



# **HAND BOOK OF INFORMATION**

**(FOR ADMISSION THROUGH AN ENTRANCE TEST)**

M.Sc. (Physics, Botany, Zoology, Chemistry, Maths, Geography), MA (Social Work, English, Phy. Edu.), M.P.Ed, LLB, MMC, M.Ed, MABE, PGDMC, M.A (Hindi, Translation, Sanskrit, Performing Arts, Economics, Sociology, Public Administration, Political Science, Psychology, History, Yoga Studies, Rural Development, Visual Arts (Painting), M.Com.

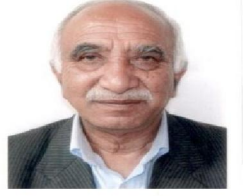
**SESSION 2018-2019**

**HIMACHAL PRADESH UNIVERSITY  
SUMMER HILL, SHIMLA – 171 005**



आचार्य राजिन्द्र सिंह चौहान  
कुलपति

हिमाचल प्रदेश विश्वविद्यालय  
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् द्वारा प्रत्यायित 'ए' ग्रेड विश्वविद्यालय  
ज्ञान पथ, समरहिल, शिमला - 5



## संदेश

हिमाचल प्रदेश विश्वविद्यालय के स्नातकोत्तर केन्द्र तथा इससे सम्बद्ध विभिन्न केन्द्रों में शैक्षणिक सत्र 2018-19 में छंटनी परीक्षा के आधार पर प्रवेश परीक्षा प्रक्रिया के लिए विवरणिका पूर्ण रूप से तैयार कर ली गई है।

विश्वविद्यालय ने अपने अस्तित्व के लगभग 48 वर्षों में नवोन्मेषी कार्यक्रमों की उत्तरोत्तर वृद्धि कर शिक्षा के प्रचार व प्रसार के कई कीर्तिमान स्थापित किए हैं। चिरअन्तराल के पश्चात् 'बी' ग्रेड से 'ए' ग्रेड में आना विश्वविद्यालय के बहुविध विकास को उजागर करता है। यह विश्वविद्यालय पूरे राज्य का एक मात्र सम्बद्धता प्रदान करने के अतिरिक्त सह-आवासीय उच्चशिक्षा का प्रगतिशील केन्द्र है।

हिमाचल निर्माता डॉ. वाई.एस.परमार जैसे मनीषियों की दूरदर्शिता का जीवन्त प्रतीक यह विश्वविद्यालय ज्ञान विज्ञान एवं आधुनिक वैज्ञानिक चिन्तन दृष्टि का एक अद्भुत संगम है। विश्वविद्यालय में प्राच्य भारतीय विषयों से लेकर विज्ञान एवं प्रौद्योगिकी के आधुनिक विषयों के स्नातक एवं स्नातकोत्तर स्तर पर समुचित रोजगारपरक शिक्षण कार्यक्रम चलाए जाते हैं।

हिमाचल प्रदेश विश्वविद्यालय अपने बहुआयामी शैक्षणिक क्षमता व सशक्त आधारभूत संरचना के साथ प्रौद्योगिकी, सामाजिक-विज्ञान एवं मानविकी विषयों द्वारा ज्ञान के संवादपरक संरचना निर्माण की दिशा में अग्रसर है।

छात्रों को सामाजिक व नैतिक रूप से उत्तरदायी बनाकर सामाजिकता का निर्वहन करने में समर्थ तथा उर्वर मस्तिष्क से युक्त कर एक ऐसे व्यक्तित्व का निर्माण करना जो अपने दायित्व बोध से विपरीत परिस्थितियों में भी विमुख न हों तथा सही अर्थों में कर्मयोगी हों, यही हमारा उद्देश्य है।

मैं इस विश्वविद्यालय में शिक्षा ग्रहण करने वाले सभी छात्र-छात्राओं को अपनी शुभेच्छाएं देता हूँ।

*राजिन्द्र सिंह चौहान*

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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 BALLB (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), MMC, MCA, MBA and PGDCA.

All the colleges within the territorial jurisdiction of Himachal Pradesh are affiliated to the University. Besides this, the University runs an Evening College, 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 MMC, PG. DMC., 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 200 acres 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 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 Geography
- G. Faculty of Life Sciences**
1. Department of Bio-Sciences
  2. Department of Biotechnology
- 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. 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. ADMISSIONS/ TEACHING/ EXAMINATION/ VACATION SCHEDULE FOR SESSION 2018-2019.**

**Admission Date :**

- A Last date for receipt of Admission Forms in respect of MMC., M.Sc. (Physics/ Chemistry/ Botany/ Zoology/ Geography), MA./ M.Sc. (Mathematics) M.A. (Physical Education, English, Social Work) M.Ed, PG. DMC., LL.B. (Three Years), MBE, M.A (Hindi, Translation, Sanskrit, Performing Arts, Economics, Sociology, Public Administration, Political Science, Psychology, History, Visual Arts (Painting), Yoga Studies, Rural Development), M.Com for 2018-2019 session. 01.05.2018

**B Dates of Entrance Tests:**

	Name of Entrance Tests :	Date	
1.	M.Ed. / M.Sc. (Mathematics) M.Sc. (Zoology) / LLB	21.5.2018	Monday
2.	M.Sc. (Physics, Botany) / M.A. (Yoga) M.Sc. (Chemistry) / M.A. (Rural Dev.)	22.5.2018	Tuesday
3.	M.Com. / M.A. (Visual Arts/Music (Per. Arts) M.A. (Psychology) / M.A. (Pol. Sc.)	23.5.2018	Wednesday
4.	M.A. (Social Work) / M.A. (Hindi) M.A. (Economics) / MMC	24.5.2018	Thursday
5.	MABE / M.A. (Sanskrit) M.Sc. (Geography) / M.A. (Sociology)	25.5.2018	Friday
6.	M.A. (Physical Education), M.P.Ed	26.5.2018 27.5.2018 28.5.2018	Saturday Sunday Monday

7.	M.A. (Pub. Admn.) / M.A. (History)	29.5.2018	Tuesday
8.	M.A.(English) / PGDMC M.A. (Translation)	30.5.2018	Tuesday

**Note :** No entrance test will be held in the department where the number of application form received is less than the number of seats available.

**For the course of M.A. (Visual Arts) there will be only Practical examination which will be conducted by the Department of Visual Arts at their own level.**

**C Dates of Declaration of Results of Entrance Tests :**

1. Date of declaration of Results of Entrance Tests 20.06.2018  
(on or before)

**D Dates of Interview / Admission :**

**i) For Subsidized Seats:**

**Subject**

**Date/ Time for reporting for Interview/Admission**

1.	M.Sc. (Physics/ Chemistry / Geography/ Mathematics) / PG.DMC., M.A Social Work,	02-07-2018	Monday	10.00 A.M.	02.00 P.M.
2.	M.Sc. (Botany/ Zoology)/ MMC	03-07-2018	Tuesday	10.00 A.M.	02.00 P.M.
3.	LL.B. (Three Years)	04-07-2018	Wednesday	10.00 A.M.	02.00 P.M.
4.	M.A.(English / Psychology / Public Administration/ Physical Education / Sociology/ Political Science/ Music / Yoga /Rural Development ), M.A.B.E., M.Com.,	05-07-2018	Thursday	10.00 A.M.	02.00 P.M.
5.	M.Ed.	Date and time will be fixed after the declaration of B.Ed result immediately.			
6.	M.A. (History/ Sanskrit/ Economics / Hindi/ Visual Arts (Painting)/ Translation) / Certificate / Diploma & Advance Dip. in Bhoti / Dip in Yoga:	06-07-2018	Friday	10.00 A.M.	02.00 P.M.

7	P.G. Diploma in Adult Education/ P.G. Diploma in Guidance Counselling/ Diploma, Advance Diploma & Certificate in Foreign Languages (French, German Russian) / P.G. in Polymer Science/ P.G. Diploma in Applied Analytical Chemistry/ P.G. Diploma in Women Development Studies/ PG Dip in Deendayal Upadhaya/ DPS/DTS/ etc.	07-07- 2018	Saturday	10.00 A.M.	02.00 P.M.
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**ii) The Schedule for Interview/Admission to Non-Subsidized Seats 09-07-2018 from 10 AM. to 2 PM.**

1. The candidates would be called for interview/admission in order of merit in the ratio of 1:3 times of the vacant seats.
2. Result-cum-Interview Card must clearly state whether the candidate has been called for the interview or not.
3. It will be the responsibility of the candidate to produce the result of the qualifying examination on the date of the interview. In case he/she anticipates that the result may not be declared by the date of the interviews, it should be obtained confidentially from the University and produced at the time of the interview.
4. In case, some seats remain vacant or fall vacant subsequently, the same will be filled after calling the candidates in order of merit, only out of the list of the candidates who have been interviewed earlier and were eligible (having passed the qualifying examination on the date of interview ). Call letters will be issued to all such candidates and their names will also be displayed on the notice board.
5. 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.

