



# **HAND BOOK OF INFORMATION**

## **RELATING TO THE MERIT BASED COURSES**

Diploma in Yoga, PG Diploma in (Polymer Science, Applied Analytical Chemistry, Women Dev. Studies, Guidance & Counselling, Population Studies, Tribal Studies, Adult Education) Certificate / Diploma/ Advance Diploma in (French, German, Russian and Bhoti), PG Diploma in Deen Dayal Upadhaya Thought, P.G. Diploma in Ambedkar Studies, P.G. Diploma on Cyber Crime Prosecution and Defence, PG Diploma in Bioinformatics, P.G. Diploma in Disaster and Disaster Management, P.G. Diploma in Parmar Studies, P.G. Diploma in Shyama Prasad Mukerjee Studies, P.G. Diploma in Ancient Indian Mathematics, Certificate course in Vedic Mathematics, M.A (Education, Archaeology and Ancient History, Population Studies, Defence and Strategic Studies), B.Lib.I.Sc., M.Lib.I.Sc., M.Sc.(Data Science & Artificial Intelligence, Forensic Science)etc.

**SESSION 2022-2023**

**HIMACHAL PRADESH UNIVERSITY**  
**SUMMER HILL, SHIMLA – 171005**

**(Last date of filling the on-line application form is 11.06.2022)**



# HIMACHAL PRADESH UNIVERSITY

NAAC Accredited "A" Grade University  
GYAN PATH, SUMMER HILL, SHIMLA-171005



**Prof. S. P. Bansal**

*Vice-Chancellor*

## MESSAGE

I am happy to know that Himachal Pradesh University has prepared the prospectus for studies in merit based and other diploma courses for the academic session 2022-23 beginning in July, 2022.

This University has completed 52 years of existence and made many Mile stones in the dissemination of Higher Education. This being the oldest Affiliating Institution in the higher learning has earned name globally. Efforts have been made to make the syllabus and programs to prepare the Master Degree and Diploma Holders according to the demand of the market in view of the recent challenges and opportunities.

The University has a very serene panoramic view with calm and quiet atmosphere for studies.

I welcome the students to the Himachal Pradesh University.

  
(Prof. S. P. Bansal)

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# HIMACHAL PRADESH UNIVERSITY

## 1. INTRODUCTION:

Himachal Pradesh University, named after the State of Himachal Pradesh, was established on 22nd July, 1970. The University is located at Summer Hill, a suburb at the western end of Shimla at a distance of 5 Kms. from the town. About 15 (Fifteen) Kms. from Jubber Hatti Air Port and at a distance of about 200 metres from Summer Hill Railway station.

### 1.1 ACADEMIC PROGRAMMES AT A GLANCE:

The University has 30 teaching departments covering various programmes of study in the Faculties of Physical Sciences, Life Sciences, Social Sciences, Commerce & Business Administration, Education, Law, Languages, Performing & Visual Arts. Various academic programmes offered are of the Master's level, M.Phil and Doctoral levels, Certificates, Diplomas, PG Diplomas. Five year course BA.LLB (Hons.) is also offered at the University Institute of Legal Studies (UILS). The other courses offered include M.Tech., B. Tech., BBA, BCA.

The courses offered at Himachal Pradesh University's Regional centre located at Dharamshala include: LLB, M.Sc Geology, M.A./M.Sc Mathematics, M.A. (English, Political Science, Economics, Hindi, Sanskrit, Public Administration, Journalism and Mass Communication), , MCA, MBA and PGDCA.

All the colleges within the territorial jurisdiction of Himachal Pradesh are affiliated to the University. Besides this, the University runs a Centre for Evening Studies, especially for the employees of recognised establishments and a University College of Business Studies for BBA and BCA programmes.

Prospectuses for various courses are available as per the basis of admission i.e. through the entrance tests and through the merit of qualifying examination. The admissions to the Master's level courses is through the Entrance Tests in all the faculties and also to MA(J&MC), Management Studies and Vocational Courses (MTA). Separate prospectuses are available for Sciences, B.Ed./MCA/HPUBS and MTA. Necessary information is available in the respective Departments.

In most of the courses the pattern of Examination is semester system as per the schedule given in the Handbook of Information. However, a couple of courses are exclusively run as per the annual system. Academic session starts in July.

### 1.2 FACILITIES:

Himachal Pradesh University is spread over an area of 213 bighas and has a distinctive architecture. The artistically designed buildings house various teaching departments, well equipped laboratories and a large library. Within the library, a cyber cafe (Centre of Information Technology) with the INTERNET INFLIBINET facility is operative. Besides residential accommodation for the teaching and non-teaching staff, there are ten hostels for girls and four hostels for boys. The University has an auditorium with a seating facility for 750 persons. In addition, the following facilities are also available at the campus:-

(1) A branch of the State Bank of India (2) A branch of H.P. State Co. Operative Bank (3) University Health Centre (4) An Employment Information and Guidance Bureau (5) A Co-operative Store and a market (6) Post Office (7) An Outdoor Stadium (8) Transport Facilities (9) Computer Facilities and Internet access (10) and a Canteen

## 2. TEACHING FACULTIES AND DEPARTMENTS:

### A **Faculty of Commerce and Management**

1. Department of Commerce
2. Himachal Pradesh University Business School
3. Institute of Vocational studies (Tourism)

### B. **Faculty of Education**

1. Department of Education
2. Department of Physical Education

### C. **Faculty of Languages**

1. Centre for Buddhist Studies
2. Department of English
3. Department of Hindi
4. Department of Modern European and Foreign Languages

5. Department of Sanskrit

**D. Faculty of Law**

1. Department of Law

**E. Faculty of Performing and Visual Arts**

1. Department of Performing Arts
2. Department of Visual Arts

**F. Faculty of Physical Sciences**

1. Department of Chemistry
2. Department of Computer Science
3. Department of Mathematics & Statistics
4. Department of Physics
5. Department of Data Science and Artificial Intelligence

**G. Faculty of Life Sciences**

1. Department of Bio-Sciences
2. Department of Biotechnology
3. Department of Environment Science
4. Department of Microbiology
5. Department of Forensic Science

**H. Faculty of Social Sciences**

1. Department of Economics
2. Department of History
3. Department of Journalism and Mass Communication
4. Department of Political Science.
5. Department of Psychology
6. Department of Public Administration.
7. Department of Yoga Studies
8. Department of Sociology
9. Department of Life Long Learning
10. Department of Defence & Strategic Studies
11. Department of Library & Information Science
12. Department of Population Studies
13. Department of Archaeology and Ancient History
14. Department of Geography
15. Deen Dayal Upadhyay thought

**I Faculty of Environment Development and Sustainability Studies**

1. Department of Inter Disciplinary Studies

All the Teaching Departments of the University are located at Summer Hill, Shimla-171005.

**3. The schedule of counselling / Admission in the concerned Teaching Departments**

1.	Diploma/ Advance Diploma & Certificate in French	05-07-2022	Tuesday	10.00 A.M.	02.00 P.M
2	M.A. (Education)	Date and time will be fixed immediately after the declaration of B.Ed result.			
3	Certificate / Diploma & Advance Dip. in Bhoti / German / Dip in Yoga,	06-07-2022	Wednesday	10.00 A.M.	02.00 P.M
4	P.G. Diploma in Adult Education/ P.G. Diploma in Guidance & Counselling, Diploma/Advance Diploma & Certificate in Russian, P.G. Diploma in Polymer Science, P.G. Diploma in Applied Analytical Chemistry, P.G. Diploma in Women	07-07- 2022	Thursday	10.00 A.M.	02.00 P.M.

Development Studies, PG Diploma in Deendayal Upadhyaya thoughts, P.G. Diploma in Parmar Studies, P.G. Diploma in Shyama Prasad Mukerjee Studies, P.G. Diploma in cyber Crimes and Prosecution & Defence, P.G. Diploma in Bioinformatics, P.G. Diploma in Ambedkar Studies, PG Diploma in Ancient Indian Mathematics P.G. Diploma in Population Studies P.G. Diploma in Tribal Studies/ PGDDM (Post Graduate Diploma in Disaster & Disaster Management, Certificate course in Vedic Mathematics, M.A (Education, Archaeology and Ancient History, Population Studies, Defence & Strategic Studies), B.Lib.I.Sc., M.Lib.I.Sc., M.Sc.(Data Science and Artificial Intelligence, Forensic Science) etc.				
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### 3.1 Application Form and Fee:

a Online application fee for Merit Based Courses will be Rs. 500/- (Rs 250/- in case of SC/ST/Antyodya /IRDP/EWSCandidates) for Subsidized seat. The candidates are required to pay addition fee for Rs. 500/- for Non-Subsidized seats. The fee deposited will not be refundable under any circumstances.

i) Last date of filling of online admission form : 11.06.2022

### NOTE:

- The candidate should be called for Interview/ Admission in order of merit in the ratio of 1:3 times of the vacant seats.
- Result-cum-Interview Card must clearly state if the candidate is called for Interview or not.
- The final eligibility of the candidate will be determined by the counselling committee after verification of the original documents. In case of unavoidable reasons, the candidates who are not able to appear in person may depute an authorized person along with all the required original and Photostat documents for verification and may also convey his /her choice of the college with the letter of authority, failing which the merit of the candidate will stand cancelled. Authority letter to be filled up is given at the end of the HBI

iv) Last date for admission against vacant/ vacated seats, if any : 11.07.2022

v) Admission with Vice-Chancellor's permission. The dead line for closing of admission even if seats remain vacant for all courses : 30.07.2022

### 3.2 Fees and other Dues:

a.	On Admission:	Rs.
1.	Caution fee (in case of M.A. Performing Arts /Visual Arts/ Yoga/ Geography/Psychology/Rural Development (Refundable)	300.00
2.	Admission Fee for all courses except M.A. Visual Arts/ Yoga/ Geography/ Psychology and Diploma in Yoga Studies	100.00
3.	Admission Fee for M.A./ Painting/Yoga/ Performing Arts / /Psychology/Rural Development/ M.Sc. (Geography)/Dip. in Yoga Studies	150.00
4.	Practical Fee for Diploma in Yoga Studies	100.00
5.	Practical Fee for MA. Yoga.	500.00
6.	Library Security in respect of M.A. & Certificate Courses etc.(Refundable)	300.00

7	University Development Fund (Non-Subsidized / Paid Seat)	500.00
8	University Development Fund (Subsidized Seat)	250.00
9	University Development Fund from IRDP/BPL Students	100.00

**b. Annual Charges:**

1	Continuation Fee	100.00
2	Sports Fee	100.00
3	Medical fee	50.00
4	Holiday-Home fee	20.00
5	Student's Aid Fund	50.00
6	Youth Welfare fee	50.00
7	Identity Card fee	50.00
8	Breakage fee for M.A. (Visual Arts/ Performing Arts /Geography/ Yoga/ Psychology).	500.00
9	Magazine fee	50.00
10	Red Cross fee(for all courses in the faculty of Education and Rural Development)	20.00
11	Cultural Activities Fund	50.00
12	Common Room Charges	20.00

**Tuition fee (Chargeable for 12 months in a year) :**

1.	M.A. (except M.A. Visual Arts/ Performing Arts/ Geography/ Psychology/ Yoga) M. Com. and Diploma in Adult Education, Diploma in Guidance and Counselling, Advanced Diploma / Diploma in Bhoti Language/Deen Dayal Upadhaya Thought	100.00
2.	M.A. (Translation/ Visual Arts/ Performing Arts/ Psychology/ Yoga) .M.Sc Geography	150.00
3.	P.G. Diploma in Tribal Studies and Population Studies	300.00
4.	Diploma Course in Yoga Studies	100.00
5.	Dilapidation Fee	10.00
6.	Amalgamated Fund	100.00
7.	Population Education Club Fee	10.00
8.	Population Education Club Fee(For M.A. Painting)	10.00

**Fee and Other Charges for the Certificate/Diploma/ Advanced Diploma Course in French/ German/ Russian/ Bhoti/ Yoga/Diploma in Deendayal Upadhaya Thought on Admission**

1.	Admission Fee	100.00
2.	Library Security Deposit (Refundable)	300.00
3.	Tuition Fee per month (Chargeable for 12 month in a year)	100.00
4.	Magazine Fee	50.00
5.	Population Education Club Fee per month	10.00

**The fee for P.G. Diploma in Disaster and Disaster Management is Rs 5,000/- per semester(for two semesters Rs 10,000)**

**TUITION FEE:**

1. The Government of Himachal Pradesh, Department of Education vide letter No. Shiksha-II(J)2-1/89 dated 2-8-1995 received from the Registrar Office vide letter No.4-41/93-HPU(Genl.) dated 16th September, 1995 for the exemption for the tuition fee for girls in admission to various courses.
2. The Registrar, H.P. University, Shimla vide letter/notification No. 4-16/2012-HPU(Acad.) dated 2.1.2014 has conveyed the decision of Executive Council of its meeting held on 17.9.2012 taken vide Any Other item adopted the H.P. State Govt.'s Instructions/Rules that no tuition fee be charged from the students with 40% and above disability.

***The student with special needs with more than 40% disability, admitted in any course of study running in the Himachal Pradesh University, Shimla-5 will not be charged any fees with effect from the current academic session 2015-16 vide notification No. 4-51/2015 HPU(Acad) dated 25 July 2015.***

**Notes:-**

1. Fee are to be paid online
2. Annual Charges for both the semesters in a year will be payable at the time of admission.
3. The monthly dues will be realised in two installments in each semester according to the following schedule :
  - a. At the time of admission

Fee for July, August and September

b	In September	Fee for October, November and December
c	In December	Fee for January, February and March
d	In March	Fee for April, May & June

4. The Chairpersons/Directors of the Teaching Departments/Institutes will decide the date for Semester continuation Fee at their own level in consultation with Department Council.
5. The last date for depositing the fee/dues for admission/continuation to III/V Semester of various Post Graduate/LL.B. Classes with late fee will be notified later to enable the Chief Warden office to start the process of allotment of Hostel to the fresher's.

Fee for every quarter must be paid according to the above schedule. The names of defaulters will stand automatically struck off the rolls on the first day of the month for which fee has not been paid. If due to inadvertence, a defaulter's name is not struck off, the attendance for the period for which name should have been struck off will not be counted. A defaulter may be re-admitted by the end of the following month for which fee has not been paid with the special permission of the Dean of Studies on payment of Rs. 100.00. The re-admission will be allowed on specific recommendation of the chairperson concerned.

**In case the fee is not paid upto the end of the following month the re-admission shall not be allowed in any case.**

8. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is received in the University/ Department
1.	100%	15 days or more before the formally notified last date of admission
2.	90%	Less than 15 days before the formally notified last date of admission
3.	80%	15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days after formally notified last date of admission
5.	0%	More than 30 days after formally notified last date of admission

In case of 1. in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

- b) Fees shall be refunded by the HEI to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

### 3.4 Special Charges:

If a student is not already registered with Himachal Pradesh University the registration and sports fee will be charged extra.

