



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 BUSINESS ADMINISTRATION
(TWO YEAR ONLINE LEARNING PROGRAMME)**



**Centre for Distance and Online Education
Central University of Himachal Pradesh
(Accredited by NAAC with A⁺ 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 BUSINESS ADMINISTRATION (MBA)
(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

Contents

| | |
|---|---|
| 1 | About Centre for Distance and Online Education (CDOE), CUHP 1.1 Organogram of CDOE, CUHP 1.2 Nomenclature Implemented by CDOE, CUHP 1.3 CDOE on social media |
| 2 | About Two Year Online MBA Programme 2.1 Programme Mission and Objectives 2.2 Programme Outcomes |
| 3 | Eligibility Conditions and Admission Criteria-cum-Procedure 3.1 Minimum Eligibility Conditions for Admission 3.2 Admission Criteria 3.3 Age Limit 3.4 Minimum and Maximum Duration of Programme 3.5 Procedure for Admission 3.6 Credit Requirement 3.7 Programme Fee |
| 4 | Programme Structure and Semester-Wise Course Details |
| 5 | Faculty and Academic Support |
| 6 | Instructional Design and Delivery Mechanism 6.1 Curriculum Design & Review 6.2 Medium of Instruction 6.3 Delivery Mechanism 6.4 Norms for Delivery of Courses in Online Mode 6.5 Attendance Requirement |
| 7 | Requirements for Online Programme 7.1 Distance Education Bureau-ID (DEB-ID) 7.2 Academic Bank of Credit-ID (ABC-ID) |
| 8 | Academic/ Activity Calendar |
| 9 | Academic Support Services |

| | |
|----|---|
| 10 | Assessment & Examination System 10.1 Assessment Criteria & Question Paper Pattern 10.2 Guidelines for Writing Assignments |
| 11 | Course-Wise Letter Grade & Grade Point |
| 12 | Results and Progression of Learners |
| 13 | Credit Mobility & Credit Transfer |
| 14 | Learner Support Services and Helpdesk |
| 15 | Grievance Redressal Guidelines |
| 16 | Frequently Asked Questions (FAQs) |

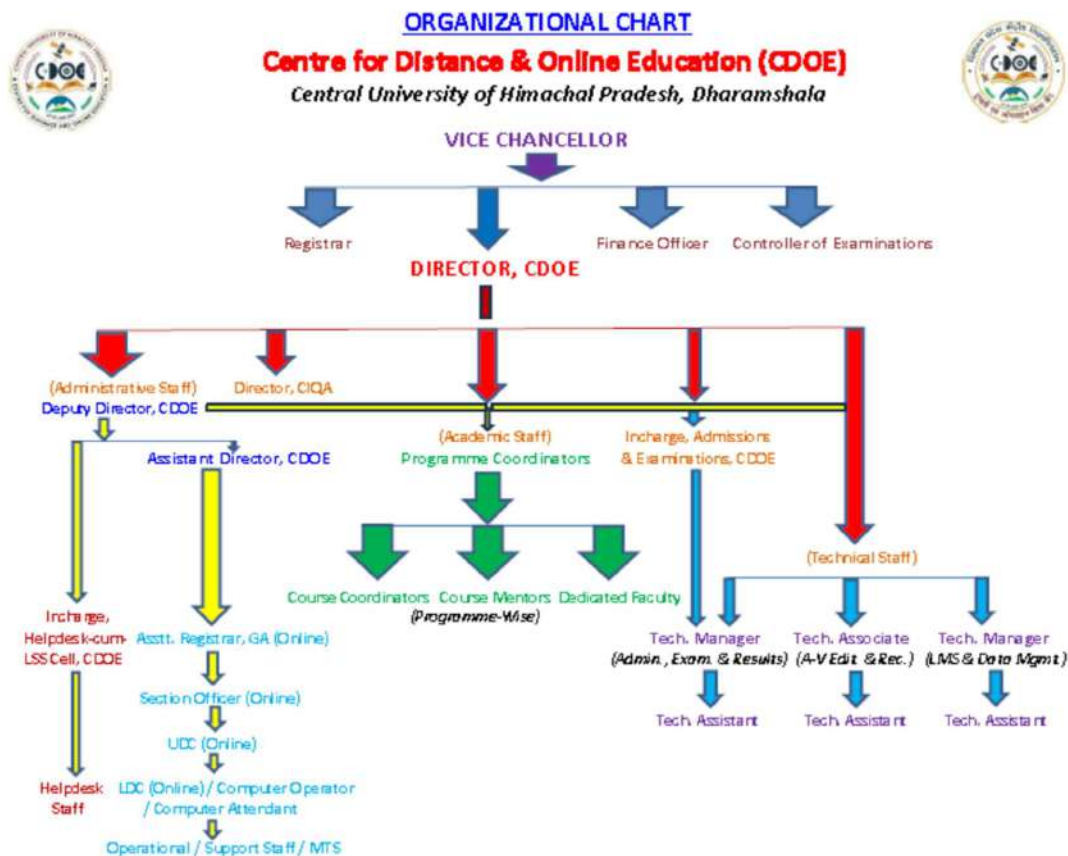
1. About Centre for Distance and Online Education (CDOE), CUHP

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”.

