

Dated **26 JUN 2025**

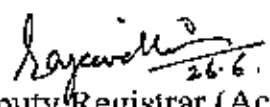
**NOTIFICATION**

On the recommendations of the NEP committee constituted vide Notification No. 1-10/2022(NEP)-HPU (DS) dated 03-04-2024 (Item Nos. 1 to 5) in its meeting held on 22-04-2025, the Standing Committee of Academic Council vide item No. 3 of its meeting held on 27-5-2025 approved as under:

1. Revised guidelines for Internship /Apprenticeship; Research Project /Dissertation Guidelines; Field-Based Learning /Minor Project Guidelines; Community Outreach Program Guidelines (**Annexure "A"**).
2. Revised Structure/Scheme for Paper Setting, Assessment, and Evaluation for Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Minor Course (MC), Multidisciplinary Course (MDC), Skill Enhancement Course (SEC), Ability Enhancement Course (AEC) and Value Addition Course (VAC) & Add on Course (AOC) (**Annexure "B"**).
3. Revised guidelines for SWYAM/MOOCs of H.P. University (**Annexure "C"**).
4. Recommendations of the proceedings of the CDOE Faculty Members' Meeting held on 22.04.2025 received through the Director, ICDEOL vide letter No. 23-7/2025/Admn. /ICDEOI/HPU dated 24<sup>th</sup> April 2025 (**Annexure "D"**).

**Further, The decision on Point No. 5 regarding nomenclature of the Certificate/ Diploma/ Degree/ Honours Degree/ Honours with Research under NEP shall be notified separately after obtaining fresh/revised approval of Academic Council.**

**Encls. As above.**

  
Deputy Registrar (Acad)  
HPU, Shimla-5.  
Dated: **26 JUN 2025**

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Copy for information and further necessary action to:-

1. The Dean of Studies, H.P. University, Shimla-5.
2. The Director, CDEO, HPU, Shimla-5.
3. The Controller of Examination, H.P.U. Shimla-5.
4. All the Deans of the Faculties, H.P. University, H.P.U. Shimla-5.
5. All the Chairman/Chairperson/Director of the Teaching Department, H.P.U. Shimla-5.
6. The D.R./A.R. (Admn./Exam-(UG/PG)/Secrecy/RME/Conduct, HPU, Shimla-5.
7. All the Section Officer (Exam-UG and PG), H.P.U. Shimla-5.
8. The Incharge, CCEW, HPU, Shimla-5.
9. The Web-Admin, HPU, Shimla-5 with the request to upload the notification alongwith its annexures.
10. All the members mentioned above with the request to kindly upload the annexures from the University website i.e. [www.hpuniv.ac.in](http://www.hpuniv.ac.in) please.
11. Guard file.

  
Deputy Registrar (Acad)

### Internship/Apprenticeship Guidelines

Internships and apprenticeships offer valuable opportunities for students to gain practical experience apply classroom knowledge in real-world settings and explore potential career paths. These experiential learning opportunities bridge the gap between academic theory and professional practice, preparing students for successful transitions into the workforce. Internship/Apprenticeship provides students' an opportunity to participate in a professional activity/work experience with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the Internship/apprenticeship is induction into actual work situations. It involves working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning. It will allow students to actively engage in the learning processes beyond traditional classroom lectures and gain practical experience, develop a deeper understanding of subjects, and build self-confidence. These will offer opportunities to gain industry-specific knowledge, build professional networks, and understand workplace dynamics. This exposure prepares them for future careers and enhances their employability.

#### **Objective:**

To equip students with practical skills and industry specific knowledge, employability and entrepreneurial potential, aligned with holistic education principles of NEP 2020.

#### **Learning outcomes:**

- Gain practical experience in the field of industry standards, tools, techniques that are not often covered in the classroom.
- Develop industry-specific skills and competencies.
- Develop workplace skills such as communication, team work, problem solving, time management and leadership.
- Build professional connections that can be beneficial for future employment opportunities.
- Apply theoretical knowledge to the real world task thereby enhancing their technical abilities.

#### **Implementation Guidelines:**

1. **Internship/Apprenticeship Coordinator:** Director/Chairperson/Principal of the respective Institute/Department/College shall appoint any faculty member as an internship/apprenticeship coordinator who will be responsible for coordinating with the local firms/industries/start-ups/NGOs/organizations for the internship/apprenticeship of the students.

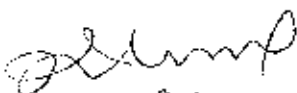
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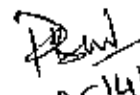
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2. **Role of Internship/Apprenticeship Coordinator:** An internship/apprenticeship coordinator will contact the local firms/industries/start-ups/NGOs/organizations and approach them for the internship/apprenticeship of the students. Internship/apprenticeship coordinator must connect with the organization offering internship/apprenticeship and make MOUs so as to facilitate the students for an Internship during the course. An internship/apprenticeship Coordinator may reach out to HEIs, research organizations, research labs, corporates, industry, etc., and to local administrative offices like Deputy Commissioners and heads of certain government offices like labor, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, panchayats, etc. to seek the opportunity of an Internship for the institution. For instance, the students can participate with local government in processes of census surveys, elections, and other schemes with proper mentoring mechanisms.
3. **Internship/Apprenticeship Supervisor:** Each student shall be attached to an internship/apprenticeship supervisor. An internship/apprenticeship supervisor is any faculty member who will be nominated by the Internship/apprenticeship coordinator to monitor and supervise the student during the Internship duration. The Internship supervisor will be nominated during 1st semester for each batch.
4. **External Mentor:** An external mentor is an individual professional who is identified by the Institute/Department/College or by students himself/herself through their network. The mentor if identified by student then his/her concurrence should be conveyed to the internship/apprenticeship supervisor. Mentor will be providing professional guidance to the student during the internship/apprenticeship. The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the Internship/apprenticeship experience and learning of the intern. The mentor needs to guide the students physically or digitally throughout the Internship/apprenticeship duration. The mentor needs to check and monitor the performance of students and after the completion of the Internship, issue the certificate.
5. Internship providing organizations must be finalized by the internship/apprenticeship coordinator and detail of students who will be pursuing their Internship in those organizations must be finalized before the end of 1st semester so that semester break can also be utilized for doing Internship/apprenticeship.
6. Students will apply for internship/apprenticeship on their own or through the Internship/apprenticeship coordinator of their parent Institute/Department/College.
7. Interns will be selected by host organizations based on their selection criteria. The host organization will arrange to inform the potential intern personally or through the mail and will ask for confirmation or acceptance.
8. If a student fails to get an internship in physical mode, then the host institute should have a provision for digital internship/apprenticeship.

  
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9. On receipt of an offer of internship/apprenticeship, the student will inform both internship/apprenticeship Coordinator as well as internship/apprenticeship supervisor, obtain due permission from the parent institution, and join the concerned host organization for an internship as per the suggested schedule.
10. During the period of internship, the parent Institute/Department/College through the internship supervisor and mentor will arrange to keep track of the activities and performance of students as interns at the host organization, based on log book submitted by students.
11. On completion of the internship/apprenticeship, the intern will prepare an internship/apprenticeship report.
12. Three typed/hand written and spiral bound copies of the internship/apprenticeship report (each bearing the original signature of the student and Internship/apprenticeship supervisor) should be submitted to the Internship/apprenticeship supervisor for final evaluation. The report must contain a certificate from the mentor declaring that the internship/apprenticeship has been done and successfully completed by the student under his/her guidance/supervision.
13. Director/Chairperson/Principal of the respective Institute/Department/College shall constitute an evaluation committee of 2 faculty members (including internship/apprenticeship supervisor) for final evaluation of internship/apprenticeship.

**Credits:** Internship shall carry 4 credits amounting to 120 hours.

**Guidelines for Evaluation:** The parent Institute/Department/College will examine/evaluate the student's performance in the following manner:

- A. Internship/apprenticeship evaluation by the evaluation committee will be conducted for 100 marks based on the following criterion:

S.No.	Criteria	Marks
1.	Internship/apprenticeship Report	50
2.	Internship/apprenticeship Presentation and Viva-voce	50

**Internship/apprenticeship Report:** The objective of this evaluation is to assess the performance and learning of the student at his/her workplace. The internship/apprenticeship report should be prepared based on the format provided in these guidelines.

**Internship/apprenticeship Presentation and Viva-voce:** This presentation will be assessed based on the quality of the presentation, presentation skills, and question-

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answer handling.

B. The Internship/apprenticeship report and presentations would be evaluated by an evaluation committee. Both the members of the evaluation committee will give individual marks to the student and then average of these marks will be treated as final marks scored by the student.

C. After completion of Internship/apprenticeship evaluation, the Internship/apprenticeship supervisor shall consolidate all the marks received from evaluation committee as well as external mentor and final marks list should be submitted to Internship/apprenticeship coordinator who in turn shall submit the final marks list obtained from all Internship/apprenticeship supervisors to the Director/Chairperson/Principal of the respective Institute/Department/College.

D. Internship/apprenticeship report and Internship/apprenticeship Presentation and Viva-voce would be treated as separate component for evaluation.

E. The certificate shall be issued by the host organization regarding the successful completion of Internship duly signed by external mentor on the letterhead of the host organization along with marks obtained during the internship.

