



HAND BOOK OF INFORMATION

RELATING TO THE COMPETITIVE TESTS

M.Phil. (Hindi, Sanskrit, Performing Arts, Economics, Sociology, English, Public Administration, Geography, Political Science, Psychology, History, Mathematics, Commerce, Education, Physical Education, Botany, Zoology, Chemistry, Physics, Bio-Technology etc.)

LLM.,

Advance Diploma in Remote Sensing and
Geographic Information System (GIS)

SESSION 2015-2016

**HIMACHAL PRADESH UNIVERSITY
SUMMERHILL, SHIMLA – 171 005**

(Last date of submission of application form 04.09.2015)

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HIMACHAL PRADESH UNIVERSITY

1. INTRODUCTION :

The Himachal Pradesh University, named after the name of the State of Himachal Pradesh, was founded on 22 July 1970. The University is located at Summerhill, a suburb at the Western end of Shimla at a distance of 5 Km from the town, 5 minutes walk from the Summerhill Railway Station, and about 15 Km. from the Jubber Hatti Air Port.

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 and Business Administration, Education, Law, Languages, Performing & Visual Arts. Various academic programmes offered are at the levels of Certificates, Diplomas, PG Diplomas, PG Studies at the Bachelor's and Master's level, Research Studies at the M.Phil. and Doctoral levels, Private Studies (External Examinations) and Distance Education (through ICDEOL) along with studies at the MIT/BIT, BBA & BCA levels.

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

Prospectus for various courses are available as per the basis of admission i.e. through entrance tests and through merit of qualifying examination. The admissions through Entrance Tests are made in (Physical Sciences, Life Sciences, Languages, Law/ MMC/ PG.DMC. Education B.Ed., M.Ed., M.Phil., LL.M./Ph.D., Management Studies and Vocational Courses (MTA). Separate prospectus are available for Sciences, B.Ed., M.Phil./LL.M./IMS and MTA. Necessary information is available from the respective departments.

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

1.2 FACILITIES :

The Himachal Pradesh University occupies an area of 200 acres and has a distinctive style of architectural view. 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 750 seats for holding important University functions. In addition, the following facilities are available at the campus:-

(1) A branch of State Bank of India, (2) A branch of HP State Co- Operative Bank Ltd., (3) University Health Centre, (4) Employment Information and Guidance Bureau, (5) Market and Co-operative Store, (6) Post Office, (7) Outdoor Stadium, (8) Transport, (9) Computerizing Facilities and Internet access, (10) 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 MTA

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 Sociology
8. Department of Yoga Studies
9. Deen Dayal Upadhaya Thought
10. Department of Life Long Learning

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

3. ADMISSIONS/ TEACHING/ EXAMINATION/ VACATION SCHEDULE FOR SESSION 2015-2016.

Admission Date :

A Last date for receipt of Admission Forms for M.Phil. all Courses / LL.M. & Diploma in G.I.S. **04-09-2015 (Friday)**

B Dates of Entrance Tests:

S.no.	Subject (s)	Date	Time of Exam.
1.	Dip.in G.I.S.	22-09-2015	10.00 a.m.
2.	M.Phil. (Chem. Bot., Zool., Pol.Sc., Psy.)	22-09-2015	10.00 a.m.
3.	M.Phil (Hist., Eng., Commr.,Phy. Edu. Perf. Arts).	22-09-2015	02.00 p.m.
4.	M.Phil. (Phy., Math., Bio-Tech., Hindi, Skt.,Eco.)	23-09-2015	10.00 a.m.
5.	M.Phil. (Geog., Pub. Admn., Soc., Education) & LL.M. etc.	23-09-2015	02.00 p.m.

C Dates of Declaration of Results of Entrance Tests :

1. Date of declaration of result of LLM/M.Phil. (All Courses)/Diploma in G.I.S. **(On or before 12.10.2015)**

D Dates of Interview / Admission :

**i) For Subsidized Seats:
Subject**

	Date/ Time for reporting for Interview/Admission
1. M.Phil./LL.M./Dip.in GIS	16-10-2015 Friday 10.00 AM. to 02.00 PM.

Note:

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 result of the qualifying examination on the date of interview. In case he/she anticipates that the result may not be declared, it should be obtained confidentially from University and produced at the time of interview.
4. In case, some seats remain vacant or fall vacant subsequently, the same will be filled after calling the candidates in the 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 by the concerned department and list of such candidates called for interview will also be displayed on the notice board.

E last date for admission to M.Phil all courses/LL.M./ GIS
with the permission of the Vice-Chancellor

19.10.2015 (Monday)

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

1.	M.Phil./LL.M./Dip. in GIS	20-10-2015 20-02-2016 29-03-2016 01-07-2016	31-12-2015 15-03-2016 15-06-2016 Onwards (Teaching Days also include the period of Dissertation)	63 Days 20 Days 65 Days
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G **Preparation Days for Exams :**

1.	M.Phil./ LL.M./ Dip. GIS.	16-03-2016	20-03-2016	05 Days
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H **Examination Schedule (Tentative)** **Starts on** **Completes on Days**

1.	M.Phil./ LL.M./ Dip.GIS.	21-03-2016 22-08-2016	28-03-2016 03-09-2016	07 Days 13 Days
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I **Vacation Schedule :**

1	Winter Vacation	01-01-2016	19-02-2016	50 Days
2	Summer Vacation	20-06-2016	25-06-2016	06 Days

J **Examination Centres for the Conduct of Entrance Tests of :**

M.Phil. All Courses / LL.M./ Diploma in GIS.

H.P. UNIVERSITY SHIMLA-5

3.1 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 2015-2016 also.

a.	On Admission	Rs.
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 /M.tech.	100.00
4.	Library Security M.Tech./M.Phil./Ph.D. (Refundable)	600.00
5.	Library Security M.A./M.Sc. (Refundable)	300.00
6.	Library Security for LL.M./ LL.B.(Refundable)	600.00
7.	Practical Fee for LL.M.	1500.00
8.	Practical Fee for LL.B.	600.00
b.	Annual Charges:	Rs.
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 students	250.00
c.	Monthly Charges	Rs.
	Tuition Fee (Chargeable for 12 months in a year)	
1	M.Sc./MHRD/PGDHRD.	200.00
2	M.A. Physical Education/M.P.Ed. /MBA	200.00
3	M.M.C./PG.DMC./ADRS & GIS/M.Ed./MBE/MA. English / LL.B.	100.00
4	Dilapidation Fee	10.00
5	Amalgamated Fund	100.00
6	Population Education Club Fee	10.00
7	M.Phil. (Science Subjects)	300.00
8	M.Phil. (Other than Science subjects)/ LLM	200.00
d	Research and Development Fee	
1.	M.Phil. (Other than Science subjects)/ LLM	600.00
2.	M.Phil. (Science Subjects)	700.00
3.	Ph.D. (Science Subjects)	1000.00
4.	Ph.D. (Other than Science subjects)	800.00
e.	Laboratory Fee (in cash) of Diploma in G.I.S. -	10000.00
		(Per Semester)

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 from the attendance register.

Note:

1. The Government of Himachal Pradesh, Department of Education vide letter NO. Shiksha-II(J)2-1/89 dated 2-8-1995 received from the Registrar Office vide letter No. 4-41/93-HPU(Genl)dated 16th September, 1995 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.
3. ***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.***
4. Fees is to be paid at the counter of the concerned Teaching Department.
5. Annual charges for both the semesters in a year will be payable at the time of admission.
6. The monthly dues will be realised in two installments in each semester according to the following schedule:
 - (a) At the time of Admission: Fee for July, August and September.
 - (b) In September: Fee for October, November and December.
 - (c) In December: Fee for January, February and March.
 - (d) In March: Fee for April, May and June.
7. The Chairperson / Directors of the Teaching Departments / Institutes will decide the date for Semester continuation Fee at their own level in consultation with the Department Council.
8. Fee for every quarter must be paid according to the above schedule. A fine of Rs. 10.00 per day, subject to a maximum of Rs. 100.00 will be charged up to the last day of the month. 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 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.