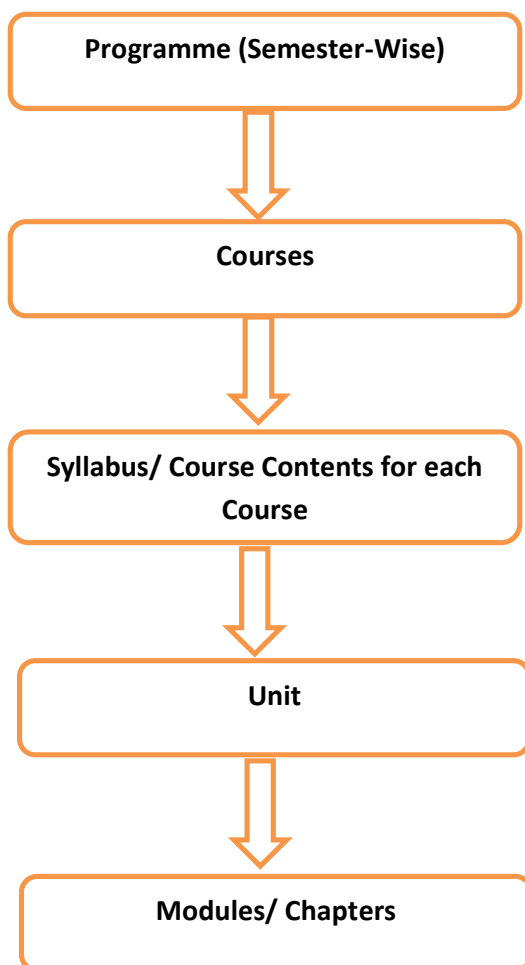
1.1 Organogram of CDOE, CUHP

CDOE, CUHP has following Organizational structure:



1.2 Nomenclature Implemented by CDOE, CUHP

The Centre for Distance & Online Education (CDOE), Central University of Himachal Pradesh employs the 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

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

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

2. About Two Year Online MBA Programme

The Two-Year Online MBA programme has been structured for raising well-rounded business leaders who are capable of handling the intricacies of the global economy, steer organizations with confidence, and deliver sustainable growth. With the incorporation of academic rigor, use of digital learning platforms, and industry-specific course material, the programme prepares graduates to be future-ready, socially accountable, and extremely competent in their areas of specialization.

The programme shall build students' strengths in business management with expertise in Accounting and Finance, Marketing and Supply Chain Management, Organizational Behaviour and Human Resource Management, Business Analytics, and Entrepreneurship. The aim is to develop professionals capable of dealing with the dynamics of today's business world as industry-ready experts, ethical leaders, and effective decision-makers.

This programme seeks to nurture critical thinking, research capabilities, and an interdisciplinary understanding of business and its management aspects through flexible and accessible learning modes. This two-year online programme constitutes the courses having a balanced mix of major, and minor (core and elective) courses along with a special emphasis on skill/vocational and Indian Knowledge System courses. This programme follows Choice Based Credit System (CBCS) as mandated under the National Education Policy (NEP-2020). The curriculum of the Online MBA programme emphasizes an intensive, flexible education with 80 credits required to earn a PG degree. The programme structure and credits for the Two-Year Online MBA Programme is based on the stakeholders' needs and the general structure of the programme. The Central University of Himachal Pradesh, Dharamshala is an A+ graded premier higher education institution in the region located in the serene hills of the Dhauladhar range of the Himalayas and offers an ideal atmosphere for a diverse range of academic pursuits.

2.1 Programme Mission and Objectives

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

Mission: The mission of Two-Year Online MBA Programme is to produce qualified, ethical, and entrepreneurial business professionals who can solve complex business problems and contribute to economic development and social welfare. The program seeks to establish a learner-centric, industry-oriented, and globally competitive learning environment that encourages entrepreneurial mindsets, strategic decision-making, and sustainable business management. Through combining innovative business tools, online learning platforms, and real-world applications, the program prepares graduates to become organizational leaders, drive business change, and develop positive social impact in a constantly changing business environment.