**Format for Internship/apprenticeship report:**

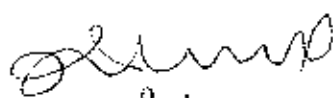
1. Title page
2. Certificate from the External Mentor on the letterhead of the organization
3. Certificate from Internship Supervisor
4. Index/Table of Contents
5. Industry/Organization Profile
6. Work Profile
7. Summary of learning from Internship/apprenticeship
8. Challenges faced during the Internship/apprenticeship

**Suggested Areas for Internship**


The following is the list of some potential areas for Internship (but not limited to):

**1. Healthcare and Medical Services:**

- **Internship Areas:** Nursing, Medical Assisting, Pharmacy Technician, Laboratory Technician, Health Administration.
- **Skills Developed:** Patient care, medical records management, laboratory testing, communication in healthcare settings.

  
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## 2. Information Technology (IT) and Digital Skills:

- **Internship Areas:** Software Development, Web Design and Development, IT Support, Cybersecurity, Network Administration.
- **Skills Developed:** Coding, debugging, network security, troubleshooting, digital communication.

## 3. Trades and Technical Skills:

- **Internship Areas:** Electrical Technician, Plumbing, Automotive Repair, Carpentry, Welding, HVAC Technician.
- **Skills Developed:** Hands-on technical work, problem-solving, equipment handling, maintenance and repair tasks.

## 4. Business, Finance, and Administration:

- **Internship Areas:** Business Management, Marketing, Finance, Human Resources, Office Administration, Sales.
- **Skills Developed:** Business communication, financial recordkeeping, marketing strategies, customer relations.

## 5. Hospitality and Culinary Arts:

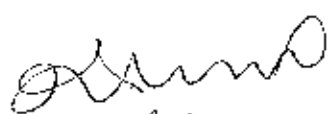
- **Internship Areas:** Hotel Management, Event Planning, Culinary Arts, Front Office Operations, Housekeeping.
- **Skills Developed:** Customer service, cooking, event coordination, hospitality management, menu planning.

## 6. Creative Arts and Design:

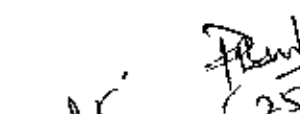
- **Internship Areas:** Graphic Design, Fashion Design, Photography, Interior Design, Animation.
- **Skills Developed:** Creativity, design software proficiency, client communication, project management in creative fields.

## 7. Social Services and Community Work:

- **Internship Areas:** Social Work, Childcare, Mental Health Support, Community Outreach Programs.
- **Skills Developed:** Empathy, communication with vulnerable groups, social support strategies, community organization.

  
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### 8. Construction and Infrastructure:

- **Internship Areas:** Civil Engineering, Architecture, Construction Site Management, Surveying.
- **Skills Developed:** Project planning, construction management, site supervision, quality control in construction.

### 9. Agriculture and Environmental Sciences:

- **Internship Areas:** Sustainable Farming, Animal Care, Horticulture, Environmental Conservation.
- **Skills Developed:** Crop management, animal husbandry, environmental protection, ecological sustainability practices.

### 10. Education and Childcare:

- **Internship Areas:** Teaching Assistant, Early Childhood Education, Special Education, School Administration.
- **Skills Developed:** Classroom management, teaching support, child development, educational material preparation.

### 11. Retail and Sales Management:

- **Internship Areas:** Retail Sales, Supply Chain Management, Customer Service, Store Operations.
- **Skills Developed:** Sales strategies, inventory management, customer interaction, retail marketing.

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## Research Project/Dissertation Guidelines

A research project or dissertation forms an integral part of academic programs, especially at the undergraduate level, as it fosters independent inquiry, critical thinking, and subject mastery. It provides students with the opportunity to explore a specific area of interest in depth, enabling them to apply the concepts and methodologies learned throughout their course. Under the guidance of a faculty mentor/supervisor, students undertake a systematic investigation that involves identifying a research problem, conducting a literature review, formulating hypotheses or research questions, collecting and analyzing data, and presenting findings in a structured report. This process not only enhances academic writing and analytical skills but also prepares students for future research or professional roles. The dissertation serves as a culmination of the student's learning journey, reflecting their intellectual growth and research capabilities.

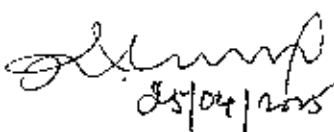
### **A. Learning outcomes:**


Upon successful completion of the research project/dissertation, students will be able to:

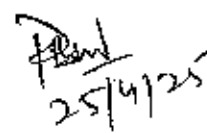
- Demonstrate the ability to independently design and conduct academic research using appropriate methodologies.
- Critically review and synthesize relevant literature to support research objectives.
- Analyze data effectively and present findings in a coherent and scholarly manner.
- Communicate research outcomes clearly through a well-structured dissertation and oral presentation (viva voce).
- Exhibit enhanced problem-solving, critical thinking, and time management skills applicable to academic and professional settings.

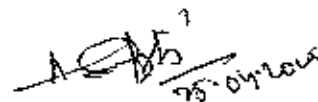
### **B. Implementation Guidelines:**

1. **Research Mentor/Supervisor:** Research Mentor/Supervisor is the faculty responsible for guiding the research project work of a student. Each student shall be attached to a research mentor/supervisor for guidance on research project work.
2. **Role of Research Mentor/Supervisor:** Research Mentor/Supervisor carries multiple responsibilities while guiding the student in research project. Research Mentor/Supervisor shall supervise, guide, coach and mentor the students for successful implementation and completion of research project.

  
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3. **Allocation of Research Mentor/Supervisor:** Director/Chairperson/Principal of the respective Institute/Department/College shall be responsible for allocation of students to the Research Mentor/Supervisor.
4. Research Mentor/Supervisor will be nominated at the beginning of VII semester. The research problem for research project shall be assigned by the respective Research Mentor/Supervisor during VII semester.
5. The student will prepare a proposal for dissertation of the assigned research problem at the end of VII semester and the same will be submitted to research mentor/supervisor for approval and subsequent evaluation. Proposal for dissertation and its presentation will be evaluated by research mentor/supervisor and one other faculty member of the institute nominated by the Director/Chairperson/Principal of the respective Institute/Department/College.
6. On completion of research project at the end of VIII semester, the student will prepare Dissertation which will be submitted in the respective institute. Three typed/hand written and spiral bound copies of the dissertation (each bearing the original signature of the student and research mentor/supervisor) should be submitted to the research Mentor/supervisor for final evaluation.
7. Director/Chairperson/Principal of the respective Institute/Department/College shall constitute an evaluation committee consisting of 3 members which comprises 2 faculty members from the host institution (including research mentor/supervisor) and one external member from any other institution/industry for final evaluation of research project during VIII semester.
8. The dissertation shall have an undertaking from the student and a certificate from the research mentor/supervisor for originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same institution or any other institution.

**C. Credits:**

Research Project/Dissertation shall carry total 12 credits amounting to 360 hours (4 credits will be earned during VII semester and 8 credits will be earned during VIII semester).

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#### D. Guidelines for Evaluation:

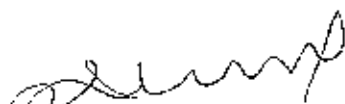
The evaluation of the research project/dissertation will be done out in the following manner:

1. Research project/dissertation evaluation will be conducted for total of 300 Marks (100 marks in VII semester and 200 marks in VIII semester).
2. The weightage of marks for evaluation of research project/dissertation will be as follows:

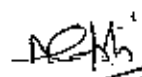
S.No	Semester	Description	Credits	Marks	Hours
1	VII	Proposal for Dissertation and its presentation	4 (2 credits for Proposal for Dissertation and 2 credits for its presentation)	100* (50 marks for Proposal for Dissertation and 50 marks for its presentation)	120
2	VIII	Final Dissertation	4	100	240
3	VIII	Presentation of Final Dissertation and its Viva-voce	4	100	
		<b>Total</b>	<b>12</b>	<b>300</b>	<b>360</b>

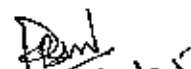
\* For evaluation purposes the component of "Proposal for dissertation and its presentation" comprises two sub components i.e. (1) Proposal for dissertation (2) Presentation of proposal of dissertation, and the student is required to qualify each component separately.

3. The students will be evaluated by evaluation committee based on their efforts and research output/innovativeness of research.
4. Evaluation of research project/dissertation in VII and VIII would be evaluated by an evaluation committee as given in point no. 5 & 7 in implementation guidelines. All the members of the evaluation committee will give individual marks to the student and then average of these marks will be treated as final marks scored by the student.
5. After completion of research project/dissertation evaluation, the research mentor/supervisor shall consolidate all the marks and final marks list should be submitted to the Director/Chairperson/Principal of the respective Institute / Department /College.
6. (1) Proposal for Dissertation and its presentation (2) Final Dissertation (3) Presentation of Final Dissertation and its Viva-voce would be treated as separate component for evaluation.

