



Centre for Distance & Online Education (CDOE)
Central University of Himachal Pradesh
(ESTABLISHED UNDER CENTRAL UNIVERSITIES ACT 2009)
“Accredited by NAAC with A + Grade with CGPA of 3.42”
Dharamshala, Himachal Pradesh-176215 - INDIA



Instructions for Learners regarding Continuous Internal Assessment (CIA)
Examination, April 2026 (July 2025 session)

All the Learners enrolled in Five Online Learning Programmes of the CDOE, CUHP for the session July 2025 are hereby instructed to adhere to the following instructions while appearing in the CIA examination scheduled from 5th April 2026 onwards:

1. CIA examination shall be conducted through SWAYAM Portal ONLY and to take CIA examination, learners have to login with their credentials (IDs) on SWAYAM Portal ONLY.
2. All questions in CIA examination shall be compulsory and carry equal mark i.e one mark for each question.
3. For 02 credit course, there shall be 30 questions and for 04 credit course, there shall be 60 questions in all.
4. CIA examinations shall be Fully Computer-based. Questions shall be of only objective type nature with MCQ, True/ False and Completion type (Fill in the blank type) with options. There shall be NO Hand-Written or Essay type questions in CIA examination.
5. Duration to complete 02 credit course shall be 45 minutes and for 04 credit course, duration shall be 90 minutes. The CIA question paper shall expire / disappear from Swayam portal after completion of timings / duration of examination as given in datesheet. The concerned course coordinator shall make question paper private immediately after expiry of scheduled time period.
6. Learners are advised to stick to timings without any delay and save/ submit their answers at regular intervals during given time to avoid non-submission of final answers and avoid any technical issue.
7. After completion of all questions, DO NOT FORGET to FINAL SUBMIT your Answers on Swayam Portal without which the Learner shall be Marked as ABSENT. This shall be Responsibility of Learners ONLY.



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8. The Datesheet and timings of CIA examination shall be shared with the learners by concerned programme coordinator and course coordinators through email and whatsapp groups. There shall be no change in datesheet and timings in any case, hence, learners are advised to keep them free for appearing in CIA examination in all courses of their respective examination.
9. Appearing in CIA examination is mandatory for all learners. The final result of non- attending (absent) learners in CIA examination will not be declared.
10. All the learners are advised to login on Swayam Portal through computer system / laptops / desktops only and not to login through mobile phones strictly.
11. Learners are advised to keep their laptops fully charged or ensure availability of electricity (power backup) during CIA examinations.
12. Learners are advised to ensure strong internet connection during CIA examination and also ensure availability of alternative internet connection (along with main internet connection) so as to appear in CIA examination without any hindrance. It shall be entire responsibility of learners to ensure availability of computer / desktop / laptop, electricity and internet connectivity and CDOE shall not be responsible in any case for absence of learners in CIA examinations due to non-availability of any of these facilities with the learners.
13. In case of any technical issues, you may contact Mr. Ajay Kumar, Senior Technical Assistant (94187-99200), Mr. Rohit Dhiman, Lab Assistant (98052-29220), and Dr. Hem Raj Bansal, Incharge, Admission and Examination, CDOE (94181-41564).
14. For any content or question related issues during CIA examination, learners are advised to contact concerned Programme Coordinator or they may send their query to the Concerned Course Coordinator through WhatsApp Group.

Prof. Vishal Sood

Director

CDOE, CUHP