Objectives:

Two-year online MBA programme is designed to achieve the following objectives:

- i. Providing students with foundational skills in business disciplines like finance, marketing and supply chain, Organisation behaviour and human resource management, entrepreneurship and data analytics.

- ii. Improving analytical, problem-solving, and decision-making skills through case studies and real-world applications.
- iii. Developing entrepreneurial mindsets, leadership, and strategic management skills to equip students for business challenges.
- iv. Encouraging ethical and socially responsible business practices, guaranteeing corporate governance and sustainability.
- v. Leveraging digital and AI-driven tools for contemporary business problem-solving and research.

2.2 Programme Outcomes

The Two-Year Online MBA Programme has been designed to promote critical thinking, business acumen, and leadership abilities through academic rigor and practical exposure. The programme encourages active student engagement in online forums, group work, and interactive learning environments. It provides students with necessary skills for advanced business research and practice and research such as data analysis, strategic decision making, and business communication. Focusing on independent as well as interdisciplinary research, it allows students to critically examine business issues, trends, and international markets. With constant exposure to case studies, industry reports, and real-life scenarios, students learn to develop good business strategies and contribute to informed decision-making in the workplace. At the end of the programme, students will be well equipped to take up leadership positions, become entrepreneurs, consultants, and other business career professionals, with solid grounding in business theory, hands-on skills, and a profound appreciation of business functions in different fields.

3. Eligibility Conditions and Admission Criteria-cum-Procedure:

3.1 Minimum Eligibility Conditions for Admission to Two Year Online MBA Programme

Three Year Bachelor/Undergraduate degree from a recognized university or an equivalent examination with a minimum of 120 credits. There is no entrance test for admission to two year online MBA programme.

3.2 Admission Criteria for Two Year Online MBA Programme

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

3.3 Age Limit

There is no maximum age limit for admission to two-year online MBA Programme.

3.4 Minimum and Maximum Duration of Programme

The minimum and maximum duration for completion and award of the postgraduate (PG) degree (MBA) 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 MBA 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 (MBA) successfully.

3.7 Programme Fee

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

| Name of the Programme | I Semester | II Semester | III Semester | IV Semester | Total (in Rs) |
|-----------------------|--|--|--|--|--|
| MBA | 27,000.00 (Excluding e-Suvidha Fee) | 19,500.00 (Excluding e-Suvidha Fee) | 24,000.00 (Excluding e-Suvidha Fee) | 19,500.00 (Excluding e-Suvidha Fee) | 90,000.00 (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 MBA programme is given as under:

| Semester-I | | |
|-------------|-------------------------------------|---------|
| Course Code | Name of the Course | Credits |
| MGT 115A | Marketing Management | 4 |
| MGT 116A | Organizational Behaviour | 4 |
| MGT 528 | Business Communication Skills | 2 |
| MCO101 | Accounting for Managerial Decisions | 4 |
| MGT 130 | Managerial Economics | 4 |
| MGT 584 | Indian Knowledge System | 2 |
| Semester-II | | |
| Course Code | Name of the Course | Credits |
| MGT 221 | Consumer Behaviour | 4 |
| MGT 223 | Human Resource Management | 4 |
| MGT213 | Financial Management | 4 |

| Disciplinary/ Interdisciplinary: Major Courses (Required Credits: 04) (Students are required to select only One Course from Following 3 Courses) | | |
|---|---|----------------|
| MGT 343 | Retail Management | 4 |
| MGT 323 | Indian financial System | |
| MGT 457 | Conflict Management & Negotiation Skills | |
| MGT 450 | Business Research Methods | 2 |
| MGT 593 | Indian Ethos and Business Ethics | 2 |
| Semester-III | | |
| Course Code | Name of the Course | Credits |
| Disciplinary/ Interdisciplinary: Major Courses (Required Credits: 04) (Students are required to select only One Course from Following 3 Courses) | | |
| MGT 309 | Mergers and Acquisition | 4 |
| MGT 377 | International HRM | |
| MGT 443 | Service Marketing | |
| MGT 498 | On the Job Training/ Project Report regarding On-the-Job Training | 4 |
| MGT 304 | Strategic Management | 4 |
| MGT 103 | Business Statistics | 4 |
| MGT 394 | Entrepreneurship Development | 4 |
| Semester-IV | | |
| Course Code | Name of the Course | Credits |
| Disciplinary/ Interdisciplinary: Major Courses (Required Credits: 04) (Students are required to select only One Course from Following 3 Courses) | | |
| MGT 328 | Corporate Governance and Social Responsibility | 4 |
| MGT 368 | Human Resource Development | |
| MGT 555 | Advertising and Sales Management | |
| MGT 501 | Sustainable Development Management | 4 |
| MGT 201 | Business Analytics | 4 |
| MGT 409 A | Comprehensive Viva Voce | 4 |
| MGT 410 | Dissertation (PG) | 4 |