E Last date for admission against the vacant / vacated seats (if any) : **13.07.2018**

F Admission with the permission of the Vice-Chancellor and the dead line for closing of admission even if seats remain vacant for all courses. **31.07.2018**

**G Regular Teaching will start** **From** **To** **Teaching Days**

	Teaching Schedule	From	To	Teaching Days
1.	III / V Semester Course	02-07-2018	10-11-2018	116 Days
2.	I Semester MMC., M.Sc. (Physics/ Chemistry/ Botany/ Zoology/ Geography), M.Sc. (Mathematics) M.A. (Physical Education, English, Social Work) M.Ed., PG. DMC., LL.B. (Three Years), M.A.B.E., M.A (Hindi, Translation, Sanskrit, Music, Economics, Sociology, Public Administration, Political Science, Psychology, History, Visual Arts (Painting), Yoga Studies, Rural Development), M.Com	10-07-2018	10-11-2018	108 Days
4.	II/ IV / VI Semester of Courses	18-02-2019	25-05-2019	84 Days
5.	M.A. Physical Education/ M.P.Ed /Yoga (Annual System)	10-07-2018	31-12-2018	151 Days

<b>H.</b>		Preparation days for exams	From	To	Days
	1)	Winter :	11-11-2018	18-11-2018	8 Days
	2)	Summer :			
	a)	General	26-05-2019	02-06-2019	08 Days
	b)	M.A./ Physical Education/Yoga	07-04-2019	11-04-2019	05 Days

<b>I.</b>	<b>Examination Schedule (Tentative)</b>	<b>Starts on</b>	<b>Completes on</b>	<b>Days</b>
1.	Examination of Semester I/ III/ V (in case of Law.) will be held at the end of the respective Semesters & Re-appear Exams:	19-11-2018	31-12-2018	37 Days
2.	Examination of Semester (II/ IV/ VI):	03-06-2019	30-06-2019	24 Days
3.	M.A. Physical Education/ M.P.Ed /Yoga	12-04-2019	01-05-2019	17 Days
<b>J.</b>	<b>Vacations Schedule :</b>			
1.	<b>Winter Vacations :</b>	<b>01-01-2019</b>	<b>18-02-2019</b>	<b>50Days</b>
2.	<b>Summer Vacations :</b>	<b>20-06-2019</b>	<b>25-06-2019</b>	<b>06 Days</b>

**K (i) Examination Centres for the Conduct of Entrance Tests of :**

MMC, M.Sc (Geography, Mathematics) M.A. (Physical Education, English, Social Work) M.Ed., PG. DMC., LL.B. (Three Years), MBE, M.A (Hindi, Translation, Sanskrit, Performing Arts, Economics, Sociology, Public Administration, Political Science, Psychology, History, Visual Arts (Painting), Yoga Studies, Rural Development), M.Com

1. H.P.University, Shimla-5
2. Govt. College Mandi
3. Govt. College Hamirpur
4. H.P. University Regional Centre Dharamshala, Kangra

**1. H.P. University, Shimla - 5**

**2. Govt. College Mandi**

**3. Govt. College Hamirpur**

**4. H.P. University Regional Centre Dharamshala, Kangra**

**(ii) M.Sc. (Botany, Zoology, Physics, Chemistry)**

**NOTE: A centre will be created only if the No. of applicants for that centre is more than 100.**

**4.1 Fees and other dues:** In case, the rates of fee and other dues are enhanced by the University, the same will be applicable for the session 2018-2019 also.

<b>A On Admission</b>	<b>Rupees</b>
1. Caution fee in all courses (except LL.B./MMC./ PG.DMC.) (Refundable)	300.00
2. Admission fee for all courses except MMC./PG.DMC./ LL.B.	150.00
3. Admission fee for MMC./PG.DMC./LL.B./MBE	100.00
4. Library Security M.A. / M.Sc. (Refundable)	300.00
6. Library Security for LL.B.(Refundable)	600.00
7. Practical Fee for LL.B.	600.00
<b>B Annual Charges:</b>	
<b>Rupees</b>	
1. Continuation Fee	100.00
2. Sports Fee	100.00
3. Medical Fee	50.00
4. House Examination Fee (in case of M.P.Ed./M.A. Physical Education)	50.00
5. Holiday Home Fee	20.00
6. Students' Aid Fund	50.00
7. Youth Welfare Fee	50.00
8. Identity Card Fee	50.00
9. House Examination Fee for M.Ed.	600.00
10. Breakage Fee (in case of M.Sc. courses)	1000.00
11. Breakage (in case of M.A. Physical Education)	700.00
12. Magazine Fee	50.00
13. Cultural Activity Fund	50.00



14.	Red Cross Fund (for all courses in the Faculty of Education)	20.00
15.	Common Room Charges	20.00
16.	Purchase of Equipments and its maintenance (in case of M.Ed.)	600.00
17.	Extension Lecture Fee for M.Ed.	200.00
18.	University Development Fee	500.00
19.	University Development Fee from IRDP / BPL Student	250.00

**C Monthly Charges**

**Rupees**

**Tuition Fee (Chargeable for 12 months in a year)**

1	M.Sc.	200.00
2	M.A. Physical Education/M.P.Ed.	200.00
3	M.M.C./PG.DMC./ADRS & GIS/M.Ed./MBE/MA. English / L.L.B.	100.00
4	Dilapidation Fee	10.00
5	Amalgamated Fund	100.00
6	Population Education Club Fee	10.00

**4.2 a. Fees and dues for other than above courses:**

**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	100.00
3.	Admission Fee for M.A./ Painting/Yoga/ Performing Arts / Geography/Psychology/Rural Development	150.00
4.	Practical Fee for MA. Yoga.	500.00
5.	Library Security in respect of M.A. & M.Com.(Refundable)	300.00

**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
13.	University Development Fee	500.00
14	University Development Fee from IRDP / BPL Student	250.00

**c. Monthly Charges:**

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

1.	M.A. (except M.A. Visual Arts/ Performing Arts/ Geography/ Psychology/ Yoga) M. Com.	100.00
2.	M.A. (Translation/ Visual Arts/ Performing Arts/ Geography/ Psychology/ Yoga)	150.00
5.	Dilapidation Fee	10.00
6.	Amalgamated Fund	100.00
7.	Population Education Club Fee	10.00

**Note :** For late deposition / payment of fee, a fine of Rs. 10.00 per day, subject to a maximum of Rs. 100.00 will be charged and thereafter the name of the defaulter will be struck off.

- 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's Office vide letter No. 4-41/93-HPU(Genl)dated 16th September, 1995 has exempted tuition fee for girls for admissions to various courses.**

2. The Registrar, H.P. University, Shimla vide letter/notification No. 4-16/2012HPU(Acad.) dated 2.1.2013 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.**

3. The Fees is to be paid at the counter of the concerned teaching Department.
4. The Annual charges for both the semesters in a year will be payable at the time of admission.
5. The monthly dues will be realised in two installments in each semester according to the following schedule:
- At the time of Admission :Fee for July, August and September.
  - In September: Fee for October, November and December.
  - In December: Fee for January, February and March.
  - In March: Fee for April, May and June.
6. The Chairpersons / Directors of the Teaching Departments / Institutes will decide the date for the Semester continuation Fee at their own level in consultation with the Department Council.
7. 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 upto 21-07-2018 to enable the Chief Warden office to start the process of allotment of Hostel to the freshers.
- The 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 the 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 the 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 recommendations 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 four 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 served to HEI
1.	100%	15 days before the formally notified last date of admission
2.	80%	Not more than 15 days after the formally notified last date of admission
3.	50%	More than 15 days but less than 30 days after formally notified last date of admission
4.	0%	More than 30 days after formally notified last date of admission

\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- a) In case of 1. In the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees 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.

#### 4.2 Special Charges :

If a student is not already registered with Himachal Pradesh University, the Registration Fee charged will be extra.

#### 4.3 On Line Collection of Fee

- This facility would be available for the remittance of fee by the students only through SBI branches who would charge Rs.30/- per transaction from the students.
- The pay-in slip for the "online remittance of fee" is available on the University web site hpuniv.nic.in and annexed hereto.
- The students would deposit the fee in any branch of the SBI and the 'University copy' of the pay in slip in original be attached with the form.**
- In addition, the student will also produce the form to the SBI branch where he/she intends to deposit the fee and get affixed Bank stamp thereon indicating journal number, amount and date.

5. The classification structure of fee is annexed and students are advised to deposit the fee under the appropriate heads. Merely depositing the fee shall not entitle a candidate to be eligible. Examination form duly filled must also reach the concerned department before the due date.
6. Students are advised to deposit the forms complete in all respects. Incomplete forms shall not be entertained.

- N.B.❖** The existing system of depositing the fee through Bank Draft/IPO's or at the University Cash Counter would also continue.
- ❖ The admission fee for regular student(s) shall continue to be deposited with the respective Departments under the existing system.
  - ❖ Changes, if any, in this regard from time to time would be notified on the University web site.

**Fee Classification**

1. Examination Fee.
2. Registration Fee.
3. Migration Fee.
4. Consolidated Marks Card Fee.
5. Re-evaluation Fee.
6. Sale of the Examination Form
7. Recruitment Form

- N.B.**
- (i) The Examination fee also includes the Late Fee and Delay Fee.
  - (ii) Migration Fee includes the Inter-College as well as the Inter-University migration charges.
  - (iii) Consolidated Marks Card Fee includes the Detailed Marks Cards, Certificates and Degree Fee etc.
  - (iv) Sale of Prospectus except for ICDEOL, MBA, MTA, BBA, BCA, MCA, UIIT & Microbiology for which separate collection account exists.
  - (v) Sale of Exam Form includes Registration, Migration, Re-evaluation, Exam Form, Consolidated Marks certificate Form, Provisional Degree Form, Certificate etc.
  - (vi) Recruitment Form includes Fee and Cost of Form.