3.2 Special Charges :

If a student is not already registered with Himachal Pradesh University, student has to pay as per University norms, as Sports Fee will be charged extra.

3.3 Examination Fee as per University norms

N.B ❖ The existing system of deposit of 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 website.

4. INFORMATION REGARDING ADMISSION TO VARIOUS COURSES-GENERAL :

1 Subject and marks in qualifying examination as mentioned in the respective courses

Note: The University Grants Commission vide 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 for adoption of Age Relaxation upto maximum 5 years to the persons with disabilities in admissions to various courses.

5 ADVANCED ONE YEAR DIPLOMA IN REMOTE SENSING AND GEOGRAPHIC INFORMATION SYSTEM (G.I.S.)

5.1 Total Number of Seats -

10 Subsidised + 03 Supernumerary seats for industry and government sponsored candidates applying through proper channel. Fees for sponsored candidates will be Rs.50,000/- (Rupees fifty thousand only)for the whole course in addition to the normal University fees for each semester.

5.2 Eligibility for Admission :

The following will be the eligibility conditions for admission to this course :

1 Masters Degree (M.A. or M.Sc.) in the subject of Geography with at least 50% marks.
or

2 Bachelors Degree in Engineering with atleast 50% marks plus two years working experience.

Same eligibility conditions will also apply to the sponsored candidates. All those admitted will be expected to have a working knowledge of computers. Disk Operating System (DOS.), Windows Operating System, and Microsoft-Office Suite.

5.3 Criteria for Admission :

The admission to this course will be on the basis of marks obtained at Master's (or Bachelor's in Engineering) degree level, an Entrance Test conducted by the Department/ University, and a Personal Interview of the candidate. The entrance test will consist of 60 objective-type and multiple choice questions on the basic concepts related to geography, remote sensing and spatial data carrying one mark each. Weightage given to marks obtained at M.A./ M.Sc./ B.E. degree level, entrance test, and personal interview will be as follows :

1	M.A./M.Sc./B.E	:	20% of the per cent marks obtained.
2	Entrance Test	:	Marks Obtained (out of maximum of 60).
3	Personal Interview	:	Marks Obtained (out of maximum of 20).
	Total Maximum Marks	:	100

Combined merit so formed will be the basis of admission.

Note : Statutory reservation for Scheduled Caste (SC.) and Scheduled Tribe (ST) candidates will be available as in case of other courses run by the H.P. University. However, such reservation will not be available for the supernumerary (sponsored) seats.

5.4 Application Form and Fee :

The application form duly filled in and accompanied by IPOs/ Bank Draft of Rs.700/- (Rs.350/- in case of SC/ST Antyodaya/ IRDP candidates) payable to the Finance Officer, H.P. University, Shimla-5 along with attested certificates, testimonials, Admit Card, Result Card cum Interview Card and two self

addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Chairperson, Department of Geography, H.P. University, Shimla-171005 by the last date fixed for the purpose. The fee deposited will not be refunded under any circumstances.

6 SCHEME FOR M.Phil. PROGRAMME:

6.1 GENERAL:

A person desirous of pursuing the course of study for M.Phil. degree shall apply on the prescribed form, complete in all respects, along with the prescribed fee of Rs. 1000/- (Rs. 500/- in case of SC/ST/Antodaya/ IRDP Candidates), same fee for Non-Subsidized seats to the Chairperson of the concerned Department in which admission is being sought. The Bank Draft/Postal Order should be made payable to the Finance Officer of the University. The applications will be examined by the Departmental Council or admission committee constituted by the Chairperson which will approve the final list of admission. The Chairperson of the department will display the list of candidates to be admitted.

M.Phil. shall be a full time regular course of study pursued by regular attendance in classes and seminars. The fee deposited will not be refundable under any circumstances.

6.2 ELIGIBILITY:

A candidate seeking admission to the M.Phil course must have at least 55% marks (50% in case of SC/ST) in the subject concerned at Master's level.

6.3 Qualifying Marks for Admission to M.Phil.

It was decided that qualifying marks in the Entrance Test for admission to Master of Philosophy (M.Phil.) shall be 50% (at par with Ph.D.). In case of SC/ST candidates, qualifying marks in the Entrance Test shall be 45%.

6.4 A candidate seeking admission to the M.Phil. course in **Biotechnology** must have atleast 55% marks (50% marks in case of SC/ST) in M.Sc. Biotechnology/Microbiology/Biochemistry

6.5 BASIS OF ADMISSION :

The admission to the course will be made as under :

1. For Course under Faculty of Physical / Life Sciences & Education

One paper of 100 marks of 2 hours' duration. The written test shall be of Multiple Choice Questions (MCQ) in each subject. There will be 100 Questions of 1 mark each.			
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2. For courses under Faculties of Languages :

i) One paper of 75 marks of 1½ hour's duration			
Part - I Multiple Choice			
35 Questions			
of one Mark each	:		35 Marks
Part - II Long Questions	:		40 Marks
ii) Personal Interview	:		05 Marks +
iii) Aggregate of Percentage obtained in M.A. Examination	:		20 Marks
Total Marks	:		100 Marks

3. For Performing Arts

i) One paper of 75 marks of 1½ hours duration. The written test shall be of Multiple Choice Question (MCQ)			
Multiple Choice Question (MCQ)	:		75 Marks
ii) Qualifying marks/percentage of M.A. Degree	:		20 Marks
iii) Personal Interview Viva-voce	:		05 marks
Total Marks	:		100 Marks

4. For Courses under Faculties of Social Sciences & Commerce and Management

i) One Paper of 50 marks of 1 hour's duration. The written test shall be of Multiple Choice Question (MCQ) in each subject. There will be 50 Questions of 1 mark each +			
Aggregate of Percentage obtained in M.A. Examination	:		50 Marks
Total Marks	:		100 Marks

The candidates for Interview / Counselling shall be called in ratio of 1:3. The admission in all the streams shall be made on the basis of merit to be prepared by the concerned Department(s)/Institute(s) as under :

- | | | |
|---|--|---|
| 1 | For Courses under Faculties of Physical/Life Sciences & Education | Merit will be prepared on the basis of marks obtained in the Entrance Test. |
| 2 | For Courses under Faculties of Languages & Performing Arts | Merit will be prepared on the basis of marks obtained in the Entrance Test + Personal Interview + aggregate %age obtained in M.A. Examination |
| 3 | For Courses under Faculties of Social Sciences & Commerce and Management | Merit will be prepared on the basis of marks obtained in the Entrance Test + aggregate %age obtained in M.A. Examination |

In case of SC/ST candidate(s), the minimum qualifying marks, if any, shall be reduced until the SC/ST quota for admission has been exhausted.

6.6 DURATION :

The duration of the M.Phil. course, including the submission of dissertation, shall be two semesters from the date of admission. However, a maximum period of three months may be allowed to the candidate on the recommendations of the Supervisor for reasons to be recorded in writing for submission of the dissertation by the Vice-Chancellor. A candidate who has attended the prescribed courses of study for both the semesters but has not appeared in the examination or having appeared has failed may be allowed to appear in the examination as a failed candidate. However, such a candidate shall have to clear all the courses with only one more chance including dissertation within a maximum period of two years from the date of his/her admission, failing which his/her candidature shall stand automatically cancelled. Such students who do not submit their dissertation during the prescribed period of M.Phil. course i.e. one year; a maximum period of three months may be allowed to the candidate on the recommendations of the supervisor for reasons to be recorded in writing for submission of dissertation by the Vice-Chancellor. No further extension shall be allowed in any case. Further, the hostel accommodation for M.Phil. Candidates shall be allowed for one year only from the date of admission as regular students.