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 MBA Programme, the University has appointed Dr. Aditi Sharma as the Programme Coordinator. Similarly, for each course of all four semesters of two-year online MBA programme, the university has appointed dedicated course coordinators separately as given ahead. 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 MBA Programme along with other proposed online programmes of CDOE. The two dedicated faculty members (Dr. Rita Devi & Dr. Ruchi Sharma) have also been appointed for Two-year online MBA programme.

| Master of Business Administration (MBA) 1st Semester | | | | |
|--|-------------------------------------|-----------------------------------|------------------------------|----------------------|
| Course Code | Name of the Course | Name of Course Coordinator | Email id | Mobile Number |
| MGT 115A | Marketing Management | Prof. Surya Rashmi Rawat | rawatsuryarashmi@hpcu.ac.in | 9049776832 |
| MGT 116A | Organizational Behaviour | Dr Bhawana Bhardwaj | bhawnacuhp@gmail.com | 9816048849 |
| MGT 528 | Business Communication Skills | Dr. Aditi Sharma | draditisharmacuhp@hpcu.ac.in | 8894454768 |
| MC0101 | Accounting for Managerial Decisions | Dr. Manpreet Arora | arora.manpreet3@hpcu.ac.in | 9816343330 |
| MGT 130 | Managerial Economics | Dr. Devesh Kumar | deveshkumarsharma@hpcu.ac.in | 9816570563 |
| MGT 584 | Indian Knowledge System | Prof. Bhag Chand Chauhan | bcawake@hpcu.ac.in | 9418472694 |
| Master of Business Administration (MBA) 2nd Semester | | | | |
| Course Code | Name of the Course | Name of Course Coordinator | Email id | Mobile Number |
| MGT 221 | Consumer Behaviour | Dr Sarvesh Kumar | sarveshkumar@hpcu.ac.in | 7807345199 |

| | | | | |
|---------|--|--------------------------|----------------------------------|------------|
| MGT 223 | Human Resource Management | Dr Rita Devi | rita.sharma877@hpcu.a c.in | 9816540429 |
| MGT213 | Financial Management | Dr Manpreet Arora | arora.manpreet3@hpcu. ac.in | 9816343330 |
| MGT 343 | Retail Management | Dr Ruchi Sharma | ruchisharma@hpcu.ac.in | 6230282186 |
| MGT 323 | Indian financial System | Dr Manpreet Arora | arora.manpreet3@hpcu. ac.in | 9816343330 |
| MGT 457 | Conflict Management & Negotiation Skills | Dr Bhawana Bhardwaj | bhawnacuhp@gmail.co m | 9816048849 |
| MGT 450 | Business Research Methods | Dr Devesh Kumar | deveshkumarsharma@h pcu.ac.in | 9816570563 |
| MGT 593 | Indian Ethos and Business Ethics | Prof. Surya Rashmi Rawat | rawatsuryarashmi@hpc u.ac.in | 9049776832 |

Master of Business Administration (MBA) 3rd Semester

| Course Code | Name of the Course | Name of Course Coordinator | Email id | Mobile Number |
|--------------------|---|-----------------------------------|--------------------------------|----------------------|
| MGT 309 | Mergers and Acquisition | Dr Manpreet Arora | arora.manpreet3@hpcu. ac.in | 9816343330 |
| MGT 377 | International HRM | Dr Alka Lalhall | alkalalhall12@gmail.co m | 9805111571 |
| MGT 443 | Service Marketing | Dr Sarvesh Kumar | sarveshkumar@hpcu.ac. in | 7807345199 |
| MGT 498 | On the Job Training/ Project Report regarding On-the-Job Training | Dr Ruchi Sharma | ruchisharma@hpcu.ac.in | 6230282186 |
| MGT 304 | Strategic Management | Dr Manpreet Arora | arora.manpreet3@hpcu. ac.in | 9816343330 |
| MGT 103 | Business Statistics | Prof Sanjeev Gupta | sanjeeveco@hpcu.ac.in | 9814948812 |
| MGT 394 | Entrepreneurship Development | Dr. Sarvesh Kumar | sarveshkumar@hpcu.ac. in | 7807345199 |