**5. INFORMATION REGARDING ADMISSION TO VARIOUS COURSES-GENERAL :-**

- 1 The subject and marks in qualifying examination as mentioned in the respective courses
- 2 The upper age limit 26 years for boys and 28 years for girls and 29 years in case of SC/ST candidates (both for boys and girls) as on 1st July of the concerned year.

**Note:** Himachal Pradesh University has adopted the age relaxation upto a maximum of 5 years to persons with disabilities in admission to various courses vide UGC letter No. 6-1/2002(CPP-II)-Vol.III dated July, 2006 received from the Academic Branch vide Office letter No. 4-16/93-HPU(Acad) vol-IV dated 14th September, 2006.

**3 The minimum eligibility for admission to Postgraduate courses will be 20-24 credits in the subject concerned in the Undergraduate degree.**

**4 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.**

**5.1 INFORMATION REGARDING ADMISSION TO M.Sc. (BOTANY/ ZOOLOGY/ PHYSICS / CHEMISTRY/ MATHEMATICS):**

**5.2 M.Sc. Course(FACULTY OF PHYSICAL SCIENCES):**

Department of Chemistry	40 Subsidized + 17 Non-Subsidised Seats + 3 In-service teachers +3 wards of HPU employees + 1 Single Girl Child
Department of Mathematics	45 Subsidized + 5 Non-Subsidised Seats
Department of Physics	28 Subsidized + 20 Non-Subsidised Seats
Department of Geography	25 Subsidized + 10 Non-Subsidised Seats

### 5.3 **M.Sc Course (FACULTY OF LIFE SCIENCES):**

Department of Botany	15 Subsidized + 10 Non-Subsidised Seats
Department of Zoology	15 Subsidized + 10 Non-Subsidised Seats
Department of Biotechnology	19 Seats (Through the combined Entrance Test conducted by JNU, New Delhi)

#### **Note:**

- 1 Non-Subsidized Seats will be filled up as per details given under clause 18.**
- 2 The admission to the Biotechnology Course is made on the basis of All India Entrance Test, conducted by the Department of Biotechnology, Government of India.**
- 3. The duration of the above M.Sc. Courses is two years, spread over four semesters.**

### 5.4 **Eligibility:**

A Bachelor's degree of a University established by law in India (with the subject of study for M.A./M.Sc. as one of the subjects) 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 II Division or with at least 45% marks (40% in case of SC/ST candidates) In aggregate in the subject concerned in three years of degree or Honours in the subject concerned. In case of Physics the candidate must have passed B.Sc/B.A. with Mathematics as an elective subject.

### 5.5 **Basis of Admission :**

The admission to these courses will be made strictly on the basis of marks obtained in the Entrance Test and shall be open to all, subject to the reservation approved by the University. The merit will be determined on the basis of competitive examination.

The minimum qualifying marks for the Entrance Test will be 35% (in case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted) for calling the candidates for Interview/Admission.

### 5.6 **Eligibility (M.Sc. Geography):**

A Bachelor's degree of a University established by law in India (with Geography as one of the subjects) 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 II Division or with at least 45% marks (40% in case of SC/ST candidates) In aggregate in the subject concerned in three years of degree or Honours in the subject concerned.

**OR**

Degree of a foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor with such conditions as he may impose regarding the additional courses of study which the candidate would be required to pass to qualify for the degree.

### 5.7 **Basis of Admission :**

Admission will be made on the basis of marks obtained in the Entrance Test of 100 Marks. The Test shall be open to all with the Bachelor Degree such as B.A./B.Sc. with Geography as one of the subject. The qualifying marks in the Entrance Test for admission in M.Sc. Geography shall be minimum of 35%. The Written Test shall be comprise multiple choice questions (MCQ).

#### **The forms will be filled up online for the following departments:**

Botany & Zoology	Chairperson, Department of Bio-Sciences, Himachal Pradesh University, Shimla-5.
Chemistry	Chairperson, Department of Chemistry, Himachal Pradesh University, Shimla-5.
Mathematics	Chairperson, Department of Mathematics, Himachal Pradesh University, Shimla-5.
Physics	Chairperson, Department of Physics,

**6 DEPARTMENT OF EDUCATION :**

**6.1 Admission Procedure to Master of Education Course**

1). **Duration of the Programme:** M. Ed. programme will be of duration of two academic years (spread over four semesters) including field attachment for a minimum of 4 weeks and research dissertation. Students will be permitted to complete the programme requirements of the two years programme within a maximum period of three years from the date of admission to the programme. The summer / winter vacations should be used for field attachment / other activities.

2). **Intake:** The basic unit size for the programme will be 50.

3). **Eligibility:**

a). Candidates seeking admission to the M.Ed. programme should have obtained at least 50 percent marks or an equivalent grade in the following programmes:

i) . B.Ed.

ii). B.A.B.Ed., B.Sc.B.Ed.

iii). B.El.Ed.

iv). D.El.Ed. with an undergraduate degree (with 50% marks in each)

(b). Reservation and relaxation for SC/ST/PwD and other applicable categories shall be as per rules of the Central Government/State Government whichever is applicable.

Note: No relaxation, even 0.01 percent in the above prescribed percentage of marks shall be granted under any circumstances. (Para 3.2 of Appendix IV of NCTE Notification No. F-51F1/2007-NCTE(N&S)dated 27.11.2007)

4). **Admission procedure:** The admissions shall be made on the basis of marks obtained in the entrance test or any other selection process as per the policy of the state government / central government / Himachal Pradesh University by applying 120 reservation point roster of H.P.University, Shimla.

The minimum qualifying marks for the entrance test will be 35% (in case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted) for calling the candidates for Interview / Admission.

5). **Working Days:** There will be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The Institution shall work for a minimum of thirty six hours in a week (five of six days) during which the faculty concerned with the conduct of programme shall be available for interaction with students, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for theory courses and practicum, and 90% for field attachment.

6). **Age limit:** There is no upper age limit for the candidates applying to the regular M.Ed. course of two years.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

**7. DEPARTMENT OF ENGLISH**

**Admission to M.A. English**

**7.1 Number of Seats:**

45 Subsidised Seats + 5 Non-Subsidised Seats

**7.2 Basis of Admission and Eligibility:**

The admission will be made strictly on the basis of marks obtained in Entrance Test. The test will be open to all with any graduate degree such as B.A./B.Sc./B.Com./B.Sc.(Agri.)/ B.Sc. (Home Science)/ B.Sc. Engg. / MBBS./ BAMS/ GAMS/ B.Pharm/ B.T. or B.Ed./ B.Lib.Sc./ B.L./ B.V.Sc./ B.E./ B.Tech./ Vashishta Shastri/ BBA/BCA of 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 Second division in aggregate or 45% marks in the subject or Honours in the subject of study for M.A. For SC./ST. candidates the eligibility will be 45% in aggregate or 40% marks in the subject or Honours in the subject of study for M.A.

**The Entrance Test will be of 70 marks but the final merit will be determined out of hundred marks.**

**The Entrance Test of 70 marks will comprise three sections :**

1. Section I will have **30 multiple choice questions of 1 mark each.**
2. In section II, students will have to attempt **short notes of 50 to 60 words of 5 marks each on four** out of the given **eight** terms.
3. In section III, students will be required to write an essay of **250 words** on one of the given topics. This will carry **20 marks.**

The minimum qualifying marks in the Entrance Test will be **35% to make the candidates eligible for interview/ admission.** In case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted.

### **7.3 Reservation :**

Reservation for various categories will be provided as per the University Rules, however, there shall be no reservation in the Non-Subsidised category and the admission shall be solely on the basis of merit as per **clause 20.**

### **7.4 Age Limit :**

As per the University Rules applicable to other Master's Degree Programmes of the University.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

## **8. M.A. IN SOCIAL WORK**

Total No. of Seats : 20

### **8.1 Eligibility :**

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 percent marks in case of General Candidates and 45% in case of Scheduled Caste/Scheduled Tribes candidates. The reservation and weight-age 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 counselling as fixed for the candidates by the University/Departments, failing which their candidature will stand cancelled.

### **8.2 Basis of Admission :**

The M.A. in Social Work is a Two years duration course spread over four semesters. The admission to the course will be done through Entrance Test. The qualifying marks for the entrance test will be 50% for the General category candidates and 45% for SC/ST candidates. The selection will be done on the basis of marks obtained in the entrance test.

### **8.3 Fee Structure :**

The social work course involves considerable expenditure on training of the students. To conduct the course in a professional manner with high quality/standard, the fee for the general category students admitted to the course would be as per the university rules. In addition to this, each student would be required to pay Rs. 5000.00 per semester for fieldwork training, Study Tour, Material and Computer etc.

### **8.4 Age Limit :**

As per the University Rules applicable to other Masters' Degree Programmes of the University.