6.7 COURSES OF STUDY :

M.Phil. examination shall consist of (a) Courses (b) dissertation and Viva-Voce. The course of study for M.Phil. shall be as prescribed by the Board of Studies in the subject concerned and approved by the appropriate bodies from time to time.

The total marks for theory papers shall be 200 irrespective of the number of papers spread over two semesters. Where more than one options have been provided, the Departmental Council in the beginning of the semester will decide which options shall be allowed in a particular semester.

Each candidate shall be required to give one seminar on the topic of the dissertation in the Department before its submission. The Seminar will be open to all the students and Faculty members of the Department concerned.

The Departmental Council shall constitute a Committee of three members, of which one shall be supervisor, to assess the quality of the seminar and grade it as outstanding, satisfactory or poor on the basis of art of presentation and understanding of the subject and replies to the queries and that this shall be recorded on the marks card of the candidate. In the case the gradation is poor, the candidates can repeat and improve the performance in seminar.

There shall be 75 marks for evaluation of dissertation and 25 marks for viva-voce test based on the dissertation. A viva-voce test shall be conducted by a Board of Examiners consisting of the Chairperson, Supervisor of the candidate, and an external examiner. If the Chairman is the Supervisor of the Candidate, he shall nominate one other faculty member from the Department concerned as a member of the Board. The Board will judge the following aspects:-

- (i) That the work has been actually done by the candidate.
- (ii) Candidate's understanding of the subject.
- (iii) Candidate's presentation of the content of the dissertation.

6.8 DISSERTATION AND APPOINTMENT OF SUPERVISOR :

During the first semester, the Departmental Council shall allot a Supervisor.

The candidate shall decide the topic of dissertation in consultation with his/her Supervisor which shall be finally approved by the Departmental Council including the Supervisor within three months from the date of appointment of Supervisor but not later than the end of first semester.

The dissertation shall reflect his/her familiarity with the work already done on the subject and the candidate's in depth understanding of the research problem and its potential for original contribution towards knowledge.

6.9 EXAMINATION :

There shall be an examination at the end of the each semester. Four typed copies of the dissertation shall be submitted by the candidate within a period already specified under Ordinance 15.4 above. The dissertation shall be evaluated by an external examiner to be appointed by the Vice-Chancellor out of a panel of three examiners submitted by the Chairman of the Department concerned in consultation with the Supervisor. The external examiner will submit the report on the dissertation and shall either approve/disapprove or recommend revision in the light of Ordinance, 15.5.

In case the dissertation is approved, the external examiner, supervisor of the candidate and the Chairperson or his nominee (only in those cases where the Chairperson is Supervisor) shall conduct an open viva-voce test. In case the dissertation is to be revised, it will be examined by the same examiner. In case the dissertation is rejected, it shall be sent to another examiner. If it is rejected by the second examiner also, the candidature of the candidate shall stand automatically cancelled. If the candidate qualifies in the viva-voce, the degree shall be awarded provided the candidate has cleared all the theory papers and the seminars. In case the candidate is unable to clear the viva-voce, he/she will be given one more chance to clear it and the viva-voce shall be conducted by the same external examiner.

In case the dissertation is approved, marks shall be awarded for dissertation by the external examiner and these awards along with the report will be submitted directly to the Controller of Examinations.

In order to expedite the viva-voce test of the candidate, the Vice-Chancellor may take suitable action as may be necessary in consultation with the Chairperson of the Department concerned.

Every student shall pay a sum of Rs.2000/- at the time of submission of dissertation in the Evaluation Section.

6.10 DIVISION

- (i) Pass percentage in each course, dissertation and viva-voce test shall be 50%.
- (ii) A candidate securing less than 60% marks in the aggregate shall be placed in second division.
- (iii) A candidate securing 60% or more marks in the aggregate shall be placed in the first division.
- (iv) A candidate securing 75% or more marks in the aggregate in the first attempt shall be placed in the first division with distinction.

6.11 NUMBER OF ADMISSIONS IN EACH DEPARTMENT

The number of seats in each department shall vary between 10 to 15 as decided by the Departmental Council. However, number of seats in M.Phil. (Chem.) will be five seats in each specialisation i.e. organic, inorganic and physical Chemistry and 05 non-subsidized seats will be in M.Phil. Commerce and fees for these seats will be Rs. 50,000/- per semester in addition to fees clauses of 3.1, 3.2 and 3.3.

15% & 7.5% of the seats shall be reserved for Bonafide Himachali Scheduled Caste and Scheduled Tribe candidates respectively who have passed the 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 University established by law in India which is equivalent to the qualifying examination of H.P. University.

The 77.5% seats shall be filled as under :-

- 1 25% of the seats for admission shall be open for all the candidates irrespective of institution from where they have passed their qualifying examination.
- 2 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
- 3 Provided further that 20% seats in M.Phil. shall be reserved for teachers of colleges of Himachal Pradesh University and recognized schools in Himachal Pradesh. Provided further that only teachers who are regularly appointed in recognized schools and colleges and have been on the regular roll of the college of school for 5 years can be considered for admission to M.Phil. under this category. Such teachers will have to submit a certificate to this effect from the Director of Education in respect of College teachers and from Zonal Deputy Director in respect of School Teachers.

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

Medium of Examination shall be English/ Hindi.

7. Master of Laws (LL.M.)

7.1 Number of Seats :

Total Seats	=	35
Subsidized seats	=	16
Non-Subsidized seats	=	19

7.2 Eligibility :

Admission will be open to the Law graduates of Himachal Pradesh University, Shimla who have obtained LL.B. (Professional) Degree as well as Law graduates of other Universities in India whose Law Degree is recognized as equivalent to the LL.B. Degree of Himachal Pradesh University, Shimla on reciprocal basis. Provided he/she has consistent good academic record with first or high second class in LL.B. (Professional) Degree with at least 55% Marks in aggregate (50% in case of SC/ST candidates) or B Plus in the grade system marks or an equivalent degree of a foreign University.

Note: The consistent good academic record means average of 55% in any two examination prior to LL.B. Degree (i.e. Matric, 10+2 and Graduation) or 50% marks in each of the examinations separately.

7.3 Basis of Admission :

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

Note:

1. The Entrance Test will consist of one paper of 100 multiple choice questions. The questions will be set from the courses taught in LL.B. with emphasis on the following areas :
 - (i) Business Law
 - (ii) Environmental Law
 - (iii) Criminal Law
 - (iv) Constitutional Law
 - (v) Human Rights Law
2. The minimum qualifying marks in the Entrance Test will be 50% (45% in case of SC/ST candidates.)
3. Admission to subsidized seats will be made as per the provisions under clause 09 and admission to Non-subsidized seats will be made as per provisions under clause 10 of the Hand Book of Information.

7.4 Application Form & Fee (Subsidized and Non-subsidized Seats) :

There will be separate Application Forms, for subsidized and Non-subsidized seats. Each duly filled in form accompanied by IPOs/Bank Draft of Rs.1000/- (Rs. 500/- for SC/ST/Antodaya/IRDIP candidates) in favour of duly filled in The Finance Officer, Himachal Pradesh University, Shimla-5 & Payable at State Bank of India, Summerhill, Shimla along with attested copies of certificates/testimonials must reach the Chairperson, Department of Laws, Himachal Pradesh University, Shimla 171 005 by the last date fixed for the purpose. The fee once deposited shall not be refundable under any circumstances.

