methodologies, and contribute to innovation in areas like software technology and system design.
PO <sub>5</sub>	Application of Data Management and Security Concepts	Implement data management techniques, optimize databases, and apply principles of information security to protect data and systems from threats.
PO <sub>6</sub>	Understanding of Professional, Ethical, and Legal Standards	Understand and apply ethical, legal, and professional standards in IT, ensuring compliance with regulations and secure data handling.
PO <sub>7</sub>	Project Management and Organizational Skills	Develop skills to manage software development projects, including team collaboration, resource management, and project planning.
PO <sub>8</sub>	Communication and Collaboration Skills	Enhance verbal and written communication skills to collaborate with peers, stakeholders, and present complex technical concepts clearly.
PO <sub>9</sub>	Adaptability and Lifelong Learning	Cultivate the ability to adapt to technological changes and develop a mindset for lifelong learning to stay updated on emerging technologies and best practices.
PO <sub>10</sub>	Generic Transferable Skills	Gain transferable skills like critical thinking, problem-solving, decision-making, time management, and self-motivation that are applicable across industries and roles.

### **3. Eligibility Conditions and Admission Criteria-cum-Procedure**

#### **3.1 Minimum Eligibility Conditions for Admission to Two Year Online MCA Programme**

The eligibility condition for admission in Two Year Online Master of Computer Applications Programme is as follows:

“Passed BCA/ Bachelor Degree in Computer Science and Engineering or equivalent Degree.

**OR**

Passed Bachelor Degree in any discipline with Mathematics at 10+2 Level or at Graduation Level. (The students admitted with such eligibility shall require to undertake Bridge Course of 04 credits in first semester as prescribed by the

University/ CDOE in addition to other required courses. The students possessing PGDCA qualification along with bachelor degree need not to undertake the Bridge Course.

### **3.2 Admission Criteria for Two Year Online MCA Programme**

- Admission to Master of Computer Applications (MCA) Two Year Online Programme is open for all and admissions are made on First-Come-First-Serve basis and by following UGC-DEB guidelines.
- There is no reservation of seats for admission in MCA Two Year Online Programme.
- Admission to two-year online MCA Programme is made through online Samarth Portal of Govt. of India.

### **3.3 Age Limit**

There is no maximum age limit for admission to Master of Computer Applications (MCA) Two Year Online Programme.

### **3.4 Minimum and Maximum Duration of Programme**

The minimum and maximum duration for completion and award of the postgraduate (PG) degree in Online Mode is in accordance with the UGC guidelines as adopted by the University from time to time.

### **3.5 Procedure (Steps) for Admission**

Learners may employ following steps for admission to ODL and OL programme of studies:

- Register on SAMARTH portal of CDOE, CUHP
- Fill out the application form online
- Pay the Prescribed Programme Fee through Digital Mode
- Upload essential prescribed Documents and Submit
- Verification of documents by CDOE through prescribed mode
- Allocation of University Enrolment Number and Registration of Learner

### 3.6 Credit Requirement

Students enrolled in Two Year Online MCA Programme with a three-year UG degree are required to acquire 80 credits and students enrolled with four-year UG degree (Honours / Honours with Research) are required to acquire 40 credits to complete the PG programme / degree (MCA) successfully.

### 3.7 Programme Fee

The fee structure prescribed for Two-year online MCA programme by the university is as under:

Name of Programme	I Semester	II Semester	III Semester	IV Semester	Total (Rs.)
MCA	Rs. 21,150 (Excluding e-Suvidha fee)	Rs. 13,000 (Excluding e-Suvidha fee)	Rs. 17,850 (Excluding e-Suvidha fee)	Rs. 13,000 (Excluding e-Suvidha fee)	65,000 (Excluding e-Suvidha fee)

The details about fee and other charges can be accessed on CDOE website.

## 4 Programme Structure and Semester-wise Course Detail

The detailed programme structure and semester-wise courses in two-year online MCA programme is given as under:

Semester-I		
Course Code	Name of the Course	Credits
MCA-501	Data Structures	4
MCA-502	Data Structures-Lab	2
MCA-503	Operating System	4
MCA-521	Software Engineering	2
MCA-534	Object Oriented Programming	4
MCA IKS	Indian Knowledge System	2
MGT-528	Business Communication Skills	2
MCA-403	Fundamentals of Computer & Programming in C (Bridge Course)	4

<b>Semester-II</b>		
<b>Course Code</b>	<b>Name of the Course</b>	<b>Credits</b>
MCA-504	Theory of Computation	4
MCA-505	Database Management System	4
MCA-506	Database Management System Lab	2
MCA-507	Design & Analysis of algorithms	2
MCA-522	Software Testing	2
MCA-527	Python Programming	2
MCA-551	IT Tools for IKS	2
HIS-473	Cultural Heritage of Bharat	2
<b>Semester-III</b>		
<b>Course Code</b>	<b>Name of the Course</b>	<b>Credits</b>
MCA-533	Cyber Security	4
MCA-601	Research Methodology	4
MCA-516	Web Programming	4
MCA-604	Literature Review	4
MCA-605	Research Proposal	4
<b>Semester-IV</b>		
<b>Course Code</b>	<b>Name of the Course</b>	<b>Credits</b>
MCA-519	Computer Networks	4
MCA-602	Academic writing	2
MCA-603	Research Paper Publication	2
MCA-536	Java Programming	4
MCA-606	Dissertation	8

For detailed curriculum structure and course/unit-wise syllabus, please visit CDOE website.

## 5 Faculty and Academic Support

For proper delivery and implementation of Two-year online MCA Programme, the University has appointed a Programme Coordinator. Similarly, for each course of all four semesters of two-year online MCA programme, the university has appointed course coordinators separately. In addition to this, other administrative staff, technical staff and support staff has also been appointed/nominated by the university for offering Two-year online MCA Programme along with other proposed online programmes of CDOE. The two dedicated faculty members have also been appointed for Two-year online MCA programme.

<b>Master of Computer Applications (MCA) 1<sup>st</sup> Semester</b>				
<b>Course Code</b>	<b>Name of the Course</b>	<b>Name of Course Coordinator</b>	<b>Email id</b>	<b>Mobile Number</b>
MCA-501	Data Structures	Mr. Ajay Kumar	ajaykr.bhu@hpcu.ac.in	9711873246
MCA-502	Data Structures-Lab	Mr. Ajay Kumar	ajaykr.bhu@hpcu.ac.in	9711873246
MCA-503	Operating System	Dr. Parveen Sadotra	dr.parveensadotra@hpcu.ac.in	7006103610
MCA-521	Software Engineering	Dr. Pankaj Kumar	<a href="mailto:pankajthakur28.85@gmail.com">pankajthakur28.85@gmail.com</a>	9882249268
MCA-534	Object Oriented Programming	Mr. Manoj Dhiman	manojdhirman.it@hpcu.ac.in	7018294018
MCA IKS	Indian Knowledge System	Dr. B.C. Chouhan	bcawake@hpcu.ac.in	9418472694
MGT-528	Business Communication Skills	Dr. Aditi Sharma	draditisharmacuhp@hpcu.ac.in	8894454768
MCA-403	Fundamentals of Computer & Programming in C ( <b>Bridge Course</b> )	Mr. Mayank Chopra	mayankchopra@hpcu.ac.in	8894834638

<b>Master of Computer Applications (MCA) 2<sup>nd</sup> Semester</b>				
<b>Course Code</b>	<b>Name of the Course</b>	<b>Name of Course Coordinator</b>	<b>Email id</b>	<b>Mobile Number</b>
MCA-504	Theory of Computation	Mr. Mayank Chopra	mayankchopra@hpcu.ac.in	8894834638
MCA-505	Database Management System	Mr. Manoj Dhiman	manojdhiman.it@hpcu.ac.in	7018294018
MCA-506	Database Management System Lab	Mr. Manoj Dhiman	manojdhiman.it@hpcu.ac.in	7018294018
MCA-507	Design & Analysis of algorithms	Mr. Ajay Kumar	ajaykr.bhu@hpcu.ac.in	9711873246
MCA-522	Software Testing	Dr. Pankaj Kumar	pankajthakur28.85@gmail.com	9882249268
MCA-527	Python Programming	Mr. Mayank Chopra	mayankchopra@hpcu.ac.in	8894834638
MCA-551	IT Tools for IKS	Dr. Pradeep Chouksey	dr.pchouksey@hpcu.ac.in	9229233762
HIS-473	Cultural Heritage of Bharat	Dr. Pravat Ranjan Sethi	pravatjnu@gmail.com	9711074357
<b>Master of Computer Applications (MCA) 3<sup>rd</sup> Semester</b>				
<b>Course Code</b>	<b>Name of the Course</b>	<b>Name of Course Coordinator</b>	<b>Email id</b>	<b>Mobile Number</b>
MCA-533	Cyber Security	Dr. Parveen Sadotra	dr.parveensadotra@hpcu.ac.in	7006103610
MCA-601	Research Methodology	Dr. Pradeep Chouksey	dr.pchouksey@hpcu.ac.in	9229233762
MCA-516	Web Programming	Mr. Mayank Chopra	mayankchopra@hpcu.ac.in	8894834638
MCA-604	Literature Review	Mr. Mayank Chopra	mayankchopra@hpcu.ac.in	8894834638
MCA-605	Research Proposal	Mr. Manoj Dhiman	manojdhiman.it@hpcu.ac.in	7018294018