### **8.5 Reservation :**

Reservation for various categories will be provided as per the university rules and the roster followed by the university for the admission to the M.A. in Social Work course.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

**9 (a) INFORMATION REGARDING ADMISSION TO M.P.Ed. (Master in Physical Education) (Two years course)**

**9(a)1 Intake, Eligibility and admission Procedure:-**

There shall be a basic unit of Forty students (40) for each academic year:-  
(24 Subsidized + 16 Non-Subsidized)/ NCTE norm from time to time

Candidates who have obtained 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**

at least 55% (fifty five percent) marks (50% in case of SC/ST) in the B.P.Ed. degree or B.Sc. degree in Physical Education, Health Education and sports / are eligible for admission.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

**9 (b) INFORMATION REGARDING ADMISSION TO M.A. (PHYSICAL EDUCATION):**

**9.1 Admission Procedure :**

Total seats 12 Subsidized + 5 Non-Subsidised Seats

**9.2 Eligibility:**

A person who possesses any of the following qualifications shall be eligible to join M.A. Part-I of the course.

1. A Bachelor's degree 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 an aggregate of 106 credits.
2. A Degree of Bachelor of Physical Education of any other University recognized by the H.P. University with atleast 50% marks (45% in case of SC / ST) in aggregate.
3. Post-Graduate Diploma in Physical Education/ Degree of Physical Education of another University recognized by the H.P. University with atleast 50% marks (45% in case of SC/ST) in aggregate.
4. B.A. with Physical Education as one of the subjects in three year Degree Course with atleast 45% marks (40% in case of SC / ST) in aggregate.  
Bachelor of Physical Education with atleast 50% marks (45% in case of SC / ST) in aggregate.
5. B.A. / B.Sc. / B.Com. degree of any University recognised by Himachal Pradesh University, with 45% (40% marks in case of SC / ST ) in aggregate. If he / she is an outstanding sportsman/sportswoman having participated in Inter-University or National Championship in various games recognised by H.P. University Sports and Co-curricular Activities Council.

Provided further that the students who qualify the Physical Efficiency Test on 03 and 04 May 2018 shall have to appear in written examination on 05 May 2018.

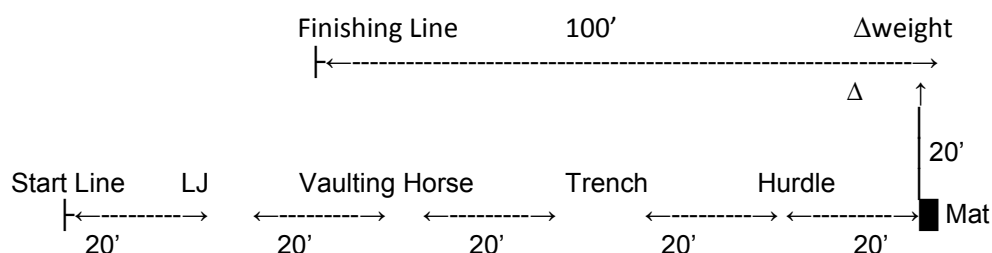
**Note :**

- 1 Any candidate who has appeared in qualifying examination can appear in the Physical Efficiency test, but his/her candidature will be considered only if the candidate produces the original certificate of the qualifying examination at the time of personal interview in addition to other Academic/Sports certificates.

Item	Men	Women	
Long Jump	11'	8' - 6"	Report against the end
Vaulting Horse	5' - 6"	4' - 6"	Line within 35 seconds,
Trench 7 times	5' - 6"	4' - 6"	Carrying weight equal to
Hurdle	3' - 3"	2' - 6"	half of his/ her own body
Mat (Frount roll)			Body weight in buckets.

For all boys & girls

**Diagram of Physical Efficiency Test**



The candidate will start racing from the starting line and cover the distance as per the requirements of the chart. In case the candidate does not cover the required distance within 35 seconds, he/ she will be declared unfit for qualifying the Physical Efficiency test. Not more than two chances will be given to clear the Physical Efficiency test.

2 In service candidates above the age of 35 years will be exempted from Physical Efficiency test.

### 9.3 Basis of Admission:

1.		The admission will be made on merit to be determined on the basis of total percentage of marks in qualifying examination + the weightage of the overall achievement in different sports games given as under:	
(i)	Arjuna Award Winner	:	75 points
(ii)	International Participation	:	
Any candidate who represented India in International Tournament recognized by the respective federations:			
	I place	:	70 points
	II place	:	65 points
	III place	:	60 points
	Representation	:	55 points
(iii)	National record holder	:	55 points
2.		Senior National:	
	I Position	:	50 points
	II Position	:	45 points
	III Position	:	40 points
	Participation	:	30 points
3.		Inter - University:	
	I Position	:	45 points
	II position	:	40 points
	III position	:	35 points
	Participation	:	30 points
4.		Junior National/ National School Games:	
	I Position	:	35 points
	II position	:	30 points
	III position	:	25 points
	Participation	:	20 points
5.		State Level/ University Level:	
	I Position	:	25 points
	II position	:	20 points
	III position	:	15 points
	Participation	:	10 points

#### NOTE:

- 1 Sports weightage will be given to only those candidates for participation in the sports and games which are recognized by the H.P. University Sports & Co-curricular Activity Council.
- 2 Two additional points shall be awarded for each additional participation/ position at Inter-National, Senior National, Inter-Unviersity, Junior-National and National School games level upto a maximum of 6 points. One additional point shall be awarded for each additional participation/ position at the state level and the University level upto a maximum of 3 points.
- 3 Weightage of marks for National Participation will be given to those candidates only who produce the certificate of Inter-College/ Inter-Unviersity/ Inter-Districts participation at the time of personal interview. The certificate of participation in Inter-National, Sr.-National & Jr. - National will be considered only, if the candidate produces the supporting certificate of lower participation in the concerned game, i.e. Inter-College position, State position or atleast two time participation in Inter-College/ State Championship.
- 4 In case of a tie of scores the candidates who participated in North and Inter-Zones University, preference will be given as per the level of competition. In case, any doubt regarding the certificates produced by the candidates, is raised, it will be decided by the Committee constituted by the Chairman, Department of Physical Education and the candidate's admission will be cancelled if found guilty.



- 5 Weightage of Inter-National position/ participation will be given only when the candidate produces a certificate of National Participation/ position.
- 6 In case of doubt about Participation of any candidate, committee constituted by the Chairman can ask for a trial.
- 7 The decision of the Selection Committee regarding admission will be final.

The candidate will start racing from the starting line and cover the distance as per the requirements of the chart. In case the candidate does not cover the required distance within 35 seconds, he will be declared unfit for qualifying the Physical Efficiency Test. Not more than two chances will be given to clear the Physical Efficiency Test.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

## **10 DEPARTMENT OF ECONOMICS**

### **Admission to M.A. Business Economics (MABE)**

#### **10.1 Number of Seats:-**

25 Subsidized Seats + 05 Non-subsidized Seats

#### **10.2 Basis of Admission and Eligibility:-**

The test will be open to any graduate degree such as B.A. / B.Sc. / B.Com./B.Sc. (Agri.) /B.Sc.(Home Science)/B.Sc.(Engg.) / MBBS / BAMS / GAMS / B.Pharm. / B.T./ or B.Ed. / B.Lib. / B.L / B.V.Sc./ B.E. / B.Tech./ Vashishta Shastri /BBA/BCA of University established by law in India with 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** at least 50% marks in aggregate (45% marks in case of SC/ST)

#### **10.3 Syllabus and weightage to Marks obtained in qualifying UG Examination**

Sr. No.	Content	Marks
	Entrance Test (75 Marks)	
1.	Understanding of Economic issues	40
2.	General Studies	20
3.	Quantitative aptitude	15
4.	Total	100

The Entrance Test of 75 marks will comprise 75 multiple choice questions of 1 mark each. There shall be no negative marking. The final merit will be determined out of 100 marks.

The minimum qualifying marks in the Entrance Test will be 35 (out of 100) to make the candidates eligible for Interview /admission. In case of SC/ST candidates the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted

#### **10.4 Reservation:**

Reservation for various categories will be provided as per the University Rules. However, there shall no reservation in the category of the Non-Subsidized Seats and the admission shall be solely on merit as per Clause 21

#### **10.5 Age limit:**

As per university Rules applicable to other Master's Degree Programmes of the University.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances

## **11. DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION:**

### **Master of Mass Communication (MMC) :**

#### **11.1 Admission Procedure:**

Masters of Mass Communication (MMC.) Two Years duration Total number of seats - 30  
(Subsidised seats 15 + Non-Subsidised-15)

**Note : Non-Subsidised Seats will be filled as per details given under clause 21.**

#### **11.2 Eligibility:**

Provided the candidate fulfils age and other norms laid down by the University, and is a Graduate 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 minimum of 50% marks (45% in a case of SC./ST.) in aggregate in a Bachelor's Degree or equivalent from a University established by law in India shall be eligible to apply for the Entrance Test.

**11.3 Age Limit :**

As per the University Rules applicable to other professional Masters Degree programmes of the University.

**11.4 Reservation :**

As per the University Rules. There shall be no reservation in Non-Subsidised seats and the admission shall be solely on the basis of merit of Entrance Test.