7.5 Fee Structures :

Fee for Non-subsidized seats shall be Rs. 50,000/- (Rupees Fifty Thousand only) per year plus other charges as mentioned in clauses 3.1, 3.2 & 3.3 of the Hand Book of Information. **The fee once deposited will not be refundable under any circumstances.**

7.6 Duration of the course and examination rules :

1. LL.M. shall be a full time regular course of study pursued by regular attendance in the classes and seminars.
2. The duration of the course shall be two academic years spread over four semesters. There shall be an examination at the end of each semester.
3. In order to be eligible to sit in the examination, a candidate shall be required to attend 75% of the total number of lectures delivered. The Dean, Faculty of Law may, however, condone shortage up to 9% if the candidate has attended at least 60% of the lectures delivered in each course.
4. The course for the first two semesters shall be called LL.M. Part-I and the course in third and fourth semesters shall be called LL.M. Part-II. In LL.M. Part-I (first and second semesters), a candidate shall take two compulsory papers and one optional paper (from the area of specialization) in each semester. In LL.M. Part-II a candidate shall take two compulsory papers and one optional paper (from the area of specialization) in third semester and in fourth semester, a candidate shall have to write a thesis and

appear for viva-voce examination. With the approval of the Chairperson of the Department of Laws each candidate shall select the topic for a thesis at the beginning of Fourth Semester. The topic of the thesis shall be from the area of specialization opted for by the candidate in the First Semester.

5. A candidate in order to qualify in LL.M. examinations of Part-I and Part-II shall be required to secure 45% marks in each paper and thesis as well as viva-voce and 50% marks in the aggregate.
6. Each candidate shall prepare a thesis under a Teacher Supervisor appointed by the Chairperson of the Department. At the time of preparation of the thesis for the purpose of attendance a candidate shall meet the Teacher-Supervisor at least twice a week.
7. A candidate shall submit three typed copies of the thesis accompanied by a certificate of the supervisor to the effect that the thesis has been written by the candidate himself/herself under his guidance and supervision and the same is fit for being submitted through the Chairperson of the Department of Laws to the Registrar by the end of the Fourth Semester with the permission of the Dean Faculty of Law. Extension in time for submission of the thesis may be given for a period up to three months beyond which no extension shall be granted except with the permission of the Vice-Chancellor.
8. A candidate who appears in the examination in the First Semester may be permitted to proceed to the second semester even if he fails to obtain pass marks in any course in the first semester.
9. A candidate who fails to obtain pass marks in papers of First and Second Semester may reappear in those papers when the next semester examinations are held.
10. A candidate who fails to obtain Master of Laws Degree in three years shall cease to be a student unless specially permitted by the Vice-Chancellor to do so in four years. Such candidate may, however, be permitted to appear in the examination or submit thesis as late college student provided he/she clears LL.M. Part-I and Part-II examination taken together within a period of five years.
11. Promotion of a student from one semester to the next higher semester will be allowed as per provision of the ordinance, as amended from time to time.

The above scheme is, however subject to change without prior notice.

8 ROSTER FOR ADMISSION AND RESERVATION :

- 8.1 Separate roster for each category as mentioned will be maintained.

120 Point Reservation Roster for Admission Diploma in GIS from July 2009

1	26SC	51	76	101
2	27ST	52SC	77	102
3	28	53ST	78SC	103
4	29	54	79SP	104
5	30	55	80ST	105
6	31	56	81CUL	106SC
7SC	32	57	82	107ST
8	33SC	58	83	108
9	34PwD	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
14SC	37	62	87	114
14ST	38CUL	63	88	114SC
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41ST	66PwD	91SC	116
17	42	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100PwD	
(PwD-3%)	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)
3	6	18		9

- 8.2 **106 POINT RESERVATION ROSTER FOR M.Phil. W.e.f. 1999 ONWARDS and LLM w.e.f. 1992 onwards.**

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	34PwD	59	84SC	
10	35	60	85	
11	36	61	86	
12	37	62	87	
13SC	38	63	88	
14ST	39SC	64	89	
15	40	65SC	90	
16	41ST	66PwD	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	100PwD	

9. ADMISSION

3.1 Admission and reservation (Ord. 3.1)

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 Scheduled Castes and Scheduled Tribes candidates respectively who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other Universities established by law in India which is equivalent to the qualifying examination of H.P. University.

(b) The remaining 77½% seats shall be filled as under

(i) 25% of the seats for admission shall be open for all the candidates irrespective of the Institution from where they have passed their qualifying examination.

(ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya, Dr. Y.S. Parmar University of Horticulture and Forestry, Himachal Pradesh Technical University and Central University of Himachal Pradesh or the candidates who are Himachal Pradesh domicile irrespective of passing qualifying examination from any other University established by law in India which is equivalent to the qualifying examinations of Himachal Pradesh University, subject to the following reservations :

(a) 5% of the seats shall be reserved for outstanding sportsmen/women.

(b) 5% of the seats shall be reserved for outstanding performance in cultural activities.

(c) 3% of the seats shall be reserved for physically handicapped candidates (except in Deptt. of Physical Education).

2 The minimum qualification for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories shall be relaxed by 5% of the maximum marks. The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (b) above shall be made as per procedure/rules approved by the Executive Council from time to time.

3 The candidates seeking admission to M.B.A. Course, having passed +2 or equivalent examination from the Institutions located within the territorial jurisdiction on Himachal Pradesh, with a degree in Engineering from an Institution outside the state, shall be considered under categories provided in Ordinance 3.1 (a) & (b) (ii) above.

4 The reservation under Ordinance 3.1 (b) (i), (ii) (a), (b) and (c) will also be applicable in case of M.Phil, LL.M. Provided further that one seat in LL.B. Shall be reserved for serving/retired defence services personnel, if they fulfill the minimum eligibility conditions prescribed for admission;

Provided further that 20% seats in M.Phil shall be reserved for teachers of colleges of Himachal Pradesh University and recognised schools in Himachal Pradesh. Provided further that only teachers who are regularly appointed in recognized schools and colleges and have been on the regular roll of the college or school for 5 years can be considered for admission to M.Phil under this category. Such teachers will have to submit a certificate to this effect from the Director of Education in respect of College teachers and from Zonal Deputy Director in respect of School Teachers.

Provided further that four seats shall be reserved in LL.M. course for practicing lawyers, who have put in at least five years practice at the Bar, Judicial officers and other persons connected with the administration of justice in Himachal Pradesh for admission to LL.M. course. Out of these four seats, three will be set apart for internal candidates and one seat will be open to all, but the candidate must be pursuing legal profession in H.P. or in the service in Himachal Pradesh as Judicial Officer or hold any post connected with the administration of justice in H.P.

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.

One supernumerary seat for "Single Girl Child" candidate is reserved in each P.G. Course/M.Phil/LLM courses in the teaching Dept. provided the candidate fulfills the minimum qualification criteria.

10 IMPORTANT INSTRUCTIONS:

10.1 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.Phil./ LL.M / GIS. 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 marks secured by them in the qualifying examination.

However, in the event of selection, their admission will be subject to their securing the prescribed percentage of marks in the qualifying examination 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).

10.2 Filling the Application Form:

Affix two attested passport size copies of your latest photograph with gum at the appropriate places. (Photo copy of photographs shall not be accepted). Fill in the required information in every column accurately after reading carefully the instructions and eligibility conditions from the Hand Book of Information. Do not leave any column blank. The information supplied by the candidate especially relating to DATE OF BIRTH, GROUP, CATEGORY, DOMICILE, and ACADEMIC QUALIFICATIONS shall be treated as final and no change shall be allowed in this regard at a later stage. The applications shall be scrutinized strictly according to the information supplied by the candidate, and the responsibility with regard to the accuracy of the information shall lie with the candidate himself.

The complete application form accompanied by the attested copies of relevant certificates / documents, admit card, result- cum-interview card with appropriate postage and the demand draft / postal orders for the requisite amount should be sent to: The Chairperson, (Concerned Department of Study), Himachal Pradesh University, Summerhill, Shimla - 171 005. The demand draft / postal orders should be payable to : The Finance Officer, Himachal Pradesh University, Shimla. THE APPLICATION FORM WITHOUT THE REQUISITE FEE SHALL BE SUMMARILY REJECTED. The Hand Book of Information contains four application forms (three for Subsidized seats, one for Non-subsidized seat). 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.**

10.3 Issuing of Roll Numbers for Entrance Test:

The Admit Card will be sent by the Chairperson of the Department under UPC. 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 an 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.