<b>Master of Computer Applications (MCA) 4<sup>th</sup> Semester</b>				
<b>Course Code</b>	<b>Name of the Course</b>	<b>Name of Course Coordinator</b>	<b>Email id</b>	<b>Mobile Number</b>
MCA-519	Computer Networks	Dr. Parveen Sadotra	dr.parveensadotra@hpcu.ac.in	7006103610
MCA-602	Academic writing	Dr. Parveen Sadotra	dr.parveensadotra@hpcu.ac.in	7006103610
MCA-603	Research Paper Publication	Dr. Pradeep Chouksey	dr.pchouksey@hpcu.ac.in	9229233762
MCA-536	Java Programming	Mr. Ajay Kumar	ajaykr.bhu@hpcu.ac.in	9711873246
MCA-606	Dissertation	Dr. Parveen Sadotra	dr.parveensadotra@hpcu.ac.in	7006103610

## **6. Instructional Design and Delivery Mechanism**

The CDOE, CUHP follows a systematic approach for ensuring the quality of education for its learners in terms of curriculum design, its review and delivery.

### **6.1 Curriculum Design & Review**

The curriculum is structured to combine theoretical knowledge, understanding and skill development with research. It will be delivered through SWAYAM, an online learning management system (LMS), and supplemented by other audio-visual materials and web resources along with live interactive counselling sessions.

### **Programme Structure**

<b>Course Category</b>	<b>Credit</b>
Disciplinary/ Interdisciplinary : Major Course	30
Disciplinary/ Interdisciplinary : Minor Course	16
Vocational/ Skill	14
Indian Knowledge System (IKS)	4
Review of Literature, Research Proposal	8
Dissertation/Project	8
<b>Total Credits</b>	<b>80</b>

1. **Major (Core) Courses:** Theoretical and Empirical courses in MCA
2. **Interdisciplinary Courses:** Courses from the related discipline
3. **Courses on the Indian Knowledge System:** Courses which will discuss the knowledge systems of India and contribution of Indian thinkers
4. **Skill-Based/Vocational Courses:** Courses which will impart practical skills to improve the job market prospects of the students.
5. **Research Work/Projects:** These courses will include dissertation/fieldwork/community lab/academic writing, etc.

The prescribed curriculum structure and course contents in Two Year Online MCA Programme has been developed in accordance with the recommendations of National Education Policy-2020. In addition to separate course on Indian Knowledge System (IKS) in the proposed programme, specific content related to IKS in other courses have also been included. The curriculum has also a clear focus on developing skills among learners. The curriculum is research-based and research-oriented so as to develop research competencies and research aptitude among the learners.

The curriculum is regularly reviewed and updated by CDC and BoS of the Department of Computer Science & Informatics of the university. The department accordingly implements updated curriculum.

## **6.2 Medium of Instruction**

Study Material (SLM and e-SLM) is provided in English and e-tutorials (video lectures), discussion forum, live sessions etc. are developed in bilingual mode (Hindi and English medium both).

## **6.3 Delivery Mechanism**

The programme is delivered through SWAYAM platform with variety of learning materials in digital form.

The e- Self Learning Material has four-quadrant approach as per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016. These four quadrants are as follows:

- (i) Quadrant-I is e-Tutorial. It contains video and audio content in an organized form, which may include animation, simulations, video demonstrations, virtual labs, etc., along with the video transcription.
- (ii) Quadrant-II is e-Content. It contains self-instructional material, e-books, illustrations, case studies, presentations, etc., and also web resources such as further references, related links, open-source content on the internet, video, case studies, books including e-books, research papers and journals, anecdotal information, historical development of the subject, articles, etc.
- (iii) Quadrant-III is the Discussion forum where students can raise doubts, and the Course Coordinator or his team will clarify them on a near real-time basis.
- (iv) Quadrant-IV is Assessment. It contains problems and their solutions, which could be multiple-choice questions, fill-in-the-blanks, matching questions, short answer questions, long answer questions, quizzes, assignments and solutions, Discussion forum topics and setting up FAQs, and clarifications on general misconceptions.

#### **6.4 Norms for Delivery of Courses in Online Mode**

The Two-Year online MCA uses a flexible and learner-friendly approach that combines self-study with guided support. Students learn through e-books, text materials, video and audio lectures, and interactive digital content. Online counselling sessions and teacher-led activities help clarify concepts and keep students engaged. Practical learning is supported through virtual labs, simulations, fieldwork, case studies, and project work such as dissertations or seminars. Students can also take part in assignments, quizzes, and self-assessments to track their progress. Evaluation is done through Continuous Internal Assessment (CIA), End Semester Examinations (ESE), and other components as required by the University.

**Table 1: Norms for Delivery of Course in Two Year MCA through Online Mode**

Sl. No.	Credit of the Course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours, including Assessment etc.	Total Hours of Study (Based on 30 hours per credit)
			Online Counselling/ Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1	2 Credits	6 weeks	6 hours	12 hours	10	10	22	60
2	4 Credits	12 weeks	12 hours	24 hours	20	20	44	120

The course contents of various courses in different programmes of studies through Online mode are delivered through a variety of modes as per UGC-DEB guidelines issued from time to time. Such delivery modes mainly include customized awareness sessions, study material/self-learning material, e-tutorial, e-text, e-self-learning material, e-books, live discussion forums, audio-video lectures, etc. These also include the Interactive Sessions comprising of Synchronous Online Counselling / Webinars / Interactive Live Lectures (for 6/12 hours at the rate of 1 hour per week for 2 credit and 4 credit courses respectively). There is a Discussion Forum / Asynchronous Mentoring (12/24 hours at the rate of 2 hours per week) 2 and 4-credit courses respectively. The study material includes e-Tutorial (10/20 hours) and e-Content (10/20 hours) 2 and 4 - credit courses respectively. There are 22/44 Self-Study hours (including Assessments, etc.) for 2 and 4 - credit courses respectively. The total study hours are 60/120 hours (based on 30 hours of study/ total student efforts per credit) for 2 and 4 credit courses respectively.

## **6.5 Attendance Requirement**

Learners are required to follow the timelines for submission of assignments, CIA and examination. The learner in any programme through ODL mode are required to have minimum attendance of 75 per cent in programme specific personal contact programme (excluding counselling sessions) and laboratory component of

the programme. In case of OL programmes, the learner in any OL programme is required to have minimum participation of 75 per cent in all the activities organized prior to end-semester examination

## **7 Requirement for Online Programme**

To complete the online programme offered by CDOE, CUHP smoothly and hassle-free, learners are necessarily required must have to fulfill the following conditions:

### **7.1 Distance Education Bureau-ID (DEB-ID)**

As per UGC-DEB guidelines, a learner who wish to enroll in an ODL/OL programme of CDOE, CUHP must have a DEB-ID. DEB-ID is a unique identifier assigned to learner enrolled in programmes under the Distance Education Bureau (DEB) of the University Grants Commission (UGC) in India. The DEB-ID ensures proper enrolment, facilitates academic credit tracking, and helps maintain compliance with UGC-DEB guidelines for recognized programmes.

It is made mandatory by UGC-DEB for learners to register on its web portal with his/her Academic Bank of Credit (ABC)-ID to generate a unique DEB-ID to enroll in ODL/Online programmes offered by CDOE, CUHP.

### **7.2 Academic Bank of Credit- ID (ABC-ID)**

According to NEP-2020 and as per the rules and regulations of CUHP, Academic Bank of Credit ID (ABC-ID) is mandatory for all learners. The Academic Bank of Credit ID (ABC-ID) is a unique identification assigned to learners under India's Academic Bank of Credit system. It facilitates digital storage, transfer, and accumulation of academic credits earned across multiple institutions, supporting flexible learning pathways and enabling credit transfer for degree completion as per the National Education Policy-2020.