### 4. INFORMATION REGARDING ADMISSION TO VARIOUS COURSES:

#### **General Eligibility:**

- (a) Subject and marks in qualifying examination as mentioned in the respective courses.
- (b) Upper age limit 26 years for boys and 28 years for girls (29 years in case of SC/ST candidates both for boys and girls) as on 1st July of the concerned year.
- (c) For P.G. Diploma in Polymer Science and Applied Analytical Chemistry upper age limit : 27 years (30 years in case of SC/ST candidates) as on 1st July of the year concerned.
- (d) AGE RELAXATION : The University Grants Commission vide letter No.6-1/2002 (CPP-II)- Vol.III dated July, 2006 and received from the Academic Branch vide Office letter No.4-16/93-HPU(Acad.) Vol.IV. dated 14th September, 2006 for adoption of Age Relaxation upto maximum 5 years to the persons with disabilities in admissions to various courses.

In CWP No. 1992 of 2017 titled Archana Thakur Vs State of Himachal Pradesh and others the Hon'ble High court of Himachal Pradesh has directed that vacant reserved seats meant for SC and ST categories in educational institutes including Schools, Colleges and Universities, which remain unfilled after exhausting the list of available and eligible SC and ST candidates, should be thereafter offered and filled from the amongst eligible candidates from open category on the basis of merit. Hon'ble High Court further clarify that in case any cut off limit has been fixed, then only those candidates of open category should be admitted against the vacant seats, who have gained marks at par with the cut off limit.



#### 4.1 Courses being offered and number of seats available:

##### A The University also offers :

a)	Certificate / Diploma / Advanced Diploma in Bhoti	10 Seats (in each courses)
b)	Certificate & Diploma in French, German & Russian	60 Seats (in each course)
c)	Advanced Diploma Course in French, German & Russian	60 Seats (in each course)
d)	Diploma Course in Yoga Studies	60 Seats + (10 Non-Subsidised)
e)	Post Graduate Diploma in Adult Education	10 Seats
f)	Post Graduate Diploma in Guidance and Counselling	10 Seats
g)	P.G. Diploma in Tribal Studies	10 Seats (+ 05 Non-Subsidised)
h)	P.G.Diploma in Population Studies	10 Seats (+ 05 Non-Subsidised)
i)	P.G. Diploma in Polymer Science	06 Seats (+ 04 Non-Subsidised)
j)	P.G. Diploma in Applied Analytical Chemistry	06 Seats (+04 Non-Subsidised)
k)	P.G. Diploma in Women Development Studies	25 Seats Non-Subsidised
l)	P.G. Diploma in Deendayal Upadhaya Thought	30 Seats
m)	P.G. Diploma on Cyber Crime Prosecution and Defence	35 Seats Non-Subsidised
n)	P.G. Diploma in Bioinformatics	20 Seats Non-Subsidised
o)	P.G. Diploma in Ambedkar Studies	40 Seats
p)	P.G. Diploma in Disaster and Disaster Management	20 Seats Non-Subsidised
q)	M.A. (Education)	15 Seats (+ 15 Non-Subsidised)
r)	B.Lib.I.Sc	10 Seats(+20 Non-Subsidised)
s)	M.Lib.I.Sc	10 Seats(+20 Non-Subsidised)
t)	M.A.(Archaeology & Ancient History)	15 Seats (+ 15 Non-Subsidised)
u)	M.Sc.(Data Science and Artificial Intelligence)	15 Seats (+ 15 Non-Subsidised)
v)	M.Sc.(Forensic Science)	15 Seats (+ 15 Non-Subsidised)
w)	Master in Population Studies	15 Seats (+ 15 Non-Subsidised)(+5 Non-Subsidised seats for In-service Candidates)
x)	P.G. Diploma in Dr.Y.S.Parmar Studies	30 Seats
y)	P.G. Diploma in Dr. Shyama Prasad Mukherjee Studies	30 Seats
z)	Certificate Course in Vedic Mathematics	30 Seats
aa)	P.G. Diploma in Ancient Indian Mathematics	30 Seats
ab)	M.A. in Defence and Strategic Studies	10 Seats(+20 Non-Subsidised)

**Note:-** The procedure for admission to the Diploma courses procedure has been mentioned against each diploma course.

#### 5. DURATION OF COURSES:

The duration of various courses is as follows:

(a)	Certificate, Diploma and Advanced Diploma Course in Modern European Languages	One Academic Year (Annual)
(b)	Diploma Course in Yoga Studies	One Academic Year (Annual)
(c)	Certificate/ Diploma / Advanced Diploma in Bhoti	One Academic Year (Annual)
(d)	P.G. Diploma in Tribal Studies	One Academic Year (Annual)
(e)	P.G. Diploma in Population Studies	One Academic Year (Annual)
(f)	P. G. Diploma in Polymer Science	One Academic Year spread over in two semesters.
(g)	P.G. Diploma in Applied Analytical Chemistry	One Academic Year spread over in two semesters.
(h)	P.G. Diploma in Women's Development Studies	One Academic Year spread over in two semesters.
(i)	Post Graduate Diploma in Adult Education	One Academic Year spread over in two semesters.
(j)	Post Graduate Diploma in Guidance	One Academic Year spread over in two semesters.

	and Counselling	
(k)	P.G. Diploma in Deendayal Upadhaya Thought	One Academic Year
(l)	P.G. Diploma in Bioinformatics	One Academic year spread over in two semester
(m)	P.G. Diploma in Cyber Course	
	prosecution and Defence	One Academic year spread over in two semester
(n)	P.G. Diploma in Ambedkar Studies	One Academic year
(o)M.A.(Education)		Two Academic year spread over in foursemester
p)	B.Lib.I.Sc	One Academic year spread over in two semester
q)	M.Lib.I.Sc	One Academic year spread over in two semester
r)	M.A. Archaeology & Ancient History	Two Academic year spread over in four semester
s)	M.Sc.(Data Science and Artificial Intelligence)	Two Academic year spread over in four semester
t)	M.Sc.(Forensic Science)	Two Academic year spread over in four semester
u)	Master in Population Studies	Two Academic year spread over in four semester
v)	P.G. Diploma inDr.Y.S.Parmar Studies	One year
w)	P.G. Diploma inDr. Shyama Prasad Mukherjee Studies	One year
x)	Certificate Course in Vedic Mathematics	Six Months
y)	P.G. Diploma in Ancient Indian Mathematics	One year
z)	M.A. in Defence and Strategic Studies	Two Academic year spread over in foursemester

## 6. **ADMISSION :**

Admission and reservation (Ord. 3.1)

- 1 Admission to the various course of study shall be open to all persons, irrespective of race, creed, caste or class subject to the following conditions :-

- (a) 15% and 7.5% of the seats shall be reserved for bonafideHimachali Scheduled Castes and Scheduled Tribes candidates respectively who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other Universities established by law in India which is equivalent to the qualifying examination of H.P. University.
- (b) The remaining 77½% seats shall be filled as under
  - (i) 25% of the seats for admission shall be open for all the candidates irrespective of the Institution from where they have passed their qualifying examination.
  - (ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya,Dr. Y.S. Parmar University of Horticulture and Forestry, Himachal Pradesh Technical University and Central University of Himachal Pradesh or the candidates who are Himachal Pradesh domicile irrespective of passing qualifying examination from any other University established by law in India which is equivalent to the qualifying examinations of Himachal Pradesh University, subject to the following reservations :
    - (a) 5% of the seats shall be reserved for outstanding sportsmen/women.
    - (b) 5% of the seats shall be reserved for outstanding performance in cultural activities.
- (c) 5% of the seats shall be reserved for physically handicapped candidates (except in Deptt. of Physical Education).

**Note:** No request for change of category once opted/filled in the online /offline application form after last date of application notified by the University will be entertained under any circumstances.

- 2 The minimum qualifications for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories shall be relaxed by 5% of the maximum marks. The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (b) above shall be made as per procedure/rules approved by the Executive Council from time to time.
- 3 The candidates seeking admission to M.B.A. Course, having passed +2 or equivalent examination from the Institutions located within the territorial jurisdiction on Himachal Pradesh, with a degree in Engineering from an Institution outside the state, shall be considered under categories provided in Ordinance 3.1 (a) & (b) (ii) above.
- 4 The reservation under Ordinance 3.1 (b) (i), (ii) (a), (b) and (c) will also be applicable in case of M.Phil, LL.M. And B.Ed. Through distance education mode. Provided further that one seat in MBA, LL.B. Shall be reserved for serving/retired defense services personnel, if they fulfill the minimum eligibility conditions prescribed for admission;

Provided further that the minimum eligibility for admission to a course in case of an outstanding sportsmen/woman will be 5% lower than the eligibility condition for other students except in case of MBA/MCA/MTA/LLB/LLM/DCA/B.Ed./M.A. Rural Development.

Supernumerary seats have been created to provide admission to bonafide Himachali War Widows in all course of study on the campus except M.C.A., M.B.A., M.I.B.M., M.P.M., M.T.A., M.F.C., M.A. Rural Development & M.Sc. (Bio-Technology) courses. The admission to these seats will be made on the basis of the merit of qualifying examination giving weightage to subject marks wherever applicable.

**Two supernumerary seat for "Single Girl Child" candidate is reserved in each P.G. Course provided she fulfills the minimum eligibility criteria.**

**Three supernumerary seats shall be reserved for the wards of Himachal Pradesh University Employees under Self Financing Scheme in each Teaching Department.**

**Two supernumerary seat shall be reserved for the students of Jammu and Kashmir in the general courses of H.P. University.**

**The Executive Council of H.P. University vide item No. 6 of its meeting held on 14.8.2015 has provided the following relaxation to the Kashmiri Migrants in admission to all courses:**

- i) Relaxation in cut off percentage upto 10% subject to the minimum eligibility requirement.
- ii) Increase in intake capacity upto 5% course-wise.
- iii) Waiving off domicile requirement.

**There are 10% additional seats reserved for the Economically Weaker Section category for admission to the all campus based courses of H.P. University in each teaching Department /Institute. If these seats remain vacant than these seats neither be filled with other category nor will carry forward**

#### **6.1 Rules for admission for outstanding SPORTSMEN / WOMEN :**

1. Sportsmen / women seeking admission to any Department of the University leading to a Post-Graduate Degree Course and Diploma Course should be eligible to play in the Inter-College / Inter- University Championship as per the rules for Inter-University Tournaments.
2. Admission against outstanding sports quota would only be made once in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the general admission in the University.
3. Only those sportsmen / women should be considered for admission against outstanding sports quota who have represented the University or State in the Inter-University or Inter-State Championship Tournaments respectively.
4. The sportsmen/women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.
5. In order to judge the suitability of players for admission in the sports quota, trials would be held in the respective games/sports, by a Committee to be constituted by the Director of Physical Education and Youth Programmes, who will be Chairman of the Committee and the recommendation of the committee would be kept in view while giving admission. The original Certificates would also be seen by the Committee at the time of trials. In case a certificate is issued on the association pad, it should be duly signed and stamped by the both the President and Secretary of the respective association.
6. The Admission against Sports Quota would be given to such candidates who have represented in the University/Inter State Competition in the following games

##### **Men Section:**

Hockey, Football, Volleyball, Basketball, Kabaddi, Wrestling, Boxing, Table Tennis, Badminton, Cross- Country, Cricket, Athletics, Weight Lifting, Handball, Chess, Kho-Kho, Judo, Taikwondo and other games included in the list of Inter College tournaments by the Sports & Co-curricular Activities Council of H.P. University from time to time.

##### **Women's Section :**

Hockey, Athletics , Basketball, Volleyball, Table Tennis, Badminton, Kho-Kho, Kabaddi Hand Ball, weightlifting, Boxing, Cross-Country Judo, Chess Taikwondo and other games included in the list of Inter College tournaments by the Sports & Co-curricular Activities Council of H.P. University from time to time

7. For students who are given admission on sports basis, it will be compulsory to attend the sports activities in his / her games regularly.
8. Any student who is found to be without adequate reasons avoiding his / her games/sports activities will be liable for disciplinary action, leading to the cancellation of his / her admission.

## 6.2 Rules for Admission for outstanding Cultural Activists:

1. Admission against outstanding cultural quota at par with sports quota would only be made once in the beginning of the academic session. No form for such admission would be entertained after the expiry of the last date of submission of form in the University.
2. Candidates who are employed are not eligible for admission against cultural quota in any of the courses.
3. Only those students will be eligible for admission against outstanding cultural quota who are having at least I, II and III position in Inter-College Youth Festival in any item in any of the previous three years. Other things being equal preference will be given to those who have represented this university in Inter-Varsity festival.
4. While considering admissions against cultural quota the following cultural items will only be considered.  
(1) Debate (2) Indian Folk Dance (3) Indian Classical Music (Vocal) (4) Indian Classical Music (Instrumental) (5) Light Vocal Music (6) Vadya-Vadan (7) Group Singing (8) Indian Classical Dance (9) One Act Play/Short Play/Skit (10) Symposium (11) Poetic and Symposium (12) Spot Painting and (13) Quizzing. Western Group Song, Western Solo, Rangoli, Clay, Modelling, Elocution, Cartooning, Collage photography, folk orchestra, mimicry and Poster Making.

**Note : The Distinction in the individual items will have preference over the team items. The student seeking admission against outstanding cultural quota should also qualify the minimum eligibility condition for admission in that course as provided under rules.**

5. For students who are given admission on cultural quota basis it will be compulsory for them to represent the Himachal Pradesh University in the cultural activities.
6. Any student who is found to be without adequate reason avoiding his/her cultural activities, will be liable for disciplinary action leading to the cancellation of his / her admission.
7. In order to judge the suitability of the candidates for admission against cultural quota, trial would be held in the respective cultural item by a Committee comprising of Dean Students' Welfare (as Chairman) and two persons to be nominated by the Vice-Chancellor and the recommendations of the committee will be final. Original certificates would be seen by the Committee at the time of trials.
8. As per High Court in case No.642 of 2006, Abhishek V/s Himachal Pradesh University the admission under cultural quota will be made on the basis of marks obtained in Entrance Test/ Qualifying Examination. The trials would be held to judge the suitability of the candidates only. For the selection under cultural quota, those candidates are entitled to be admitted in the course, who possess higher merit in the entrance test/ qualifying examination than others.

## 6.3 Roster for Admission and Reservations:

Keeping in view the various types of reservations mentioned in clause 6 "Admission and Reservation " the following roster has been evolved w.e.f. session 1992-93 and all the admissions shall be made according to this Roster of Reservations.

1PwD	26SC	51	76	101PwD
2	27ST	52SC	77	102
3	28	53ST	78SC	103
4	29	54	79SP	104
5	30	55	80ST	105
6	31	56	81CUL	106SC
7SC	32	57	82(PwD)	107ST
8	33SC	58	83	108
9	34	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12SC	37	62(PwD)	87	112
13ST	38CUL	63	88	113SC
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41ST	66	91SC	116
17	42(PwD)	67ST	92	117SP

18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21PwD	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100	

(PwD-5%) (CUL-5%) (SP-5%) (SC-15%) (ST-7.5%)

PwD :Person with Disability; CUL : Cultural; SP : Sports; SC : Scheduled Caste and ST : Scheduled Tribe.