10.4 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 along with 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 along with 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.

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

12. Resolving a Tie:

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

- 1 In case of a tie, the candidate having higher aggregate marks in 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 marks 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.

13. 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.

14. 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.

14.1 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.

14.2

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 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%.

14.3

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.

14.4

The Vice-Chancellor, on the recommendation of the Head of the institution concerned may in special circumstances, for reasons to be recorded in writing condone shortage in attendance upto 5% of the total provided that this shall not apply in case of Law Course.

14.5 **ADMISSION TO THE EXAMINATION :**

The University shall from time to time, prescribe the admission form and the certificate required in support of admission to the different examinations of the University and make these forms available to all concerned.

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 14.2 above.**

14.7 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 as per University norms as late fee (ii) thereafter upto 20 days before the commencement of the examination on payment as per University norms 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 as per University norms.

14.8

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.

14.9

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.

14.10

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.

14.11

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.

14.12

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.

14.13

- 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.

14.14 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 at the rate as per University norms per paper 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.

14.15 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 at the rate of Rs. 80/- per paper/Script/Course, 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 / freship / 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.

15 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.

16. Rules for Promotion and Re-appear for Master's Degree Course

16.1 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.

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

17.1 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.

17.2 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.

17.3 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.

18 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.

18.1 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.

19. " LIBRARY RULES"

19.1 Working Hours:

The working hours of the Libraries including their various Sections will be fixed by the Vice-Chancellor from time to time. For the present, the Vice-Chancellor has fixed the following working hours of the University Library at Shimla.

(i) Semester Period:

Monday to Saturday:	9.00 A.M.	to	9.00 P.M.
Sundays & Holidays:	10.00 A.M.	to	5.00 P.M.

(ii) Vacation Period:

Monday to Saturday:	10.00 A.M.	to	7.00 P.M.
Second Saturday, Sundays &	10.00 A.M.	to	5.00 P.M.

Holidays

(iii) Holidays:

The Library will remain closed on the following holidays besides other holidays falling during the Vacation Period:-

STATEHOOD DAY, REPUBLIC DAY, HOLI, HIMACHAL DAY, INDEPENDENCE DAY, GANDHI JAYANTI, DUSSHERA, DIWALI AND CONVOCATION DAY.

(iv) Working hours of the Circulation Counter and the Stack Rooms:

The Circulation Counter and the Stack Rooms will remain open from 9.00 A.M. to 4.30 P.M. during Semester Period and from 10.00 A.M. to 4.50 P.M. during Vacation Period. The readers will be extended the privilege of direct access to the General Stack Rooms. Readers are not to shelve the books taken out by them for consultation. They should, instead, either hand them over to the Library Attendant on duty or place them on the tables lying there.

(v) Working hours of other Sections:

The Reference Section, Periodicals Reading Room and the Text Book Section will remain open to readers throughout the working hours of the Library. The detailed working hours of the Text Book Section have been given under Rule No. 10.

19.2 Admission to the Library:

(i) Any person eligible to become member of the Library or permitted by the University Librarian may be admitted to the Library.

(ii) On entering the Library, every member shall be required to write legibly his / her Name and Department in the register specially provided for the purpose. Such a signature will be taken as an acknowledgement that the person agrees to abide by the Library Rules.

(iii) The Janitor / Library Attendant at the entrance is authorized to examine everything that passes into or goes out of the Library.

(iv) Deposit of personal belongings at the Property Counter:

While entering the Library all personal belongings, such as Attaché Cases, Portfolios, Satchels, Umbrellas, Flat-files and File Covers etc. (Except Shoes), Private Books and Books not meant to be

returned to the Library, shall be deposited by each Reader at the Property Counter located at the entrance and the Readers shall obtain a Token from the Janitor / Library Attendant on duty.

(v) The loss of a Token should be immediately reported in writing at the Circulation Counter of the Library otherwise the Library will not, in any way, be responsible in case any other person produces the lost Token and takes away the articles kept.

(vi) A fine of **Rs. 20/- (twenty only)** will be charged for the loss of Token issued to the reader in lieu of the article deposited at the Property Counter. The belonging kept at the Property Counter shall be released only when satisfactory evidence or proof of ownership is produced by the depositor.

(vii) Facilities provided for depositing personal belongings at the Property Counter can be enjoyed only for the period the reader is actually present inside the Library. Articles deposited must in all cases beget back when the depositor leaves the Library or at the most before the closing time of the Library. The Library shall not be responsible for any articles not claimed before the closing time.

(viii) An amount of **Rs. 2/- (two only)** will be charged from the reader who claims back his belongings from the Property Counter on the next day of the deposit and **Rs. 1/- (one only)** will be charged for every subsequent day, subject to maximum of **Rs. 20/- (twenty only)**.

(ix) Although all possible care will be taken for the safe custody of the articles deposited, the Library will not be responsible for damage or loss of the same. As such, it is advisable for the members not to deposit bags containing Cash or other Valuable articles at the Property Counter of the Library.

19.3 Category of Membership and their privileges:

2. Category	3. <u>No. of Books To which entitled</u>	4. <u>Period of Loan</u>	5. <u>Recommending Authority</u>
"B" M. Phil/ Ph.D Students Registered with this University	6 Books	one month	Head / Chairperson of the Concerned Deptt.
"C" (i) Students on roll of the University's Teaching departments located at Shimla	4 Books 2 Books from Gen. Stack & 2 From Tx. Book	(14 days) (Overnight)	Head / Chairperson of the Concerned Deptt.
(ii) Students learning Foreign Languages (not covered by Category C (i))	2 Books 1 from Gen. Stack & 1 from Tx. Book	(14 days) (Overnight)	
"F" Students of such Departments where Departmental Libraries Exist.	1 Book	14 days	Head / Chairperson of the Concerned Deptt.

NOTE:- The Recommending Authority is responsible for the safe return of books and payment of dues, if any, by the member. The member should produce to the Recommending Authority a Clearance Certificate from University Library at the time of leaving the Institution.

19.4 Procedure for Enrolment and Privileges of the Members:

(i) A person eligible to be enrolled as a member of the Library will fill up and sign a Membership Registration Form obtainable from the Circulation Counter of the Library and present the same with Two Passport Size Photographs duly signed and stamped by the competent recommending Authority to the Librarian for enrolment as member of the Library. A Passport Size Photograph will be pasted on the Pass Book-cum-Identity Card which shall have to be supplied by a person applying for membership of the Library except by Teachers and Officers of the University.

(i)(a) Students admitted to **M.A., M.Sc. Classes and to all other Courses in the month of July / August** will have to enroll themselves as a member of the Library before **30th September** every year . Students admitted to **M. Phil Courses in the month of October / November** will have to enroll themselves as a member of Library before **15th December** every year.

(ii) Each member will be issued a Library Pass Book-cum-Identity Card (Non Transferable) at the time of enrolment which would entitle him to take on loan as many volumes as he is entitled to borrow under **Rule No. 3**. However, if a book becomes overdue, by more then one month, further books will not be issued unless such book is returned or is got renewed or the dues are paid, as the case may be.