  
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**E. Format for Dissertation:**

**Font Style/ Size/ Spacing**

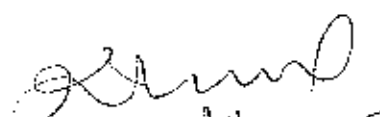
- Font: Times New Roman
- Size: 14points **bold** for main headings  
13 points **bold** for sub-headings: 12 points for all other text
- Spacing: 1.5 Line Spacing

**Contents of the Dissertation**


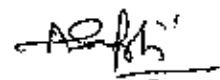
Title Page

- Declaration of the Student
- Recommendation of the Research Mentor/Supervisor
- Acknowledgement / Preface
- Table of the Contents
- Abstract
- Chapter 1: Introduction of the research Problem
- Chapter 2 : Review of Literature
- Chapter 3 Research Design and Methodology
- Chapter 4 : Data Analysis and Interpretation
- Chapter 5 : Summary and conclusion
- References / Annexure / Bibliography

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## Field-Based Learning/ Minor Project Guidelines

Projects are dynamic platforms that foster creativity, experiential learning, and personal development. Through these projects, students can explore areas of interest, put theory to use in solving practical problems, and gain skills that will be useful in both their academic and professional endeavors. A comprehensive and meaningful educational experience must include projects since they offer chances for learning, development, and discovery. Students who work on projects acquire valuable skills, investigate a range of interests, and contribute significantly to both their local communities and society as a whole. Projects will continue to be essential to educating the next generation of leaders, innovators, and change-makers as long as institutions encourage experiential learning and creativity. Projects for students play a pivotal role in enhancing the quality and relevance of their education by:

- Providing hands-on learning experiences that complement classroom instruction.
- Fostering creativity, critical thinking, problem-solving, and collaboration skills.
- Encouraging exploration of diverse topics, interests, and career pathways.
- Preparing students for the complexities and demands of the modern workforce.
- Empowering students to make meaningful contributions to their communities and society at large.

### **A. Learning outcomes:**

- Acquisition of practical skills relevant to the project's topic or field of study.
- Application of theoretical knowledge to real-world scenarios.
- Development of critical thinking and problem-solving abilities.
- Improvement in communication skills through written reports, presentations, and discussions.
- Collaboration and teamwork with peers, faculty, and external stakeholders.

### **B. Implementation Guidelines:**

1. **Faculty Supervisor:** Faculty Supervisor is the faculty responsible for guiding the project work of a student. Each student shall be attached to a faculty supervisor for guidance on project work.

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2. **Role of Faculty Supervisor:** A faculty supervisor carries multiple responsibilities while guiding the student in project work. Faculty Supervisor shall supervise, guide, coach and mentor the students for successful implementation of project work. Faculty supervisor shall ensure that a project report is submitted by the students for evaluation.
3. **Allocation of Faculty Supervisor:** Director/Chairperson/Principal of the respective Institute/Department/College shall be responsible for allocation of students to the faculty supervisor. Care shall be taken to align the faculty competence and the project work topic/theme. Faculty supervisors shall collaborate with each other, where necessary, for ensuring the quality of project work.
4. Director/Chairperson/Principal of the respective Institute/Department/College shall constitute an evaluation committee of 2 faculty members (including faculty supervisor) for approving the title of project and carrying out final evaluation of project work.
5. Faculty supervisor shall ensure that project topic should be related to the core and minor subjects chosen by a student and his/her placement aspirations.
6. Title of the project should be approved by an evaluation committee before the end of preceding semester in which project is to be carried out so that semester break can also be utilized for doing the project work.
7. A student is responsible for submitting a project report prepared on the approved title.
8. Three typed/hand written and spiral bound copies of the project report (each bearing the original signature of the student and faculty supervisor) should be submitted to the faculty supervisor for final evaluation. The project report must contain a certificate from faculty supervisor declaring that the project report embodies work done by the student under his/her supervision.

#### **C. Credits:**

Project work shall carry 4 credits amounting to 120 hours. These 120 hours will include the time period from approval of title till the submission of final project report.

#### **D. Format of Project Report:**

The project report should preferably be between 4000 to 5000 words for Humanities and Social Sciences and between 2000 to 3000 words for Sciences. The typed report must be in Times New Roman font, font size 12 with 1.5 line spacing. Project report should ideally feature visual aids such as pictures, diagrams, charts and graphs.

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The Project Report may contain the following:

- a) Title page
- b) Introduction
- c) Project specifications (area / background of the work assigned).
- d) Methodology
- e) Findings
- f) Conclusions and suggestions
- g) References

**E. Guidelines for Evaluation:**

1. Project work assessment will be conducted for 100 marks. There shall only be internal evaluation. Weightage of the marks is as follows:

Project Report: 50 marks

Project Presentation: 50 marks

**a. Project Report**

The objective of this evaluation is to assess the quality of the project carried out by the student. The project report should be written based on the format provided. The final report carries a weightage of 50%.

**b. Project Presentation**

Final project work presentation should be planned for about 10-15 minutes. It carries a weightage of 50%. Project presentation will be assessed on the basis of quality of presentation, presentation skills and question answer handling.

2. The project report and project presentations would be evaluated by an evaluation committee. Both the members of the evaluation committee will give individual marks to the student and then average of these marks will be treated as final marks scored by the student.

3. After completion of project evaluation, the faculty supervisor shall consolidate all the marks and final marks list should be submitted to the Director/Chairperson/Principal of the respective Institute/Department/College.

4. Project report and project presentation would be treated as separate component for evaluation.

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### Community Outreach Program Guidelines

Student-led community outreach initiatives are essential for promoting diversity, closing gaps, and bringing about constructive social change. These programs transcend the confines of traditional education, giving students the tools they need to become agents of social change and community advancement. Programs for community outreach run by students provide as a bridge to meaningful interaction between institutions and the larger community. Students who actively participate in outreach programs acquire real-world experience, broaden their comprehension of societal challenges, and hone critical abilities like empathy, leadership, and communication. Furthermore, by fostering students' sense of civic involvement and social responsibility, these activities support students' holistic development.

#### **A. Learning Outcomes:**

- Demonstrate an understanding of community needs, challenges, and resources within the target population.
- Acquire knowledge about social issues, cultural diversity, and systemic barriers affecting marginalized communities.
- Develop practical skills such as communication, teamwork, leadership, problem-solving, and project management through hands-on experiences.
- Cultivate empathy, active listening, and interpersonal skills essential for effective community engagement and relationship-building.
- Apply critical thinking skills to analyze complex social problems, evaluate evidence, and propose evidence-based solutions.

#### **B. Implementation Guidelines:**

1. **Faculty Supervisor:** Faculty supervisor is the faculty responsible for guiding the community outreach program of a student. Each student shall be attached to a faculty supervisor for guidance on community outreach program.
2. **Role of Faculty Supervisor:** Faculty supervisor shall supervise, guide, coach and mentor the students for successful implementation of community outreach program. Faculty supervisor shall coordinate with community representatives to facilitate a smooth and successful outreach experience for students. Faculty supervisor shall ensure that at the

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end of the community outreach program, a report is submitted by the students for evaluation.

3. **Allocation of Faculty Supervisor:** Director/Chairperson/Principal of the respective Institute/Department/College shall be responsible for allocation of students to the faculty supervisor. Faculty supervisors shall collaborate with each other, where necessary, for ensuring the quality of community outreach program.
4. Director/Chairperson/Principal of the respective Institute/Department/College shall constitute an evaluation committee of 2 faculty members (including faculty supervisor) for final evaluation of community outreach program.
5. The community outreach program which is to be carried out by the students should be approved by an evaluation committee.
6. A community outreach program can be undertaken either by an individual student or by a group of students, with a maximum group size of 10 participants.
7. Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities even if community outreach program is done by a group of students.
8. The logbook is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
9. Three typed/hand written and spiral bound copies of the report on community outreach program (each bearing the original signature of the student and faculty supervisor) should be submitted to faculty supervisor for final evaluation. The report must contain a certificate from faculty supervisor declaring that the activities mentioned in the community outreach program report are actually carried out by the student or group of students under his/her supervision.
10. Faculty supervisor shall verify from the community representative about the activities actually carried out under community outreach program before signing the community outreach program report of the student.

#### C. Credits:

Community Outreach Program shall carry 4 credits amounting to 120 hours in a Semester.

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#### **D. Format for Community Outreach Program Report:**

The community outreach program report should preferably be between 1500 to 2000 words. The report must include pictures of the activities carried out. The typed report must be in Times New Roman font, font size 12 with 1.5 line spacing.

The community outreach program report should contain

- a) Title page
- b) Introduction
- c) Details of activities carried out in community outreach program
- d) Learning from the community outreach program

#### **E. Guidelines for Evaluation:**

1. There shall only be internal evaluation.
2. The assessment is to be conducted for 100 marks.
3. The weightage shall be:

Logbook- 30 marks

Community outreach program report- 50 marks

Oral presentation -20 marks

4. While evaluating the student's logbook, the following shall be considered:

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration with the work assigned.
- d. The completeness of the logbook.

5. Logbook, community outreach program report and oral presentation would be evaluated by an evaluation committee. Both the members of the evaluation committee will give individual marks to the student and then average of these marks will be treated as final marks scored by the student.

6. After completion of project evaluation, the faculty supervisor shall consolidate all the marks and final marks list should be submitted to the Director/Chairperson/Principal of the respective Institute/Department/College.

7. Logbook, community outreach program report and oral presentation would be treated as separate component for evaluation.