**11.5 ENTRANCE TEST**

Admission shall be strictly based on the merit obtained in Entrance Test to be conducted by the University. The Entrance Test shall be of 100 marks and shall have the following structure :

- 1) Aptitude objective type test (consisting of General Knowledge and Current Affairs) : 50 Marks
- 2) Objective type test of communication skills in English Language : 25 Marks
- 3) Objective type test of communication skills in Hindi Language : 25 Marks

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances

**12 DEPARTMENT OF LAWS :**

**Admission to LL.B. (Three Years Degree Course)**

**12.1 Number of Seats :**

Total seats	=	210
Subsidized seats	=	200
Non-Subsidized seats	=	10
Supernumerary seats	=	2*

\*One supernumerary seat is available to Bonafide Himachali War Widow candidate and One supernumerary seat is available to Bonafide Himachali "Single Girl Child" candidate Admission to these seats will be made on the basis of merit of qualifying examination provided the candidate fulfills the eligibility criteria with regard to educational qualifications, age etc.

**12.2 Eligibility :**

**i) Educational Qualifications :**

Bachelors Degree of any faculty of University established by law in India with 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** at least 45% marks (40% in case of SC/ST candidates)

**ii) Age Limit :**

A candidate seeking admission to the course should not have completed the age of 26 years in case of boys, 28 years in case of girls, and 29 years in case of SC/ST (both for boys and girls) as on July, 2018.

**12.3 Basis of Admission :**

Admission will be made strictly on merit on the basis of marks obtained in the Entrance Test of 100 Marks.

**NOTE :**

1. The Entrance Test will consist of one paper of 100 multiple choice question (MCQ) divided into two parts. The first part will contain question relating to general knowledge and also general questions relating to Constitution system of government and other laws. The second part will contain questions relating to General English and Comprehension. The duration of the test will be 1½ hours.
2. The minimum qualifying marks in the Entrance Test will be 35%. In case of SC/ST candidates the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted.
3. Admissions of subsidized seats will be made as per provisions under clause 20 and admission to the Non-subsidized seats will be made as per provisions under clause 21 of the Hand Book of Information.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances.

In-service candidates must apply through proper channel alongwith the certificate of leave from his employer for the complete duration of course. However, in case of employment in private sector, NO Objection Certificate and other related documents, such as appointment letter and leave certificate from the employer/competent authority must be submitted.

**NOTE :**

The promotion/continuation to next semester shall be subject to the provision of Act, Statutes, Ordinances and rules and regulations of the University as amended from time to time.

**14 POST GRADUATE DIPLOMA IN MASS COMMUNICATION (PGDMC):**

**14.1 Admission Procedure :**

Post Graduate Diploma in Mass Communication (PG.DMC.) one year duration.

Total Number of Seats = 20 Subsidised + 05 Non-Subsidised Seats.

**Note :- The Non-Subsidised Seats will be filled as per details given under clause 21.**

**14.2 Eligibility :**

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.

**14.3 Basis of Admission :**

The admission to the course will be made strictly on the basis of marks obtained in the entrance test and interview shall be open to all subject to the reservations approved by the university. The merit will be determined on the basis of written examination to be conducted by the H.P. University, Shimla. The entrance test shall consist of one paper of 100 marks and of 1 hour duration and shall include three sections viz.

1	General Knowledge and Current Affairs	:	30 marks
2	English Comprehension	:	30 marks
3	Media Awareness	:	40 marks
4	Interview (on the day of admission)	:	10 marks

**Note : The minimum qualifying marks in the Entrance Test shall be 35% (in case of SC/ST candidates the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted).**

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances

**15 Information regarding Master of Arts (M.A.) and M.Com. courses.**

**15.1 Courses being offered and number of seats available:**

**A Master of Arts (M.A.)**

1.	Economics	50 Seats (+05 Non-Subsidised)
2.	Hindi	50 Seats
3.	History	45 Seats
4.	Performing Arts	16 Seats
5.	Political Science	40 Seats
6.	Statistics	40 Non-subsidised
7.	Psychology	25 Seats(+03 Non-Subsidised)
8.	Public Administration	45 Seats
9.	Visual Arts	10 Seats (+05 Non-Subsidised)
10.	Sanskrit	45 Seats
11.	Sociology	30 Seats
12.	Yoga	15 Seats (+15 Non-Subsidised)
13.	Translation	20 Seats
14.	Rural Development	37 Seats(20Subsidised+17 Non-Subsidised)

Translation Course will be offered only when atleast 10 or more students have been admitted in it.

**15.2 Eligibility :**

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 Master of translation, visual arts and M.A. in Yoga studies, preference will be given to those students who have studied these subject at undergraduate level.

In M.A. Rural Development the candidate should have B.A./B.Sc./B.Com. with 45% marks(40% in case of SC./ST.). The eligibility condition is same for both the subsidized and non-subsidized seats

**15.3 Master of Commerce (M.Com.) 40 Seats (+ 05 Self-Financing Scheme)**

**Eligibility:**

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

B.Com/B.Com (Hons) or Bachelor's degree in Business Administration or B.A. with Commerce or M.A./M.Sc. in Economics/Statistics/Mathematics.

OR

B.A./B.Sc. degree with Economics/Statistics/Mathematics

OR

Degree of a foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor with such conditions as he may impose regarding the additional courses of study, which the candidate would be required to pass to qualify for the degree.

**15.4 Basis of Admission :**

The admission to the above courses will be made strictly on the basis of marks obtained in the entrance test. The candidates will be required to answer 50 multiple choice questions of 2 marks each. The final merit will be worked out of 100 marks.

(The duration of the (M.A.) and M.Com. courses will be two academic years spread over in four semesters.

**15.5** The admission of a student migrating from the other University after completion of the undergraduate degree 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.

**The forms will be filled up online.** The fee deposited will not be refunded under any circumstances

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

**Non-Subsidised Seats:** 1) M.A. in Performing Arts, 2) Visual Arts, 3) M.A. in Rural Development, 4) Economics, 5) Yoga, 6) Economics, 7) M.Com., 8) Diploma in Yoga Studies

The eligibility for admission to the course for admission against the above 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 entrance examination. 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 these seats.

**16 ROSTER FOR ADMISSION AND RESERVATION :**

**16.1** Separate roster for each category as mentioned will be maintained.

**120 Point Reservation Roster for Admission to M.Sc. (Botany / Zoology / Chemistry / Maths /Physics/Geography) M.A. English, M.Ed., LL.B. in the H.P. University, Shimla, operative from July, 1992-93 session & MMC., PG.DMC. from July, 2008-2009 Session. Diploma in GIS from July 2009 and M.A. in Business Economics from July 1996 and Master of Arts (M.A.) and M.Com**

1 PwD	26SC	51	76	101 PwD
2	27ST	52SC	77	102
3	28	53ST	78SC	103
4	29	54	79SP	104
5	30	55	80ST	105
6	31	56	81CUL (PwD)	106SC
7SC	32	57	82	107ST

8	33SC	58	83	108
9	34	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL (PwD)	86	111
14SC	37	62	87	114
14ST	38CUL	63	88	114SC
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41ST (PwD)	66	91SC	116
17	42	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21 PwD	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100	
<b>(PwD-5%)</b>	<b>(CUL-5%)</b>	<b>(SP-5%)</b>	<b>(SC-15%)</b>	<b>(ST-7.5%)</b>
3	6	18		9

**16.2 120 Point Reservation Roster for Admission to M.A. in Social Work from 2003-2004.**

1 PwD	26ST	51	76	101 PwD
2	27SC	52	77	102
3	28	53ST	78	103
4	29	54SC	79ST	104
5	30	55	80SC	105
6	31	56	81 PwD	106ST
7SC	32	57	82	107SC
8	33SC	58	83	108
9	34	59	84	109
10	35	60SC	85	110
11	36	61 PwD	86	111
12ST	37	62	87SC	114
13SC	38	63	88	114SC
14	39ST	64	89	114
15	40SC	65 SC	90	115
16	41 PwD	66	91	116
17	42	67 ST	92ST	117
18	43	68	93SC	118
19	44	69	94	119ST
20SC	45	70	95	120SC
21 PwD	46	71	96	
22	47SC	72	97	
23	48	73	98	
24	49	74SC	99 SC	
25	50	75	100	

SC : Scheduled Caste ST : Scheduled Tribe PwD: Persons with Disabilities

**16.3 106 POINT RESERVATION ROSTER FOR M.A. PHYSICAL EDUCATION W.E.F. 1993-94, onwards and M.P.Ed. w.e.f. 2014-2015.**

Seat No.	Seat No.	Seat No.	Seat No.	Seat No.
1	26SC	51	76	101
2	27ST	52SC	77	102
3	28	53	78SC	103
4	29	54ST	79	104SC
5	30	55	80	105
6SC	31	56	81ST	106ST
7	32SC	57	82	

8	33	58SC	83
9	34	59	84SC
10	35	60	85
11	36	61	86
14	37	62	87
14SC	38	63	88
14ST	39SC	64	89
15	40	65SC	90
16	41ST	66	91SC
17	42	67	92
18.	43	68ST	93
19SC	44	69	94ST
20	45SC	70	95
21	46	71SC	96
22	47	72	97
23	48	73	98SC
24	49	74	99
25	50	75	100

**17 Rules for Admission for Outstanding Sportsmen/Women :**

1. Sportsmen / Women seeking admission to any Department of the University in a Post-Graduate Degree Course /Diploma Course should be eligible to play in the Inter-College / Inter-University Championship as per rules and regulations for Inter- University Tournaments.
2. Admission against outstanding sports quota would 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 submission of forms for admission in the University.
3. Only those Sportsmen/Women would 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 the 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 both the President and the Secretary of the respective Association.
6. The admission against sports quota would be given to such candidates who have represented the University state in the inter- university/inter State competition in the following games.