#### 6.4 Basis of Admission:

- The basis of admission to all courses of study (except M.B.B.S. course) shall be, merit to be determined on the basis of the qualifying examination in accordance with the rules framed by the University in this regard. Provided that in the case of a student sent on Scholarship by a Foreign Govt. or a State Government other than the Government of Himachal Pradesh, the only test of merit shall be minimum qualifications prescribed for admission to the course concerned.
- While determining the merit except in case of M.A. Physical Education, the marks to the following extent shall be added to the result of the students who possess certificate in NCC, NSS, Scouting as under:
  - 2% for NSS(NSS Volunteers who attended 10 days special camp & 240 hours of regular activities.
  - 2% NCC' C Certificate for boys & girls
  - 2% to the instructors of Adult Edu. Literacy Centres
  - 3% in case of President Scout and 3% in case of National participation in NCC Republic day parade.
  - 5% in case International representation,
  - 10% for the Honors provided the admission is sought in the subject concerned.
  - 2% for getting first, second or third position in the H.P. University Inter-College Sports Cultural
  - 5% for representing University in the Inter-University Sports Cultural Competition for at least two years.
- Weightage of 5% marks to the blind candidates seeking admission against the seats reserved for handicapped category in various courses of studies, if they fulfil the minimum prescribed eligibility conditions.

#### NB:

- Only credit of one certificate, beneficial to the candidate, will be allowed in respect of certificates from 1 to 5 and 7,8 . But the minimum condition of eligibility shall be observed in all the cases and will be determined without addition of these marks.
- To determine the merit, the following formula will be adopted :
  - Where the student is seeking admission in the subject studied at the Graduation level, the following formula will be used :

$$\frac{(\text{Marks obtained in the qualifying examination} + \text{Marks obtained in the subject studied at the Graduation level}) \times 100}{\text{Maximum Marks (Degree + Subject)}}$$

Maximum Marks (Degree + Subject)

- Where the student is seeking admission in the subject other than those studied at the Graduation level, the procedure will be as under :

$$(\text{Marks obtained in the qualifying examination} + \text{Zero marks for the subject}) \times 100$$

Maximum Marks (Degree + Subject)

OR

CGPA score of the Bachelor's degree.

- Provided that the minimum condition of eligibility shall be observed in all the cases.

#### 6.5 To Resolve a Tie:

For admission to various courses of study except in case of M.A. Physical Education, the following formulae shall be adopted to resolve a tie :

- (i) The candidate securing higher marks / higher CGPA score in the subject of study for Bachelor / Master's degree shall be admitted first.
- (ii) Even if the tie is not resolved, the candidate having higher aggregate marks in any two of the following examinations (in which his / her marks are higher) shall be admitted first :

**Matric/ Hr.Sec. Part-I/Hr. Sec. Part-II/Prep/Pre-Med/Pre-Engg/Intermediate/any other equivalent examination.**

- (iii) Further, if the tie is still not resolved, the candidate younger in age may be admitted first.

#### **6.6 Admission of candidates who have passed Part-I / Previous Examination / I and II Semester Examination of Master's / B.A. Degree of other Universities :**

Subject to the provisions of the Statutes and Ordinances of this University with regard to the admission to the class and examination concerned, a candidate who has passed Part-I or Previous (First and Second semesters) of M.A. / M.Com. / M.B.A./ M.Sc. or B.L. examination from other University established by law in India may, after due process of Inter - University Migration , be admitted to the Third/Fifth Semester (in case of LL.B.) to the corresponding degree in this University, provided there is no repetition in the Third/Fifth and Fourth/Sixth Semester in this University of any Course(s) that he may have already studied in his previous University. In exceptional circumstances, the Vice-Chancellor may allow a candidate admission to this University even if it involves a repetition of some courses (such as indicated above). In such a situation the candidate would be required to study a maximum of four new courses(Not already studied in his previous University). He would be allowed to choose in Third Semester a maximum of two courses from the courses of First Semester of this University Similarly, he would be allowed to choose in the Fourth Semester , a maximum of two courses of the Second Semester examination of this University. In such case Candidate Would be deemed to have cleared the Third and Fourth Semester examination of this University. Marks obtained by the candidate in the courses passed in the previous University and considered by this University for the award of degree shall be counted for determination of division by increasing or decreasing these marks in proportion to the maximum marks prescribed for such courses by this University. In all other imposition i.e. determining of division, etc. such candidates will be governed by the ordinance of this University only.

#### **6.7 Refusal for Admission:**

A candidate will be refused admission to the course if he/she does not fulfil eligibility conditions. Provided that Vice Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing upto a maximum of 6 months. Provided further that age bar shall not apply in the case of in-service students and the State Government or Government of India nominees.

Notwithstanding anything contained in foregoing rules, a student shall be refused admission if his conduct during any previous stay in the University has been unsatisfactory. Such student shall, however, have the right to appeal to the Vice-Chancellor whose decision shall be final.

A student who has been expelled or rusticated shall not be admitted to any course of study in the University without the prior approval of the Vice-Chancellor.

**6.8** The admission of a student migrating from other University shall be treated as provisional and shall only be confirmed when he produces the migration certificate and certificate of good conduct from the Head of the Institution last attended by him.

Provided, however, that student disqualified by any other University shall not to be given admission during the period of disqualification.

#### **7. (i) ELIGIBILITY CONDITIONS FOR ADMISSION:**

The admission will be made purely on merit, except where otherwise mentioned, subject to the limitation of seats available and the reservation mentioned in para 6.

The following are the eligibility conditions for admission to various courses, provided further that for the purpose of admission 0.5% and above marks should be considered equal to 1% marks (Notification No. 4-9/94-HPU-Acad. dated 27-6-1995).

#### **(A) POST GRADUATE DIPLOMA IN ADULT EDUCATION:**

Master's degree in any subject from a recognised University or equivalent with atleast 40% marks in the aggregate.

**(B) POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING:**

M.A. (Education) or M.Ed. or M.A.(Psychology) with atleast 40% marks in the aggregate.

**(C) DIPLOMA COURSE IN YOGA STUDIES:**

A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

A Bachelor's degree in any faculty of a University established by law in India

OR

Certificate in Yoga or Physical Education of any University/Board of Education/ State Government established by law in India.

**(D) DIPLOMA IN BHOTI:**

One year Certificate Course in Bhoti

OR

Intermediate Examination of a recognised Board/University with that language as compulsory subject in which admission is being sought.

**(E) CERTIFICATE COURSE IN BHOTI:**

10+2 or an equivalent examination from a recognised Board or University.

**(F) ADVANCE DIPLOMA IN BHOTI LANGUAGE:**

One Year Diploma Course in Bhoti Language

**(G) CERTIFICATE COURSE IN MODERN FOREIGN LANGUAGES FRENCH, GERMAN AND RUSSIAN :**

**Eligibility :**10+2 or an equivalent examination from a recognized Board or University.

**(H) DIPLOMA COURSE IN MODERN FOREIGN LANGUAGE:**

Certificate in the Modern Foreign Language concerned

OR

The Intermediate examination of a Board or University established by law in India with the Modern Foreign Language concerned as an elective subject.

OR

B.A. Degree of a University established by Law in India with the Modern Foreign Language concerned as an elective subject.

OR

A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree with the Modern Foreign Language concerned as an subject.

**(I) ADVANCED DIPLOMA COURSE IN FRENCH/ GERMAN/ RUSSIAN:**

Diploma course in the Modern Foreign Language concerned.

**(J) P.G. Diploma in Tribal Studies :**

**(K) P.G. Diploma in Population Studies :**

**Eligibility:**

Minimum qualifications for admissions to these PG Diplomas of the Faculty of Social Sciences shall be Bachelor's degree(or its equivalent) with at least 50% marks in the aggregate (45% in case of SC/ST) or the Master's degree (or its equivalent) with 45% in aggregate (40% in case of SC/ST)

OR

A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

A candidate who has put a minimum 3 years service ;in any institution or department (Government, Semi Government, Corporate Undertaking, Local Self Govt. Bodies, registered NGOs) shall be given an extra weightage of 5% while preparing the merit for admission.

**Non-Subsidised Seats:**

Non-Subsidised seats in the P.G. Diploma in Population Studies and P.G. Diploma in Tribal Studies

The eligibility for admission to the course for admission against above Non-Subsidised seats will be the same as provided for other candidates. But the merit for the admission will be determined on the basis of marks obtained/CGPA score in the qualifying examination plus the weightage of marks in the subject concerned. However, the candidate will need to put a separate application form for these seats accompanied by the requisite fees and all other documents on one of three forms in this handbook, stating on the form that the application is for supernumerary seats.

The following tuition fee shall be charged in addition to the fees prescribed for the Subsidized seats.  
Diploma in Population Studies and P.G. Diploma in Tribal Studies Rs.500/- P.M. + Usual tuition fee + other charges.

**Note: "A Diploma Course will be offered only when at least ten students have been admitted in either of the courses."**

**(L) P.G. Diploma in Polymer Science:**

**(M) P.G. Diploma in Applied Analytical Chemistry:**

**1. Eligibility:**

The candidates must possess Bachelor's Degree in any stream of Science with Chemistry as a major subject from a recognized university established by Law in India or abroad and having obtained atleast 50% marks (45% marks for SC/ST).

OR

A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

**2. Basis of Admission:**

The admission to this Diploma shall be on the basis of merit as determined by the marks obtained by the candidate in their three years Bachelor Degree Course with minimum 50% marks in the Bachelor's Degree (B.A., B.Sc., B.Com., etc.) /CGPA score of the three years Bachelor Degree Course.

**3. Fees:**

Apart from the normal fee for M.Sc. Course fee for subsidized seats will be @ Rs. 8,000/- per semester and for non-subsidized seats @ Rs.25,000/- per semester in the form of Bank Draft in favour of chairman, Department of Chemistry, H.P. University, Shimla-171005.

**4. Reservation:**

Out of Subsidized seats, the reservation for SC and ST candidate shall be applicable as per roster.

**(N) P.G. Diploma in Women's Development Studies (DWDS):**

**1. Eligibility:**

A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

Any male or female candidate who has passed at least a bachelor's degree in any faculty from any university established by Law in India or of a recognized foreign university is eligible for admission to P.G. Diploma in Womens' Development Studies (DWDS). **There is no age limit.**

**2. Reservation:**

Reservations for various categories of students shall be as given in the roster in the Handbook of Information under chapter "Admission and Reservation".

3. A candidate admitted in this Diploma Course shall be charged fee of Rs. 6,000/- at the time of admission in the form of Bank Draft payable in favour of **Director, Population Research Centre, H.P. University, Shimla-171005**. Apart from the normal fee charged for other Diploma Courses.

**(O) Part-time P.G. Diploma in Deendayal Upadhyay :**

**1. Eligibility :**



A Bachelor's degree in any stream from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

A bachelor's degree in any faculty of University established by Law in India, including Shastri.

OR

Degree of a Foreign University which may be recognized equivalent for the purpose by the Vice-Chancellor.

**(P) P.G. Diploma in Ambedkar Studies:**

A Bachelor's degree in any faculty of a University established by Law in India including Shastri & Vashist Shastri or any degree equivalent Bachelor's degree.

OR

Degree of a Foreign University which may be recognized as an equivalent for the purpose by the Vice-Chancellor.

**Q) P.G. Diploma in Disaster and Disaster Management:**

A Bachelor's degree in any faculty of a University established by Law in India.

**R) P.G. Diploma in Dr. Y.S. Parmar Studies**

A Bachelor's degree in any faculty of a University established by Law in India including Shastri & Vashist Shastri or any degree equivalent Bachelor's degree.

OR

Degree of a Foreign University which may be recognized as an equivalent for the purpose by the Vice-Chancellor.

**S) P.G. Diploma in Dr. Shyama Prasad Mukerjee Studies**

A Bachelor's degree in any faculty of a University established by Law in India including Shastri & Vashist Shastri or any degree equivalent Bachelor's degree.

OR

Degree of a Foreign University which may be recognized as an equivalent for the purpose by the Vice-Chancellor.

**T) M.A. in Defence and Strategic Studies**

**Number of Seats :** 10 Subsidized + 20 Non-Subsidised Seats

**Eligibility Criteria for Admission :-**

The candidate should have passed a Bachelor Degree under 10+2+3 pattern of education in any stream (Science, Arts or Commerce) from any Institute/ University recognized by the Himachal Pradesh University, Shimla/ University Grant Commission, New Delhi with at least 50% marks for general and other category and 45% for SC/ ST category candidates.

**Basis of Admission :** The admission to M.A. Defence & Strategic Studies shall be based on merit of the marks obtained by the candidates in their three years Bachelor degree course.

**7 (ii) Non-Subsidised Seats:**

The eligibility for admission to the course for admission against the above supernumerary seats will be the same as provided for other candidates. But the merit for the admission will be determined on the basis of marks obtained in the qualifying examination plus the weightage of marks in the subject concerned /CGPA score. However the candidate will need to put a separate application form for these seats accompanied by the requisite fees and all other documents on prescribed form for supernumerary seats.

The following fee shall be charged in addition to the fees prescribed for the Subsidised seats

vi) Dip. in Yoga : Rs. 7,500/- per annum

**Fee structure, age limit and eligibility of foreign students/nationals**

Programme	Fee structure	
Certificate/Diploma/PG Diploma courses	1000	300

The fee structure for the Afghan nationals under special scholarship scheme will remain at par with the existing fee structure including one time eligibility fee of US\$ 250.

The number of seats in each teaching departments is 2-10 supernumerary as approved by the Hon'ble Vice Chancellor.

**Eligibility :** The eligibility for admissions of foreign students is to be decided by the departmental council of concerned department.

**Age Limit:** The age limit as decided by the University.

The existing fee structure alongwith one time eligibility of US\$ 250 for those foreign students who have been sponsored by the ICCR.

The above revised fee structure is for those foreign students who take admission directly.

#### **4. Fee :**

This Diplomas is under Self-Financing Courses: Apart from the normal fee other charges like other Diplomas, the candidates shall have to pay Rs.5,000/- per semester to be remitted in the form of Bank Draft in favour of the Chairman, Department, H.P. University, Shimla-171005.

**Note :** Diploma Course will be offered only when atleast 30 students have been admitted in it.

#### **7(iii) Department of Law :**

##### **PG Diploma on Cyber Crimes Prosecution and Defence**

**Number of Seats :** 35 Non-subsidized

**Eligibility:** Graduation

**Duration :** One year

**Basis of Admission :** The admission to this Diploma shall be on the basis of merit as determined by the marks obtained by the candidates in their three years Bachelor degree course.

**Reservation :** Open to all.

**Age Limit :** There is no age limit.

**Fees :** Apart from the normal fees for LL.B. course fee for subsidized seat and for Non-subsidized fees @ Rs. 35,000/- per semester in the form of Bank Draft in favour Finance Officer, H.P. University, Shimla-5.

**Application Form Fees :** The online application fee of Rs. 500/- (Rs. 250/- in case of SC/ST/Antodaya/IRDP) be made in favour of the Finance Officer, Himachal Pradesh University, Shimla-5 and payable at State Bank of India, Summer Hill, Shimla-5.