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#### F. Suggested Themes:

The suggested themes for community outreach programs are as follows:

1. **Healthcare Access and Awareness:** Conducting health camps, awareness drives, and workshops on preventive healthcare measures, vaccination campaigns, and promoting hygiene practices in rural and underserved areas.
2. **Education and Literacy Enhancement:** Providing tutoring, mentoring, and educational support for children from marginalized communities, setting up libraries, and organizing literacy programs for adults.
3. **Women Empowerment and Gender Equality:** Initiatives focusing on women's rights, gender equality, vocational training for women, awareness campaigns on issues like domestic violence, and promoting women's entrepreneurship.
4. **Environmental Conservation and Sustainability:** Tree plantation drives, waste management programs, awareness campaigns on climate change, promoting renewable energy sources, and sustainable agricultural practices.
5. **Rural Development and Livelihood Enhancement:** Infrastructure development projects, access to clean water and sanitation facilities, promoting organic farming, and skill development programs for rural youth.
6. **Digital Literacy and Access:** Providing access to digital technology and internet connectivity, organizing computer literacy programs, and promoting e-governance and digital services in rural areas.
7. **Child Welfare and Development:** Child nutrition programs, educational support for underprivileged children, child protection initiatives, and advocacy against child labor and trafficking.
8. **Elderly Care and Support:** Elderly support programs, healthcare services for the elderly, awareness campaigns on elder abuse and neglect, and promoting intergenerational activities to foster community cohesion.
9. **Disaster Relief and Rehabilitation:** Providing immediate relief during natural disasters, rebuilding infrastructure, rehabilitation, and livelihood support for affected communities, and promoting disaster preparedness and resilience.

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**10. Cultural Preservation and Heritage Conservation:** Initiatives to preserve and promote local arts, crafts, and cultural traditions, organizing cultural festivals, and heritage walks to raise awareness about the importance of cultural heritage.

**11. NCC, NSS, Rovers and Rangers etc.:** Active participation in NCC, NSS, Rovers and Rangers activities and compulsory attendance in special camps organized by NCC, NSS, Rovers and Rangers.

These themes address a wide range of social, economic, and environmental issues prevalent in our society and provide avenues for meaningful engagement and impact through community outreach programs.

**NOTE:** For NCC, NSS, Rovers and Rangers not more than 25% (30 Hours) should be devoted for in campus activities, rest 75% (90 Hours) compulsorily should be devoted for community outreach activities outside the campus.

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**Revised Structure/Scheme for Paper Setting, Assessment, and Evaluation for  
Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Minor Course (MC), Multidisciplinary Course (MDC),  
Skill Enhancement Course (SEC), Ability Enhancement Course(AEC), Value Addition Course(VAC)& Add on Course (AOC)**

Name of Courses	Credits	Structure of each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the End Sem Exam
DSC, DSE, and MC	4	<ul style="list-style-type: none"> <li>There shall be four Sections/Blocks (I, II, III, IV) in the syllabus of each paper.</li> <li>Each Section/Block, preferably may have 3 units.</li> </ul>	<ul style="list-style-type: none"> <li>The evaluation shall be Continuous and Comprehensive Evaluation (CCE).</li> <li>Each Paper in a Course shall be of <u>100 marks</u> and <u>divided as follows</u>:  Internal Assessment - 30 Marks End Semester Exam - 70 Marks  <b>Internal Assessment:</b> Attendance - 05 Marks Class Test - 15 Marks Assignments &amp; Presentations - 10 Marks</li> </ul>	<p>There will be 5 Parts (A, B, C, D, E), and the examiner shall set <u>9 questions in total from all the Sections/Blocks (I, II, III, IV) in total and each question shall carry 14 marks.</u></p> <ul style="list-style-type: none"> <li>Part A will have 2 questions from Section/Block I of the syllabus and students have to attempt any one.</li> <li>Part B will have 2 questions from Section/Block II of the syllabus and students have to attempt any one.</li> <li>Part C will have 2 questions from Section/Block III of the syllabus and students have to attempt any one.</li> <li>Part D will have 2 questions from Section/Block IV of the syllabus and students have to attempt any one.</li> <li>Part E will have 10 short answer questions from all the Sections/Blocks of the syllabus (I, II, III, IV) and the student shall have to attempt 7 in total carrying 2 Marks each.</li> </ul>	3 hrs
MDC & SEC	3	<ul style="list-style-type: none"> <li>There shall be three Sections/Blocks (I, II, III) in each paper.</li> <li>Each Section/Block, preferably, may have 3 units.</li> </ul>	<ul style="list-style-type: none"> <li>The evaluation shall be Continuous and Comprehensive Evaluation (CCE).</li> <li>Each Paper in a Course shall be of <u>75 marks</u> and <u>divided as follows</u>:  Internal Assessment - 25 Marks End-Semester Exam - 50 Marks  <b>Internal Assessment:</b> Attendance - 05 Marks Class Test - 10 Marks Assignments &amp; Presentations - 10 Marks</li> </ul>	<p>There will be 4 Parts (A,B,C,D) and examiner shall set <u>7 questions in total from all the Sections/Blocks (I,II,III) of the syllabus in total.</u></p> <ul style="list-style-type: none"> <li>Part A will have 2 questions of 12 Marks each from Section/Block I of the syllabus and students have to attempt any one.</li> <li>Part B will have 2 questions of 12 Marks each from Section/Block II of the syllabus and students have to attempt any one.</li> <li>Part C will have 2 questions of 12 Marks each from Section/Block III of the syllabus and students have to attempt any one.</li> <li>Part D will have 10 short-answer questions of 2 Marks each from all three Sections/Blocks(I, II, III) of the syllabus, and the student have to attempt 7 in total.</li> </ul>	2hrs

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AEC and VAC and AOC	2	<ul style="list-style-type: none"> <li>There shall be two Sections/Blocks (I, II) in each paper.</li> <li>Each Section/Block, preferably, may have 3 units each.</li> </ul>	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each paper in a Course shall be of 50 marks and divided as follows:</p> <ul style="list-style-type: none"> <li>Internal Assessment - 15 Marks</li> <li>End-Semester Examination - 35 Marks</li> </ul> <p><b>Internal Assessment:</b> The Internal Assessment shall comprise the following: Attendance - 05 marks Class Test/Assignments/Presentations etc. - 10 Marks</p> <p><u>*The scheme for NCC/NSS/Yoga/Sports/etc. will be notified separately.</u></p>	<p>There will be 3 Parts (A, B, C) and examiner shall set 5 questions from both the Sections (I, II) in total.</p> <ul style="list-style-type: none"> <li>Part A will have 2 questions from Section/Block I of the syllabus of 10 Marks each and students shall have to attempt any one.</li> <li>Part B will have 2 questions from Section/Block II of the syllabus of 10 Marks each and students shall have to attempt any one.</li> <li>Part C will have 7 questions from both the Sections/Blocks (I and II) of the syllabus of 3 Marks each and students have to attempt any 5 questions.</li> </ul>	1.5 hrs
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**NOTE:**

- The Class Test in all types of courses must be scheduled once 50 % of the syllabus is covered.
- For 4-credit courses where L T P is kept 3 0 1, the syllabus and evaluation pattern shall be as follows:  
2a. For the theory course having 3 Sections/Blocks (I, II, III) in the syllabus, the following evaluation pattern will be followed:

End Semester theory exam :	50 Marks
End Semester Practical exam:	20 Marks
Internal Assessment (Theory + Practical):	30 Marks.
<b>Internal Assessment</b>	
Attendance marks:	05 Marks
Class Test:	10 Marks
Assignments & Presentations:	10 Marks
Internal Assessment of Practical:	05 Marks

- End semester theory paper shall be of 50 Marks. There will be 4 Parts (A,B,C,D) and examiner shall set 7 questions in total from all the three Sections/Blocks (I,II,III) of the syllabus in total. Part A will have 2 questions of 12 Marks each from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions of 12 Marks each from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions of 12 Marks each from Section/Block III of the syllabus and students have to attempt any one. Part D will have 10 short answer questions of 2 Marks each from all the three Sections/Blocks(I,II,III) of the syllabus and the student have to attempt 7 questions.
- Duration of the end semester theory examination will be 3 Hours
- End semester practical will be of 20 Marks:  
(Performance = 10 Marks, Viva-Voce = 5 Marks, File = 5 Marks)
- Duration of end semester practical will be 3 Hours

2b. For theory course having 4 Sections/Blocks (I, II, III, IV) in the syllabus following evaluation pattern will be followed:

End Semester theory exam :	50 Marks
End Semester Practical exam:	20 Marks
Internal Assessment (Theory + Practical):	30 Marks.
<b>Internal Assessment</b>	
Attendance marks:	05 Marks
Class Test:	10 Marks
Assignments & Presentations:	10 Marks
Internal Assessment of Practical:	05 Marks

- End semester theory paper shall be of 50 Marks. There will be 5 Parts (A,B,C,D,E) and examiner shall set 9 questions in total from all the four Sections/Blocks (I,II,III,IV) of the syllabus in total. Part A will have 2 questions of 10 Marks each from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions of 10 Marks each from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions of 10 Marks each from Section/Block III of the syllabus and students have to attempt any one. Part D will have 2 questions of 10 Marks each from Section/Block IV of the syllabus and students have to attempt any one. Part E will have 7 short

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answer questions of 2 Marks each from all the four Sections/Blocks(I,II,III, IV) of the syllabus and the student have to attempt 5 questions.