All the candidates are required to create their ABC-ID through Digi Locker before taking admission in the CDOE, CUHP. Candidates can create their ABC-ID through the link (<https://www.abc.gov.in/>). Before creation of ABC-ID, the mobile no. of the candidate must be linked with Aadhaar (mandatory). The YouTube Link to know how to create ABC-IDs:

<https://www.youtube.com/watch?v=Gw3DUHaJg1c>

## 8 Academic/ Activity Calendar

For smooth functioning of CDOE and appropriate delivery of Two-year online MCA programme, the academic calendar/ activity calendar is developed by CDOE in accordance with guidelines and schedule prescribed by UGC-DEB which is followed in letter and spirit. The admissions and examinations in Two-year online MCA programme are conducted in accordance with UGC-DEB guidelines issued from time to time.

## 9 Academic Support Services

To ensure quality learning experience to its learners, CDOE, CUHP provides best of the academic support through following services:

### (i) Laboratory Support

- **Virtual Labs and Simulations:** Access to virtual labs that allow students to perform hands-on experiments and coding tasks in a controlled, simulated environment. Software development environments (e.g., Eclipse, Visual Studio) and programming tools (e.g., Python IDEs, compilers for C/C++, SQL databases) to support coding and system design practices.
- **Cloud-based Infrastructure:** Provision of cloud resources (e.g., AWS, Microsoft Azure, Google Cloud) to simulate real-world software deployment and network management scenarios. Access to cloud storage and computing services for projects, research, and collaboration.
- **Software Tools and Platforms:** Access to industry-standard software tools for software development (e.g., GitHub for version control, Docker for containerization, Jenkins for CI/CD pipelines). Database management systems (e.g., MySQL, PostgreSQL) and tools for data analysis (e.g., Python libraries, Jupyter Notebooks).
- **Technical Support:** 24/7 access to technical support for troubleshooting software and system issues, ensuring seamless learning experiences. Dedicated helpdesks for virtual labs, software tools, and connectivity problems.
- **Collaborative Platforms:** Online platforms like Google Classroom, Moodle, or Blackboard to facilitate project collaboration, submission of practical tasks, and feedback from instructors. Group work environments (e.g., GitHub

repositories, Trello boards) to enable project-based learning and collaboration.

**(ii) Library Resources**

The CDOE, CUHP, Dharamshala, Himachal Pradesh has excellent library facilities with adequate number of digital copies of books in relevant titles for Two-Year Online MCA Programme. The Central Library of University is also having good source of digital reference books. The books available at different libraries are only for reference purpose and lending services. In addition, reference books as prescribed will be procured in due course. The digital library access will be made available to students who are enrolled into online mode of education. In addition, the university membership on SWAYAM/NPTEL/edX will also be made available to students. Complete e-Learning resources to course would be made available on Learning Management System for learning along with e-tutorial lectures. Further, expert lectures/workshops/ webinars by industry experts would also be conducted for the students. There is subscription to digital databases like JSTOR, Project MUSE, ProQuest, EBSCO and other such like by the University that can lead access to online repositories documents and manuscripts.

**(iii) Digital Library Access**

Students will have access to a comprehensive digital library of Central University of Himachal Pradesh containing e-books, research papers, and journals relevant to computer applications. Online subscribed repositories of the University Library such as JSTOR, shall be made available to facilitate in-depth research.

**(iv) Open Educational Resources (OER)**

The programme will integrate freely available educational materials, NDL, Open Courseware, Coursera, DOAJ, Internet Archive etc.

**(v) Institutional Repository**

The university will provide access to past research projects, dissertations, and faculty publications to help students develop their research skills and gain insights from previous academic work.

#### **(vi) Online Reference Materials**

Digital access to economic dictionaries, encyclopedias, and statistical databases such as MERLOT, Open Learn, and Open DOAR will enhance students' learning experience.

#### **(vi) Media**

The Department of Computer Science & Informatics employs variety of media to ensure the delivery of the quality learning experience to its learners and the details of these media are as follow:

- **e-SLM:** Comprehensive e-books/text material.
- **Audio-Visual:** Recorded lectures, podcasts, and documentaries of the eminent academicians.
- **Online:** LMS with interactive Modules/Chapters, discussion forums, and live webinars.
- **Online Courseware and Study Materials:** Link to National Portals (SWAYAM/NPTEL), SHODHGANGA and other OERs is provided, as also link to University's digital library portal.

#### **(viii) Virtual/ Online Counseling Sessions/ Live Discussion Forum**

- **Regular Interaction:** Regular live interactive sessions for resolving learners' issues and queries are ensured by the CDOE, CUHP through live discussion forum on SWAYAM platform. To ensure learners' active participation, activities such as; virtual discussions and live query resolution sessions are organized by CDOE, CUHP through online mode. The learners can also approach their Programme Coordinator/ Course Coordinator and Mentors through phone, email or WhatsApp for regular interaction on any outstanding academic issues.
- **Live Discussion Forums:** To promote the collaborative learning, CDOE, CUHP has an active live discussion forum through which learner can interact with the peers (for peer-learning), Course Coordinators, and Course Mentors to discuss course- related topics to enhance their domain knowledge and understanding.

## 10 Assessment & Examination System

All Programmes of Studies of CDOE through ODL and OL mode are offered under Semester System. Assessment and evaluation of students is done through Continuous Internal Assessment (CIA) and End-Semester Examination (ESE) with following weightage:

- Continuous Internal Assessment..... 30% Weightage

(It consists of objective type questions mainly MCQs, Completion Type and Very Short Type Questions)

- End-Semester Examination.....70% Weightage

- (i) The examinations for Continuous Internal Assessment (CIA) and End-Semester Examinations (ESE) for various ODL and OL programme of studies of CDOE is conducted through physical/online/proctored mode or any other mode as decided by the university from time to time.
- (ii) The examinations of various programmes of studies under ODL and OL mode is conducted by In-charge, Admissions and Examinations of CDOE under overall supervision of Controller of Examinations of the University.

**The breakup of marks is as under:**

Component	2 credit course	4 credit course
<b>Continuous Internal Assessment</b>	30 Marks	60 Marks
<b>End-Term Examination</b>	70 Marks	140 Marks
<b>Total</b>	100 Marks	200 Marks

- (iii) The question paper pattern (including type of questions under different sections, word limit for writing answers, marks distribution, marking scheme,

time duration etc.) for continuous internal assessment and end-semester examinations of students in various courses of programme of studies offered under ODL and OL mode is as prescribed by the CDOE or statutory bodies of the university from time to time with approval from the vice chancellor. The question paper for CIA shall comprise of objective type questions mainly including MCQs, Completion Type and Very Short Type Questions. The question paper for End-semester examination shall mainly comprise of objective type questions, short answer type and long answer type/essay type questions.

- (iv) It is ensured that each unit of the course is given proportionate weightage in the question paper/s of both CIA and ESE as per requirements of the respective course. The assessment pattern for practical / dissertation / project / field work / training / term paper / training report / lab works / live projects / assignments / internship reports, etc. in various courses of programme of studies offered under ODL and OL mode shall be as prescribed by the CDOE from time to time with approval from the vice chancellor.
- (v) For Continuous Internal Assessment (CIA) in this programme in concerned course, an Objective Type Test in online mode is conducted for students enrolled in the Master of Computer Applications (MCA) Two Year Online Programme. This objective-type test shall carry 30% Weightage (30 marks for 02 credit course and 60 marks for 04 credit course), and this test consists of Multiple-Choice Questions (MCQ), complete sentences, and very short answer-type questions of one mark each. These questions for this test shall be spread over all the Module/Chapters of the respective course uniformly, and this Formative Assessment/ Continuous Internal Assessment (CIA) shall be carried out as per the Academic/ Activity calendar. The MCQs for the Continuous Internal Assessment can be selected from the Self-Assessment Questions/ Check Your Progress Questions of the respective Module/Chapters by the concerned Course Coordinator, or these questions can be randomly chosen through an automated/remote system with representation for the entire course contents of the particular course.
- (vi) Question paper pattern for End-Semester Examination shall be prescribed by CDOE in each concerned course and it shall be provided to the learners

beforehand. Similarly, specific guidelines are provided separately to learners for practical courses and research-based courses.