**Note :** Diploma Course will be offered only when atleast 20 students have been admitted in it.

#### **7(iv) Department of Bio-Sciences :**

##### **PG Diploma in Bio-informatics**

**Number of Seats :** 20 Non-subsidized

**Eligibility:** Bachelor's Degree in Medical (B.Sc. Medical) or its equivalent with atleast 50% marks aggregate (40% in case of SC/ST)

**Duration :** One year

**Basis of Admission :** The admission to this Diploma shall be on the basis of merit as determined by the marks obtained by the candidates in their three years Bachelor degree course.

**Reservation :** Reservation will be provided as per University Rules.

**Age Limit :** There is no age limit.

**Fees :** Apart from the normal fees for M.Sc. Bio-Sciences course fee for subsidized seat and for Non-subsidized fees @ Rs. 45,000/- per semester in the form of Bank Draft in favour Finance Officer, H.P. University, Shimla-5.

**Application Form Fees :** The online application fee of Rs. 500/- (Rs. 250/- in case of SC/ST/Antodaya/IRDP) be made in favour of the Finance Officer, Himachal Pradesh University, Shimla-5 and payable at State Bank of India, Summer Hill, Shimla-5.

**Note :** Diploma Course will be offered only when atleast 15 students have been admitted in it.

#### **7(v) Department of Education**

##### **M.A.(Education)**

**Eligibility:** Candidates seeking admission to the M.A.(Education) course should have obtained at least 50 percent marks in the Bachelor's/Master's degree in any discipline /stream from a recognized Indian / Foreign University (Recognized by H.P.University)

**Reservation** for SC/ST/PwD and other applicable categories shall be as per H.P.University rules

**Admission procedure:** The admissions shall be made on the basis of merit of the marks obtained by the applicants in the Bachelor's degree. In addition, 10% weightage (on the marks obtained in B.Ed examination) will be given to the candidates possessing B.Ed degree from a recognized Indian / Foreign University.

**Age Limit :** the upper age limit will be applicable as per University rules.

**Fees :** 1. Rs. 11,650/-, Rs. 10,450/- and Rs. 10,200/- for Boys, Girls and IRDP/BPL Candidates respectively for subsidized seats.

2. Rs. 25,000/- per annum shall be charged for the Non-subsidized seats in addition to the fees prescribed for the subsidized seats.

**Application Form Fees :** The online application fee of Rs. 500/- (Rs. 250/- in case of SC/ST/Antodaya/IRDP) be made in favour of the Finance Officer, Himachal Pradesh University, Shimla-5 and payable at State Bank of India, Summer Hill, Shimla-5.

**7 (vi) Department of Library and Information Science**  
**Bachelor of Library and Information Science(B.Lib. I.Sc.)**

Eligibility Criteria for Admission :-

(a) Bachelor's degree in any stream from the University established by the law in India with 50% marks (45% for student of SC./ST/ PWD Category)

OR

(b) Bachelor's degree in any stream from the university established by the law in India with a minimum of 48 Credits in Major Subject, 48 Credits in Two minor subjects, 9Credits in Compulsory Courses, 1 Credit in GI and Hobby with aggregate of 106 Credits for the award of Pass Degree.

OR

(c) Bachelor's degree in any stream from the University established by the law in India with a diploma (one year) in Library Science.

OR

(d) Bachelor's degree in any stream from the University established by the law in India with Two year of working experience in Library and Information Science.

**Procedure of Admission :-**

The admission to the course/Degree shall be on the basis of merit of the qualifying examination to the course.

**The age limit and Reservation to the course shall be as per H.P.University rules.**

**Fees:**

**For Subsidized seat: Rs. 7250/-**

**For Non-Subsidized Seat: Rs. 25,000/- per semester will be charged in addition to the fee prescribed for the subsidized seats. Fees once deposited under this category will not be refunded under any circumstances**

**7 (vii) Department of Library and Information Science**  
**Master of Library and Information Science(M.Lib. I.Sc.)**

Eligibility Criteria for Admission :-

(a) The programme will be available to the candidates who have Bachelor of Library and Information Science degree from any recognised University/ Institutes established by the law in India.

(b) Preference will be given to the candidates who have working experience in Libraries, Information Centre or other related organisation.

**Procedure of Admission :-**

The admission to the course/Degree shall be on the basis of merit of the qualifying examination to the course.

**The age limit and Reservation to the course shall be as per H.P.University rules.**

**Fees:**

**For Subsidized seat: Rs. 7250/-**

**For Non-Subsidized Seat: Rs. 25,000/- per semester will be charged in addition to the fee prescribed for the subsidized seats. Fees once deposited under this category will not be refunded under any circumstances**

**7 (viii) Department of Archaeology and Ancient History**  
**M.A. Archaeology and Ancient History**

**Eligibility Criteria for Admission :-**

A Bachelor's Degree or equivalent with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

**OR**

with atleast 50% marks in aggregate (45% in case of SC.ST.) from a University established by law in India.

In M.A. Archaeology and Ancient History preference will be given to those students who have studied the subject at undergraduate level.

**Procedure of Admission :-**

The admission to the course/Degree shall be on the basis of merit of the qualifying examination to the course.

**The age limit and Reservation to the course shall be as per H.P.University rules.**

**Fees:**

**For Subsidized seat: Fee is equivalent to Regular P.G course as per in Faculty of Social Sciences**

**For Non-Subsidized Seat: Rs. 40,000/- will be charged in addition to the fee prescribed for the subsidized seats.**

**7 (ix) Department of Data Science and Artificial Intelligence**  
**M.Sc in Data Science and Artificial Intelligence**

**Eligibility Criteria for Admission :-**

B.Tech./B.E. or B.SC./B.A. with Mathematics/Statistics or B.C.A. with with 50% aggregate marks in qualifying exam (45% for reserved categories or equivalent grade point.

**Mode of Admission :-**

The admission to the course/Degree shall be on the basis of merit of the qualifying examination to the course.

**The age limit and Reservation to the course shall be as per H.P.University rules.**

**Fees:**

**For Subsidized seat: Fee is equivalent to Regular P.G course as per in Faculty of Physical Sciences**

**For Non-Subsidized Seat: Rs. 50,000/- per annum**

**Note:** Course will be offered only when atleast 15 students have been admitted in it.

**7 (x) Department of Population Studies**  
**M.A. in Population Studies**

**Eligibility Criteria for Admission :-**

A Bachelor's degree in any stream (Arts, Science and Commerce) from a University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of Pass degree.

**OR**

A Bachelor's degree with at least 50% marks in case of General Candidates and 45% in case of Scheduled Caste/Scheduled Tribes candidates. The reservation and weightage will be given as per the rules and regulations of the University notified from time to time. The candidates will however be required to produce the proof of their having passed the Bachelor Degree examination with the required credits/ percentage of marks positively on the date of counseling as fixed for the candidates by the University/Departments, failing which their candidature will be stand cancelled.

**Mode of Admission :-**

The admission to the M.A. Population Studies shall be based on merit basis as determined by the marks obtained by the candidates in their qualifying examinations. The minimum qualifying marks for the admission will be 50% for the General category candidates and 45 % for SC/ST candidates. The selection will be done purely on the Merit basis.

**The age limit and Reservation to the course shall be as per H.P.University rules.No age bar for In-service candidates**

**Fees:**

**For Subsidized seat:** Fee is equivalent to Regular P.G course as per in Faculty of Social Sciences

**For Non-Subsidized Seat:** Rs. 40,000/- per annum

**7 (xi) Department of Forensic Science**

**M.Sc. in Forensic Science**

**Eligibility Criteria for Admission :-**

The candidate should have passed a Bachelor Degree under 10+2+3 pattern of education in Science i.e. Physical, Biological, Veterinary, Pharmacy, Engineering/Technology or Medicine (M.B.B.S.) or B.D.S. from any Institute/ University recognized by the Himachal Pradesh University, Shimla/ University Grant Commission, New Delhi with at least 55% marks for general and other categories and 50% for SC/ ST category candidates.

**Mode of Admission :-**

The admission to the M.Sc. Forensic Science shall be based on merit basis as determined by the marks obtained by the candidates in their qualifying examinations.

**The age limit and Reservation to the course shall be as per H.P.Universityrules.No age bar for In-service candidates**

**Fees:**

**For Subsidized seat:** Rs. 10630/-

**For Non-Subsidized Seat:** Rs. 50,000/- per annum

(The fee for the Non-Subsidized seat shall be charged in addition to the fees prescribed for the subsidized seats)

**7 (xii) (a) Centre for Indian Mathematics**

**1. Certificate Course in Vedic Mathematics**

**Eligibility Criteria for Admission**

**A Bachelor's Degree from a Recognized University. The Certificate course can be done concurrently along with any Post graduate degree programme in the University**

**Mode of Admission :-**

**The candidates desirous to seek admission to Certificate course in Vedic Mathematics shall be admitted on the basis of merit drawn on the basis of marks /grades in Bachelor's degree.**

**2. Postgraduate Diploma in Ancient Indian Mathematics**

**Eligibility Criteria for Admission**

**A Bachelor's Degree from a Recognized University. The Post Graduate diploma can be done concurrently along with any Post graduate degree programme in the University**

**Mode of Admission :-**

**The candidates desirous to seek admission to Postgraduate Diploma in Ancient Indian Mathematics shall be admitted on the basis of merit drawn on the basis of marks /grades in Bachelor's degree.**

## **8. EXAMINATION GENERAL :**

Same as otherwise provided in statute 20, a degree, diploma or certificate shall be awarded to a candidate after such examination as may be prescribed for that degree, diploma or certificate.

**8.1(a)** Every Candidate, except when allowed to appear as private candidate, shall be required to undergo a regular course of study i.e. attendance at lectures, tutorial, seminars, practical, courts(In case of Law) etc.

**(b) In order to be eligible to appear at a University examination a candidate should have put in 75% attendance in each of the concerned courses in theory as well as in practicals.**

Provided that in case of a candidate provisionally admitted to a higher class, but reverted to the lower class, as provided hereinafter, this condition shall only be required to be fulfilled in respect of attendance from the date of his reversion to the lower class.

Provided further that the Principal / Dean of Faculty concerned or Chairman of the Department concerned may for reasons to be recorded in writing condone shortage of lectures delivered in each of the concerned courses upto a maximum of 10% lectures in theory and practicals, provided, however, that in case of law courses the shortage of attendance in any subject(s) course(s) as also at tutorials and moot courts may be condoned upto a maximum of 15% in each subject / course etc. or 9% in the aggregate of the lectures delivered for the semester. However, the percentage of lectures attended in each course(in law) should not in any case, fall short of 60%.

- 8.2** Absence from lectures, tutorials, seminars, practicals on account of participation in the University, Inter-University, State, Inter-College, National, International tournament, Youth Festival, Cultural and any other sports activities or N.C.C., N.S.S. and N.S.C. camps including the actual time spent on journey thereof, shall be deemed to be attendance for the purpose of provided that this benefit shall be allowed only upto 20% of the total lectures delivered.
- 8.3** The Vice-Chancellor, on the recommendation of the head of the institution concerned may in special circumstances, for reasons to be recorded in writing condone shortage in attendance upto 5% of the total provided that this shall not apply in case of Law Course.
- 8.4(a)** Certificate, Diploma and Advanced Diploma examination in Foreign Languages, Diploma in Bhoti Language and the Diploma in Yoga Studies shall be conducted on the basis of annual system.
- (b) The examination for the Post-Graduate Diploma Courses in E-Commerce, Adult Education and Guidance and Counselling shall be conducted on the basis of semester system.
- (c) The examination for the Master's Degree in the Faculty of Languages, Science, Social Sciences, Commerce and Management Studies, Performing and Visual Arts and/or Bachelor's and Master's degree in the Faculty of Education, Law and for Bachelor's degree in Journalism and Mass-Communication, shall be conducted on the basis of semester system.
- 8.5 ADMISSION TO THE EXAMINATION :**  
The university shall from time to time, prescribe the admission form and the certificate required in support of admission to the different examinations of the university and make these forms available to all concerned.
- 8.6** A candidate seeking admission to an examination of the university shall be required to pay the fees as prescribed by the university, provided that blind persons, war windows, disabled servicemen and the dependents of military personnel permanently disabled or killed in action shall not be required to pay such fees.
- 8.7(a)** A candidate seeking admission to a university examination shall submit at least fifteen days before the last date prescribed for the receipt of application in the university office. His application in the prescribed form accompanied by the prescribed fee and supported by the prescribed certificates to the Chairman of the Teaching Department concerned, who after due scrutiny and making good the omission or rectifying the mistakes shall forward the same to the Controller of the Examinations, so as to reach him before the last date prescribed for the submission of such applications (applicable to regular students only).
- (b) The Chairman of Teaching Department concerned may under intimation to the candidate, not later than fifteen days before the commencement of the examination, withdraw application of any candidate, who fails to fulfill the attendance requirement referred to in para 9.1 above.**
- 8.8** The Controller of Examinations may entertain an application for appearing at an examination (i) upto 15 days after the last date prescribed for submission of such applications on payment of Rs. 100/- as late fee (ii) thereafter upto 20 days before the commencement of the examination on payment of Rs 125/- In very special circumstance an application for appearing at an examination thereafter may be allowed to the accepted by the Vice-Chancellor with a total late fee of Rs. 150/-.
- 8.9(a)** After satisfying himself that the application is in order in all respects, the Controller of Examination shall issue through the Head of Institution concerned, in the case of regular candidates and direct to private candidates an admit card permitting the candidates to appear at the examination and showing the Roll Number and Examination Centre allotted to him.
- (b) A duplicate copy of the admit card shall not ordinarily be issued. However, if the Controller of Examination or the Superintendent of the examination centre is satisfied that the admit card has either not reached the candidate or has been inadvertently misplaced or lost by him, a duplicate admission card may be issued to the candidate on payment of usual fee and he may be permitted to take the examination.
- 8.10** The Superintendent of Examination Centre may not permit a candidate to take the examination, If it brought to his notice in writing by the Head of the Institution concerned that the candidate has not paid the outstanding dues, including hostel and mess charges or has failed to return the library books or other articles, or in the case of loss has not paid the cost thereof, as assessed by the Head of the Institution.
- 8.11** The Vice-Chancellor may withdraw the permission to appear at an examination, at any stage, if it is found that the candidate was not eligible for admission to the examination or has been subsequently rusticated or expelled from a College or a Teaching Department of the University or any other University after the submission of his application form.

**8.12** A candidate against whom proceedings for use of unfair means etc. are started and who on account of these proceedings is prevented from appearing in an examination, may be given by the Vice Chancellor one more chance immediately next to the last admissible chance in lieu of the chance or chances, missed by him.

**8.13** Where the chance of a candidate to clear an examination are limited, and he is disqualified from appearing in it for a fixed period, he may be allowed by the Vice-Chancellor one more Chance to appear in the examination after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.