- (iii) The Library Pass Book would be returned to the member when he returns the book. In case it is returned after due date, the Library Pass Book-cum-Identity Card will be returned to him only after the Over-due Charges and other dues are paid by him.
- (iv) Students members will come to the Library personally to take books on loan. Teachers and other members may, however, be allowed by the Librarian to draw books on loan through messengers provided they produce on each occasion a letter of authority and list of books required by the members along with their Library Pass Book.
- (v) Membership of a student will remain valid till he remains on rolls or get his roll number for appearing in his final Semester Examination i.e. 2nd / 4th (6th in Case of Law) of an academic year whichever is earlier and will be renewed at the beginning of each academic year.
- The membership of the members other than students will remain valid till they remain employee of the University / Office.
- In case of Research Scholars and Teacher-cum-Research Scholars their membership will remain valid till the completion of their term. However they have to renew their membership every year till the completion of term.
- (vi) Members may be allowed to Borrow books for the period of vacation. The books issued to them shall have to be returned by them within three days after the vacation, failing which an Overdue Charges as provided in **Rule 5** shall be levied from the day the vacation ends. For the books not issued for vacation period or due before vacation or during vacation, the Overdue Charges will be levied for the entire overdue period.
- (vii) The Librarian may recall any book from any member at any time.
- (viii) In case a book is in great demand, the Librarian may regulate the use of such a book in such manner as he considers proper.
- (ix) No book shall be issued on loan which, in the opinion of the Librarian, is not in a condition be safely handled by the borrower.

(x) Renewal of Books:

The loan of books may be renewed at the discretion of the Librarian provided the books in question are not in demand by other members. Similarly, the Librarian may allow the issue of additional number of books to a member to meet his special requirements.

(xi) Reservation:

A member may get a book requisition for loan by filling in a prescribed "Reservation Card" available at the Issue Counter and by affixing on it – Postage Stamp of proper denomination. However, member who does not want to be informed by Post about reservation may fill in the "Reservation Card" without affixing such a Postage Stamp. If the member who get the book reserved fails to collect the reserved Book within **4 days** after the intimation has been sent to him, such book may be issued to other member.

- (xii) Out station member who wish that books be sent out of Shimla will have to bear Packing and Postage Charges both ways.
- (xiii) So long as return entry is not noted in the Library Pass Book-cum-Identity Card, the member will be responsible for books or other materials found against his/her name.
- (xiv) Before getting books issued any mutilation or marking should be pointed out immediately by the member to the Issue Counter Assistant and his initials be obtained there, otherwise the member shall be responsible for mutilation and marking discovered afterwards.
- (xv) A Gate Pass will be issued by the Issue Counter Assistant for each book issued to member. The Gate Pass along with the issued book will be handed over by the member to the Janitor / Library Attendant on duty at the Gate who after verifying the particulars will return the book to the member and keep the Gate Pass with him.

19.5 Overdue Charges:

For Members of all the Categories:

- (i) **At the rate of Rs. 2.00 (rupees two only) per day per volume.**
- (ii) The amount of overdue charges may be remitted or reduced by the Librarian.
- (iii) The amount of replacement cost of a book or any other charges in this behalf will be deposited at the Circulation Counter against receipt.

19.6 Loss of Library Pass Book-cum-Identity Card:

- (i) The loss of Library Pass Book-cum-Identity Card should be reported immediately in writing to the Librarian with the copy of F.I.R. lodged with Police Station to enable such member to continue the membership. Duplicate Library Pass Book-cum-Identity Card would be issued on payment of **Rs. 200/- (two hundred only)** after expiry of one month from the date of reporting the loss to the Librarian.
- (ii) Borrowers shall be responsible for any loss which the Library may suffer through the loss or misuse of their Library Pass Book-cum-Identity Card. Person / Member who makes use of Library

Pass Book-cum-Identity Card declared as lost would be fined to **Rs. 500/- (five hundred only)**. Despite taking all the precautions against misuse of the Library Pass Book-cum-Identity Card, if the library suffers any loss the same would be written off by the competent authority.

(iii) The mutilation or misuse of Library Pass Book-cum-Identity Card e.g. by converting that as a Personal Diary, member have to Pay a fine of **Rs. 200/- (two hundred only)**.

(iv) Triplicate (**after loss of duplicate Library Pass Book-cum-Identity Card**) Library Pass Book-cum-Identity card will be issued on the Payment of **Rs. 500/- (rupees five hundred only)**.

19.7 Loss / Mutilation of Books:

(i) In case of damage or loss of a book, the member shall be required to replace the Book or pay **Five Times** of the original cost of the book, plus Postal and other Incidental Charges to be incurred in procuring the book. If such a book is gift / out of print its price is not known, the price to be charged will be determined by the Librarian in consultation with the Vice-Chancellor.

(ii) **Rs. 30/- (thirty only)** be charged as Postal and Incidental Charges to be incurred in procuring the Book.

(iii) For a serious mutilation a fine of upto **Rs. 200/- (two hundred only)** may also be imposed by the Librarian.

(iv) If a volume of a set / series is mutilated or lost and a new volume is not separately available the member concerned shall be liable to replace the whole set / series or pay the replacement cost of the same. The other volume of the set / series will be given to the member after replacing or paying the cost of the whole set.

19.8 Issue of Clearance Certificate:

(i) A member will obtain a Clearance Certificate from the University Library after returning all the books issued, surrendering the Library Pass Book-cum-Identity Card. Pay **Rs. 200/- (two hundred only)** in case of its loss and after paying outstanding dues, on the expiry of Membership or terminating connection with the Library of the parent institution, as the case may be.

(ii) The Head / Chairperson of the Department will issue Roll Number to the student member appearing in II, IV and (VI in case of law) Semester Examination after they produce a **Clearance Certificate** from the Library. The Head / Chairperson of the Department will also inform the Library of the names of those students members who leave their studies in mid-session and their Library Security / Detailed Marks Card will be released / issued by him to them only after they produce the **Clearance Certificate** from the Library.

19.9 Restricted Categories of Reading Material:

Reference Books, Under Lock and Key Books, Loose Issues / Bound Volumes of Periodicals, Rare Books, Ph.D Theses / M.Phil, LLM, M.Tech Dissertation and Project Reports submitted for M.A., M.Ed., M.B.A., & M.C.A. degree, and such other materials as may be placed under **Restricted Categories** by the Librarian may not be lent out ordinarily, **but the Ph.D Theses / M.Phil, LLM & M.Tech Dissertation /Project Reports submitted for M.A., M.Ed., M.B.A., & M.C.A. degree will neither be issued nor be allowed for XEROXING.**

19.10 Text Books:

(i) One copy of the copies of a Text Book placed in the Text Book Section will be stamped as “**Reserve Copy**”.

(ii) A book will be lent out in exchange for his Library Pass Book-cum-Identity Card which would be returned to him after the book is returned by him otherwise it will be returned after the Overdue Charges paid by him.

(iii) A book which is in great demand may not be re-issued to the same student on consecutive days even if he fill in Requisition / Reservation slip.

(iv) Before leaving the Library, students will be required to return the Text Book borrowed by them for consultation in the Library.

(v) Besides Students, research Scholars, the facilities of the Text Book Section will also be available to the Teachers to whom books pertaining to their subject may be issued for a period of **3 days (three)**. However, the Librarian may allow the loan for a longer period also.

(vi) The following timings have been fixed for the present for Reservation, Issue and Return of Text Books, other than the Reserve Copy, provided such books are being used or have been reserved at that time either for consultation or for Overnight Issue.

Reservation: From the opening of the Library upto 3.30. P.M.

Issue for Overnight Use: Daily after 4.00 P.M. upto half an hour before the Closing of the Library.

Return of Books: Daily with one and half hours of the opening of the Library.

(vii) Reserve Copy will be issued half an hour before the closing time of the Library. It will not be issued for overnight use during one week preceding the Semester Examination and during the Examination days.

(viii) Text Book borrowed for Overnight use shall be returned in one and half hour of the opening of the Library, failing which an overdue charges of **Rs. 5/- (five only)** per hour per volume subject to a maximum of **Rs. 10/- (ten only)** per volume perday will be charged.

(ix) For a Text Book, kept overnight during One Week preceding the Semester Examination and during Examination Days, a special overdue charge of **Rs. 5/- (rupees five only)** per hour per volume subject to a maximum of **Rs. 25/- (rupees twenty five only)** per day per volume will be charged.