### **10.1 Assessment Criteria and Question Paper Pattern for Online Learning Programmes**

**1) For 2 Credit Course, (70 Marks out of Total 100 Marks for ESE)**

**Section A:** Objective Type Questions (MCQ, T/F, Completion Type)

5 Questions (1 Mark each). Total Marks = 05

**Section B:** Attempt any Two Questions out of 4 Questions (100-120 words)

2 Questions X 10 Marks each. Total Marks= 20

**Section C:** Attempt any Three Questions out of 6 Questions (200-250 words)

3 Questions X 15 Marks each = Total Marks = 45

**Total = 70 Marks (for ESE)**

**Continuous Internal Assessment (CIA) – 30 Marks out of Total 100 Marks for CIA**

*(Total 30 Questions - Only MCQs, Very Short Answer Type Questions with 01 Mark each)*

**Total = 30 Marks (for CIA)**

**Grand Total = 100 Marks (for 2 Credit Course)**

**2) For 4 Credit Course, (140 Marks out of Total 200 Marks for ESE)**

**Section A:** Objective Type Questions (MCQ, T/F, Completion Type)

10 Questions (1 Mark each). Total Marks = 10

**Section B:** Attempt any Four Question out of 6 Questions (100 – 120 words)

4 Questions X 10 Marks each. Total Marks =40

**Section C:** Attempt any Six Questions out of 09 Questions (200 – 250 words)

6 Questions X 15 Marks each. Total Marks =90

**Total = 140 Marks (for ESE)**

**Continuous Internal Assessment (CIA) – 60 Marks out of Total 200 Marks for CIA**

*(Total 60 Questions - Only MCQs, Very Short Answer Type Questions with 01 Mark each)*

**Total = 60 Marks (for CIA)**

**Grand Total = 200 Marks (for 4 Credit Course)**

## 10.2 Guidelines for Writing Assignments

Learners are advised to follow below mentioned guidelines for writing and submitting the assignments:

### I. Preparing the First/ Front Page

- (i) Write your enrolment number, name and programme of study at the top right-side corner of the first page of your assignment response(s).
- (ii) Write the course title, assignment number and the date of submission in capital letters in the centre at the top of the first page of your response(s).

(Leave the top and left side corner blank for CDOE Office use)

The first/ front page of your assignment response should look something like this:

<b>Name (Your Name):</b>
<b>Registration/ Enrolment Number:</b>
<b>Programme Name:</b>
<b>Course Name and Course Code: -----</b>
<b>Assignment Title: -----</b>
<b>Date of Submission: -----</b>

*(Please follow the format strictly. If you will not follow the format, you may be directed for re-submission. If you do not write the requisite details as per guidelines, your assignment responses are likely to be lost)*

### II. Writing your Answer

- (i) Your answer should be to the point and well documented. Your answer should be based on study materials/ e-SLM, reference books/ articles and your experience. Keep the word limit in your mind. Slight variations ( $\pm$  50 words) do not matter much. Illustration, examples etc. should be relevant.
- (ii) Do not copy from the study materials/ e-SLM or any book. Do not paste or attach any picture or printed article as your answer. These will bring lower grade for you. The evaluator may reject your assignment also.
- (iii) Your answer should be hand-written or typed, in case of typed answer, you have to mention in every page that “written by me” and sign every page. Do not send any xerox copy, it will not be accepted.

- (iv) Leave at least 1 inch margin on both side of the page and at least 4 lines in between each answer.

### III. Using the right paper and font

Use only A4 size paper for writing assignment. Use a standard quality paper, not a very thin and rough paper, if you are submitting hand-written assignment.

### IV. Copy of the assignment

You must keep a copy of your assignment. If these are lost, you may re-submit the copy only after taking permission from the CDOE authority.

The detailed directions for submission of assignments shall be provided separately by the concerned course coordinator.

## 11 Course-Wise Letter Grade & Grade Point

- (i) The percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Ten (10) point scale as follows:

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
90 -100	10	O <sup>+</sup>
80 - <90	9	O
70 - <80	8	A <sup>+</sup>
60 - <70	7	A
55- <60	6	B <sup>+</sup>
50 - <55	5	B
00 - <50	-	F (Fail)
Absent	-	Ab
Incomplete	-	I

### CGPA, Overall Letter Grade and Class:

- (ii) The overall cumulative performance of a student is indicated by the Cumulative Grade Point Average (CGPA).
- (iii) The marks and grades obtained in the courses corresponding to the requisite number of credits specified for the completion of a programme of study is taken into consideration in arriving at the OPM with Overall Letter Grade and Description of Letter Grades, as under:

CGPA	LETTER GRADE	DESCRIPTION OF THE LETTER GRADE
9.50 - 10.00	O+	Outstanding
8.50 - <9.50	O	Excellent
7.50 - <8.50	A+	Very Good
6.50 - <7.50	A	Good
5.50 - <6.50	B+	Average
5.00 - <5.50	B	Pass
0 - <5.00	F	Fail

- (iv) A student who successfully completes all the courses to accumulate the minimum specified number of credits (80 credits) under the Comprehensive Choice Based Credit System shall be deemed to have completed the Master of Computer Applications (MCA) Two Year Online Programme.

## 12 Results and Progression of Learners

### i. Ranking of Learners

- a) The ranking of students through ODL and OL mode is done separately for students of CDOE. Such ranking is also separate from the students pursuing programme of studies through physical mode in the university. The first two ranks in every Programme of Study, through ODL and OL mode separately, are decided on the basis of OPM. One Student in each Programme of Study through ODL and OL mode separately is awarded the Gold Medal and Certificate of Merit, subject to fulfillment of the following criteria:
- Should have first position with more than 60 percent marks (OPM);
  - Should have passed all the Semesters of a Programme of Study without any break;

- Should have passed all the Courses in a Programme of Study without any backlog meaning thereby that he/she has not been awarded 'F', 'Ab' or 'I' grade in any course;

**ii. Promotion & Progression of Students of CDOE**

- a) Provided further that if a student misses the CIA examination due to reasons beyond her/his control (force majeure), she/he may make online request to the concerned programme coordinator stating the details of the circumstance/reasons. The programme coordinator after consultation with the concerned course coordinator will fix the date of re-examination for CIA in that particular course. This shall only be applicable in case of examinations for CIA and shall not be applicable for ESE. However, conduct of re-examination under CIA shall be at the discretion of CDOE only.
- b) A student who has been awarded "I" Grade (Incomplete Grade) shall be required to re-register for the same course, when it is offered in the next corresponding semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study through ODL/OL mode. Provided further that the credits earned by such student after passing that particular course in which she/he has been "I" grade will be in addition to the maximum limit of 20 credits in semester and will be counted in the same semester in which 'I' grade has been awarded.
- c) A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "Ab" Grade (Absent), "I" Grade (Incomplete) or "F" Grade (Fail).
- d) A student shall be required to secure a minimum of 40% Marks in each course separately in End-Semester examination, failing which such student will be awarded "F" Grade in the respective course. All such students shall have to register in the course(s) in which they have been awarded "F" grade in the semester in which these course(s) are offered subsequently. For successful completion of a programme through ODL/OL mode, a student shall have to secure minimum 45% marks in aggregate including the marks secured in continuous internal assessment and end-semester examination,

failing which he/she shall be deemed to have failed in the programme and shall be awarded the "F" Grade.

- e) A student with "F" Grade in a course shall also be permitted to repeat / reappear in the Examination of the Course within five years after the completion of the normal duration of degree on submission of requisite fee as decided by the university from time to time.
- f) If a student secures **"F" Grade** in a Project Work / Project Report / Dissertation / Field Work Report / Internship report/assignments/Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report / Dissertation / Field Work Report / Internship report/assignments/Training Report etc as required by the programme coordinator/course coordinator/evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Internship report/assignments/ Training Report etc for a maximum of three times (including the first submission).
- g) Maximum one per cent of aggregate marks shall be given as grace marks to a student who is short of one per cent marks for getting 55% or 60% in the aggregate, on successful completion of UG / PG degree. Provided further that grace marks shall not be given to a student who was awarded 'F'/'Ab'/'I' grade in any one or all courses of ESE.

### iii. **Grade Card and Degree/ Diploma Certification for CDOE Students**

The Grade Card/Degree Certificate/Diploma certificate/merit certificate/any other certificate to be issued to each student of CDOE at the end of the Semester/Degree/Diploma/certificate course completion shall be such as prescribed by the university and approved by AC/EC of the university from time to time and as per the provisions contained in Ordinance 30 and Ordinance 31 of the University.

## **13 Credit Mobility & Credit Transfer**

The University has provision for transfer of credits earned by its students (either through different face-to face programme of studies or various ODL/OL programme of studies) to other Universities / educational institutions. Any learner enrolled in ODL or OL programme of study in CDOE, CUHP is eligible for mobility from ODL and / or OL mode of learning to physical mode (face to face mode) of

learning within this university as per the UGC-DEB guidelines and as per the provisions stipulated under the University Act/Statutes/Ordinances and with the approval of the statutory authorities of the university. The university has the provision for transfer of the credits earned by students after successful completion of a programme of study through ODL / OL mode from CDOE, CUHP as per UGC-DEB guidelines issued from time to time and adopted by the university accordingly. A student of the University seeking transfer of credit to other Universities/ institutions is required to submit a request, along with the fee as prescribed by the university from time to time, to the Controller of Examinations through Director, CDOE. The onus of accepting the transferred credits (either all credits or specified percentage of credits) by other universities / institutions shall be the entire discretion of the university / institution where the credits shall be transferred. The transferring university/CDOE, CUHP shall not have any role in this context.