**8.14(a)** No one, who has already passed an examination of the university established by law in India, shall be permitted to reappear in that examination, provided that before a candidate becomes eligible for the degree of M.A., M.Sc., M.B.A., L.L.M., L.L.B., or Acharya in Sanskrit Language and Literature, he may apply for the cancellation of the result of any course(s) in which he may have passed in any semester examination and reappear in the corresponding semester examination(s) to improve his score in the particular course or courses. Provided further that a person belonging to any of the following categories who has already obtained and has become eligible for the award of the degree of M.A., M.Sc., M.B.A., M.Ed., L.L.M., L.L.B., or Acharya in Sanskrit Language and Literature may be allowed to reappear in the same examination to improve his division.

- (i) **A person who has obtained or has become eligible for the award of the degree from the University.**
- (ii) **A person who being a resident of the area within the territorial jurisdiction of the University, had obtained his degree from the Panjab University, Chandigarh, before the establishment of this University.**
- (iii) **A person who being employed as a whole time Teacher in the University or College affiliated to or maintained by the university, has obtained such degree from any other university established by law in India.**

(b) A candidate belonging to category(i) above may be allowed to appear in any course(s) which may be either entirely new or in which he may wish to appear again to improve the score, if he has already obtained the degree or may have the option after the declaration of the final result, whether he wants to take the degree or to get one or more courses of the final semester cancelled to improve his score in the course / courses, if he has become eligible for the award of the degree, but the option, if any, must be exercised by the candidate within one month of the date of declaration of the result of the fourth semester. The aggregate of marks obtained by the candidate in the course in which he does not appear shall determine his new division. The result of a candidate shall only be declared if he is able to improve his division or gets atleast 55% marks in the aggregate of the result desired to be improved.

Candidates belonging to Categories (ii) and (iii) above shall have to appear in the course prescribed for all the four semesters but they shall have the option to complete the examination either in one year or in two years.

(c) If a Candidate permitted to appear in an examination for the purpose of improving his score in the course(s) under the first provision in sub-paragraph(a) above fails in the said course(s) he shall be declared as a reappear case in course(s) concerned and shall be governed by the same rules as are applicable to reappear candidates, provided that no candidate shall be allowed to get his score in any course(s) cancelled more than once, or if a candidate after getting his course(s) cancelled for the purpose of improving his score absents himself from appearing in the corresponding examination his previous score in the course(s) shall stand but he shall not be given another chance to get the score cancelled

Provided further that a candidate permitted to reappear in the examination for the purpose of improving his division shall be allowed two attempts in each paper within a maximum period of five years after he has qualified for the award of degree.

#### **8.15 Re-Checking:**

If a candidate feels that either some of the answers in his script had not been evaluated or there is mistake in totaling the marks awarded to him/her, he/she may within 21 days of the issue of the marks-sheet, apply in the prescribed form accompanied by the prescribed fee to the Controller of Examinations, for the re-checking of his/her script. If on re-checking a mistake is discovered, the mistake shall be rectified and the fees paid by the candidate shall be refunded to him.

#### **8.16 Re-Evaluation:**

(a) If a candidate feels that his script has not been fairly evaluated, he may within 21 days of the date of issue of the detailed marks-card by the University apply to the Controller of Examinations in the prescribed application form accompanied by marks card in original and the prescribed fee for re-evaluation and avail himself of this concession

offered by the University. A candidate whose result is declared late on account of the awards may also seek re-evaluation within 21 days of the declaration of the result, subject to the condition that no application form shall be entertained after 31st December, of the same Calendar Year of the examination in the case of annual examination and after 31st March of the ensuing calendar year in the case of Supplementary Examinations; and in case of semester examination of Post Graduate classes till the commencement of the next corresponding examinations.

Provided that in case of foreign students, who leave for their countries before the declaration of results; the candidates of correspondence courses, the candidate appearing privately from LahaulSpiti, Kinnaur, Bharmour, Pangi Valley, Military Personnel on active service and the regular students, who fail to collect their result cards from their colleges/teaching departments in time for reasons of prolonged illness or unforeseen circumstances, the last date for receipt of applications and fee for the purpose duly supported by Authentic Documents will be 30 days from the date of issue of the result card by the University to the college / teaching department / candidate.

**(b)** The re-evaluation fee once deposited with the University shall not be refunded. However, the re-evaluation fee will be refunded if the re-evaluation application has been rejected by the University under Ord. 6.70 (a) and 6.70(g). Further all entries in the application for re-evaluation should be complete and correct in all respects. The University will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee and / or detailed marks card / certificate. No change in the entries once made by the candidate shall be allowed after the receipt of application in the University office. However, a candidate shall be allowed to withdraw his application form for re-evaluation as also delete one or more subject(s) / paper(s) for which application for re-evaluation has been received within the due date provided such requests are received within 10 days of the submission of the application form by the candidate. In case of withdrawal or deletion no refund of fee shall be granted.

**(c)** The Assistant Registrar / Deputy Registrar, In-charge of the re-evaluation work shall put up all applications referred to above to the Controller of Examinations, who shall get each script separately evaluated and the revised result shall be determined in the following manner :

- (i) An examiner other than one who had originally evaluated will re-evaluate the script and average of the two awards shall be final award in case the variation (increase or decrease) in the two awards is not more than 10% of the maximum marks allotted to the paper/course.
- (ii) The script shall be referred to the third examiner in case variation ( increase or decrease ) is more than 10% in the two awards and the average of the two higher awards (out of the three) shall be the final award.
- (iii) The fraction of 0.5 will be rounded off to the next whole integer.

**(d)** The score on re-evaluation subject to para (ii) above shall supersede the original score provided that in case of a candidate securing pass or more marks on original evaluation the downward revision or re-evaluation shall not go lower than the level of pass marks in the paper concerned. (iii) The change in score on re-evaluation shall be conveyed only where the character of the result is changed (character means 'fail' to 'compartment' 'compartment' or 'fail' to 'pass', change in division ) or where on re-evaluation the score increases or decreased by 5% or more of the maximum marks allotted to the concerned paper.

**(e)** Whatever be the change in awards after re-evaluation the same shall be conveyed to the candidate. A candidate who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class, eligibility to sit for the Medical College Entrance test or the grant of scholarship / award / freeship / medal etc. on the basis of declaration of the result of re-evaluation. Further that the declaration of the result of the re - evaluation shall not be considered as a time bound process. Provided further that in case the re-evaluation result is received after the commencement of the subsequent examination which the applicant has taken out of the two results i.e. on the basis of re- evaluation of his performance in the subsequent examination the result that is advantageous to the applicant will be conveyed to him.

**(f)** The re-evaluation of the answer book shall not be permitted to the following categories:

- (i) Faculty of Medical Science
- (ii) Faculty of Ayurveda
- (iii) Pre-Engineering Test
- (iv) Practical examination in different subject(s) or paper(s), sessional marks, internal assessment, project report, dissertation, thesis and viva-voce.



- (g) A defaulting student will not be entitled to apply for re- evaluation after the expiry of the normal date i.e. after 21 days from the date of declaration of the General Result of the class concerned, if his result has been delayed on account of his own fault.
- (h) A candidate whose answer book is not available for re- evaluation due to any reason beyond control of the University, may be allowed by the Vice-Chancellor either :
  - (i) To reappear in the same paper of the next examination without payment of the examination fee and in the event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he reappears.
  - (ii) To have his fee refunded in full.
  - (iii) No further reassessment shall be allowed after the awards by the re-evaluator has/have been received.

#### **8.17 Cancellation of Examination:**

The University may cancel the examination of a candidate, if it is found that he was not eligible to appear in the examination but had obtained admission through misrepresentation or a misstatement of facts. Such a candidate shall also be liable to be disqualified from appearing at any examination of the University for a period which may extend upto five years.

### **9. RULES FOR PROMOTION AND RE-APPEAR FOR MASTER'S DEGREE COURSE :**

**9.1 Semester Examination :** There shall be an examination at the end of each semester.

**9.2** Except in the subjects of Mathematics, Geography, Psychology a student may be admitted to the course even in the second semester, but he / she shall also complete the course in four semesters (Ord.8.36 for Master of Arts) and 10.43 for M.Com. only).

**9.3** A candidate is required to pass all the courses in each semester examination provided that :

- (a) A candidate who appears in the examination and fails to obtain pass marks in any course in the first semester may be permitted to proceed to the second semester, but he shall not be permitted to proceed from the second semester to the third semester without appearing in the examination.
- (b) At the time of second semester examination the candidate, may appear in the course in which he may have failed to obtain pass marks in the first semester examination and also in the courses prescribed for the second semester.
- (c) At the time of third semester examination the candidate, may appear in the course in which he may failed to obtain pass marks in first and second semester examination and also in all the courses prescribed for the third semester. But he shall not be permitted to proceed from the third semester to the fourth semester without appearing in the examination.
- (d) At the time of the fourth semester examination the candidate may appear in the course in which he may have failed to obtain pass marks in the first, second and third semester examinations and also in the courses prescribed for the fourth semester. A candidate shall not be allowed to proceed from fourth to fifth semester without appearing in the examination.
- (e) In the fifth semester, the candidate may appear in the course in which he may have failed to obtain pass marks in first, second, third and fourth semester examinations and also in all the courses prescribed for the fifth semester. But he shall not be allowed to proceed from fifth to sixth semester without appearing in the examination.
- (f) In the sixth semester, the candidate, may appear in the courses in which he may have failed to obtain pass marks in first, second, third, fourth and fifth semester examinations and also in the courses prescribed for the sixth semester. Provided that the Vice-Chancellor may however, permit a candidate who is otherwise eligible to appear at the examination to proceed from one semester to another semester without appearing in the examination if to the satisfaction of the Vice-Chancellor the candidate was prevented from appearing in the said examination on account of serious illness or other unforeseen circumstances beyond his / her control, provided that the intimation to the effect, accompanied by documentary proof thereof, is communicated to the University within a week of expiry of the concerned examination.

**9.4** A candidate, who is unable to pass the Master of Arts examination on account of his having obtained less than the pass marks in any course or who joined the course in the second semester, may reappear or appear as the case may be, in the corresponding semester examination of the following year in the courses in which he failed to obtain pass marks or in which he did not appear earlier.

- 9.5 A candidate who is unable to pass the Master of Science examination on account of his having obtained less than the pass marks in any course may reappear in the corresponding semester examination of the following year in course(s) in which he failed to obtain pass marks.
- 9.6 A candidate who is unable to pass the Master of Business Administration examination on account of his having obtained less than the pass marks in any course, may reappear in the corresponding semester examination of the following year in the course(s) in which he failed to obtain pass marks.
- 9.7 A candidate is required to pass in all the courses in each semester, provided that a candidate, who fails to obtain pass marks in any course in the first semester, may be permitted to proceed to the second semester. Such a candidate shall, however, be required to reappear in the course or courses in which he may have failed to obtain pass marks in any semester in the corresponding semester examination of the following year (for M.Ed.).
- 9.8 A candidate, who is unable to pass the bachelor of Laws (LL.B.) examination on account of his having obtained less than pass marks in any course or having been unsuccessful in the practical training prescribed for sixth semester, may reappear in the corresponding semester examination of the following year in the course(s) in which he may have failed to obtain the pass marks or complete the training prescribed for sixth semester, which he could not successfully do earlier.
- 9.9 A candidate, who obtains pass marks in the courses prescribed for the first four semesters shall be eligible for the award of the degree of the bachelor of Law (LL.B.) (academic or non-professional). A candidate who is unable to obtain this degree on account of his having obtained less than the pass marks in any course, may reappear in the corresponding semester examination of the following year in the course(s) in which he failed to obtain pass marks earlier.

**10. AWARD FOR FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, EXHIBITIONS (MEDALS AND PRIZES) AND FREESHIPS:**

All awards of Fellowships, Scholarships, medals and prizes including those specifically earmarked for a particular category, shall be given on the basis of merit to be determined under the rules laid in the ordinances. Freeships and stipends shall, however, be awarded on the basis of poverty-cum-merit.

- 10.1 The University shall, from time to time, determine the number of H.P.University Research Fellowships / Scholarships to be awarded in each category and the value thereof.

- 10.2 At present there exist the following categories of Fellowships / Scholarships / Freeships in the University.

**FELLOWSHIPS:**

1. H.P.U. Senior Fellowships, For Post Doctoral Research
2. H.P.U. Junior Research Fellowships for M.Phil/LL.M. / Ph.D.
3. U.G.C. Junior Research Fellowships for M.Phil/Ph.D.

**SCHOLARSHIPS:**

1. **Subject wise Merit Scholarships** :One scholarship per subject in which post-graduate facilities exist in the University.
2. **Group wise Merit Scholarships** :Thirteen Scholarships on the basis of aggregate of marks at graduate level examination taken admission in the various departments according to the scheme of distribution under ord 31.14 A(ii).
3. **Subject wise Merit Scholarships** :
  - (i) One scholarship per subject on the basis of the result of M.A./M.Sc./M.B.A./ M.Com., Part examination(Semester I & II taken together).
  - (ii) One Scholarship on the basis of the result of LL.B. Part I Examination (Semester I & II taken together).
  - (iii) One Scholarship on the basis of the result of LL.B. Part-I& II Examination(Semester I,II,III,&IV taken together).
4. **Sports Scholarships** :16 Scholarships for outstanding sportsmen/women at the post- graduate level, each of value of Rs. 200/- per month.
5. **Cultural Activities Scholarships** :Ten Scholarships of the value Rs. 200/- per month for the full Academic session i.e.1st July to 30th June.

**10.3 Freeships :**

1. **Full Freeships** :For 10% students of the total strength of the class/course.
2. **Half Freeships** : For 15% students of the total strength of the class/course.

3. The student younger in age will be given Half Freeship if his/her elder brother/sister is also studying in the University and paying full fee.
4. Full Freeships and Hostel Rent Freeships to the outstanding Sportsmen / Women of the campus is given as per rules.
5. that the scholarship is available to the students belonging to the Socially Backward Classes SC/ST/OBC and as may be identified by the State (India/Himachal Pradesh) from time to time and Economically Backward Classes IRDP/BPL/Low Income and as may be identified by the State (India/Himachal Pradesh) from time to time amounting to Rs. 1200 per month for one year. The scholarship shall be awarded on the basis of academic merit of the qualifying examination i.e. B.A./B.Sc./B.Com. for P.G. courses and 10+2 for undergraduate courses which are run by the University.

#### 10.4 Medals and Prizes:

The University shall, from time to time, determine the number of examination and subjects for which medals and prizes shall be awarded:

**(1) Lala Jai Lal Nagal Freedom Fighter Memorial Silver Medal:**

A Silver Medal will be given to a Student standing first in LL.M. final examination.

**(2) Dr. K.K. Jain Memorial Medal (Silver Medal, Gold Plated):**

A silver Medal, Gold Plated will be awarded every year to a student who stands first in M.Sc. (Botany) with special paper in wood science but securing at least 65 % marks. In case a student having the above percentage of marks is not eligible then it may be awarded to a student topping in M.Sc.(Botany) in any special Paper.

**(3) Prof. A.C.Jain Scholarships for M.Sc. Chemistry:**

Two scholarships each of value of Rs. 200/- per month will be awarded for one year i.e. from 1st July to 30th June to two students , one for M.Sc. 1st year and the other for M.Sc. 2nd year student every year.