- Duration of the end semester theory examination will be 3 Hours
  - End semester practical will be of 20 Marks:  
(Performance = 10 Marks, Viva-Voce = 5 Marks, File = 5 Marks)
  - Duration of end semester practical will be 3 Hours
3. For Music (Vocal & Instrumental) /Dance/Sculpture/Painting/Table/Applied/Commercial Arts courses where the division of Credits into L T P is 2 0 2, syllabus shall have 2 Sections/Blocks (I, II) and the following evaluation pattern shall be followed:

- End Semester Theory Examination 35 Marks
- End Semester Practical Examination 35 Marks (Performance = 25 Marks, Written/Viva-Voce = 10 Marks)
- Internal Assessment(Theory +Practical) 30 Marks(15+15)

**3a. Internal Assessment:**

- Attendance 05 Marks
- Class Test 05 Marks
- Assignments and Presentations 05 Marks
- Internal Assessment (Practical) 15 Marks

**3b. The paper pattern for the End-semester examination shall be as follows:**

- The paper duration for the semester theory exam shall be 1.5 hrs or otherwise approved by the concerned BOS
- The paper duration for end semester practical exam shall be 1.5 hrs or otherwise approved by the concerned BOS
- There will be 3 Parts (A, B, C) and examiner shall set 5 questions from both the Sections/Blocks (I, II) in total. Part A will have 2 questions from Section/Block I of the syllabus of 10 Marks each and students shall have to attempt any one. Part B will have 2 questions from Section/Block II of the syllabus of 10 Marks each and students shall have to attempt any one. Part C will have 7 questions from both the sections/blocks (I and II) of the syllabus and students shall have to attempt any 5 questions, and each question shall carry 3 Marks.

4. Where the division of the credits L T P is 0 0 3, the evaluation pattern shall be as under:

- End Semester Practical Examination 50 Marks, (Performance = 35 Marks, Written/Viva-Voce = 15 Marks)  
Duration shall be 1.5 hrs
- Internal Assessment (Practical) 25 Marks

**4a. Internal Assessment:**

- Attendance 05 Marks
- Class Test/Mid-semester Evaluation/etc. 10 Marks
- Assignments and Presentations/File Record/etc. 10 Marks

5. For ICDEOL (CDOE), students, internal Assessment (IA) shall comprise only assignments, Tutor Marked Assignments TMAs as per table below:

**Table 1: Number of TMA, Marks, & Number of Questions for UG Students of CDOE (ICDEOL)**

Sr. No.	Course Credits	Number of TMA	Marks per TMA	Total Marks	Number of Questions per TMA
1	2-credit courses	1 Tutor Marked Assignment (TMA)	15 Marks	15	3 Questions up to 500 words each
2	3-credit course	2 Tutor Marked Assignments (TMA)	15 Marks 10 Marks	25	3 Questions up to 500 words each 3 Questions up to 400 words each
3	4-credit course	2 Tutor Marked Assignments (TMAs)	15 Marks 15 Marks	30	3 Questions up to 500 words each 3 Questions up to 500 words each
4	6-credit course	3 Tutor Marked Assignments (TMAs)	10 Marks 10 Marks 10 Marks	30	3 Questions up to 400 words each 3 Questions up to 400 words each 3 Questions up to 400 words each

6. Attendance Weightage shall be as follows:

75% -79.9% - 1 Marks  
80% - 84.9% - 2 Marks  
85% - 89.9% - 3 Marks  
90% - 94.9% - 4 Marks  
95% - 100% - 5 Marks

7. Pass marks of each subject: 40% Aggregate and minimum 35% in each individual component (term end exams, practical, IA, etc.) of a subject.
8. Policy/Guidelines for Internship/Apprenticeship/Minor Project/Community Outreach/Dissertation/Research Project/etc. will be notified separately.

DATED: 11.04.2025

**PROCEEDINGS OF THE MEETING OF THE SUBCOMMITTEE CONSTITUTED BY  
THE VICE-CHANCELLOR VIDE DEAN OF STUDIES OFFICE  
NOTIFICATION NO.: 1-10/2022(NEP)-HPU(DS)- DATED: SHIMLA-5, THE 19<sup>TH</sup> APRIL 2024;  
FOR THE  
EFFECTIVE IMPLEMENTATION OF THREE/FOUR YEAR UNDERGRADUATE  
PROGRAMME ON THE CAMPUS OF H.P. UNIVERSITY AND AFFILIATED COLLEGES  
AND  
TO EXAMINE THE ONLINE MOOC'S/SWAYAM COURSES ALIGNED WITH THE  
RECOMMENDATIONS OF THE CURRICULUM AND CREDIT FRAMEWORK FOR  
UNDERGRADUATE PROGRAMMES OF UGC."**

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Post adoption of SWAYAM policy of H.P. University vide Himachal Pradesh University, Summer-Hill, Shimla-5 notification No. 7-1/2024-HPU (Acad) Dated 03<sup>rd</sup> Feb 2025; a meeting of the Subcommittee referred as above, constituted to examine the online MOOCs/SWAYAM courses with the recommendations of the curriculum and credit framework for undergraduate programmes of UGC and for the effective implementation of three/four-year undergraduate programme on the campus of H.P. University and affiliated colleges was held on dated 11<sup>th</sup> April 2025 at 12:30 p.m. in the office of the Dean Planning and Teachers Matter to *revise/amend* the SWAYAM policy of H.P. University.

The following were present in the meeting:

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|--|--------------|
| 1. Prof. Jawahar Thakur, Dept. of Computer Science   | Co-ordinator |
| 2. Prof. Joginder Singh Dhiman, Dept. of Mathematics | Member       |
| 3. Prof. Anita Ganpati, Dept. of Computer Science    | Member       |
| 4. Dr. Yogesh Mohan, Dept. of Computer Science       | Member       |

The committee took note of and went through the relevant documents such as *UGC Curriculum and Credit Framework for Undergraduate Programmes of UGC and Online Learning Courses through SWAYAM, Regulations dated 25 March 2021* and *Framework for Universities to conduct Examinations for SWAYAM Courses [UGC Letter No. D.O.F.No.1-8/2017(SWAYAM) Dated 27<sup>th</sup> August, 2024]*, etc. After detailed deliberation in the light of the above documents, the subcommittee recommends the following for the implementation of credit transfer by MOOCs in the various Faculty/Department/affiliated colleges of the University:

1. As per the existing UGC regulations "40% of the credits in any category may be earned through online courses" approved by the relevant bodies of the universities. The learner can adopt and credit courses from SWAYAM MOOCs up to 40%, which usually translates to one course per semester.



To earn these credits the various Faculty/Department/Institutes may exercise the following options depending on the suitability and requirement of MOOCS in their respective Faculty/Department/Institute.

**Option 1:**

NPTEL is defining domain certifications for UG courses within each discipline, where a certain number of allied courses are grouped together to form a domain or area of specialization. Each domain comprises 3-4 core courses that are compulsory and 2-3 elective courses to be taken from the given options. The students need to complete these domain courses within 3 years from their first exam registration to complete a domain certification. The set of 5-7 courses taken by the students will give them a strong foundation and understanding of the area and might make students more job-ready or better prepared to pursue higher education and research. These domains (set of courses) can be recommended and approved by the Academic Council so that students can start taking these courses from the first/second year and comfortably complete them by the time they graduate. The domain may be entered into the university transcript as such and given additional credits. **It is suggested that this need not be made mandatory for all students, but only for those who want specializations along with their regular degree.**

**Option 2:**

The students may be given the option to accrue 20 credits from SWAYAM/NPTEL in addition to the credit earned for their regular coursework. These students should be awarded Honors degree wherever applicable. Students have to take the courses and write the NPTEL exams, and show the certificates obtained. Advantages of the option are that the regular course offered can be taken from the university during the normal schedule, and the 20 credits can be pursued by a more dedicated group of students in each programme. These 20 credits can be completed from one of the domains or from a set of other courses which are not covered as part of the prescribed syllabus of the programme.

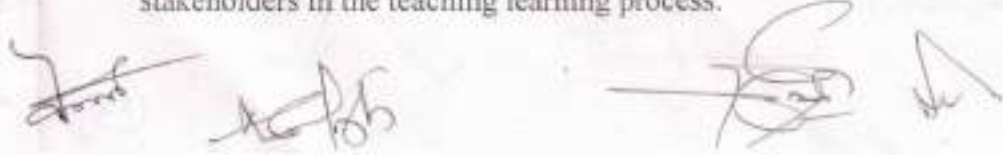
**Option 3:**

All students may be allowed to take at least one open elective course online with SWAYAM/NPTEL to be better prepared for the future, so that they can cultivate the habit of self-study online. The open elective course must be of equivalent credits. The students can go for the open elective course with the due permission of the MOOC Coordinator and Chairperson/Director. The open elective course should be from the list notified by the Department/Faculty.

**Option 4:**

The Chairpersons of various Departments, after due resolution of the respective Departmental Councils, may initiate the process of starting MOOCs in lieu of any Core/Elective/Open Elective/VAC/SEC course(s) etc. The Departmental Council needs to justify the suitability of the MOOC in terms of the number of credits and coverage of the content. The MOOC must cover at least 60-75 percent contents of the course prescribed in the syllabus and must be of equivalent credits.

2. The Chairpersons of the Departments must prepare the list of MOOCS related domains of specialisation/open elective/elective/core courses through the respective departmental councils. Any MOOC must be initiated in consultation with the students who are important stakeholders in the teaching learning process.