#### **14 Learner Support Services and Helpdesk**

The Centre for Distance & Online Education (CDOE), Central University of Himachal Pradesh has an inbuilt mechanism to ensure robust learner support services and to facilitate the teaching-learning experiences by the learner enrolled in Online Programmes. Detailed guidelines are designed to enhance the quality of education and provide necessary assistance to learners throughout their academic journey. Following are the main objectives of the Learner Support Services (LSS) of the CDOE, CUHP:

- To help learners successfully complete their courses and programs.
- To address the academic, administrative, and social needs of online learners.
- To ensure timely delivery of e-SLM and prompt responses to queries.
- To promote feedback mechanisms through continuous assessment of learners' progress.
- To enable learners to sense the presence of the teacher in the teaching-learning process.
- To take care of human interaction in the teaching-learning process during self-study, live counselling sessions, and discussion forums.

The Centre for Distance & Online Education (CDOE), CUHP provides the following Support Services to its learners for delivering quality education through distance & online mode:

## 1. Pre-Admission Counseling Services:

- **Recognition by UGC-DEB:** The CDOE, CUHP comes under the entitled list of the institutions notified by the UGC-DEB to offer programmes under Online Mode. This information is accessible on the UGC-DEB website; <https://deb.ugc.ac.in/>. Further, learners can access the requisite disclosures pertaining to the Online Programmes through CDOE website (<https://cdoe.cuhimachal.ac.in>).
- **Program Approval Confirmation:** Programmes offered by the CDOE, CUHP under online mode are duly approved by the UGC-DEB. Notification regarding the same can be accessed at <https://cdoe.cuhimachal.ac.in>.
- **Dedicated Helpdesk-cum-Learner Support Services (LSS) Cell:** A dedicated Helpdesk-cum-Learner Support Services (LSS) Cell of CDOE, CUHP is working to ensure the hassle-free learning experience to its learners and provide every kind of guidance and support 24x7 for 365 days in a year.
- **Central Access Point:** Helpdesk-cum-LSS Cell is a central access point for all learners to address their issues. Learners may approach the Cell for all activities related to Counseling, admission, e-SLM, assignments, Examinations, award of degrees etc.
- **LSS Cell as Multi-mode Response Centre:** Helpdesk-cum-LSS Cell of the CDOE, CUHP functions as a multi-mode response center, using different communication methods to address learner queries. Learners may contact this desk/cell through following means:
  - Phone No. 01892-229330
  - Email: [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in)

### Contact Persons:

- Dr. Sudam Charan Sahu
- Ms. Aishwarya Rai
- Sh. Rohit Dhiman

## 2. Support for Admission Process

- **Dedicated Admission Portal:** The admission to ODL & OL programmes in CDOE, CUHP are made through Samarth portal. CDOE has a dedicated admission and examination team headed by I/c, Admission & Exam to provide support to its learners.

- **DEB-ID Registration:** For taking admission to any of the Online Programme offered by CDOE, CUHP, learners are required to register on the UGC-DEB portal using their Academic Bank of Credit (ABC) ID to generate a unique DEB-ID. Helpdesk-cum-LSS Cell provides support for this purpose.
- **How to Apply:** CDOE, CUHP has designed a process for admission and specified steps to be followed while applying for admission. This process can be accessed through the website; <https://cdoe.cuhimachal.ac.in>. Awareness sessions are also organized by CDOE through online mode for prospective learners to familiarize them with the admission process. Recorded videos of these awareness sessions are available on CDOE website as well as on Facebook page of the centre.
- **Separate Prospectus:** CDOE, CUHP has its separate prospectus/ handbook of information for admission to Online Programmes mentioning the eligibility criteria, process of application submission, admission and teaching-learning process.
- **Programme Guide:** Programme Guide for individual programme offered under online mode is also available and can be accessed at <https://cdoe.cuhimachal.ac.in> by the learners to take informed and judicious decision regarding different aspects of online programmes.

### 3. Academic Support for Learners

- **E-Self-Learning Material (e-SLM):** CDOE, CUHP has developed high-quality, self-learning materials in digital form following four-quadrant approach of SWAYAM for online programmes by ensuring clarity, comprehensiveness, interactivity, to facilitate online learning. Details about e-SLM of all the online programmes is also available on the website of the CDOE, CUHP.
- **Learning Management System (SWAYAM):** CDOE, CUHP has access to SWAYAM platform for instructional delivery to online learners. e- SLM, recorded e-tutorials (video lectures), discussion forum, and continuous assessment related components are offered through SWAYAM. The admitted students can access the SWAYAM platform through their registered login ID & password issued by CDOE, CUHP.

### 4. Support for Learner Engagement and Participation

- **Regular Interaction:** Regular live interactive sessions for resolving learners' issues and queries are ensured by the CDOE, CUHP through live discussion

forum on SWAYAM platform. To ensure learners' active participation, activities such as; virtual discussions and live query resolution sessions are organized by CDOE, CUHP through online mode. The learners can also approach their Programme Coordinator/ Course Coordinator and Mentors through phone, email or WhatsApp for regular interaction on any outstanding academic issues.

- **Live Discussion Forums:** To promote the collaborative learning, CDOE, CUHP has an active live discussion forum through which learner can interact with the peers (for peer-learning), Course Coordinators, and Course Mentors to discuss course-related topics to enhance their domain knowledge and understanding.
- **Accessibility to Additional Learning Resources:** For the comprehensive coverage of the course contents and holistic development of the learners, CDOE, CUHP provides additional learning resources in the form of e-books, e-resources and facility of digital library. Remote access to all the digital resources of the library to online learners, single-point access to available OERs like; e-PG Pathshala, SWAYAM, Coursera, and YouTube resources etc. are also provided to the learners through its website.

## **5. Mentoring and Counseling Services**

- **Academic Counseling:** CDOE, CUHP offers academic counselling to its distance and online learners to assist them during their entire learning cycle. Learners are assisted in course selection, study planning, and addressing their academic challenges.
- **Mentorship Programme:** CDOE, CUHP has also a provision for academic counselor (Mentor) for a fixed set of learners to provide them with customized services and address the learners' issues in a time bound manner.
- **Training of Faculty & Staff:** CDOE, CUHP organizes FDPs and train its Programme Coordinators, Course Coordinators, Course Mentors, dedicated faculty, academic counselors and all other administrative and technical staff to sensitize them about learners' specific academic needs and issues.

## **6. Technical Support Services / IT Services**

- **Technical Guidance:** CDOE, CUHP has a dedicated technical support team for its distance and online learners to resolve issues related to accessing and using various online resources, navigation through LMS (SWAYAM), and

other digital tools essential for online learning programmes. Learners can reach the technical support team of the CDOE, CUHP through website <https://cdoe.cuhimachal.ac.in> for any kind of technical issues related to use of Samarth portal as well as SWAYAM portal.

- **Convenient Resource Accessibility:** CDOE, CUHP ensures that all online learning resources such as e-SLM, e-tutorials, OERs, discussion forum etc. are accessible across various devices and platforms, accommodating diverse technological capabilities among learners.

## 7. Support for Assessment, Evaluation and Feedback

- **Continuous Internal Assessment (CIA):** To ensure smooth learning experience and monitor the progress of the learners, CDOE, CUHP has a system of continuous internal assessment (CIA). Timely feedback is provided to the learners, aiding in the identification of hard spots needing improvement for timely completion of the online programme.
- **Transparent Evaluation and Grading:** CDOE, CUHP provides clear criteria for evaluation and grading to the learners at the outset of each course, ensuring transparency and fairness in its assessments. These criteria are mentioned in prescribed curriculum.
- **Course and Exam Registration on Samarth portal:** CDOE, CUHP provides support to its online learners for course as well as exam registration. Programme Coordinators/ Course Coordinators/ Course Mentors/ Technical Team assists online learners to register for courses as well as for examination.

## 8. Grievance Redressal Mechanism

- **Support Services:** CDOE, CUHP has established a responsive-cum-proactive grievance redressal mechanism to address learners' concerns promptly, ensuring a supportive and responsive educational environment to its learners. The CDOE, CUHP has issued detailed grievance redressal guidelines and mechanism for grievance redressal. Learners may access these at CDOE, CUHP website and they may forward their grievance to the Office of the Assistant Director, CDOE who shall further refer the grievance to the Students' Grievance Redressal Committee of CDOE.