(x) The amount of overdue charges may be remitted or reduced by the Librarian.

(xi) **The Consultation Fee will be charged from the Non-members of H.P. University Library.**

(i) Students / readers of other Universities / Educational Institutions with the permission letter / Identity Card of the same will be allowed to consult the reading material of this Library as under:-

One day Rs. 50/- (fifty only)

One week (six working days) Rs. 300/- (three hundred only)

(ii) **No Consultation Fee will be charged** from Ph.D Scholars of other Universities / Educational Institutions who have written recommendation letter from their concerned Chairperson / Head of the Department to consult H.P. University Library. Such Ph.D scholars will have to obtain a written permission of the concerned Head of the Department / Chairperson of H.P. University.

19.11 Inter Library Loan:

(i) Books and other reading materials not available in the Library may be procured for the use of the readers on Inter-Library Loan from other Libraries. Similarly, reading materials may be loaned to other Libraries when a requisition is received on Inter-Library Loan basis.

(ii) The Librarian may also issue books when a requisition is received for it from any office of the Government or the University for official use.

(iii) The reading materials procured on Inter-Library Loan will ordinarily be offered for use to the members with in the premises of the Library. However, the Librarian may allow their issue for home use for a very limited period in special circumstances.

(iv) When a book or other reading material is not available in the Library its Photostat/ mimeograph / microfiche / microfilm copy may be procured for the members for their personal use at their cost after a request for the same is received from the member.

(v) If a person belonging to this University or any other Library / Institution requests for a Xerox Copy of any article or a book or a portion of a book for his personal use it may be supplied to him provided there are adequate facilities available for the purpose. However, for this service such a person shall have to pay at the rates fixed by the Librarian keeping in view its actual cost to the University.

19.12 General Rules:

(i) Readers shall maintain perfect order and silence in the Library.

(ii) Making Noise, spitting, smoking or doing anything else which may disturb other readers or which may be against the discipline of the Library is strictly prohibited.

(iii) No reader will bring inside the Library a dog or any other pet.

(iv) No person entitled or permitted to use the Library shall mutilate, disfigure, deface by writing in the margins, by under-lining sentences, by marking passages or by damaging in any other way a Book, Periodical, Map or Chart or any other property of the Library.

(v) A reader responsible for any damage caused to the reading materials or to any other property of the Library shall be required to replace the reading material or pay for property besides the penalty imposed upon him by the Librarian.

(vi) If book issued to a member are found mutilated at the time of return he / she shall have to **Replace or Pay the Price** thereof. Therefore, members are requested to check the books thoroughly before getting them issued.

(vii) No tracing or mechanical reproduction of any Book, Map or Manuscript shall be made without the express permission of the Librarian.

(viii) **Readers shall vacate their seats ten minutes before the closing time of the Library or earlier if the Librarian, or in the absence of the Librarian, the Senior most staff member of the Library orders so.**

(ix) **The Librarian reserves the right to Suspend / Cancel the membership privilege of any member founds misbehaving with the Library Staff or for any other indecent behavior. Such a member is also liable to be expelled from the Library.**

- (x) When the students have any complaint about the services provided by the Library they should not enter into argument with the Library Staff. Instead, they are advised to bring it to the notice of the Librarian.
- (xi) Any infringement of the Library Rules will render a member's privilege of admission to and of borrowing books from the Library liable to cancellation.
- (xii) In all other matters, the Librarian shall have the power to take such action as he may deem fit.
- (xiii) These Library Rules may be altered or amended or new Rules may be added to the existing ones by the Executive Council from time to time without notice to the members and these rules or any alterations or amendments to them shall be effective and binding on all concerned. A copy of these rules will be made available when asked for.
- (xiv) The Janitor / Library Attendant at the Entrance and Exit Gate of the Library is authorize to search the person or a reader if he suspects that he is carrying any unauthorised book or other reading material or any other property from the Library.**

19.13 Rules for Sectional Libraries at Shimla:

The above mentioned Rules 1-12 will also apply to the University Sectional Libraries at Shimla. The Working Hours and the loan privileges for student members of these Sectional Libraries will be determined by Vice-chancellor from time to time. For the present, the Vice-chancellor has fixed the following timings:-

<u>Sr. No.</u>	<u>Name of the Libraries</u>	<u>Days & Hours of opening</u>	<u>Loan privileges to Students.</u>
1.	Department of LAWS Library	10.00 A.M. to 5.00 P.M. (on all working days)	Three Books for 14 days.
2.	Department of Physics, Chemistry And Bio-Sciences Library	10.00 A.M. to 5.00 P.M. (on all working days)	Three Books for 7 days.

20 INFORMATION ABOUT HOSTELS:

Himachal Pradesh University presently maintains fourteen hostels for boys and girls students admitted in various P. G. courses. There are 1042 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 hostels 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 NBH – I, II and III girls hostels 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

20.1 : 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.
- 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 of three years for pursuing research degree(s). However, the admission of the board(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.

20.2. ALLOTMENT:

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

20.3 VISITORS AND GUESTS

- (i) Male visitors shall see the residents of the Girls Hostel only in the visitors room during the specific hours;
- (ii) Female visitor shall not visit male residents in their rooms.
- (iii) Guests are not permitted to stay overnight in any hostel. However, in exceptional cases, they may be put up in the room/Guest rooms, if any, on payment of prescribed charges, but in no case beyond two nights.

20.4. 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.

20.5. 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.

20.6. 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.

20.7 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

20.8. 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.

20.9. 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.

20.10 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.

20.11 APPOINTMENT AND DUTIES OF PERFECT

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

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

12.12 COMMITTEES

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

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

20.13 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.

20.14 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 resister 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 11th 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 ` 30/- p.m.
 (b) Electricity charges ` 120/- p.m.
 (c) Water 15/- p.m.
 (d) Hostel Room Rent ` 110/- p.m.
 (No rent shall be charged from SC/ST Students)
 (e) Estt. Charges ` 25/- p.m.
 (f) Misc. Charges ` 30/- p.m.

Note:

The monthly charges of the hostels will increase 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. {read with Ordinance 28.10 (e)}
- (6) Admissions to the Ph. D. Scholars will be made twice once in June/July along with 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 instruction issued by the University authorities from time to time.
 (iv) A boarder who is punished thrice during his/her stay in the hostel may be recommended for expulsion from the hostel by the Warden to the Chief Warden who will issue necessary cancellation of hostel orders as per rules.
- (8) The university may club the Girls boarders residing in different hostels during winter vacation keeping in view the total strength of girls boarders in each hostel.
- (9) No student shall be allotted hostel against whom the University has lodged an FIR.

21. STUDENTS' AID FUND:

21.1 THE FUND:

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

21.2 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.

21.3 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.

21.4 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.

21.5 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.

21.6 Audit:

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

22. STUDENTS CENTRAL ASSOCIATION FOR THE UNIVERSITY CAMPUS, SHIMLA :

As per Ordinances.

23. CONDUCT AND DISCIPLINE OF STUDENTS:

23.1 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.

- 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.

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)"

23.2 Rustication and Expulsion of Students:

Rustication shall mean the 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.

- 23.3** 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.