**Men's 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 sport) regularly.
8. Any student who without adequate reasons is found to be avoiding his / her games / sports activities, will be liable for disciplinary action, leading to the cancellation of his / her admission.

**18 Rules for Admission for outstanding performance in Cultural Activities :**

1. Admission against outstanding cultural quota at par with sports quota would 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 submission of forms for admission 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, III or **Highly Commended and Commended position** in Inter-College Youth Festival in any item in any of the previous three years.
4. While considering admissions against cultural quota only the following cultural items will 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 Symposium (14) Spot Painting and (14) Quizzing. Western Group Song, Western Solo, Rangoli, Clay Modelling, Elocution, Poetic Recitation, Cartooning, Collage, Poster Making Photography, Folk Dance, Orchestra and mimicry.

**Note :** The Distinction in the individual item will be given preference over the Team Items. The students seeking admission against outstanding cultural quota should also qualify the minimum eligibility condition for admission in that course provided under rules.

5. For students who are given admission on cultural quota basis it will be compulsory to represent the Himachal Pradesh University in cultural activities.
6. Any student who without adequate reason is found to be avoiding his / her cultural activity, 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, trials would be held in the respective cultural items by a Committee comprising 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 the Hon'ble High Court in case No.642 of 2006, Abhishek V/s Himachal Pradesh **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.**

**19. ADMISSION PROCEDURE FOR THE NON-SUBSIDIZED SEATS :**

- 1 The admission to the Non-Subsidised seats provided in the courses of M.Sc. (Physics, Chemistry, Mathematics, Botany and Zoology) MMC., PG.DMC. and M.A.(English, Physical Education), M.P.Ed., LLB will be made out of the applications on prescribed form accompanied with requisite Entrance Test fee(same as for Subsidized seats) and attested copies of Certificates/Testimonials/Marks Cards etc, received in the office of Chairperson of the Concerned Department, by the specified last date.
- 2 The eligibility for admission to the Courses against these seats will be the same as provided for other candidates.
- 3 The admission to these seats will be made on the merit of marks obtained in the Entrance Test.
- 4 The minimum qualifying marks in the Entrance Test for these seats will also be 35% marks.
- 5 The non-subsidized seats will be filled with 75% seats being reserved for graduates of universities located in Himachal Pradesh and 25% seats being open for graduates of any University including university of Himachal Pradesh.
- 6 In case seats in the category of graduates of university of Himachal Pradesh remain unfilled, these may be filled out of the applicants belonging to the other category.
- 7 If any non-subsidized supernumerary seat in any of the courses remains unfilled, it will lapse and will not be merged with the subsidised seats.

**20. ADMISSION**

**3.1 Admission and reservation (Ord. 3.1)**

(1) Admission to the various courses 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 Bonafide Himachali Schedule Castes and Schedule 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 Persons with Disabilities (except in Deptt. of Physical Education) with a minimum of 40% disability.
- 2 The minimum qualification for admission to a course in case of candidates belonging to the 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 Provided further that one seat in LL.B. Shall be reserved for serving/retired defense services personnel, if they fulfill the minimum eligibility conditions prescribed for admission;  
Provided that 3 seats shall be reserved for admission to the Bachelor's degree in Journalism & Mass Communication for the nominee of the State Government in the Department of Public Relations for a period of five years only w.e.f. the session 1990-91. Provided further that all seats in B.Ed. regular course shall be reserved for Bona fide candidate.

Admission against this reservation will be strictly on merit. If these seats remain unfilled they will be filled up in accordance with general practice as stated above. The practicing lawyers will be required to attend their classes regularly and those in employment will have to take leave for the duration of the course.

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

**One supernumerary seat has been created to provide admission to Bonafide Himachali War Widows candidate in all courses 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.Sc. (Bio-Technology) courses. The admission to these seats will be made on the basis of the entrance test.**

**Two supernumerary seat for "Single Girl Child" candidate is reserved in each P.G. Course/M.Phil courses in the teaching Dept. provided the candidate fulfills the minimum qualification 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 for Jammu and Kashmir students is reserved in 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.**

## **21. Fee Structure for Non-subsidised Seats :**

The following fees shall be charged in addition to the fees prescribed for the subsidized seats.

1.	M.Sc.(Physics, Chemistry, Botany, Zoology):	Rs. 75,000 Per Annum.
2.	MMC :	Rs. 12,500 Per Semester.
3.	M.P.Ed./ M.A.(Physical Education) :	Rs. 35000/- Per Annum.
4.	M.Sc.(Mathematics):	Rs. 25,000/- Per Annum.
5.	PG.DMC. :	Rs.30,000/- Per Annum
6.	M.A. English :	Rs.15,000/- Per Annum.
7.	LL.B.	Rs.50,000/- Per Annum.
8.	M.A. Business Economics (MBE)	Rs. 15,000/- per annum
9.	M.Sc. Geography :	Rs. 40,000/- per annum
10.	M.A. (in Performing Arts) :	Rs. 30,000/- per annum
11.	M.A. (Economics) :	Rs. 15,000/- per annum
12.	M.A. Visual Arts :	Rs. 25,000/- per annum



13.	M.A. Yoga	:	Rs. 10,000/- per annum
14.	M.Com	:	Rs. 30,000/- per annum
15.	M.A. in Rural Development	:	Rs. 22,000/- per semester
16.	M.A. Psychology	:	Rs. 30,000/- per annum

The fee deposited will not be refundable under any circumstances.

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

Programme	Fee structure	
	Tuition Fee (US\$)	Other Charges (US\$)
Post Graduate Courses		
Masters (Languages and Social Sciences)	1200	300
Masters (Science)	2000	300
LLB	3200	300
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.

## 22. **IMPORTANT INSTRUCTIONS:**

### 22.1 Eligibility of Candidates whose result of the qualifying examination is awaited:

The candidates who have appeared in the qualifying examination prescribed as eligibility for admission to M.Sc. (Botany/Zoology/Chemistry/Mathematics, Physics, Master Degree in Mass Communication, PG.DMC., M.A.(English, Physical Education & Social Work/ MBE / LL.B. shall also be allowed to appear in the Entrance Examination provisionally. Their eligibility for appearing in the Entrance Examination will be determined on the basis of having earned 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.

However, in the event of selection, their admission will be subject to their eligibility and marks in the entrance test and submission of all documents including final marks sheet of the qualifying examination at the time of Interview / Admission. Provided further that for the purpose of eligibility for admission to a course, 0.5% or above marks shall be considered equal to 1% marks (Notification NO. 4-9/94-HPU-Academic dated 27.6.1995).

The candidate is required to fill only one form for one course. If a candidate wishes to be considered for the Non-subsidized seat, he/she will need to apply separately on the prescribed application form with all documents and requisite entrance examination fees to the Chairperson of the concerned department by the prescribed last date. **No change in the centre of entrance examination is allowed.** Every candidate must write the name of the course on top of the form with **RED INK in BLOCK LETTERS.**

### 22.3 **Issuing of Roll Numbers for Entrance Test:**

The Admit Card will be sent online. If a candidate fails to receive the Entrance Test Admit Card five days prior to the holding of the entrance test, he / she himself/herself should enquire from the concerned Department about his / her eligibility etc. **AT LEAST FOUR DAYS BEFORE THE COMMENCEMENT OF THE TEST.** No enquiry shall be entertained after this period. The roll number issued to the candidate is only provisional and does not entitle him to admission / is not acknowledgement of his eligibility for the course. The final admission shall be made purely on merit based on the entrance test after verifying the eligibility from original certificates/testimonials /documents.

### 22.4 **Declaration of Result and Interview:**

The department shall display the result of all the eligible candidates appearing in the entrance test on the notice board alongwith the marks obtained by them in the entrance test on the specified date and the same shall be communicated to them individually through the result-cum-interview card. The candidates are required to confirm their result themselves from the department, if they do not receive the result card within 10 days after the proposed date of declaration of result. Though the department shall make every effort to communicate the result to the candidate, the final responsibility of getting knowledge of the result shall lie with the candidate

himself / herself. The department shall prepare a list of the candidates in order of merit who are to be called for interview and shall display the same on the notice board alongwith the marks obtained by them in the entrance test and the information to this effect shall be communicated to them individually through the result-cum-interview card.

If the candidate fails to receive the interview letter in time due to postal delay or some other reason and thinks that he/she should have been called for interview, he / she should personally contact the department and confirm his / her position in the merit list on or before the date of interview. Though the department shall make all possible efforts, the candidate himself / herself shall be finally responsible for the knowledge of his / her position in the merit list and the eligibility for interview.

**23. Re-checking / Re-Evaluation of the Answer-Books of the Entrance Tests shall not be allowed.**

**24. Resolving a Tie:**

**24.1 The following Formulae shall be adopted to resolve a Tie for Admission:**

- 1 In case of a tie, the candidate having a higher grade in the Bachelor's/Master's Degree (excluding weightage given for extra curricular activities) as the case may be, shall be admitted first.
- 2 If the tie is not resolved by the above, the candidate securing higher grade / honours in the subject of study for Master's degree shall be admitted first.
- 3 Even now if the tie is not resolved, the candidate having higher aggregate marks in any two of the following (in which his 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.
- 4 Further, if the tie is still not resolved, the candidate younger in age may be admitted first.
- 5 Direction of Hon'ble High Court: In case of tie in weightage given for cultural activities , the candidate having higher marks in entrance Test, shall be admitted.