The basis of awarding the scholarship to M.Sc. 1st year student will be on the merit drawn from the aggregate of marks at B.Sc. degree plus marks secured in Chemistry in B.Sc. 1st , 2nd and 3rd year, while for M.Sc. 2nd year student , the merit will be prepared from amongst students of M.Sc. (Organic specialization only). The merit will be determined on the basis of aggregate marks of M.Sc. 1st and 2nd semester plus marks secured in Organic Chemistry in both the semesters. The candidate should have cleared all the papers in first attempt.

#### 10.5 Stipends:

The University may institute poverty-cum-merit stipends for different courses and the University for this purpose, shall determine, from time to time, the number, the value and the duration of each stipend.

#### CONCESSIONS/ SCHOLARSHIPS BEING ALLOWED BY THE STATE GOVERNMENT / GOVERNMENT OF INDIA:

#### 11 UNIVERSITY LIBRARY:

Ever since the Post-Graduate Centre of the University in Shimla was made a nucleus for setting up the Himachal Pradesh University Library in 1972, there has been manifold increase in the size to its collection and demand of its services. Its collection has since then grown from a meager 15000 to more than 236992 books (upto 30.06.2021) and journals. The library functions for 12 hours on working days and for 7 hours on Sundays/ holidays. It is housed in a multi storied building designed to house the functions of a modern University Library.

**Budget for the purchase of books for the financial year 2020-21 = Rs. 50,00,000/- and for E- Books = Rs. 20,00,000/-**

**Purchased & gifted books = 982 + 404 Gifted + 31 SAP = 1417**

#### Journals

The Library subscribed 105 Indian and foreign titles of journals with the annual budget of **Rs. 50,00,000/- for the year 2020-21.**

(i)	Indian	=	74	Newspapers	=	17
(ii)	Foreign	=	18	Magazines	=	13
	Total	=	92	Total	=	30

#### Use of Library materials

The total number of books issued, returned and consulted by the members in the Stack Hall, Science, Education, Laws and Himalayan Section/ Sectional Libraries etc. during 01.07.2020 to 30.06.2021 are as under:-

Books issued	4465
Books returned	5229
Books consulted	26088
No. of Visitors	24244
Members Enrolled	1426
Total No. of members	8325

### **Xeroxing Facilities**

The University Library was able to get three Photo copier machines installed in the Library by a private firm to give better and efficient Xeroxing facility to Readers on nominal rates.

### **Himalayan Studies Section**

Keeping in view the serious studies on socio economic and scientific aspects of Himalayan region, separate Himalayan Studies section has been started in the Library.

### **Computerization**

Initially library has started its computerization process with CDS/ISIS software in 1996 after that the SOUL software was purchased from INFLIBNET for this process. In the year 2021 KOHA Software was installed for the up-gradation of Library Automation work which is in progress.

### **E-Journals**

Facility of e-journals in Physical Sciences, Mathematics, Social Sciences and Humanities under UGC-Infonet programme through INFLIBNET, Gandhinagar is available in the each Teaching Department through LAN in the University Campus. Users can access full text journals. This facility is very popular among Students, Research scholar and faculty of the University. Library is trying to procure more e-journals from INFLIBNET under e-Shodh Sindhu. So far 7338 E-Journals are accessible to the readers.

### **Shodhgangotri and Shodhganga**

Electronic version of Ph.D Thesis submitted by researchers of our university are accessible to all other Institutions and Universities under “ Shodhgangotri and Shodhganga “ Scheme of UGC through INFLIBNET Center Gandhinagar. **The process of digitization work of theses has already been done in the year 2015.**

### **Infrastructural Development of the Library**

#### **CCTV Cameras**

38 Nos. CCTV Cameras has been installed in the library to keep watch on the activities of library users and staff.

#### **KIOSKS**

02 Nos. of KIOSKS machines has been installed for the library users to know about the availability of particular document in the library.

#### **ETD Lab**

Electronic Theses and Dissertation Lab has been established in the library to facilitate its users.

#### **Computer Lab for Special Category Readers**

One computer lab has been setup for the **Visually Impaired Readers** in the library to cater their special needs.

#### **Steps towards fully automation:-**

The Work of fully automation of library is in process in which readers can issue and return the documents/books with the help of machines.

#### **Remote Access to the users:-**

The Library authority is planning to provide remote access to its users in future.

## **12 INFORMATION ABOUT HOSTELS:**

The rules for residents students are available in Chapter XXVIII of the First Ordinances of the University which are reproduced hereunder for the perusal and compliance of the students seeking admission in the hostels :

## INFORMATION ABOUT HOSTELS:

Himachal Pradesh University presently maintains fourteen hostels for boys and girls students admitted in various P.G. courses. There are 1058 seats for girls in ten hostels and 589 seats for boys in four hostels. The students cannot claim admission to the hostels as a matter of right as admission to the hostel is restricted to the above said intake capacity/vacancy available.

In hostels there are facilities of Common Room with T.V. and indoor games etc. One Gymnasium is available for boys' hostels and one for girls hostels. The girls hostels campus has also facility of auditorium for organising functions. Every hostel has its own mess. All the hostels (boys & girls) have the facility of Medical Inspection room(s) and Reading Room is also available in Saraswati Girls Hostel. Besides this, all hostels are under CCTV surveillance 24X7

The rules for resident students are available in Chapter XXVIII of the First Ordinances of the University which are reproduced hereunder for the perusal and compliance of the students seeking admission in the hostels:

### **RULE FOR THE RESIDENT STUDENTS**

#### **12.1 GENERAL RULES :**

1. All Rights of Admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendations of the Wardens/ Hostel Welfare Officers Committee. All admission will be made strictly on the basis of merit in the qualifying examination.
2. Admission to the University hostels will be open at the beginning of the session and the students will be admitted on the basis of merit. 75% of the seats shall be reserved for the students passing their qualifying examination from H.P. University and 25% of the seats will be open to all.

However, 15% and 7.5% of the seats available shall be reserved for students belonging to scheduled castes and scheduled tribes respectively. In addition to this, on the direction of Hon'ble High Court of H.P., 5 % seats are reserved for the persons with disability.

3. The merit for admission to the hostel seats will be the same as forms the basis for admission in each course under different teaching departments.
4. A candidate who applies for admission in any reserved category, but is admitted in the general category because of his/her merit will be considered in the category mentioned in his/ her application form for the purpose of admission to hostel provided he/ she is eligible in that category.
5. All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/her regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.
6. Research Scholars and students of Post Graduate classes who are doing their work may be permitted to stay in the hostel during vacation on the specific recommendation of the Chairman/ Supervisor. Foreign students studying in the University Departments and who are not in the final year may be allowed to stay in the hostel during the vacation. The students belonging to the tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of the Chairman of the department concerned.
7. Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:-
  - (i) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents guardian;
  - (ii) Satisfaction of the Chief Warden/ Warden/ Hostel Welfare Officer regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents;
  - (iii) Hostel may be allowed to a student for pursuing Post Graduate Degree/Professional Course for a maximum period of two/three years depending upon the duration of course as well as availability of room in the hostel.

- (iv) No student pursuing second Post-Graduate Degree/ Professional Course will be admitted/re-admitted to the hostel.
  - (v) A student will be allowed to stay in the hostel for a maximum of three years for pursuing research degree(s). However, the admission of the boarder(s) will be cancelled the moment, he/she gets a job in the Govt./Private/Corporation/ any other institution during the time of studies.
8. Admission to the hostel for the academic year will close 10 days after the close of admission to the department.
  9. Residents shall see the Chief Warden/ Hostel Welfare Officer/ Warden for official business in the office during fixed hours. In case of emergency, the Chowkidar on duty should be sent to the Chief Warden/ Hostel Welfare Officer/ Wardens residence.
  10. Residence should not keep cash or jewellery or other valuable in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
  11. Smoking is strictly prohibited in the Common Room, Reading Room, Dining and Kitchen Areas.
  12. Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
    - a) Expulsion from the hostel;
    - b) Forfeiture of securities; and
    - c) Imposition of fine by the Chief Warden.
  13. In case of non-payment of dues or violation of anyone of the hostel rules by a resident, the Hostel Welfare Officer/ Warden may get his/ her room locked.
  14. Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be removed from one room to another. Replacement of chair for canning or replacement of cot during the session may be done by paying charges as per rules. Damage to hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/University.
  15. The telephone is meant for office use only. However, VCC CARD facility has been provided to the residents in case of emergency. The VCC card facility will be available with the chowkidars/security staff of the respective hostels to communicate the report to the Warden/Hostel Welfare Officer/ Chief Warden/ Security Officer in case of emergency for which they will be paid actual charges.
  16. Gambling use of intoxicants and keeping of arms in the hostel premises (including room) are strictly prohibited. Residents found guilty of any such lapse in this regard will be liable to a fine of Rs. 500/- and/or expulsion from the hostel. All rooms (including almirahs and belongings) will be open for inspection by the Chief Warden/ Warden/ Hostel Welfare officer at any time.
  17. An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any political and in disciplinary activities which harms the social, academic and congenial environment of the Hostel/University.
  18. Before leaving the hostel every resident shall obtain clearance from Warden/ Hostel Welfare Officer and personally hand over the charge of the room and hostel property, repair charges for any damage to the furniture will have to be paid by the residents. During vacation all boarders will deposit their room keys with the hostel Clerks/Warden/ Hostel Welfare Officer failing which the result of the defaulters will be withheld.

## **12.2 ALLOTMENT :**

- (i) Rooms will be allotted by the Warden/Hostel Welfare Officer according to the principles laid down by the Chief Warden;
- (ii) Junior students shall be put up in dormitories;
  - a) Dormitory will not be allowed to a single person even on full payment. If one of resident of the dormitory leaves, either another resident would be allotted that

- dormitory or resident would be moved to a cubicle, if available;
- b) Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel;
- c) No student shall be allowed to accommodate any other student in his room. If it is found at any stage that a student other than the boarder is staying in his room, the hostel admission shall be cancelled;
- d) A student cannot shift from his/ her allotted room within the hostel without the permission of the Warden/ Hostel Welfare Officer;
- e) The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the Warden/ Hostel Welfare Officer;
- f) The residents shall keep the Hostel Identity Card obtained from the Warden/ Hostel Welfare Officer with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph along with the admission form; and
- g) Unauthorized occupation in the Hostel shall not be allowed.

### **12.3 VISITORS AND GUESTS :**

- (i) Male visitors shall see the residents of the Girls Hostel only in the visitors room during the specific hours;
- (ii) Female visitor shall not visit male residents in their rooms.
- (iii) Guests are not permitted to stay overnight in any hostel. However, in exceptional cases in the case of Girls Hostels only, they may be put up in the room/guest rooms, if any, on payment of prescribed charges, but in no case beyond two nights i.e. three days only. Further, such stay can be extended only in special circumstances, upon the satisfaction of the Warden concerned, upto maximum period of one week, only once in a month.

### **12.4 ATTENDANCE AND LEAVE :**

- (i) The gates of the boys hostels will be closed at 10.00 PM and opened at 5:00 AM;
- (ii) A resident shall under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for the purpose at the hostel gate; and
- (iii) The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/Hostel Welfare Officer.

### **12.5 CONDUCT AND DISCIPLINES :**

- (i) Students shall maintain discipline and peaceful atmosphere in hostel;
- (ii) A student may be fined or expelled from the hostel by the Chief Warden/ Warden/ Hostel Welfare officer for the following reasons :-
  - a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden/ Hostel Welfare Officer or other teacher, employees of the hostel and other residents;
  - b) Teasing or otherwise harassing other students and/ or the use of violence;
  - c) Stealing or pilfering Hostel/ University property or the property of other students;
  - d) Unruly conduct or rowdism:

- e) Writing on walls, sticking of posters, distribution of unauthorized handbills or notices;
  - f) Making noise and/ or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders;
  - g) Convening, organizing, attending unauthorized meeting within the hostel premises; and
  - h) Breach of any of the hostel rules.
- (iii) No student shall keep gold or costly jewellery in his/her room;
  - (iv) While visiting common room/dining hall, the student should be in proper dress;
  - (v) For any willful disobedience or defiance or willful tampering with hostel property or insolvent behaviour, the student may asked by the Warden/ Hostel Welfare Officer to leave the hostel immediately in anticipation of the approval of the Chief Warden;
  - (vi) Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel welfare officer may recover the cost of repaid or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances;
  - (vii) In case of any unauthorized guest/ person is found in the rooms of the boarders, his/her room as well as the admission from the concerned department will liable to be cancelled forthwith;
  - (viii) All rooms in the hostel shall be opened for inspection by Chief Warden/ Hostel Welfare officer/ Warden at any time during day and night;
  - (ix) Students shall not abuse, maltreat or assault hostel employees;
  - (x) The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands; and
  - (xi) In order to solve the problems of students from time to time and to effectively implement the hostel rules as provided in the Hand Book of Information, there will be a Disciplinary Committee consisting of the Dean of Studies, Dean Students Welfare, Chief Warden and Security Officer with Dean Students Welfare as its convener.

## 12.6 SPECIAL RULES (FOR GIRLS HOSTEL ONLY :

- (i) Regular roll call will be taken by the prefects of the Girls Hostel. The roll call time would usually be as under, which can be changed by the Warden from time to time, through notification;
- (ii) No girl student would stay out of the Hostel after the prescribed time;
- (iii) On **Wednesday** and **Saturday**, the girls can go to city for shopping in case the University bus facility is available for going to and coming from the city;
- (iv) The girls who are going to local guardians or to their homes must write on the register kept for the purpose, the following details:-
  - a) The address where they are going;
  - b) Time and date of their departure and arrival; and
  - c) The relation or the guardians of the girls can meet their wards on every Monday and Friday between 2.00 pm to 5.00 pm. No one can meet the boarders in the hostel on other days except in case of emergency, with the prior permission of the Warden, in case they are coming from outside Shimla.
- (v) No female guest can stay in any room without prior permission of the Warden;
- (vi) No Male visitor is allowed in the rooms of the Girls Hostels; and
- (vii) The girl residents are not allowed to stay overnight out of the hostel. In case there is such need, the Wardens prior permission in writing, must be obtained the address where one wants to stay



- and purpose of stay must be given.
- (viii) Mutual shifting of girls boarders from one hostel to another hostel is allowed only for one time with in the same category with the permission of Chief Warden.