| Master of Business Administration (MBA) 4th Semester | | | | |
|--|--|-----------------------------------|------------------------------|----------------------|
| Course Code | Name of the Course | Name of Course Coordinator | Email id | Mobile Number |
| MGT 328 | Corporate Governance and Social Responsibility | Dr Manpreet Arora | arora.manpreet3@hpcu.ac.in | 9816343330 |
| MGT 368 | Human Resource Development | Dr Rita Devi | rita.sharma877@hpcu.ac.in | 9816540429 |
| MGT 555 | Advertising and Sales Management | Dr Ruchi Sharma | ruchisharma@hpcu.ac.in | 6230282186 |
| MGT 501 | Sustainable Development Management | Dr. Sarvesh Kumar | sarveshkumar@hpcu.ac.in | 7807345199 |
| MGT 201 | Business Analytics | Dr Devesh Kumar | deveshkumarsharma@hpcu.ac.in | 9816570563 |
| MGT 409 A | Comprehensive Viva Voce | Dr Bhawana Bharadwaj | bhawnacuhp@gmail.com | 9816048849 |
| MGT 410 | Dissertation (PG) | Dr. Anil Kashyap | anilkashyap@hpcu.ac.in | 8319682176 |

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. Curriculum of the two-year online MBA programme is divided in to sub-components to ensure the holistic development of the learners.

1. **Major (Core) Courses:** Comprehensive foundational and thematic explorations in business management. These core courses will cover

essential areas such as strategic management, financial analysis, marketing and supply chain management, organizational behaviour and human resource management, business analytics, and entrepreneurial skills.

2. **Electives:** A wide range of elective courses will allow students to specialize in various domains such as corporate governance, retail management and international human resource management. These electives will be updated regularly to offer current and relevant business insights.
3. **Skill-Based/Vocational Courses:** Practical skill development will be a key component of the program. These courses will focus on real-world business applications such as business communication, business analytics and entrepreneurship, helping students acquire job-ready skills for today's business environment.
4. **Practical Work/Research Projects:** In the third and fourth semesters, students will engage in on-the-job training and dissertation work, including proposal development, data collection, and dissertation writing. This will allow students to apply theoretical knowledge to real-world business challenges, with guidance from faculty mentors.
5. **Courses on Indian Knowledge System (IKS):** In accordance with NEP-2020, specific courses dedicated to Indian Knowledge System (IKS) will explore its philosophical, cultural, and business-related insights, offering a unique perspective to the Two-Year Online MBA Programme curriculum.

The prescribed curriculum, structure and course contents in Two Year Online MBA 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 this 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 HPKVBS 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 which are detailed in Table 1.

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 MBA programme 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 MBA 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 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 MBA 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 MBA 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) 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 management and commerce. Online subscribed repositories of the University Library such as JSTOR, shall be made available to facilitate in-depth research.

(i) Open Educational Resources (OER)

The programme will integrate freely available educational materials, including government reports, policy documents, and working papers from organizations like the Ministry of Finance, ASSOCHAM, FICCI, CII, RBI, NITI Aayog, World Bank, IMF, UN etc.

(iii) 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.

(iv) Online Reference Materials

Digital access to economic dictionaries, encyclopedias, and statistical databases such as the World Development Indicators (WDI), RBI reports, and the Economic Survey of India will enhance students' learning experience.

(v) Virtual Library Assistance

A dedicated virtual helpdesk will be available to assist students with research queries, database access, and referencing guidelines, ensuring they make the best use of available resources.

(vi) Media

The Department of HPKVBS employs the 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 historians and 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.
- **Reference and Support Materials:** Availability of manuals, guides, and online forums for students to refer to when working on practical courses in management. Availability of examination preparation resources, previous years' question papers, and sample answers.

(vii) 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 credits course | 4 credits course |
|---------------------------------------|-------------------------|-------------------------|
| Continuous Internal Assessment | 30 Marks | 60 Marks |
| End-Term Examination | 70 Marks | 140 Marks |
| Total | 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 practicals /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 Business Administration (MBA) 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 shall consist 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:

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

(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⁺ |
| 80 - <90 | 9 | O |
| 70 - <80 | 8 | A⁺ |
| 60 - <70 | 7 | A |
| 55- <60 | 6 | B⁺ |
| 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 Business Administration (MBA) 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

- 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.
- 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.
- 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).
- 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

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, 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

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) 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).
- 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/1FAIpQLSftZUtLuJjcom2Y1LWn81InHrNAXTC7-1zGQlIXzm5_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)

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

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.

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

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

- Phone No. 01892-229330
- Email: 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
Website: www.cdoe.cuhimachal.ac.in