3. SWAYAM notifies to the Registrars of all the Institutions, on 1st June and 1st November each year, the list of the online learning courses that would be offered in the forthcoming Semester. The Chairperson/Director of the Department/Institutes must get the list of MOOCs to be offered approved by all the competent bodies/authorities as per the university regulations.
4. It is again recommended that, in most cases, the courses taken by the students be a discipline elective not offered by the university, so that they can leverage the online course initiative completely, which is to facilitate opportunities in areas of learning for which teachers are not locally available.
5. The domain specialisations/credit earned through MOOCs must be entered in the transcripts of the students.
6. The university needs to have a mechanism in place for conducting supplementary examinations for the students who may not pass any MOOC that was offered in place of a core/elective/open elective/VAC/SEC course(s) etc. The Chairperson/Director must prepare a panel of examiners for such MOOCs.
7. The COE will facilitate the conduct of supplementary examinations for the MOOCs as per the *Framework for Universities to conduct Examinations for SWAYAM Courses by UGC (annexure-C)*.
8. No supplementary examinations will be conducted for the MOOCs opted by the students for over and above the requirement of the degree of the programme, i.e., no supplementary examinations will be conducted for the MOOCs for earning the Honors degree or a domain specialisation.
9. No MOOCs should be offered in the first and last semesters. During the first semester, the students need time to get acquainted with the university system. Offering a MOOC in the last semester of the programme may cause delays in completion/award of the degree.
10. The MOOCs should be offered with utmost care so that the overall academic performance of the students does not suffer, and in no case should there be a delay in the award of the degree.
11. Every Department/Affiliated Colleges must appoint a MOOCs Coordinator to deal with the issues related to the smooth conduct of these courses.
12. The Departments/Affiliated Colleges can only allow up to a maximum of 40% of the total courses being offered in a particular program in a Semester through the online mode provided through the SWAYAM/NPTEL platform.
13. While allowing the online learning MOOCs offered by SWAYAM/NPTEL etc., the Department/Affiliated Colleges shall ensure that all the physical facilities like Laboratories, computer facilities, internet connectivity etc., essential for pursuing the courses are made available in adequate measure for the students opting for these courses.



The revised "HPU-SWAYAM Policy 2025" is attached as **annexure-A**.  
Proposed guidelines for implementation and adoption of SWAYAM MOOCs in HPU/  
Affiliated Colleges are attached as **annexure-B** and Framework for Universities to conduct  
Examinations for SWAYAM Courses by UGC (**annexure-C**).

The meeting ended with a vote of thanks to the Chair.



**Yogesh Mohan**



**Anita Ganpati**



**Joginder Singh Dhiman**



**Jawahar Thakur**



## REVISED HPU-SWAYAM Policy 2025

### Definitions

- **HPU-SWAYAM Policy:** The policy of the Himachal Pradesh University to consider online learning courses available on the SWAYAM Platform for credit transfer.
- **SWAYAM:** Study Webs of Active Learning for Young Aspiring Minds
- **MOOCs:** Massive Open Online Courses (MOOCs) are such online courses that are developed and made available on the SWAYAM platform of the Government of India.
- **MOOCs Guidelines:** Mean guidelines on online learning issued by the MHRD vide its orders dated 25 March 2021 and subsequent addendums issued by the MHRD.
- **MHRD:** Ministry of Human Resource Development
- **NME-ICT:** National Mission on Education through Information Communication Technology
- **NPTEL:** National Programme on Technology Enhanced Learning
- **Course:** A paper that is taught for at least one semester as part of a subject.

There shall be two types: credit courses and non-credit courses.

1. A). Credit Course shall mean a course which is taught for at least one semester as a part of a subject/programme.
  2. B). Non-Credit Course shall include courses like awareness programme, continuing education programme, or training of a specific skill set as an independent course, which are not part of any set curriculum. It can be of shorter duration.
- **CBCS:** Choice-Based Credit System
  - **Credit:** One credit will be equivalent to 13-15 hours of learning designated for the course.
  - **Sector:** A particular level of learning, such as high school, engineering / non-engineering diploma/ degree/ post-graduation.
  - **Subject:** A discipline (Example: Physics) taught in an educational institution consisting of specific programmes/courses, resulting in the award of a certificate/diploma/degree.

### SWAYAM-Background

Whereas, with a view to providing access to the best quality learning resources across the country, the project 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) has been started by the Government of India. SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering High School till all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT. SWAYAM is a:

- one-stop web and mobile-based interactive e-content for all courses from High School to University level.
- High-quality learning experience using multimedia on an anytime, anywhere basis.



- State-of-the-art system that allows easy access, monitoring and certification.
- Peer group interaction and a discussion forum to clarify doubts
- Hybrid model of delivery that adds to the quality of classroom teaching.


Whereas, SWAYAM involves the development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

### **Himachal Pradesh University SWAYAM Policy (HPU-SWAYAM)**

- The online learning courses available on the SWAYAM Platform will be considered for credit transfer in the UG Programmes of the Himachal Pradesh University.
- The Single Point of Contact (SPOC) of Himachal Pradesh University in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- The student/university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/internal exam and end-semester/external exam.
- Any student will be permitted to opt for only up to 40% of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter, and it will be mandatory for her/him to take prior approval to undergo an online course/paper.
- It will be mandatory for students to inform the college/ university/institute and the potential employer.
- While allowing the online learning courses offered by SWAYAM, Himachal Pradesh University shall provide free and adequate physical facilities like laboratories, computer facilities, library, etc., essential for pursuing the courses, if available with the University and feasible.
- Himachal Pradesh University will designate a SPOC, Mentor/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.

### **Credit Transfer for MOOCs**

- Himachal Pradesh University shall give the equivalent credit weightage to the students for the credits earned through online learning courses through the SWAYAM platform in the credit plan of the program.
- Credit transfer policy will be applicable to:
  - A). All UG programmes offered by the Himachal Pradesh University.
  - B). Capability Enhancement Courses, Skill Enhancement Courses, Elective Courses, Value Addition Courses (VACs), and Elective Courses (Intra/Inter) etc.





## Procedure for Credit Transfer

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- During the current semester, the candidate while filling up her/his exam form, will have to submit an undertaking for credit transfer forwarded through SPOC and the Director/Principal of the Affiliated College/ Institute.
- Once due permission is granted by the Controller of Examination/Registrar of the University, the student need not appear for the University examination for the exempted course(s).
- The Local chapter (School/College/institute) will intimate the exam section about the completion of a course by a letter from the SPOC and the Director/Principal of the affiliated College/ Institute along with the certificates of completion and the list of students, who have passed MOOC in the current semester.
- On successful completion of each course, the institution offering the MOOCs would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into their marks certificate issued by their parent institution.
- The conversion of marks from grade points awarded in the certificate issued by the institution offering MOOCs shall be as per the Himachal Pradesh University Ordinances and Regulations for UG, if not specified in the certificate.
- If a 4-credit course is not available as per the choice of the student then he/she can opt for a 3-credit course that is available, and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- If a 3-credit course is not available as per the choice of the student then he/she can opt for a 2-credit course that is available, and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- Students who have qualified in the proctored examinations conducted by the SWAYAM-NPTEL and apply for credit transfer as specified; are exempted from appearing in the continuous end semester evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student opts for an additional MOOC course above 40%, it will be considered as add-on credit and will be reflected on the marks sheet or a separate certificate, but will not be taken into account for tabulating CGPA.
- In case of delay in SWAYAM results, the university can withhold the results of such candidates, and upon declaration of results of MOOCs, the university will issue the marks sheet for such students.
- The university will not remain responsible for any kind of delay in the results, ambiguity in the results, and/or declared results for such students.

## Anticipatory Measures

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- The university shall constitute the university-level credit transfer committee (CTC) for transferring credits earned by the students through SWAYM-NPTEL-MOOCs.
- The university-level credit transfer committee shall resolve any issues that may arise in the implementation of this ordinance/ rules/ Regulations/ policy from time to time.
- The university shall review its credit transfer policy in the light of periodic changes brought by UGC, AICTE, SWAYAM, NPTEL and the State Government through the existing university-level credit transfer committee.

## Credit Transfer Committee

The University-level credit transfer committee shall have the following structure.

- Controller of Examinations – *Member Secretary*
- The University-level MOOCs Coordinator/Nodal Officer (*SPOC*)
- Deans Academics
- Dean (CDC)
- Three to Five Deans of faculty nominated by the Vice Chancellor. (*Due weightage is to be given to various faculties.*)
- Three to Five Principals of the affiliated colleges nominated by the Vice Chancellor. (*Due weightage is to be given to various faculties.*)

The CTC shall identify the list of courses offered by MOOCs, which shall be offered to the students in an academic year/semester/term.

The university-level MOOCs Coordinator (SPOC) shall give wide publicity to the identified courses, provide proper guidance, educate, and encourage the students to opt for MOOCs.

The Controller of Examination – Member Secretary shall convey the meeting twice in an academic year, preferably each in a semester/term, record minutes of each meeting, do the necessary formalities to take approval of various university bodies (if required), and take all measures to implement the policy. It shall be obligatory for the controller of examination to inform the rules/policy of SWAYM-NPTEL-MOOCs-MHRD to the CTC.

The above Ordinances/ Rules/ Regulations/ Policy shall also be applicable for the candidates undergoing the programmes in Self-Financing / Higher payment Stream.

The University/ The Vice Chancellor may from time-to-time revise, amend, and change the Ordinances/ Rules/ Regulations/ Policy and the Curricula, if found necessary.