- **Stakeholders Feedback:** CDOE, CUHP obtains feedback from its learners, alumni, and academic faculty for continuous improvement in its endeavor of ensuring quality online education to its learners.
- **Exclusive Help Desk:** CDOE, CUHP has an exclusive helpdesk to assist its learners during the entire learning cycle. Learners may approach helpdesk at [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in), Ph. 01892229330.

## 9. Other Support Services for Learners

- The CDOE, CUHP provides customized services to its distance and online learners through WhatsApp also. To provide instant support to all its learners, a common WhatsApp account has been created by CDOE.
- CDOE, CUHP facilitates its learners to resolve their common doubts and issues through Frequently Asked Questions (FAQs) tab/section on its website.
- To ensure one point access to most of the academic organisations and learning resources, CDOE provides quick links of various websites such as; Ministry of Education, UGC, UGC-DEB, SWAYAM, e-PG Pathshala etc on its website.
- CDOE, CUHP offers regular support through Programme Coordinators, Course Coordinators and Course Mentors to its learners to undertake the practical work in various courses and carry out research and project work. Detailed practical manuals and research/project/dissertation guidelines are provided to learners for timely completion of the course.
- CDOE, CUHP in its endeavor to ensure the quality learning experience provides post programme support to all its learners. Services like security refund, declaration of results, and issuing of the marksheets and degree are also facilitated by the CDOE, CUHP.

Through these provisions, CDOE, CUHP provides a structured and supportive learning environment that caters to the diverse needs of online learners, thereby upholding the quality and credibility of online programmes.

## 15 Grievance Redressal Guidelines

The Central University of Himachal Pradesh (CUHP), Dharamshala has adopted the University Grants Commission (Grievance Redressal) Regulations, 2012. Accordingly, the Centre for Distance & Online Education (CDOE), Central University of Himachal Pradesh, Dharamshala has established a Responsive-cum-

Proactive Grievance Redressal Mechanism to address learners' concerns promptly, ensuring a supportive and responsive educational environment to its ODL and OL learners. Learners may forward their grievance to the Office of the Assistant Director, CDOE who shall further refer the grievance to the Students' Grievance Redressal Committee of CDOE, chaired by Assistant Director, CDOE. Detailed guidelines to address the students' grievances, if any, of CDOE learners, are as follows:

▪ **Purpose of Students' Grievance Redressal Committee**

CDOE has a duly constituted Grievance Redressal Committee for its learners with the aim to resolve the grievances / issues, if any, of our online and distance learners. The grievances of following type and nature are addressed by this Committee:

1. Admission-related grievances (Registration, Enrolment, Verification etc.)
2. Academic-related grievances (Course Registration, Course Material, Assignments, Practical work, Assignments etc.)
3. Grievances related to Administrative Matters (Fee, Fee Refund etc.)
4. Examination-related Grievances (Examination forms, CIA, Semester End Examination, Results, Grade Cards, Degree etc.)
5. Any other issues and concerns of CDOE learners.

▪ **Composition of Students' Grievance Redressal Committee**

Students' Grievance Redressal Committee of the CDOE, CUHP is chaired by Assistant Director, CDOE. The members of this committee include concerned programme coordinator and 1-2 course coordinators of concerned programme. Assistant Registrar (Online) is the member secretary of this committee.

▪ **Rights and Responsibilities of Learners**

CDOE, CUHP makes every effort to ensure that its learners are able to pursue OL/ODL programme of study without any difficulty, but sometimes, due to lack of information and gap in communication, learners' may face problems. At CDOE, CUHP, we strongly believe that you, as learners of the CDOE, are entitled for the following:

- i. The learner has right to complain regarding any aspect related to his or her learning path including programme quality, learning resources, learner support and guidance, teaching, learning and assessment etc.

- ii. The learner is entitled to approach the Learner Support Services (LSS) Cell and Students' Grievance Redressal Committee for submitting his or her complaint through any mode including online mode.
- iii. The learner is required to submit a formal complaint in a manner prescribed by the CDOE regarding expression of dissatisfaction with a service or the lack of a service or the quality of a service provided to them.

▪ **Responsibilities of the CDOE, CUHP**

CDOE, CUHP assumes following responsibilities towards its learners:

- i. CDOE, CUHP works with the principles of openness, fairness, transparency and mutual coordination & collaboration.
- ii. CDOE, CUHP is responsible for privacy and confidentiality of learner and investigating team unless disclosure is necessary to proceed in the matter.
- iii. CDOE, CUHP strives to achieve excellence and continuously improve the services it offers for its learners. As and when a learner' grievance is received, the CDOE investigates it thoroughly and makes necessary improvement(s) in its services.
- iv. CDOE, CUHP encourages Learner Support Services (LSS) Cell to make initial attempts to address and resolve complaints as early as possible to the point of origin, and with the minimum of formalities.
- v. CDOE, CUHP operationalize the Grievance Redressal process through its Helpdesk-cum-LSS Cell.
- vi. CDOE, CUHP has a mechanism to monitor the grievance redressal process through Centre for Internal Quality Assurance (CIQA) for ensuring quality of its services.

▪ **Complaint Handling Mechanism**

For effective handling and dealing with any type of grievance/issue of CDOE learner, a dedicated Helpdesk-cum-Learner Support Services (LSS) Cell of CDOE, CUHP is working to ensure the hassle-free learning experience for its learners and provide every kind of guidance and counseling as well as 24x7 support for 365 days in a year. This Helpdesk-cum-LSS Cell is a central access point for all learners to address their issues. Learners may approach the Cell for all issues related to admission counseling, e-SLM, assignments, Fee, Examinations, award of degrees, handling of online platforms (SAMARTH, SWAYAM, LMS and others) etc.

Learners may contact this Helpdesk / Cell at the following:

- Phone No. 01892-229330
- Email: [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in)

**Contact Persons:**

- ❖ Dr. Sudam Charan Sahu
- ❖ Ms. Aishwarya Rai
- ❖ Sh. Rohit Dhiman

If learners are not satisfied from the response getting from Helpdesk / Cell and still have any grievance/ issue, they may approach Students' Grievance Redressal Committee. The learners' grievances / issues, if any, are addressed in the following manner:

- i. A student, who has any Grievance of the nature and type as mentioned above, may submit an application to the Assistant Director CDOE by Post/ e-mail ([assistantdirector.cdoe@hpcu.ac.in](mailto:assistantdirector.cdoe@hpcu.ac.in)) or in person. A Google form has also been created and link for the same is given at the end of these guidelines to address the learners' grievances in a time bound manner.
- ii. The Committee shall conduct a meeting and verify the facts and try to redress the grievance of the student at the earliest possible.
- iii. The Committee shall make all efforts to resolve the student' grievance within a period of 15 days of its receipt by the office of Assistant Director, CDOE.
- iv. While dealing with the complaint, the Committee will observe and follow law of natural justice and hear the complainant and concerned persons/officials.
- v. Learners with disability may submit their grievances through telephone and/or email to Helpdesk-cum-LSS Cell (Phone No. 01892-229330, Email: [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in)).
- vi. Learners may withdraw grievance without prejudice at any time.
- vii. Learner may know about the status of his or her queries or grievance on priority through phone or e-mail.
- viii. Learners of CDOE, CUHP can submit their grievances online with regard to admission / result / fee / SLM / assignments etc. by filling the Grievance Form through following Google Form Link :

[https://docs.google.com/forms/d/e/1FAIpQLSftZUtLuJjcom2Y1LWn81InHrNAXTC7-1zGQIIxz5\\_f406yg/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSftZUtLuJjcom2Y1LWn81InHrNAXTC7-1zGQIIxz5_f406yg/viewform?usp=sharing)

## **16 Frequently Asked Questions (FAQs)**

Learners can go through following information (FAQs) to resolve their common queries. If the desired information is not made available through these FAQs, the learners can contact 24\*7 Helpdesk of CDOE.

### **1. What is CDOE?**

‘CDOE’ stands for "Centre for Distance and Online Education". The Centre for Distance and Online Education (CDOE) is an integral constituent of the Central University of Himachal Pradesh (CUHP), Dharamshala (HP) - INDIA established by Government of India under Central Universities Act 2009. The CDOE was established in the year 2025 with the main aim of improving inclusive access and equity in the field of higher education as has been enunciated in the Constitution of India. The CDOE is headed by the Director with fully dedicated administrative team for its smooth functioning. The CDOE has its approval from University Grants Commission - Distance Education Bureau (UGC-DEB) to offer academic programmes through open and distance learning (ODL) and online learning (OL) mode.