**25. Refusal for Admission:**

A candidate will be refused admission to the course if he/she does not fulfil eligibility conditions, provided that the 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 Govt. / Govt. of India nominees.

Notwithstanding anything contained in the foregoing rules a student shall be refused admission if his conduct during any previous stay in 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.

**26. Scheme of Regular Examination:**

**Important Note:**

When more than one option has been provided, the Chairman of the Department in the beginning of the semester will decide which option shall be allowed in a particular semester.

**N.B. The syllabus of study which is a priced publication, is available with the Incharge, Enquiry Section, Himachal Pradesh University, Shimla -5.**

**26.1 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.

**26.2**

- 1 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, tutorials, seminars, practical, courts(In case of Law) etc.
- 2 In order to be eligible to appear at the 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 Chairperson 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 for the

lectures for the semester. However, the percentage of lectures attended in each course(in law) should not in any case, fall short of 60%.

#### **26.3**

Absence from lectures, tutorials, seminars, practicals on account of participation in the University, Inter-University, Inter colleges, State, 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 provided that this benefit shall be allowed only upto 20% of the total lectures delivered.

#### **26.4**

The Vice-Chancellor, on the recommendation of the Head of the department /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.

#### **26.5**

- 1 The examination for M.A. (Physical Education) degrees and 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.
- 2 The examination for the Post-Graduate Diploma Courses in MC., Adult Education and Guidance and Counselling shall be conducted on the basis of semester system.
- 3 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 Annual System Master's degree in the Faculty of Education, Law and for Master's degree in Mass-Communication, shall be conducted on the basis of semester system.

#### **26.6 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.

- 1 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 widows, disabled servicemen and the dependents of military personnel permanently disabled or killed in action shall not be required to pay such fees.
- 2 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/her application in the prescribed form accompanied by the prescribed fee and supported by the prescribed certificates to the Chairperson 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 Examination, so as to reach him before the last date prescribed for the submission of such applications (applicable to regular students only).
- 3 **The Chairperson 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 25.2 above.**

**26.7** The Controller of Examination 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 145/- In very special circumstance an application for appearing at an examination thereafter may be allowed to be accepted by the Vice-Chancellor with a total late fee of Rs. 150/-.

#### **26.8**

- 1 After satisfying himself that the application is in order in all respects, the Controller of Examination shall issue through the Head of the 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.
- 2 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.

**26.9** The Superintendent of Examination Centre may not permit a candidate to take the examination, if it is 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.

**26.10**

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.

**26.11**

A candidate against whom proceedings for use of unfair means etc. are there 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.

**26.12**

Where the chances 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.

**26.13**

- 1 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 Punjab 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.
- 2 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.
- 3 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.
- 4 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.

#### **26.14 Re-Checking:**

If a candidate feels that either some of the answers in his script had not been evaluated or there is mistake in totalling 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 Examination, 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.

#### **26.15 Re-Evaluation:**

1 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 Examination 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 candidates appearing privately from Lahaul Spiti, 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.

2 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.

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

(i) An examiner other than the 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.

4 The score on re-evaluation subject to para (ii) below 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.

5 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.

6 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.

7 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.

8 A candidate whose answer book is not available for re- evaluation due to any reason beyond the 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. In this 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 have been received.

#### **27 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.

#### **28. Rules for Promotion and Re-appear for Master's Degree Course**

##### **28.1 Semester Examination :**

There shall be an examination at the end of each semester.

1 Except in the subjects of Mathematics and Statistics, a student may be admitted to the course even in the second semester, but he shall also complete the course in four semesters (Ord.8.36 for Master of Arts only).

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

2 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.

3 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.

4 At the time of third semester examination the candidate, may appear in the course in which he may have failed to obtain pass marks in the first and the 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.

5 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.

6 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.

7 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.

- 28.2** 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.
- 28.3** 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.
- 28.4** 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.
- 28.5** 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.).
- 28.6** 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.
- 28.7** 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.
- 28.8** A candidate shall not be permitted to proceed from first semester to second semester unless he obtains pass marks in 50% of the courses prescribed for the first semester examination (Applicable to PG Diploma in E-Commerce only).

**29** **AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, EXHIBITIONS (MEDALS AND PRIZES) AND FREESHIPS:**

- 29.1** 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.
- 29.2** 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.
- 29.3** At present there exists the following categories of Fellowships / Scholarships / Freeships in the University.

**1 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.

**2 SCHOLARSHIPS:**

1. Subjectwise 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 taking admission in the various departments according to the scheme of distribution under ord. 31.14 A(ii).
3. Subject wise Merit Scholarships :
  - (a) One scholarship per subject on the basis of the result of M.A./M.Sc./M.B.A./M.Com.,Part-I examination(Semester I & II taken together).

- (b) One Scholarship on the basis of the result of LL.B. Part I Examination (Semester I & II taken together).
  - (c) 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.
- 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.
- 4 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.

### **30 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.

#### **30.1 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.

### **31 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 223828 books (upto 30.06.2017) and journals. The library functions for 11 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 2017-18 = Rs. 50,00,000/- and for E- Books = Rs. 20,00,000/-**

#### **Journals**

The Library subscribes to 174 foreign and Indian journals Rs. 30,00,000/- annual Budget.

(i) Indian = 150



(ii)	Foreign	=	24
	Total	=	174 (2016-2017)

**Budget for subscription of journals Rs. 50,00,000/- (2017-18)**

### **Membership**

With the enrolment of 3549 new members and withdrawal of 2664.

### **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 2015-16 are as under:-

Books issued	52813
Books returned	49044
Books consulted	211118
No. of Visitors	232856

### **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**

Computerization of Library services is in progress. Database of books in English language and all theses/dissertations and project reports is complete in CDS/ISIS software. SOUL 2.0 software is installed and the feeding of catalogue Cards is in process so far approximately 80% of the work related to data feeding of book and thesis, 60% of readers records has been fed (and users have found it very useful and informative in future).

### **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 and Cyber Centre of the University. 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 this programme. So far 8500+ E-Journals are accessible to the readers under the above programme.

### **Shodhgangotri and Shodhganga**

Electronic version of M.Phil/ Ph.D Synopsis and M.Phil Dissertation/ 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 been done.**

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

The University Library is associated with INFLIBNET Gandhi Nagar, Gujrat from 1996 . The Library has purchased SOUL 2.0 Software for the automation of Library. INFLIBNET is providing 8500+ e-journals access online in the Cyber Centre of H.P.University.

### **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.

## **32 INFORMATION ABOUT HOSTELS:**

“Himachal Pradesh University presently maintains fourteen hostels for boys and girls students admitted in various P.G. courses. There are 1024 seats for girls in ten hostels and 593 seats for boys in four hostels. The students cannot claim admission to the hostels as a matter of right as admissions 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. The old girls hostels complex has the facility of Medical Inspection and Reading Room facilities. The Sick Room facility is available in Vipasha Girls Hostel, Iravati Girls Hostel and Giriganga Girls Hostel complex.”

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**

#### **32.1 : 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 Himachal Pradesh, 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 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 period 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 indisciplinary 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.

### **32.2. 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 alongwith the admission form; and
- g) Unauthorized occupation in the Hostel shall not be allowed.

### **32.3 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. Guests are not permitted to stay overnight in any hostel. However, in exceptional 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 a maximum period of one week, only once in a month.

### **32.4. ATTENDANCE AND LEAVE:**

- (i) The gates of the boys hostels will be closed at 11.00 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.

### **32.5. 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.

### **32.6. 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.

**32.7** 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/**

#### **HOSTEL WELFARE OFFICER**

- (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

### **32.8. 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 along with 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 10th 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 25th a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/Warden. After 30th 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.

### **32.9. 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 14th November to 14th 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.

### **32.10 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)).
- i) (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.

### **32.11 APPOINTMENT AND DUTIES OF PREFECT**

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.

### **32.12 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.

### **32.13 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.

**32.14** 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 ₹30/- 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 ₹50/- on the 11<sup>th</sup> day of display of mess bill and thereafter ₹10/- per day subject to maximum of ₹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))

**1. Annual Charges**

- |                     |         |
|---------------------|---------|
| (a) Hostel Security | ₹100/-  |
| (b) Mess Security : |         |
| (i) Recurring       | ₹3000/- |
| (ii) Non-recurring  | ₹ 100/- |

**2. Monthly Charges:**

- |  |              |
|--|--------------|
| (a) Common Room charges                        | ₹ 33/- p.m.  |
| (b) Electricity charges                        | ₹132/- p.m.  |
| (c) Water                                      | ₹ 17/- p.m.  |
| (d) Hostel Room Rent                           | ₹ 121/- p.m. |
| (No rent shall be charged from SC/ST Students) |              |
| (e) Estt. Charges                              | ₹ 28/- p.m.  |
| (f) Misc. Charges                              | ₹ 33/- p.m.  |

**Note:**

**The monthly charges of the hostels will increase by 10% every year. 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 ₹10/- per day subject to maximum of ₹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. { 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 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 instructions 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.