**12.7 The Hostel Welfare Officer/ Warden/ Chief Warden shall have the authority to punish a boarder for any act of indiscipline or violation of Hostel Rules, as under:-**

**WARDEN**

- i) Fine as would be determined from time to time.
- ii) Recommend expulsion from the hostel

**CHIEF WARDEN**

- i) Fine as would be determined from time to time.
- ii) Appeal on the issue of Rules/ Law and not on the issue of facts

**12.8 HOSTEL MESS :**

- (i) The hostel shall have facilities for lunch dinner services. A resident shall have meals in his/her hostel only;
- (ii) Residents will not go in the cooking areas;
- (iii) All complaints requiring immediate action of the Warden/Hostel Welfare Officer should be made in writing through a member of the mess canteen committee;
- (iv) The facilities of co-operatives mess will be replaced by contract messes. A contract mess will be started with minimum strength of 50 members. Every member will have to give an undertaking that he/she will shoulder the responsibility and observe the rules of contract mess. Resident changing from one mess to another will have to clear the account for the first mess before being allowed to have meals in the second mess by the Warden/ Hostel Welfare Officer in writing. The change will be allowed only from the first of the month;
- (v) Ordinarily the residents will take food in the hostel;
- (vi) The charges will be calculated on the basis of actual number of diets taken by the residents;
- (vii) Each resident will contribute towards subsidy fund for the needy and deserving students of the hostel @ one diet per month alongwith the mess bill;
- (viii) Guest will also be served meals on the usual rates. However, the maximum diets that could be served to the residents guest will not be more than twenty in a month. If the number of diet exceeds twenty, additional amount will be charged for the excess diets;
- (ix) If mess and canteen charges are not paid by 10<sup>th</sup> of the month, meals will not be served, nor the defaulter will be allowed to take meals as a guest of other resident. For late payment, fine per day for every mess bill separately will be imposed. After 25<sup>th</sup> a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/Warden. After 30<sup>th</sup> the room will be got vacated with the order of the Chief Warden;
- (x) Cooking in the room is strictly prohibited;
- (xi) Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of the Warden/ Hostel Welfare Officer. The residents as well as the mess servants be fined heavily for violating this rule;
- (xii) Mess servants will be entirely under the control of Warden/ Hostel Welfare Officer who can recommend their dismissal or impose any penalty on them. Residents cannot punish the servants. They can, however, report against them to the Warden/ Hostel Welfare Officer of the hostel; and

- (xiii) The messes and canteens will remain closed during the vacation. The dates for closure will be notified by the Chief Warden.

## **12.9 ELECTRICITY :**

- (i) Residents must switch off the lights while going out of the rooms or to sleep:
- (ii) Residents are allowed to use in their room electrical appliances such as electric heaters only during winter i.e. from 14<sup>th</sup> November to 14<sup>th</sup> March. In case a resident is found to be in possession of any other appliances, the same will be confiscated and the boarder will be fined. In case a resident repeats this act, the amount of fine payable will also increase accordingly; and
- (iii) Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.

## **12.10 SECURITIES AND DUES :**

- (a) Security and dues/other charges will be realized from the boarders of the hostel in accordance with the decision of the Executive Council or as notified by the Chief Warden from time to time.
- (b) All securities are charged once at the time of admission and the dues/fee shall be charged annually. The amount so collected from the misc. charges will be utilized by the Chief Warden in consultation with the Wardens/ Hostels Welfare Officers Committee for the purpose of minor L.P.G. repair and incidental charges etc.
- (c) Concession in hostel rent may be granted on the basis of merit or sports cum poverty to the extent of 10% freeships and 15% half freeships.
- (d) The hostel fees will be charged from all the residents annually at the time of admission/ continuation.
- (e) In case of continuation of boarder a late fee per day after the date decided/ notified by the Hostel Welfare Officers/ Wardens Committees shall be charged.
- (f) Residents getting admission into the hostel at any time during the month will be charged full fee for the month.
- (g) All residents are required to clear hostel, mess, canteen and other dues and obtain no dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostels, failing which their names will be forwarded to the Controller of Examinations/Chairman of the Department for withholding the declaration of result/award of degree and other disciplinary action, including forfeiture of their securities and cancellation of the degree.
- (h) The Controller of Examinations, may on the report in writing of the Head of the Institution concerned, withhold the result of a candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him including hostel and mess charges, or has failed to return Library books or other articles, or in case of loss has not paid the cost thereof as assessed by the head of the institution (Ord. 6.65(a)).
  - a) Roll number slips will not be issued by the Chairman of the teaching departments without clearance from the hostel office.
  - b) As soon as the M.Phil./Ph.D. Research Scholar submits his/her dissertations/ thesis, he/she will have to vacate the hostel room.
  - c) The Controller of Examinations, will not declare the result unless the M.Phil./Ph.D. scholars concerned produce No Dues Certificate from the Hostel/Library (Ord.6.65(b)).

- d) Securities of mess, telephone as well as hostel will be refunded to a resident only after he/she cleared all the hostel dues and handed over the possession of the room and will be adjusted against the bills only in the special circumstances after the student has left the institution. Application for refund of securities will be submitted three days before the intended date of leaving the hostel (when his/her mess account will be closed and he/she will eat on cash payment). Cheque will be got ready earlier but will be given only after the charge of the room is handed over to Chowkidar (who will sign the register) and the room is locked. ***All security deposits shall lapse if not withdrawn one year from the date of leaving the hostel.***

#### **12.11 APPOINTMENT AND DUTIES OF PERFECT :**

Prefects will be appointed by the Hostel Warden/ Hostel Welfare Officer from amongst the senior students of good standing to assist him in the administration of the hostel. Normally for every 50 students, one prefect would be appointed. Prefect will be entitled to rent free accommodation.

1. He/ she shall take the roll call at the time fixed and submit a report of absentee to the Warden/Hostel Welfare Officer on the following day.
2. He/she shall report in writing to the Warden/Hostel Welfare Officer the names of those residents who remained absent for the whole night. Failure to report such cases will be considered gross negligence of duty and may result in his/her dismissal from prefectship.
3. He/she shall assist the Warden/Hostel Welfare Officer in checking of rooms for ensuring that:
  - a) There are no prohibited articles in the room;
  - b) Electric fittings are not tampered with;
  - c) Guests are not kept in the rooms at night; and
  - d) There is no disturbance at night during study hours.
4. He/she shall look to the general cleanliness of the Block.
5. He/she shall keep the record of leave applications.
6. He/she shall forward all complaints regarding the Block to the Warden/ Hostel Welfare Officer.

#### **12.12 COMMITTEES :**

For the proper and democratic functioning of the hostels, several committees, such as common room committee, mess committee, finance committee, discipline committee etc. will be formed in each hostel. Faculty members from the teaching departments may also be associated with these committees.

The committee will work closely in full co-operation with the Warden/Hostel Welfare Officer to further the spirit of fraternity in each hostel. These committees will also be concerned with the making of new suggestions to the administration for further improvement in the hostels and to ensure proper discipline and decorum.

#### **12.13 RESPONSIBILITIES OF THE RESIDENTS :**

Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility on the part of the resident to:-

1. Make every effort for peaceful co-existence and maintaining the ultimate decorum; and
2. To observe all hostel rules meticulously in letter and spirit.

All violations of rules and directions will be subject to strict disciplinary action which in extreme cases, may lead to expulsion, forfeiture of securities and the right for future admission.

**12.14 (Any notification issued from time to time by the Chief Warden will be binding on all the residents.)**

**General instruction/orders issued by the Chief Warden/authorities from time to time for students admitted in the hostels:**

1. The Guest permitted to stay in the hostels will be charged **Rs. 60/-** per day and will be deposited in the University accounts regularly. A register will be maintained in each hostel where entry of every guest, if allowed by the warden is required to be made (Read with Ordinance 28.3(iii)).
2. The roll call time fixed for girls hostels is as under : (Read with Ordinance 28.6(i):

May to July	8.00 p.m.
August to September	7.30 p.m.
October to February	7.00 p.m.
March to April	7.30 p.m.

3. The fine for late deposit of mess bill after the prescribed time a fine of **Rs. 50/-** on the 11<sup>th</sup> day of display of mess bill and thereafter ` 10/- per day subject to maximum of **Rs. 200/-** will be charged (read with Ordinance 28.8(ix))
4. The following charges will be realised from the boarders of the hostels: (read with Ordinance 28.10 (a) & (b) except the students with disabilities who have been provided fee Hostel facility by the University with effect from 15.11.2021 notified vide Notification No. 3-38/96-HPU(Genl.) Vol-IV dated 27.12.2021

**1. Annual Charges :**

(a) Hostel Security	<b>Rs. 100/-</b>
(b) Mess Security :	
(i) Recurring	<b>Rs. 3000/-</b>
(ii) Non-recurring	<b>Rs.100/-</b>

**2. Monthly Charges :**

(a) Common Room charges	<b>Rs.30/- p.m.</b>
(b) Electricity charges	<b>Rs. 120/- p.m.</b>
(c) Water Charges	<b>Rs. 15/- p.m.</b>
(d) Hostel Room Rent	<b>Rs. 110/- p.m.</b>
(No rent shall be charged from SC/ST Students)	
(e) Estt. Charges	<b>Rs. 25/- p.m.</b>
(f) Misc. Charges	<b>Rs. 30/- p.m.</b>

**Note:**

*All securities are charged once at the time of admission and the dues/fees shall be charged annually. The amount so collected from the miscellaneous charges will be utilised by the Chief Warden in consultation with the Wardens' Committee for the purpose of minor LPG repair and incidental charges etc.*

5. A late fee of **Rs. 10/-** per day subject to maximum of **Rs. 200/-** will be charged from the boarder who fails to get his/her continuation fee deposited within the stipulated period subject to a maximum period of 30 days, where-after his/her hostel admission shall stand cancelled. {read with Ordinance 28.10 (e)}
6. Admissions to the Ph. D. Scholars will be made twice once in June/July alongwith other P. G. student and other in January each year subject to availability of seats.
7. The following actions besides the acts provided in the Ordinances shall be considered act of indiscipline, misconduct and disobedience punishable under the rules:

- (i) Taking bath in the balconies or outside the bathrooms
  - (ii) Obstructing or creating problems at the time of inspections of rooms, hostel premises, etc., by the University authorities or outside authorities duly authorised by the University authorities for maintaining law and order.
  - (iii) Non-compliance of the instruction issued by the University authorities from time to time.
  - (iv) A boarder who is punished thrice during his/her stay in the hostel may be recommended for expulsion from the hostel by the Warden to the Chief Warden who will issue necessary cancellation of hostel orders as per rules.
8. The University may club the Girls boarders residing in different hostels during winter vacation keeping in view the total strength of girl boarders in each hostel.
  9. No student shall be allotted hostel against whom the University has lodged an FIR.

### **13. STUDENTS' AID FUND:**

#### **13.1 THE FUND:**

This fund shall be named as Himachal Pradesh University Students' Aid Fund, hereinafter referred to as HPUSAF.

#### **13.2 Aims and Objects:**

The Object of this fund is to render financial assistance to poor students to meet their tuition or examination fee or to purchase books or to meet similar other expenses. Limited assistance may be given to the students to meet their hostel mess, clothing or medical expenses if their needs are considered genuine. No scholarship or stipend or reward or prize will be given from this Fund. Rotary loan to needy students, to be paid back when settled in life, may be granted.

#### **13.3 Fund:**

- 1 Subscription by the university @Rs.10/- per student or as prescribed by the university from time to time.
- 2 10% contribution from amalgamated fund to the H.P. University teaching departments.
- 3 Voluntary contribution by the students, ex-students and staff members of the university.
- 4 Donation from other sources permissible under the UGC rules.
- 5 Matching contribution of grants from UGC as permissible.

#### **13.4 Management:**

The Fund shall be managed and administered or utilised on the recommendation of a committee consisting of the following :

- 1 Vice Chancellor Patron
- 2 Dean of Studies Chairman
- 3 Dean, Students' Welfare Member
- 4 Two Teachers to be nominated by the Vice Chancellor for a term of one year.
- 5 The President of S.C.A. Post Graduate Centre and the Secretary of Student's Council (if he happens to be from the University Campus).
- 6 A nominee of the HIMPURSA.

#### **13.5 Mode of Administration:**

- 1 The application for aid out of this fund will be forwarded by the Chairperson of the Department concerned within a fortnight of the completion of admission of respective Departments every year after thorough scrutiny. The financial assistance should be given to those belonging to IRDP and BPL family only instead of low income of Rs. 30,000/- per annum.
- 2 The application will be submitted on the prescribed form. The committee will meet atleast twice a year to consider the various applications received through the Chairperson of the Teaching Department and finalise and give decision on application presented to the effect.
- 3 The aid will be paid by cheque to the needy students through the Dean Students' Welfare and shall not ordinarily, exceed Rs. 2000/- per year in lump sum or in installments as the committee may decide.

- 4 The report on the administration of the Fund will be submitted to the University Grants Commission every year. A copy of the report shall also be placed before the Executive Council of the University and the S.C.A. of the Post Graduate Centre.
- 5 The Students' Aid Fund shall be operated by the Dean Students' Welfare.

### **13.6 Audit:**

The Accounts of the HPUSAF will be audited by the Resident Audit Officer of the Himachal Pradesh University.

### **14. STUDENTS CENTRAL ASSOCIATION FOR THE UNIVERSITY CAMPUS, SHIMLA :**

As per Ordinances.

### **15. CONDUCT AND DISCIPLINE OF STUDENTS:**

**15.1** A student involved in the violation of any of the rules or regulations of the Institution or the University or in any way involved in any act of indiscipline, may be placed on conduct probation by the Head of the Institution. A student placed on conduct probation shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition during the period of his Conduct Probation and shall also remain suspended from any office that he may be holding in any student organisation. If a student who has been on conduct probation on two previous occasions, commits an act of indiscipline, he shall be expelled from the Institution / University.

**Note : "Students found to have been involved in the act of ragging will be dealt with as per provision of Statute 23-A and recommendations of the Committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan's Committee Report)"**

- 1 Ragging means and includes any type of physical or mental torture, done by any individual or group either through words or conduct, which creates an apprehension in the mind of a person. As such he/she is prevented from pursuing his/her studies in an atmosphere free from fear or physical/psychological torture. Any person who aids or abets such an action shall be guilty of ragging.
- 2 There shall be no ragging in and outside the teaching departments of the University, College or Institutions affiliated to or maintained by the University or the hostels and also on roads / approaches leading to such Institutions / Hostels.
- 3 The Chairperson of the Teaching Departments / Heads of the Colleges or Institution affiliated to or maintained by the University, at the commencement of each session when new admission takes place, shall have a written undertaking from every student (old or new) to the following effect:-  

" I have gone through the rules and regulations regarding ragging and discipline of the University/College/Institution and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of the rustication/expulsion from the University / College / Institution."
- (4) If a Candidate is found indulging in ragging directly or indirectly, the competent authority, after enquiry, if satisfied, shall expel the guilty student(s) from the University / College / Institution.

### **15.2 Rustication and Expulsion of Students:**

Rustication shall mean loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of expulsion from the College or Institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may with permission of the Head of the College or Institution concerned rejoin the class in the same College or Institution after the time of rustication in the following academic year.

**15.3** A student who is expelled from a College or Institution shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next academic year and shall not thereafter be re-admitted to the same or any other College or Institution without the prior sanction of the Vice-Chancellor. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the College or Institution to the effect that the

student has been given adequate and reasonable opportunity to explain his position before the order was passed, shall accompany the report.

**16. GENERAL:**

Notwithstanding anything contained in this Handbook the students will have to abide by the provisions of the H.P. University Act, Statutes, Ordinances, Rules and Regulation as may be framed and amended from time to time.