### **2. What is Online Learning (OL)?**

Online learning refers to education delivered through a virtual environment using internet and a computer device / smart phone. It offers a flexible and convenient way to pursue higher education through online learning materials (e-SLM), video lectures, interactive sessions, e-library resources, OERs, online assessments etc.

### **3. What is learning through Open and Distance Learning (ODL) mode?**

ODL refers to a flexible mode of education where learners learn independently, without daily in-person class attendance, utilizing materials (SLM), personal contact programmes (PCPs), physical or online counselling sessions, practical sessions, library access, other physical and web resources etc.

### **4. Is learning through ODL and online learning mode effective?**

Yes, ODL and online learning programmes of CDOE, CUHP are effective as these programmes / courses are offered in a well-structured manner.

**5. What are the benefits of ODL and Online learning (OL)?**

Open and distance learning (ODL) and Online learning (OL) offers flexibility, convenience, and the opportunity to collaborate with classmates at a distance either through conventional means or through virtual tools.

**6. What types of programmes are available online?**

Online learning (OL) programmes offered by CDOE, CUHP include Master's and Undergraduate Degree, PG Diploma, and certificate programmes.

**7. Are degrees offered through ODL and OL mode recognized?**

Yes, degrees through ODL and OL mode offered by CDOE, CUHP are recognized as equivalent to traditional degrees.

**8. How can I verify the recognition status of CDOE, CUHP offering ODL and online learning (OL) programmes?**

You may check the status with the University Grants Commission - Distance Education Bureau (UGC-DEB) on its website.

**9. When I can apply for admission in ODL and OL programmes?**

Admission to ODL and Online Learning (OL) Programmes of CDOE are done twice a year (July and January Sessions) as per calendar issued by UGC-DEB.

**10. How can I apply for admission in ODL and OL programmes?**

To know the admission process in detail, you may visit the Admission Process tab on CDOE website. ([www.cdoe.cuhimachal.ac.in](http://www.cdoe.cuhimachal.ac.in))

**11. What are the eligibility criteria for taking admission in ODL and Online Learning Programmes?**

To know the basic eligibility for ODL and online learning (OL) programmes, please visit the programmes offered tab on CDOE website.

**12. Is any experience required to pursue ODL/OL Programmes?**

No. Any person who fulfils the minimum eligibility conditions, can take admission in ODL/OL programmes.

**13. Can a candidate take a job while pursuing a programme from CDOE?**

Yes. He/she can hold a job while taking a programme from CDOE.

**14. What is duration of the ODL and OL Programmes?**

The duration of programmes shall be in accordance with the guidelines of UGC. For Minimum and Maximum duration of different Programmes of studies offered through ODL and OL mode by CDOE, CUHP, please see programme guide given under Programmes Offered Tab on website of CDOE.

**15. What are the technical requirements for an online learning programme?**

All online programmes require an internet connection. Although there may be different technical requirements, but almost all online programmes are offered through Learning Management System (LMS), a web-based learning system. In CDOE, we offer these programmes through SWAYAM. Generally, you'll interact with the Programme Coordinator, Course Coordinator and other administrative and technical staff via email, discussion forum, interactive sessions, video conferences, and/or phone.

**16. To whom should I contact for help or assistance related to various aspects of ODL or OL programmes?**

Helpdesk-cum-LSS Cell of the CDOE, CUHP functions as a multi-mode response Center, using different communication methods to address learner queries. You may contact this desk/cell by visiting the Helpdesk tab on CDOE website.

**17. What should I do if I need technical assistance?**

If you are having any technical issues, your first contact should be the Helpdesk-cum-Learner Support Services (LSS) Cell. In most cases, they will be able to resolve your issues. In case, any issue remains unresolved by the LSS cell, they will help you in contacting other personnel for resolving your query. The

technical staff will also be able to help you and in supporting you to reach the right resource if you need additional support.

**18. How do I get access to the course materials?**

The course materials (e-SLM) will be provided to you in the form of weblinks separately for each course prescribed in an OL programme of study. You shall be able to access the material through SWAYAM (LMS) of CDOE, CUHP. In case of ODL programme, its hard copy will be provided to you through post / courier. Once you receive your registration-cum-enrolment number from CDOE, you may contact course coordinator who is teaching and managing the course over phone and email.

**19. How much an ODL or online learning programme costs?**

To know more about the cost and fee structure of the ODL and OL Programmes offered by CDOE, CUHP, you may visit the programme offered and Fee tab on CDOE website.

**20. What teaching methods are used in ODL and OL programmes?**

To offer ODL and OL programmes, CDOE, CUHP strictly follows the UGC-DEB regulations and guidelines. To deliver the online learning programme, we follow 4-quadrant approach of SWAYAM.

**21. What is Medium of Instruction in ODL and OL Programmes?**

Study Material (SLM and e-SLM) will be provided in English and e-tutorials (video lectures), discussion forum, live sessions etc. shall be in bilingual (Hindi and English medium both).

**22. Is the ODL degree and online learning degree offered by CDOE, CUHP recognized?**

Yes, the CDOE, CUHP is recognized by the Distance Education Bureau, University Grants Commission (UGC) to offer ODL and/or OL degree programmes. You may check the status with the University Grants Commission - Distance Education Bureau (UGC-DEB) on its website.

**23. Do distance learning programmes and regular programmes offer the same value?**

Yes. The students obtaining degrees under distance education are given the same level of recognition and value as offered under regular programmes of the universities. In fact, no one can discriminate between students enrolled in distance learning/online learning programmes and those enrolled in regular programmes as per UGC guidelines.

**24. How can I take the examination?**

Proctored examinations will be conducted. The examinations for Continuous Internal Assessment (CIA) and End-Semester Examinations (ESE) for various ODL and OL programme of studies of CDOE shall be conducted through physical/online/proctored mode/technology-enabled online tests or any other mode as decided by the university from time to time. The university shall follow guidelines issued by the UGC-DEB from time to time for conduct of examinations through physical/online/proctored mode/technology-enabled online tests or any other mode as decided by the university from time to time.

You may see the programme guide of respective programme for knowing more about the examination system/pattern followed in different programmes offered through ODL and OL mode by the CDOE, CUHP. The programme guide is available at Programme Offered tab on CDOE website.

**25. Is attendance for ODL and online learning (OL) programmes mandatory?**

You are required to follow the timelines for submission of assignments, CIA and examination. The learner in any programme through ODL mode shall be required to have minimum attendance of 75 percent in programme specific personal contact programme (excluding counselling sessions) and laboratory component of the programme. In case of OL programmes, the learner in any OL programme is required to have minimum participation of 75 percent in all the activities of online programmes organized prior to end-semester examination.

**26. Are the OL programmes offered by CDOE entirely online and do we have downloadable learning material?**

Yes. Everything from application to certification will be online and you can access the self-learning material from SWAYAM-Learning Management System after getting registered on completion of admission formalities. You can download the e-Self Learning Material (e-SLM) as well.

**27. How can I access my course material in OL programmes?**

CDOE, CUHP uses SWAYAM as a Learning Management System (LMS) and employs it for transactional delivery. On confirmation of the admission, the learner will get the access to the SWAYAM (LMS) through the SAMARTH account itself. Once the SWAYAM (LMS) access button will get active, the learners can access the learning material in the form of e-SLM.

**28. Do I need to purchase textbooks or any software?**

No, every study material is available in SWAYAM (LMS) in the form of e-SLM on learner's registered account. You are required to have desktop computer/laptop/smartphone for using SWAYAM portal for undertaking OL programme of studies.

**29. Do I get any support to complete my registration or admission process?**

Yes, we have a dedicated Helpdesk-cum-LSS cell for your assistance and you may contact this desk/cell by visiting the Helpdesk tab on CDOE website.

**30. What is the process of Admission to ODL and OL programmes?**

You may employ following steps for admission to ODL and OL programme of studies:

- Register on SAMARTH portal of CDOE, CUHP
- Fill out the application form online
- Pay the Prescribed Programme Fee through Digital Mode
- Upload essential prescribed Documents and Submit
- Verification of documents by CDOE through prescribed mode
- Allocation of University Enrolment Number and Registration of Learner

**31. What should I do after the completion of admission formalities?**

After completing the admission formalities, you will receive registration ID. You will also receive academic calendar and counselling schedule. You will get access to the e-SLM. You are advised to follow the information available on our website. Once registered, you will also start receiving the notifications through your SWAYAM account.

**32. What is the cost of application for ODL/ OL admission?**

To know about the cost of application, please visit our website: [www.cdoe.cuhimachal.ac.in](http://www.cdoe.cuhimachal.ac.in)

**33. What are different modes of fee payment?**

Payment Gateway options provided by CDOE, CUHP are Credit/Debit Card (ATM), Net Banking / UPI. Status of Fee paid by learner through Online Mode will be updated within 72 hours. In case of any fee deposit related clarification/details, write an email to [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in).

