



HAND BOOK OF INFORMATION **RELATING TO THE MERIT BASED COURSES**

Organizational Psychology, Environmental Psychology, Clinical Psychology

SESSION 2015-2016

HIMACHAL PRADESH UNIVERSITY
SUMMERHILL, SHIMLA – 171 005

Last date of receipt of admission form: 04-09-2015

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(आचार्य अरुण दिवाकर नाथ वाजपेयी)
कुलपति

संदेश

मुझे यह जानकर प्रसन्नता हो रही है कि हिमाचल प्रदेश विश्वविद्यालय के स्नातकोत्तर केन्द्र तथा इससे सम्बद्ध विभिन्न केन्द्रों में शैक्षणिक सत्र 2015-16 में वरीयता आधारित प्रवेश परीक्षा प्रक्रिया के लिए विवरणिका तैयार कर ली गई है ।

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

इस विश्वविद्यालय ने अपने अस्तित्व के लगभग 45 वर्षों में शिक्षा के प्रचार प्रसार के कई कीर्तिमान स्थापित किए हैं तथा यह विश्वविद्यालय पूरे राज्य का एक मात्र सम्बद्धता प्रदान करने के अतिरिक्त सह-आवासीय उच्चशिक्षा का प्रगतिशील केन्द्र है ।

21वीं शताब्दी में महापरिवर्तन के क्रम में नवीन चुनौतियों व सम्भावनाओं को देखते हुए उच्चतर शिक्षा के क्षेत्र में प्रतिस्पर्धात्मक परीक्षाओं में श्रेष्ठ प्रदर्शन के लिए ग्रामीण क्षेत्रों पर अधिक ध्यान देने की आवश्यकता है । विश्वविद्यालय वैचारिक प्रभा के अरुणोदय हेतु शिखरोच्च धरातल है जहाँ विचारशीलता का प्रस्फुटन होता है । संवाद द्वारा ज्ञान का संवर्धन होता है । संवाद ही रचनात्मक सोच प्रक्रिया का प्रथम सोपान है । हिमाचल प्रदेश विश्वविद्यालय अपने बहुआयामी शैक्षणिक क्षमता व सशक्त आधारभूत संरचना के साथ प्रौद्योगिकी, सामाजिक-विज्ञान एवं मानविकी विषयों द्वारा ज्ञान के संवादपरक संरचना निर्माण की दिशा में अग्रसर है ।

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

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

(अरुण दिवाकर नाथ वाजपेयी)

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. ADMISSION/ TEACHING/ EXAMINATION/ VACATION SCHEDULE FOR SESSION 2015-2016 :

3.1 Application Form and Fee:

A Application form duly filled in and accompanied by application fee of Rs. 500 for Organizational Psychology, Environmental Psychology, Clinical Psychology in the form of IPOs./Bank Draft payable to the Finance Officer, H.P.University, Shimla, alongwith attested copies of Certificates, Testimonials must reach the Chairman, Department Psychology, H.P.University, Shimla-5 by the last date fixed for the purpose. The fee deposited will not be refundable under any circumstances.

B i) Last date for receipt of admission form : **04-09-2015**

C The schedule of interview / admission

Subject:-

Date of Interview / Admission

D For Subsidised Seats:

a Dates of Interview / Admission :

Date/ Time for reporting for Interview/Admission

1. Org. Psy., Environmental Psy, Clinical Psy 16-10-2015 Friday 10 AM. to 02 PM.

NOTE: 1. The candidate should be called for Interview/ Admission in order of merit in the ration of 1:3 times of the vacant seats.