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**REVISED GUIDELINES  
for  
IMPLEMENTATION and ADOPTION of SWAYAM MOOCs  
in HPU and AFFILIATED COLLEGES**

SWAYAM is an indigenous platform of Government of India which provides repository of interactive electronic learning resources under a single window. It provides credit and non-credit Massive Open Online Courses (MOOCs). It enables the students to virtually attend courses taught by the best faculty and earn credits as per the UGC Regulations, 2021. The credits earned by students in SWAYAM MOOCs are transferable in any Indian University/Institute. Therefore, university students can opt for MOOCs through SWAYAM and seek transfer of credits from the university.

SWAYAM MOOCs for earning credits are offered in each semester in January and July every year. Technical and non-technical SWAYAM-MOOCs approved by SWAYAM Board are offered on SWAYAM platform. The list of courses is widely circulated to all the Chairpersons and faculty members by the SWAYAM Local Chapter of the university as soon as these courses are launched on the SWAYAM platform in the months of May-June/ November-December. The list is available on SWAYAM official website: [swayam.ac.in](http://swayam.ac.in)

As proposed through the proceedings of the meeting of the subcommittee formed by the Hon'ble Vice-Chancellor, at least one compulsory course may be offered by the Departments/Affiliated Colleges for each semester from identified SWAYAM MOOCs, and there will not be any parallel course in the department. It will be a compulsory course for all the students through SWAYAM-NPTTEL MOOCs. Also, at least one elective course may be offered by the department to be chosen by the students from SWAYAM MOOCs.

The following guidelines are being proposed while implementing the adoption of SWAYAM MOOCs in the HPU/Affiliated Colleges.

**1. Procedure for offering MOOCs by Departments/Affiliated Colleges**

- Chairpersons of all Departments are advised to appoint a teacher coordinator for SWAYAM MOOCs at the departmental level.
- A committee comprising at least three faculty members, including SWAYAM Coordinator of the department, should identify the compulsory and elective SWAYAM MOOCs for each

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semester in the month of June / December. These identified SWAYAM MOOCs can be referred to the concerned faculty members for evaluation of its matching contents and syllabus up to at least 60-75% with that of the University. The final decision to offer the identified SWAYAM MOOCs may be taken in the departmental council. The list of identified SWAYAM MOOCs should be publicized amongst students through the notice board/website etc.


- It will be the duty of the department/institution to ensure that all the students opting for the offered MOOCs register themselves on the SWAYAM platform well before the last date.
- The required facilities for the SWAYAM MOOC, like laboratories, computer facilities, library etc. will be made accessible to the students by the department/ university for free.
- A list of students allowed to opt for SWAYAM MOOCs should be made available to the office of the Dean Academic, UGC SWAYAM Coordinator, and Controller of Examinations at the start of each semester. The Chairperson will also get ratified the offered SWAYAM MOOCs from the Academic Council of the university.
- Students can pursue 40% of credit courses online through MOOCs.

## **2. Creation of SWAYAM MOOCs**

The Chairpersons are also requested to encourage faculty members to produce MOOCs in the subject of their choice. This will give faculty members an opportunity of using ICT Tools for teaching-learning purpose and also instil a global visibility in them. This will help in shaping a new benchmark of excellence in professional development of faculty in particular and the university at large. The UGC will provide financial assistance for them. They may apply for the production of MOOC through SWAYAM website. Guidelines and procedures for the creation of MOOCs are available on the SWAYAM portal.

## **3. SWAYAM-PRABHA Program:**

NPTEL Video Contents can be procured and made accessible to all faculty members and students through the Campus Wide Network. LED along with DD Free Dish for SWAYAM-PRABHA Program should be installed in the Departments/Affiliated Colleges. The students can visit and watch MOOC lectures as per the schedule. The SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting high-quality educational programmes on a 24X7 basis. Every day, there will be new content for at least four hours which would be repeated five times a day, allowing the students to choose the time of their convenience. MOOC contents are provided by SWAYAM.





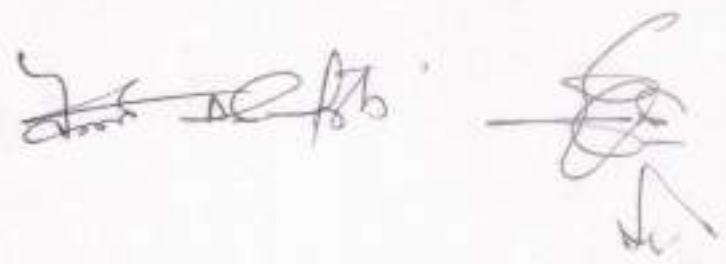
#### 4. UGC SWAYAM Chapter: Single Point of Contact (SPOC) for SWAYAM MOOCs

- UGC has formed Local Chapters in the Universities for creating awareness and promotion of SWAYAM MOOCs. UGC Swayam Coordinator in SWAYAM-UGC Local Chapter is a Single Point of Contact in the university for SWAYAM MOOCs. He/ she plays a pivotal role in disseminating and popularizing SWAYAM MOOCs among students in particular and the academic fraternity at large. He/ she will facilitate in various things like sending all important announcements regarding SWAYAM MOOCs, setting up of SWAYAM MOOCs examination centre in the university, fee waiver for economically weaker students etc. A list of students opting for SWAYAM MOOCs must be made available to UGC Swayam Coordinator by the concerned department/institute at the start of each semester so that related things can be planned and required support can be provided.
- In order to spread awareness and promote SWAYAM courses, University Swayam Mentors (*from faculty*) and University Swayam Volunteers (*from students*) may also be nominated to act as brand ambassadors for the popularization of SWAYAM initiatives.

#### 5. Publicize SWAYAM MOOCs:

The Chairpersons are requested to motivate faculty and students to visit the SWAYAM portal and get registered. Faculty and students are also advised to download the SWAYAM Android mobile application from Google Play. They may also be encouraged to enrol for non-credit courses of their choice. Every student of the university should register for at least one MOOC course.

The Chairpersons and Departmental SWAYAM Coordinators are advised to visit the official SWAYAM portal time to time for the latest announcements.





आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव  
विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O.F.No.1-8/2017(SWAYAM)

27<sup>th</sup> August, 2024/ 5 भाद्रपद, 1946

**Subject : Framework for Universities to conduct Examinations for SWAYAM Courses.**

आदरणीय महोदय/महोदय,

I would like to inform you that UGC and MoE have organised state-wise SWAYAM awareness and outreach virtual meetings during October-November 2023, and April- May 2024. UGC has also conducted two online meetings chaired by the Chairman, UGC with Higher Education Institutions (HEIs) on 8<sup>th</sup> February, 2024 and 5<sup>th</sup> March 2024 to deliberate on adopting SWAYAM for credit transfer and gather feedback from HEIs.

These meetings were attended by Vice-Chancellors of Universities, College Principals, SWAYAM Coordinators, and NEP SAARTHIs wherein the state-wise status of participation of students from these Universities on the SWAYAM platform was shared. The queries of the HEIs, such as re-examination for failed students, reduction of examination fees, online doubt-solving classes, and a re-run of the SWAYAM courses were also addressed during these interactions.

During these interactions, universities expressed keen interest in conducting SWAYAM examinations for their students enrolled in SWAYAM courses. Subsequently, this matter was deliberated upon during the 24<sup>th</sup> SWAYAM Board meeting on 5<sup>th</sup> March 2024 at the Ministry of Education. To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, the SWAYAM Board decided that the universities may conduct examinations for courses offered on SWAYAM, provided the university has adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and requested UGC to issue necessary framework in this matter.

At present, the end term proctored examinations for SWAYAM courses are conducted by the National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL). In addition to these, students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

In this regard, please find the related documents as under:-

1. Framework for Universities to conduct Examinations for SWAYAM Courses.
2. Steps for Adopting MOOC Courses through the SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)) for Universities & Colleges.
3. University Dashboard User Guide - for universities to register on the SWAYAM University dashboard to help them benefit from the Framework.

सादर ,

संलग्नक: उपरोक्तानुसार

To,

The Vice Chancellors of all Universities.

भवदीय,  
  
(मनिष जोशी)



## Framework for Universities to conduct Examinations for SWAYAM Courses

### Major Highlights of the Framework:

1. To increase the number of students taking SWAYAM Courses for credit accumulation.
2. To enhance student flexibility with respect to SWAYAM Examination.
3. To permit Universities to conduct SWAYAM Examination provided they have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

### Purpose of the Framework:

SWAYAM ([www.swayam.gov.in](http://www.swayam.gov.in)) is an online platform of the Government of India designed to achieve the three cardinal principles of Education Policy, viz., access, equity, and quality. Through the SWAYAM platform, students can take online courses from leading Higher Education Institutions to fulfill credit requirements for their university's academic programmes, which can be accessed by anyone, anywhere at any time.

As per the UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021, an institution can allow students to take up to 40% of their total courses online in a particular programme in a semester, through the SWAYAM Platform. The credits/marks obtained by the candidate enrolled in universities for SWAYAM Certificate, will be counted in the transcript of the candidate, only if the University has adopted MOOCs Courses offered on SWAYAM Platform for Credit Transfer.

The SWAYAM courses are aligned with the academic semester commencing in the month of January and July of every year. The courses offered on SWAYAM are mapped by the universities to their regular academic curriculum.

Currently, the end term proctored examination for all the SWAYAM based credit courses are conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) in the their designated centres across the country.

To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, it has been decided in the 24th SWAYAM Board meeting held on March 5, 2024, that Universities who have adopted UGC SWAYAM Regulations 2021 will be permitted to conduct examinations of the SWAYAM courses for their students who enrolled and completed Courses from the SWAYAM Platform.