***Note : In case of any contradiction /inconsistency between the provisions of ords and HBI/Proportions, the provision of ords/ status will prevail.***

**Telephone No. of the Chief Warden & Wardens of University Hostels ( Boys& Girls)**

Chief Warden	Prof. Ajay Kumar Attri	94180-68078		Chiefwarden.hpu@gmail.com
<i>Hostel</i>	<i>Warden</i>	<i>Mobile No.</i>	<i>Hostel landline no.</i>	<i>E.mail Id</i>
Vipasha	Dr. Neeru Sharma, Associate Professor, UIT	9816741147	2831298	
Iravati	Dr. Madhu Dadhwal, Assistant Professor, Deptt of Maths	9418040291/ 8544764977	2831297	
Giriganga	Dr. Sunita Thakur, Assistant Professor, Deptt of Hindi	9816339558	2830549	
Rani Luxmi Bai	Dr. Pushap Lata, Associate Professor, Deptt of Maths	7018937046		
	Dr. Reena Dogra, Assistant Professor, Deptt of Economics	8219199048		
Renuka	Dr. Meena Kumari, Assistant Professor, Deptt of Chemistry	9418796633	2831340	
	Dr. Neelam Kaushik, Assistant Professor, Deptt of Bio-Tech	9418049978		
Gargi	Dr. Geetika Sood, Assistant Professor, Deptt of Laws	9815270665	2831368	
	Dr. Sunita, Assistant Professor, Deptt of Evening Studies	7018621542		
Chanderbhaga	Dr. Bhawna Sharma, Associate Professor, Deptt of Pol.Science.	8118859096/ 9001540521	2831441	
Vidyottama	Dr. Surya Rashmi Rawat, Associate Professor, HPUBS	9049776832	2830849	
	Dr. Neelam Kumari, Assistant Professor, Deptt of Bio-Science	9418464515		
Saraswati	Dr. Pallavi Bhardwaj, Assistant Professor, English, ICDEOL	8278842268	2831906	
	Dr. Sveta Thakur, Assistant Professor, Deptt of Bio Science	8219177591		
Dr. Y.S.P.	Dr. Arun Guleria, Associate Professor, English ICDEOL	9418387800		
	Dr. Santosh Kumar, Assistant Professor, Deptt of Chemistry	9888428481		
Shahid Bhagat Singh	Dr. Rakesh Kumar Negi, Associate Professor, Deptt of Bio-Science	8219865298		
	Dr. Vinod Negi, Associate Professor, HPUBS	9736088131 /8219210398		
Tagore	Dr. Naresh Kumar, Assistant Professor, Deptt of Hindi	9736020860		
	Dr. Tek Singh, Assistant Professor, Deptt of Economics	9805900250		
Shrikhand Boys Hostel	Dr. Ashok Kumar Bansal, Assistant Professor, MBA, ICDEOL	9418152174/ 8219408820		



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5. Dr. R.K. Negi	Associate Professor
6. Dr. Meena Kumari	Associate Professor
7. Dr. Mahender Singh Thakur	Associate Professor
8. Dr. Suresh Kumar	Associate Professor
9. Dr. Neelam Kumari	Assistant Professor
10. Dr. Joginder Singh	Assistant Professor
11. Dr. Rajesh Kumar	Assistant Professor
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5. Dr. Kulbhushan Chandel	Professor (on EOL)
6. Dr. Devender Sharma	Professor
7. Dr. Rajkumar Singh	Professor
8. Dr. Vijeta Sharma	Assistant Professor

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| 3. Dr. Manu Sood          | Professor              |
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| 7. Dr. Anita Ganpati      | Professor              |
| 8. Dr. Naveen Kumar       | Assistant Professor    |
| 9. Dr. Anshul Kalia       | Assistant Professor    |
| 10. Dr. Yogesh Mohan      | Assistant Professor    |

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- |                          |                        |
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| 4. Dr. Sanjeev Kumar     | Associate Professor    |
| 5. Dr. Tek Singh         | Assistant Professor    |
| 6. Dr. Reena Dogra       | Assistant Professor    |
| 7. Sh. Tanuj Sharma      | Assistant Professor    |

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| 2. Dr. Nain Singh          | Professor              |
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| 4. Sh. Ajay Kumar Attri    | Professor              |

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| 3. Dr. Deepali Dhaul           | Associate Professor                 |
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| 6. Dr. Suresh Kumar            | Assistant Professor                 |

**(9) Department of Geography:**

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| 3. Dr. Seema Choudhary  | Assistant Professor              |
| 7. Dr. Ram Lal          | Assistant Professor              |

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| 5. Kumari Poonam Chauhan | Assistant Professor              |
| 6. Dr. Sunita            | Assistant Professor              |

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| 7. Mr. Sunny Kumar         | Assistant Professor             |

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| 3.  | Dr. Pawan Garga            | Professor            |
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| 5.  | Dr. Jai Singh Parmar       | Professor & Director |
| 6.  | Dr. Parmod Kumar Sharma    | Professor            |
| 7.  | Dr. Puneet Bhushan         | Assistant Professor  |
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**(13) Department of Journalism & Mass Communication:**

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**(14) Department of Law:**

- |     |                              |                              |
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| 2.  | Dr. Sunil Deshta             | Professor                    |
| 3.  | Dr. Raghuwinder Singh        | Professor & Chairperson      |
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| 14. | Dr. Geetika Sood             | Assistant Professor          |
| 15. | Dr. Vandana Thakur           | Assistant Professor          |

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- |    |                           |                         |
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| 4. | Dr. Khem Chand            | Professor               |
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- |    |                             |                                   |
|----|-----------------------------|-----------------------------------|
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- |    |                     |                         |
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| 3. | Dr. Shamsheer Singh | Assistant Professor     |

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- |    |                      |                         |
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3.	Ms. Anupama Bharti	Assistant Professor
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4.	Dr. P.K. Attri	SRO
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6.	Dr. Randhir Singh Ranta (Coordinator)	SRO
7.	Dr. Sanjeev Kumar	SRO
8.	Sh. Kuldeep Singh	SRO
9.	Dr. Pushpa Thakur (Co-coordinator)	RO
10.	Sh. Sunil Jaswal	PO
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<b>(35) Department of Microbiology :</b>		
1.	Dr. Arvind Kumar Bhatt	Professor & Chairperson
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Associate Professor & Chairperson

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1. Dr. Balak Ram Thakur

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1. Dr. Chander Mohan

Professor & Director

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3.	Dean Students' Welfare	2833722	2830926
4.	Registrar	2833512	2830912
5.	Director (ICDEOL)	2833401	2831427
6.	Dept. of Bio-Sciences	2833750	2830946
7.	Dept. of Biotechnology	2833800	2831948
8.	Dept. of Bhoti	2833710	----
9.	Dept. of Chemistry	2833780	2830944
10.	Dept. of Commerce	2833820	----
11.	Dept. of Computer Science	2833690	2832569
12.	Dept. of Economics	2833700	----
13.	Dept. of English	2833830	----
14.	Dept. of Education	2833630	2832183
15.	Dept. of Foreign Languages.	52833870	----
16.	Dept. of Geography	2833720	----
17.	Dept. of History	2833860	----
18.	Dept. of Hindi	2833840	----
19.	Dept. of Journalism & Mass Communication	2833730	----
20.	Dept. of Laws	2833880	2830935
21.	Dept. of Mgt. Studies (HPUBS)	2833650	2830938
22.	Dept. of Mathematics & Statistics	2833770	----
23.	Dept. of Physics	2833740	2830950
24.	Dept. of Performing Arts	2833876	----
25.	Dept. of Psychology	2833550	----
26.	Dept. of Political Science	2833850	----
27.	Dept. of Public Admn.	2833851	----
28.	Dept. of Sanskrit	2833811	----
29.	Dept. of Sociology	2833872	----
30.	Dept. of Yoga	2833714	----
31.	Dept. of Life Long Learning	2833472	2831366
32.	Dept. of Population Research Centre	2833810	2831960
33.	Dept. of Visual Arts	2833878	2830957
34.	University Library	2833627	2830793
35.	Director, Physical Education	2833465	2830774
36.	University Enquiry Section	2833555	----
37.	University Faculty House	2833570	2830915
38.	Resident Medical Officer		2830941
39.	Controller of Examination	2833551	2830911
40.	Finance Officer	2833480	2830913
41.	Chief Warden	2833795	2830917
42.	Public Relation Officer	2833538	2831496
43.	Security Officer	2833473	2831270
44.	PABX No.(University exchange)	2830445, 2830635, 2830709, 2830741 2831637, 2831465, 2831727, 2831742.	



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- ii) Dean of Studies : Tel. No. 2830922 (O)
- iii) Dean Students' Welfare : Tel. No. 2830926 (O)
- iv) Registrar : Tel. No. 2830912 (O)
- v) Chief Warden : Tel. No. 2830917 (O)
- vi) Security Officer : Tel. No. 2831270 (O)

***E-Mail Addresses :***

Vice-Chancellor : vchpu@hotmail.com

Dean of Studies : [deanstudies@gmail.com](mailto:deanstudies@gmail.com)

## UNDERTAKING(Hostel Admission)

I..... do hereby solemnly declare/ undertake that I shall abide by the Hostel Rules and Regulations as Contained in the Hand Book of Information and amendments made thereto from time to time. I, further, undertake not to participate in any political and other unlawful activities, which harm the social, academic and congenial environment of the Hostel. Any breach of trust and the agreement shall be liable to punish me as per rules and regulations including cancellation of my admission from the hostel without any notice and damages shall be recovered from me.

(\_\_\_\_\_)

(Name & Signature of the Candidates)  
Address with Tel Phone No.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

### Certificate for Physically Handicapped Candidate

Dispatch No.....

Dated.....

(To be issued by Medical Authority of a Government Hospital)

1. Name of the Candidate.....
2. Father's Name.....
3. Permanent Address .....  
.....  
.....
4. Percentage of handicap in figures and words .....
5. Whether the candidate will otherwise be able to carry on studies  
.....
6. Name of the disease/cause of Handicap..... ..
7. Whether Handicap is Temporary or Permanent .....
8. Whether Handicap is progressive or non- progressive .....

Name of the Certifying Officer.....Designation.....

Signature of Authorised

Medical Officer.....

**Specimen of Forms of Certificate to be Attached to  
Admission Forms Wherever Applicable**

**NO OBJECTION CERTIFICATE**

(For Employed Applicants only)

Certified      Mr./      Miss/      Mrs.....is      employed      with      our  
organisation..... and we have no objection if he/she joins the H.P.University, Shimla for  
doing his/her.....degree/diploma. He/She will be given leave for the duration of the course.

Date :

Signature with official  
Stamp of the Head  
of the Department concerned

**CERTIFICATE OF CASTE/TRIBE/ANTYODYA/IRDP**

(Required only from Scheduled Castes/Scheduled Tribes/Antyodya/IRDP Candidates)

Certified that Mr./Miss/Mrs..... son/daughter of shri..... of  
place.....an applicant for admission to ..... Himachal Pradesh University, Shimla  
belongs to Scheduled Cast/Scheduled Tribes/ANTYODYA/IRDP according to the notification of the  
government.

Date\_\_\_\_\_

Signature of the Revenue officer

Office Stamp

**CERTIFICATE OF INCOME**

(Only from those/whose Guardian's Income is less than Rs. 500/- per Month)

Certified      that      the      annual      income      of      Mr./Miss/Mrs.....  
District.....State..... from all sources is Rs.(in figure)  
..... (in words).....

Seal with Date

Signature of Revenue Officer

## **AUTHORIZATION CERTIFICATE**

Affix recent  
photograph of  
authorized person

I \_\_\_\_\_ S/o / D/o \_\_\_\_\_ will not be able to  
attend counselling on dated \_\_\_\_\_ because of \_\_\_\_\_. Hence, I hereby  
authorize Ms./Mr./Mrs. \_\_\_\_\_ to attend the counselling on my behalf whose  
photograph (duly attested by the Gazetted Officer) is affixed in the box and signature is attested  
below.

Signature of the applicant

Signature of the authorized person

# **Instructions for Filling the Application Form**

**(Read the instructions/ Pre-requisite carefully before filling the application form)**

(A)Before proceeding to apply, please ensure that the candidate has :

**1- Scanned copy of applicant's recent photograph with following specification.**

- Photograph should be formal.
- Photograph must be a passport size color picture.
- Photograph must be taken directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size 100 KB.
- Photo format should be jpg or jpeg only.
- File name should not exceed a maximum of 10 characters.

**2- Scanned copy of applicant's signature with following specifications.**

- Applicant should sign in black ink on a white paper and get the signatures scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be jpg or jpeg only.
- File name should not exceed a maximum of 10 characters.

**3- Scanned copy of applicant's Father/Mother signature with following specifications.**

- Applicant's Father/Mother should sign in black ink on a white paper and get the signatures scanned.
- The signatures must be signed only by the applicant's Father/Mother and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be jpg or jpeg only.
- File name should not exceed a maximum of 10 characters

**4- Upload documents with following specifications.**

- Applicant should upload only one document (mark sheet/certificate) black ink on a white paper and get the signatures scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 2MB.
- Scanned signatures format should be PDF only.
- File name should not exceed a maximum of 10 characters

**5- Create an email account if you already don't have one.**

**6- You must give a mobile number in basic details. If you don't have a mobile number, please enter your guardian's mobile number.**

**7- All mandatory fields are marked with red star.**

**(B) Instructions for filling the ONLINE APPLICATION FORM**

- 1- Click on "PG/UG/Ph.D./Certificate Diploma" to access the list of programmes.
- 2- Choose the programme and click on the programme name.
- 3- Online Entrance Application form should have the following information:
  - a) Personal Information
  - b) Education and Document Details
  - c) Application Summary
  - d) Payment detail
  - e) Reference number and Application form
- 4- Please fill in the personal information first.
- 5- After filling in the personal information click on save button at the end of the page.
- 6- The system will generate the unique Registration number along with the password. Applicants are advised to note the same.
- 7- The unique Registration number along with the password will be sent on the email and the entered mobile number. The Registration number should be noted for all future references.
- 8- After that you can continue and fill the other required information or logout and login again with unique Registration number along with the password.
- 9- After that Click on "PG/UG/Ph.D./Certificate Diploma" and click on "Click here for Student Login"
- 10- Login with unique Registration number along with the password and you will get all the information submitted earlier in personal information page.
- 11- Applicants are required to fill all information required in different sections like Education and Documents details.
- 12- Fill Education and document detail and upload related documents. Photo and signature uploaded should be as per specifications, kindly refer to section (A) at the start of the document.
- 13- To save the data please click on 'Continue and Save' button at the bottom of each screen.
- 14- For making Application Fees Payment, you can use the online mode or the Challan mode.

**Payment through Challan**

- a) If you select payment through **challan option**, you have to select the bank and click on generate challan'. After that you have to download the Challan and submit the same to the selected bank. The Bank will give a reference number against the challan.

- b) Login again and submit your reference number under submit **reference number and application form** tab.

### **Online Payment**

- a) If you select online payment mode, click on make payment
- b) On the next page select your payment gateway
- c) Click on continue for payment
- d) Choose among the given options (debit card, credit card, net banking etc.)
- e) If the payment is successfully done, you will receive a success message with all the details
- f) Click on the Submit button to get the form finally submitted.

**Note: Before proceeding further please make sure that the fields are filled in correctly in the confirmation screen before clicking the submit button.**