**33. STUDENTS' AID FUND:**

**33.1 THE FUND:**

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

**33.2 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.

**33.3 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.

**33.4 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.

**33.5 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.

**33.6 Audit:**

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

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

As per Ordinances.

**35. CONDUCT AND DISCIPLINE OF STUDENTS:**

**35.1** 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.

### **35.2 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.

- 35.3** 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.

### **36. 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.***

**List of Contact Numbers of Chief Warden, Additional Chief Warden & Wardens of Hostels**

<b>Name and Designation</b>	<b>Telephone No. (Office)</b>	<b>Residence/ Landline No.</b>	<b>Mobile No.</b>	<b>EPBAX Nos.</b>
Prof. Aparna Negi , Chief Warden	2830917		98160-24100	795
Prof. Wamik Azmi, Additional Chief Warden	2830917		94183-11183	795
Dr. Bhawani Singh, Warden, SBS Tribal Boys Hostel	2633540		94180-88848	
Dr. Abhishek Negi, Warden, SBS Tribal Boys Hostel	2633540		94184-34224/ 70183-11811	
Dr. Surender Kumar Sharma, Warden, SBS Tribal Boys Hostel	2633540		94184-73578	
Dr. Shamsher Singh, Warden, Tagore Boys Hostel	2830014		94181-71539	
Dr. Randhir Singh Ranta, Warden, Tagore Boys Hostel	2830014		94181-00469	
Dr. Praveen K. Sharma, Warden, Dr. YSP Boys Hostel	2830548		94185-39626	
Dr. Dev Raj, Warden, Dr. YSP Boys Hostel	2830548		94182-44727	
Dr. Lalit Dadwal, Warden, Shrikhand Boys Hostel	2830982		94180-79729	
Dr. Shobha Rani, Warden, Vipasha Girls Hostel	2831298	2831065	94590-94882	
Dr. Shalini Kashmiria, Warden, Iravati Girls Hostel	2831297	—	83510-70317	
Dr. Anjali Verma, Warden, Giriganga Girls Hostel	2830549	—	81303-33540	862
Dr. Prem Lata Chandra, Warden, RLB Girls Hostel	2830948	2830790	98162-69318	871
Dr. Arpita Negi, Warden, RLB Girls Hostel	2830948	—	94186-95099	
Ms. Anu Mahendru, Warden, Chanderbhaga Girls Hostel	2831441	2633780	98059-83578	—
Dr. Veena Katoch, Warden, Renuka Girls Hostel	2831340	2832901	94182-12464	—
Dr. Sasha Chauhan, Warden, Renuka Girls Hostel	2831340	2658623	94181-48873	
Dr. Mridula Sharma, Warden, Gargi Girls Hostel	2831368	—	94595-37467	871
Dr. Monika Sood, Warden, Saraswati Girls Hostel	2831906	2831124	94182-55124	
Dr. Savitri, Warden, Saraswati Girls Hostel	2831906	2633308	94183-06308	
Ms. Anu Mahendru, Warden, Manikaran Girls Hostel	2831334	2633780	98059-83578	
Dr. Madhu Dadhwal, Warden, Vidyottama Girls Hostel	2830849	—	94180-40291	768
Dr. Usha Rani, Warden, Vidyottama Girls Hostel	2830849	—	94184-52096/ 98164-94954	

## TEACHING FACULTY

### (1) Department of Bio-sciences:

1. Dr. D.C. Gautam Professor
2. Dr. (Mrs)Sushma Sharma Professor
3. Dr. Shanti S. Sharma Professor
4. Dr. D. R. Thakur Professor
5. Dr. Anand Sagar Sharma Professor & Chairperson
6. Dr. Mahender Singh Assistant Professor

### (2) Department of Biotechnology:

1. Dr. S.S. Kanwar Professor
2. Dr. (Ms) Reena Gupta Professor
3. Dr. Duni Chand Professor & Chairperson
4. Dr. Arvind Kumar Bhatt Professor
5. Dr. Wamik Azmi Professor
6. Dr. Savitri Assistant Professor

### (3) Department of Chemistry:

1. Dr. (Mrs) Neeraj Sharma Professor
2. Dr. G.S. Chauhan Professor
3. Dr. M.S. Chauhan Professor
4. Dr. D. K. Sharma Professor
5. Dr. S.K. Sharma Professor
6. Dr. (Mrs.) S.B.Kalia Associate Professor
7. Dr. (Mrs.) S. Chauhan Professor & Chairperson
8. Dr. Baljeet Singh Professor

### (4) Department of Commerce :

1. Dr. Sunil Kumar Gupta Professor
2. Dr. Kulwant Singh Pathania Professor
3. Dr. Vijay Kumar Sharma Professor
4. Dr. S.S. Narta Professor
5. Dr. O.P. Verma Professor
6. Dr. Kulbhushan Chandel Professor
7. Dr. Devender Sharma Professor & Chairman
8. Dr. Rajkumar Singh Professor

### (5) Department of Computer Science:

1. Dr. Arvind Kalia Professor
2. Dr. A. J. Singh Professor
3. Dr. Manu Sood Professor
4. Dr. Kishori Lal Bansal Professor & Chairman
5. Sh. Jawahar Thakur Professor
6. Sh. Aman Sharma Professor
7. Ms. Anita Ganpati Professor

### (6) Department of Economics :

1. Dr. Sikander Kumar Professor
2. Dr. (Ms.) Aparna Negi Professor & Chairperson

### (7) Department of Education :

1. Dr. Satish Chand Bhadwal Professor
2. Dr.(Mrs) Sudershana Rana Professor
3. Dr.(Mrs) Pushpa Gautam Professor
4. Dr. (Mrs) Ranjna Bhan Professor & Chairperson
5. Dr. Nain Singh Professor
6. Dr. (Mrs.) Prabha Jistu Professor
7. Sh. V.N. Trepathi Assistant Professor

- (8) Department of English:**
1. Dr.(Mrs.) Girija Sharma Professor
  2. Dr.(Mrs.) Rekha Sharma Associate Professor & Chairperson
  3. Dr.(Mrs.) Sanjana Shamsbery Associate Professor
- (9) Department of Geography:**
1. Dr. D. D. Sharma Professor
  2. Dr. Anurag Sharma Associate Professor & Chairman
  3. Dr. Balak Ram Thakur Assistant Professor
  4. Ms. Seema Choudhary Assistant Professor
- (10) Department of Hindi :**
1. Dr.(Mrs.) Saraswati Bhalla Professor & Chairperson
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  3. Dr. Raghuvinder Singh Professor
  4. Dr. Sanjay Sindhu Professor
  5. Dr. Lalit Mohan Singh Associate Professor
  6. Dr. Rajinder Verma Assistant Professor
  7. Dr. Runa Mehta Assistant Professor
  8. Dr. Shalini Kashmiria Assistant Professor
  9. Dr. Sasha Chauhan Assistant Professor
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  6. Dr. P.L. Sharma Professor

7. Dr. Jyoti Prakash Professor
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5. Dr. Sanjay Sharma Assistant Professor
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2. Ms. Anupama Bharti Assistant Professor

3.	Ms. Sonam Rohta	Assistant Professor
4.	Dr. Ashwani Kumar	Assistant Professor
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2.	Dr. Sangram Singh	Assistant Professor
<b>(27)</b>	<b>Department of Yoga Studies:</b>	
1.	Dr. H.K. Chatterjee	Professor & Chairman
2.	Dr. Arpita Negi	Assistant Professor
3.	Dr. Satya Parkash	Assistant Professor
4.	Dr. Bishamber Singh Ranjan	Assistant Professor
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2.	Dr. Yashwant Singh Hartta	Assistant Professor
<b>(29)</b>	<b>Centre for Buddhist Studies :</b>	
1.	Sh. V.S. Negi	Assistant Professor & Chairman
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21. Dept. of Laws	2833880	2830935
22. Dept. of Mgt. Studies (HPUBS)	2833650	2830938
23. Dept. of Mathematics & Statistics	2833770	----
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32. Dept. of Life Long Learning	2833472	2831366
33. Dept. of Population Research Centre	2833810	2831960
34. Dept. of Visual Arts	2833878	2830957
35. University Library	2833627	2830793
36. Director, Physical Education	2833465	2830774
37. University Enquiry Section	2833555	----
38. University Faculty House	2833570	2830915
39. Resident Medical Officer		2830941
40. Controller of Examination	2833551	2830911
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44. Security Officer	2833473	2831470
45. PABX No.(University exchange)	2830445, 2830635, 2830709, 2830741 2831637, 2831465, 2831727, 2831742.	
46. Fax No.	0177 - 2830775.	

In case a student is harassed by seniors/any other student at the Institution / Hostels / any premises of the University, he/she may contact directly or telephonically to the following authorities immediately.

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- ii) Pro-Vice-Chancellor : Tel. No. 2831196 (O)
- iii) Dean of Studies : Tel. No. 2830922 (O)  
2832922 (O)
- iv) Dean Students' Welfare : Tel. No. 2830926 (O)
- v) Registrar : Tel. No. 2830912 (O)
- vi) Chief Warden : Tel. No. 2830917 (O)
- vii) 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  
person

Signature of the authorized

# **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.**