Students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

Universities would conduct these examinations during the current semester for their students along with the end-term examinations.

Universities would conduct examinations in the subsequent two semesters for their students who could not pass/appear in the end-term SWAYAM Course exams.

All universities shall appoint a Nodal Officer to coordinate with the SWAYAM Technical team in matters related to SWAYAM Courses including registration and credit transfer.

The University shall conduct the examination for students enrolled in SWAYAM courses in alignment with their regular academic calendar.

## Eligibility Criteria for Universities to conduct SWAYAM examination: -

All universities which are listed under Section 2 (f) of the University Grants Commission Act, 1956 and have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

## Steps to be taken by the University:

1. If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.
2. The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.



3. For conducting the end-term examination, the University shall be responsible for setting the Question Papers, evaluation of answer scripts and declaration of examination results.
4. The University shall ensure that students who have completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM shall only be allowed to appear for the end-term examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard.
5. The University shall give 70% weightage to end-term examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal.

### Responsibilities of the University Nodal Officer:

1. To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.
2. To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam.
3. To conduct the end-term examination and upload the marks on the SWAYAM portal.
4. To ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their Automated Permanent Academic Account Registry (APAAR) id and visible to the students with their login credentials.
5. To prepare the list of students who could not pass/appear in the end-term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

**Steps for Adopting MOOC Courses**  
**through the SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in))**  
**for Universities & Colleges**

**Step-1: Approval of University Statutory Bodies to adopt SWAYAM**

1. The University should make amendments in its Ordinances, Rules and Regulations through its Statutory bodies (i.e. Executive Committee, Academic Council, Board of Studies) to incorporate provisions for the transfer of up to 40% of the total courses in a semester to be taken through online learning via the SWAYAM Platform as per University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.
2. The University should inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
5. The details of the Nodal Officer should be published on the University website.
6. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

**Step-2: SWAYAM Course Selection and Awareness by University**

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1<sup>st</sup> June and 1<sup>st</sup> November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall identify SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/Social Media.



### **Step-3: SWAYAM Course Registration and registration for SWAYAM Exam**

1. The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University/College Level.
2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
3. The Nodal Officer shall conduct an awareness and sensitization program related to SWAYAM courses at the beginning of every semester (January and July) as per the SWAYAM academic calendar.
4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.
5. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator.

### **Step-4: Examination Process and declaration of results for SWAYAM Courses**

1. The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -
  - A. The Universities conduct the end term SWAYAM Examination.
  - B. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.
4. Universities which opt to conduct the end term examinations for SWAYAM courses may refer to **Framework for Universities to conduct Examinations for SWAYAM Courses** for the detailed procedure.
5. For universities which do not opt to conduct the end-term examinations for SWAYAM courses, the end-term proctored examinations are conducted by the NTA and NPTEL at designated centers across the country. Subsequently, NTA & NPTEL will announce the results.

**Step-5: Steps for transfer of Marks/Credits obtained by students through the SWAYAM Platform to their University Transcript/Marksheet**

**A. SWAYAM Courses for which the end-term examinations are conducted by Universities:**

1. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students' in the end-term examination, conducted by the University.
2. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students' University Mark-sheet / Transcript.
3. University to ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

**B. SWAYAM Courses for which the end-term examinations are conducted by NTA/NPTEL:**

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll number, course name, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the CoE and the credits of the Courses as indicated in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Marksheet.
3. The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the College shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University CoE.

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PROCEEDING OF THE MEETING HELD ON 22.04.2025 WITH FACULTY MEMBERS OF CENTRE FOR DISTANCE AND ONLINE EDUCATION CDOE, H.P. UNIVERSITY WITH REGARD TO IMPLEMENT THE NEP IN UNDERGRADUATE PROGRAMMES FROM THE ACADEMIC SESSION 2025-26 ONWARDS (BEGINNING FROM JULY 2025), AS PER THE GUIDELINES OF UGC.

With reference to the Dean of Studies letter No. 1-10/2022(NEP)-HPU(DS)-73 dated 08.04.2025, the Director (CDOE) convened an emergent meeting with all the faculty members of CDOE on 22.04.2025 at 11:30 a.m. in the Smart Class room of CDOE with regard to implement the NEP in Undergraduate Programme and develop IAPC/work-based vocational course in the 2<sup>nd</sup> Semester under NEP for ODL learners. The following were present in the meeting:-

1. Prof. Sanju Karol, Director
2. Prof. Hari Mohan, Mathematics
3. Prof. Pardeep Kumar, Mathematics
4. Prof. Bhawana Jharia, Pol. Science
5. Prof. Kuldeep Singh Katoch, Education
6. Prof. Surender Kumar Sharma, Education
7. Dr. Ashwani Rana, Associate Prof. English
8. Dr. Joginder Singh Saklani, Associate Prof. Pol. Science
9. Dr. Shashi Kant Sharma, Associate Prof. Education
10. Dr. Ritika Sharma, Associate Prof. Education
11. Dr. Rajesh Kumar Sharma, Associate Prof. Education
12. Dr. Arun Guleria, Associate Prof. English
13. Dr. Monika Sood, Asstt. Prof. Education
14. Dr. Dev Raj, Asstt. Prof. Sanskrit
15. Dr. Yog Raj, Asstt. Prof. Pol. Science
16. Dr. Usha Rani, Asstt. Prof. Hindi
17. Dr. Sharda Verma, Asstt. Prof. History
18. Dr. Anjana Thakur, Asstt. Prof. Sociology
19. Dr. Aarti Manglesh, Asstt. Prof. Mathematics
20. Dr. Pallavi Bhardwaj, Asstt. Prof. English
21. Dr. Nisha Thakur, Asstt. Prof. English
22. Dr. Ashok Kumar Bansal, Asstt. Prof. MBA
23. Dr. Sandeep Kumar, Asstt. Prof., Computer Science
24. Dr. Suresh Kumar Asstt. Prof., Commerce
25. Dr. Dharam Pal, Asstt. Prof. Economics
26. Dr. Ajay Sood, Asstt. Prof. Economics
27. Dr. Mangat Ram Asstt. Prof. Hindi
28. Dr. Ruchi Verma, Asstt. Prof. Education
29. Sh. Prem Prakash, Asstt. Prof. Economics
30. Sh. Shiv Dass Katoch, Asstt. Prof. Pub. Adm.

At the outset of the meeting, the Director (CDOE) welcomed all the faculty members present in the meeting and apprised the Faculty members, that the Hon'ble Vice-Chancellor has passed the direction to implement NEP in the HPU campus including CDOE from the academic session 2025-26 and regular meetings are being convened by the Dean of Studies to prepare the syllabi of undergraduate under NEP. The committee constituted by the Hon'ble Vice-Chancellor, HPU held its meeting on 21.04.2025 and proposed to convene a meeting with all the faculty members of CDOE to decide the IAPC/work-based vocational course for CDOE's learners. Hence, emergent meeting of Faculty, CDOE was called to discuss and decide the matter. During the course of the meeting, detailed discussions were held and following decisions were taken in the meeting:-

It is unanimously decided by all the faculty members present in the meeting that in order to meet the requirement of second semester IAPC/work-based vocational education and training of NEP 2020, it is appropriate that CDOE formerly ICDEOL will offer the same course as prepared by the NEP committee for the students of Regular mode. All 37 No's of CDOE faculty will take the responsibility to conduct internship/apprenticeship/project/community outreach of ICDEOL students and no financial benefit will be given to them in lieu of this. All faculty members will bear the responsibility for conducting these activities, regardless of program specifics. In addition to the faculty of CDOE, the Co-ordinators/counselors appointed at 06 Learner Support Centres of Himachal Pradesh will also act as supervisor to conduct these activities for the students of CDOE. The undergraduate students will be entertained equally by all the faculty members regardless programme/discipline specific. The Director of CDOE reserves the right to assign the roles of Nodal Officer, Coordinator, or Supervisor to any faculty member to facilitate the defined activities in this course. The requirements of the course will be met internally by all faculty members of CDOE, regardless of their specific program or discipline and thereafter if the need arises, the services of faculty can be outsourced on remuneration basis.

The meeting ended with a vote of thanks to the chair.

(Sh. Shiv Datta Katoch) (Sh. Prem Prakash) (Dr. Ruchi Verma) (Dr. Mangat Ram)  
 (Dr. Ajay Sood) (Dr. Dharam Pal) (Dr. Suresh Kumar) (Dr. Sandeep Kishor)  
 (Dr. Ashok Kumar Bansal) (Dr. Nisha Thakur) (Dr. Pallavi Bhardwaj) (Dr. Anil Manglesh)  
 (Dr. Sharda Verma) (Dr. Anshu Thakur) (Dr. Usha Rani) (Dr. Yog Raj)  
 (Dr. Dev Raj) (Dr. Monika Sood) (Dr. Rajesh Kumar Sharma) (Dr. Arun Guleria)  
 (Dr. Rinki Sharma) (Dr. Shashi Kant Sharma) (Dr. Joginder Singh Saklani) (Dr. Ashwani Rana)  
 (Prof. Surendra Kumar Sharma) (Prof. Kuldeep Singh Katoch) (Prof. Bhawana Jhata)  
 (Prof. Pardeep Kumar) (Prof. Hari Mohan)

(Professor Sanju Karol)  
 Director, CDOE