24. GENERAL:

Notwithstanding anything contained in this Hand Book the students will have to abide by the provisions of the H.P. University Act, Statues, 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/Provisions, the provisions of Ords./ statutes will prevail.*

TEACHING FACULTY

(1) Department of Bio-sciences:

1. Dr. D.C. Gautam Professor
2. Dr. V.K. Mattu Professor & Chairman
3. Dr. (Mrs)Sushma Sharma Professor
4. Dr. Shanti S. Sharma Professor
5. Dr. (Mrs.) Shashi Sharma Associate Professor
6. Dr. Anand Sagar Sharma Professor
7. Dr. D. R. Thakur Associate Professor

(2) Department of Biotechnology:

1. Dr. S.S. Kanwar Professor
2. Dr. (Ms) Reena Gupta Professor & Chairperson
3. Dr. Duni Chand Professor
4. Dr. Arvind Kumar Bhatt Associate Professor
5. Dr. Wamik Azmi Associate Professor
6. Er. J.S.Sodhi Instrumentation Engineer

(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 & Chairperson
7. Dr. (Mrs.) S. Chauhan Associate Professor
8. Dr. Baljeet Singh Assistant Professor

(4) Department of Commerce :

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

(5) Department of Computer Science:

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

(6) Department of Economics :

1. Dr.(Mrs.) Meenakshi Soodan Professor & Chairperson
2. Dr. Sikander Kumar Professor
3. Dr. (Ms.) Aparna Negi Professor

(7) Department of Education :

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

8. Sh. V.N. Tripathi Assistant Professor
- (8) Department of English :**
1. Dr.(Mrs.) Girija Sharma Professor
 2. Dr.(Mrs.) Rekha Sharma Associate Professor & Chairperson
 3. Dr.(Mrs.) Sanjana Shamshery Assistant Professor
- (9) Department of Geography :**
1. Dr. D. D. Sharma Professor & Chairman
 2. Dr. Anurag Sharma Associate Professor
 3. Dr. Balak Ram Thakur Assistant Professor
- (10) Department of Hindi :**
1. Dr.(Mrs.) Saraswati Bhalla Professor & Chairperson
- (11) Department of History:**
1. Dr. Laxman S. Thakur Professor
 2. Dr(Ms). Amrit Varsha Gandhi Associate Professor & Chairperson
 3. Dr. Arun Kumar Singh Assistant Professor
- (12) H.P. University Business School (HPUBS)**
1. Dr. J.B. Nadda Professor
 2. Dr. C.L. Chandan Professor
 3. Dr. Yashwant Kumar Gupta Professor & Director
 4. Dr. Shyam Lal Kaushal Professor
 5. Dr. Pawan Garga Professor
 6. Dr. Dinesh Kumar Sharma Professor
 7. Dr. Jai Singh Parmar Professor
 8. Dr. Parmod Kumar Sharma Professor
- (13) Department of Journalism & Mass Communication:**
1. Dr. (Mrs) Vir Bala Professor & Chairperson
 2. Dr. Vikas Dogra Assistant Professor
- (14) Department of Law:**
1. Dr. S.N. Sharma Professor & Chairman
 2. Dr. Kamal Jeet Singh Professor
 3. Dr. Sunil Deshta Professor
 4. Dr. Raghuvinder Singh Professor
 5. Dr. Sanjay Sindhu Associate Professor
 6. Dr. Rajinder Verma Asstt. Professor (Deputed from R.C.Dharamshala)
 7. Dr. Runa Mehta Asstt. Professor (Deputed from R.C.Dharamshala)
- (15) Department of Mathematics and Statistics:**
1. Dr. R.P. Sharma Professor
 2. Dr. (Mrs) Veena Sharma Professor
 3. Dr. Joginder Singh Dhiman Professor & Chairman
 4. Dr. Rajesh Sharma Professor
 5. Dr. Khem Chand Professor
 6. Dr. P.L. Sharma Professor
 7. Dr. Jyoti Prakash Associate Professor
- (16) Department of Modern European and other Foreign Languages:**
1. Dr.(Mrs.) Shyama Joshi Associate Professor
 2. Dr. (Mrs.) Shakti Kapur Assistant Professor (on EOL)
 3. Dr.(Mrs) Prem Lata Chandra Assistant Professor & Chairperson
- (17) Department of Physical Education:**
1. Dr. Yoginder Prashad Sharma Professor & Chairman
 2. Dr. S. K. Sharma Professor
 3. Dr. Ramesh Chauhan Associate Professor

4.	Dr. Hari Singh	Assistant Professor
5.	Dr. Sanjay Sharma	Assistant Professor
(18)	Department of Physics:	
1.	Dr. Mahavir Singh	Professor (On EOL)
2.	Dr. S.K.Dhiman	Professor & Chairman
3.	Dr. N.S. Negi	Professor
4.	Dr. Vir Singh Rangra	Professor
5.	Dr. Nagesh Thakur	Professor
6.	Dr. Raman Sharma	Professor
7.	Dr. Amarjeet Singh	Asstt. Professor ((UGC Recharge Prog.)
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2.	Dr. Ramesh K. Chauhan	Associate Professor & Chairman
(20)	Department of Psychology:	
1.	Dr. S.N. Ghosh	Professor & Chairman
2.	Dr. Roshan Lal Jinta	Associate Professor
3.	Dr. Sunil Sharma	Assistant Professor
4.	Dr. Anita Sharma	Assistant Professor
5.	Dr. Gaytri Raina	Assistant Professor
(21)	Department of Public Administration:	
1.	Dr. S.S. Chauhan	Professor
2.	Dr. Sanjeev K. Mahajan	Professor & Chairman
3.	Dr. Mamta Kaushal Mokta	Professor
4.	Dr. Simmi Agnihotri	Professor
(22)	Department of Performing Arts	
1.	Dr. Jeet Ram Sharma	Professor
2.	Dr. R.S. Shandil	Professor & Chairman
3.	Dr. P.N. Bansal	Professor
(23)	Department of Sanskrit:	
1.	Dr.(Mrs.) Kaushalya Chauhan	Professor
2.	Dr.(Mrs.) Rajindra Sharma	Professor & Chairperson
(24)	Department of Sociology & Social Work:	
1.	Dr. Mohan Jharta	Professor & Chairman, Co-Ordinator MSW
(25)	Institute of Vocational Studies	
1.	Dr. S.P. Bansal	Professor (on EOL)
2.	Dr. Sushma Rewal	Professor & Director
3.	Dr. Chander Mohan	Associate Professor
4.	Dr. Sonia Khan	Assistant Professor
(26)	Department of Visual Arts:	
1.	Dr. H.K. Chatterjee	Professor & Chairman
(27)	Department of Yoga Studies:	
1.	Dr. H.K. Chatterjee	Professor & Chairperson
(28)	Department of Life Long Learning :	
1.	Dr. Roshan Lal Zinta (Psychology)	Associate Professor & Chairman
(29)	Centre for Buddhist Studies :	
1.	Sh. V.S. Negi	Associate Professor & Chairman
(30)	Dr. Deendayal Upadhaya Chair	
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16. Asstt. Director, Physical Education & Youth Programmes (Campus)	Dr. Hari Singh
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2.	Dr. Praveen K. Sharma, Warden, Shrikhand Boys Hostel	683	2830982		94185-39626
3.	Dr. R. L. Zinta, Warden, Tagore Boys Hostel	594	2830014	2832975	98161-08257
4.	Sh. Chaman Lal, Warden,SBS Tribal Boys Hostel	431	2633540		88945-52177
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2.	Dr. Krishna Pal, Warden, NBH –II	638	2831297	2830441	94180-05447
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3. Dean Students' Welfare	2833722	2830926
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21. Dept. of Mgt. Studies (HPUBS)	2833650	2830938
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23. Dept. of Physics	2833740	2830950
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26. Dept. of Political Science	2833850	----
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34. Director, Physical Education	2833465	2830774
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37. Resident Medical Officer		2830941
38. Controller of Examination	2833551	2830911
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42. Security Officer	2833473	2831470

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- iii) Dean of Studies : Tel. No. 2830922 (O)
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- iv) Dean Students' Welfare : Tel. No. 2830926 (O)
- v) Registrar : Tel. No. 2830914 (O)
- vi) Chief Warden : Tel. No. 2830917 (O)
- vii) Security Officer : Tel. No. 2831470 (O)

E-Mail Addresses :

- Vice-Chancellor : baibaibersonal@yahoo.com
- Dean of Studies : 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 Telephone 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).....

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Signature of Revenue Officer