**34. Are there any extra charges that I have to pay?**

All details related to programme fee and any other charges shall be displayed prior by CDOE on its website and admission prospectus (handbook of information). No extra charges shall be applicable other than those mentioned at the time of applying for admission to ODL and OL programmes of CDOE, CUHP.

**35. What sort of information is available on LMS (SWAYAM)?**

SWAYAM is your Learning Management System in your pocket. You will get access to your course material, Recorded Lectures, Live Sessions, Assignments, Discussion forums, Academic Calendar, etc. You will get all information/notifications on the dashboard.

**36. Are there any training sessions on how to use SWAYAM (LMS)?**

Yes, we conduct periodic orientation sessions on how to make use of SWAYAM (LMS) platform by the learners for OL programmes of studies.

**37. Can I access the course material on my mobile phone?**

Yes, our SWAYAM (LMS) is accessible on mobile, Laptops, PCs, and tablets. You can access it anytime, anywhere at your convenience.

**38. Is there any provision of live sessions for courses?**

Yes, as per SWAYAM 4-quadrant approach of transactional delivery mechanism, one of the essential quadrants is Discussion Forum. We organize live discussion sessions periodically under each course to address the issues of our learners.

**39. How can I interact with my peers?**

The discussion forum is the medium through which you can connect with your course coordinator and peers. The CDOE, CUHP has made adequate arrangements for peer interaction through online mode.

**40. Can I reach faculty members other than weekend live classes?**

Yes, you can post your queries through your learning portal and e-mail (of Helpdesk), and the faculty will respond in a time bound manner to your queries.

**41. What are the assessment components for online learning programmes?**

Examination for a particular semester in each course will consist of two components:

- End Semester Examination (ESE): with 70% weightage
- Continuous Internal Assessment (CIA): with 30% weightage

**42. Do ODL and online learning (OL) programmes have projects/ dissertation component?**

Yes. ODL and OL learning programmes have projects / dissertation as an integral component to give field exposure. Certain programmes have practical laboratory components also. You may see the programme guide which is available at Programme Offered tab on CDOE website.

**43. From where do I access the course structure and detailed syllabus of ODL and OL programmes?**

The detailed semester-wise and course-wise credit distribution along with detailed syllabus of various programmes of studies offered through ODL and OL mode is available at CDOE website under programme offered tab.

**44. Is the curriculum aligned with the industry?**

Yes. Curriculum of ODL and OL programmes of studies is designed in way to suit the present and future requirements of Industry and community. The curriculum has also designed in consonance with the stipulations of National Education Policy-2020. The CDOE has a provision of regular up-dation of prescribed curriculum in accordance with emerging needs.

**45. Will the mode of learning be mentioned on my final certificate/degree?**

Yes, as per the guidelines of UGC, the mode of delivery shall be printed on the final certificate/degree to be issued by CDOE, CUHP.

**46. What is ABC-ID?**

The Academic Bank of Credit ID (ABC-ID) is a unique identification assigned to learners under India's Academic Bank of Credit system. It facilitates digital storage, transfer, and accumulation of academic credits earned across multiple institutions, supporting flexible learning pathways and enabling credit transfer for degree completion as per the National Education Policy-2020.

**47. Is it mandatory to have an ABC-ID?**

Yes, according to NEP-2020 and as per the rules and regulations of CUHP, Academic Bank of Credit ID (ABC-ID) is mandatory for all learners.

**48. How can a candidate create ABC-ID?**

All the students are advised to create their ABC-ID through Digi Locker before taking admission in the CDOE, CUHP. Students can create their ABC-ID through the link (<https://www.abc.gov.in/>). Before creation of ABC-ID, the mobile no. of the student must be linked with Aadhaar (mandatory).

The YouTube Link to know how to create ABC-IDs-  
<https://www.youtube.com/watch?v=Gw3DUHaJg1c>

**49. What is DEB-ID?**

DEB-ID is a unique identifier assigned to learner enrolled in programmes under the Distance Education Bureau (DEB) of the University Grants Commission (UGC) in India. The DEB-ID ensures proper enrolment, facilitates academic credit tracking, and helps maintain compliance with UGC-DEB guidelines for recognized programmes.

**50. Is it mandatory for learners to have a DEB-ID during admission?**

Yes, having a DEB-ID is mandatory for admission to distance education or online courses regulated by the UGC-Distance Education Bureau (DEB), Govt. of India. The University Grants Commission has decided to standardize the admission process for learners enrolling in ODL and/or OL programmes to safeguard their academic future and career opportunities. Accordingly, it was made mandatory for learners to register on UGC-DEB web portal with his/her Academic Bank of Credit (ABC)-ID to generate a unique DEB-ID to enroll in ODL/Online programmes offered by CDOE, CUHP.

**51. What is the provision in CDOE, CUHP for transfer/mobility of credits earned through ODL and OL programme of studies?**

The University shall have provision for transfer of credits earned by its students (either through different face-to face programme of studies or various ODL/OL programme of studies) to other Universities / educational institutions. Any learner enrolled in ODL or OL programme of study in CDOE, CUHP shall be eligible for mobility from ODL and / or OL mode of learning to physical mode (face to face mode) of learning within this university as per the UGC-DEB guidelines and as per the provisions stipulated under the University Act/Statutes/Ordinances and with the approval of the statutory authorities of the university. The university shall have the provision for transfer of the credits earned by students after successful completion of a programme of study through ODL / OL mode from CDOE, CUHP as per UGC-DEB guidelines issued from time to time and adopted by the university accordingly. A student of the University seeking transfer of credit to other Universities/ institutions

shall submit a request, along with the fee as prescribed by the university from time to time, to the Controller of Examinations through Director, CDOE. The onus of accepting the transferred credits (either all credits or specified percentage of credits) by other universities / institutions shall be the entire discretion of the university / institution where the credits shall be transferred. The transferring university/CDOE, CUHP shall not have any role in this context.

**52. Can I shift to regular mode during my ongoing programme of study in ODL / OL mode?**

Yes. You can shift to regular mode from ODL / OL mode. However, this will depend upon the institution/university where you wish to shift that whether that institution/university has availability of seat/s in concerned regular programme in respective semester and the provisions for credit transfer. Such shifting shall be allowed only in accordance with the guidelines of UGC.

**53. Can I shift to ODL / OL mode from regular mode during the ongoing regular programme of studies?**

The admissions to ODL / OL programme of studies are made in accordance with the guidelines and academic calendar of UGC-DEB. This shift of admission to ODL / OL mode from regular mode shall entirely depend on UGC-DEB guidelines and academic calendar as well as provisions for credit transfer/ mobility of accepting institution.

**54. Can a candidate pursue two degrees at same period of time?**

Any individual can pursue two degrees simultaneously in accordance with the existing guidelines, rules and regulations of UGC.

**55. Are foreign nationals eligible to apply for ODL and OL programmes?**

Yes, foreign nationals are also eligible to apply.

**56. What is the territorial jurisdiction of CDOE, CUHP for offering ODL and/or Online programmes?**

As per UGC-DEB guidelines and in accordance with its Act, CUHP is authorized to offer ODL and Online programs across India and the world. The

university complies with UGC regulations, allowing learners from any part of the world to enroll in its programmes.

**57. What if I want more information about programmes of CDOE, CUHP?**

Please visit our website: <https://www.cdoe.cuhimachal.ac.in>

**Address for Communication:**

Centre for Distance and Online Education (CDOE)  
Central University of Himachal Pradesh (CUHP)  
Dharamshala, Distt. Kangra (HP) – 176215 (INDIA)

E-mail : [cdoe.office@hpcu.ac.in](mailto:cdoe.office@hpcu.ac.in)

If you still have any query or need additional information, please contact our Helpdesk:

- Phone No. 01892-229330
- Email: [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in)

**Contact Persons:**

- ❖ Dr. Sudam Charan Sahu
- ❖ Ms. Aishwarya Rai
- ❖ Sh. Rohit Dhiman



## Training Programme by STRIDE-IGNOU, New Delhi



Launch of CDOE Logo



Launch of CDOE Website



**Correspondence Address : Centre for Distance and Online Education, CUHP, Dharamshala 176215**  
**Helpdesk : Phone No. 01892-229330 | Email : [helpdeskcdoe.cuhp@hpcu.ac.in](mailto:helpdeskcdoe.cuhp@hpcu.ac.in)**  
**Website: [www.cdoe.cuhimachal.ac.in](http://www.cdoe.cuhimachal.ac.in)**