2. Result-cum-Interview Card must clearly state if the candidate is called for Interview or not.

Last date for admission against vacant/ vacated seats, if any : **16-10-2015**

E Last date for admission to Dip. in Organization Psy, Environmental Psy.. & Clinical Psy with the permission of the Vice-Chancellor

19.10.2015 (Monday)

F Regular Teaching will start

From

To

Teaching Days

1. Org. Psy., Environmental Psy, Clinical Psy	20-10-2015	31-12-2015	63 Days
	20-02-2016	15-03-2016	20 Days
	29-03-2016	15-06-2016	65 Days
	01-07-2016	Onwards	

G Preparation Days for Exams :

1. Org. Psy., Environmental Psy, Clinical Psy	16-03-2016	20-03-2016	05 Days
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H Examination Schedule (Tentative)**Starts on****Completes on Days**

1. Org. Psy., Environmental Psy, Clinical Psy	21-03-2016	28-03-2016	07 Days
	22-08-2016	03-09-2016	13 Days

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

3.2 Fees and other Dues:

a. On Admission:	Rs.
1. Caution fee (in case of M.A. Performing Arts /Visual Arts/ Yoga/ Geography/Psychology/Rural Development (Refundable)	300.00
2. Admission Fee for all courses except M.A. Visual Arts/ Yoga/ Geography/ Psychology and Diploma in Yoga Studies	100.00
3. Admission Fee for M.A./ Painting/Yoga/ Performing Arts / /Psychology/Rural Development/ M.Sc. (Geography)/Dip. in Yoga Studies	150.00
4. Practical Fee for Diploma in Yoga Studies	100.00
5. Practical Fee for MA. Yoga.	500.00
6. Library Security in respect of M.A. & Certificate Courses etc.(Refundable)	300.00
b. Annual Charges:	
1 Continuation Fee	100.00
2 Sports Fee	100.00
3 Medical fee	50.00
4 Holiday-Home fee	20.00
5 Student's Aid Fund	50.00
6 Youth Welfare fee	50.00
7 Identity Card fee	50.00
8 Breakage fee for M.A. (Visual Arts/ Performing Arts /Geography/ Yoga/ Psychology).	500.00
9 Magazine fee	50.00
10 Red Cross fee(for all courses in the faculty of Education and Rural Development)	20.00
11 Cultural Activities Fund	50.00
12 Common Room Charges	20.00
13 University Development fee	500.00
14 University Development fee from IRDP/BPL students	250.00
c. Monthly Charges:	
Tuition fee (Chargeable for 12 months in a year) :	
1. M.A. (except M.A. Visual Arts/ Performing Arts/ Geography/ Psychology/ Yoga) M. Com. and Diploma in Adult Education, Diploma in Guidance and Counselling, Advanced Diploma / Diploma in Bhoti Language/Deen Dayal Upadhaya Thought	100.00
2. M.A. (Translation/ Visual Arts/ Performing Arts/ Psychology/ Yoga) .M.Sc Geography	150.00
3. Diploma in Tribal Studies and Population Studies	300.00
4. Diploma Course in Yoga Studies	100.00
5. Dilapidation Fee	10.00
6. Amalgamated Fund	100.00
7. Population Education Club Fee	10.00
8. Population Education Club Fee (For M.A. Painting)	10.00

TUITION FEE:

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

Notes:-

1. Fee are to be paid at the counter of the Concerned Teaching Department
2. Annual Charges for both the semesters in a year will be payable at the time of admission.
3. The monthly dues will be realised in two installments in each semester according to the following schedule :
 - a At the time of admission Fee for July, August and September
 - b In September Fee for October, November and December
 - c In December Fee for January, February and March
 - d In March Fee for April, May & June
4. The Chairpersons/Directors of the Teaching Departments/Institutes will decide the date for Semester continuation Fee at their own level in consultation with Department Council.

Fee for every quarter must be paid according to the above schedule. A fine of Rs. 10.00 per day, subject to maximum Rs. 100.00 will be charged upto 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 fee has not been paid. If due to inadvertence, a defaulter's name is not struck off, the attendance for the period for which name should have been struck off will not be counted. A defaulter may be re-admitted by the end of the following month for which fee has not been paid with the special permission of the Dean of Studies on payment of Rs. 100.00. The re-admission will be allowed on specific recommendation of the chairperson concerned.

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

3.4 Special Charges:

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

3.5 On Line Collection of Fee

1. This facility would be available for remittance of fee by the students only through SBI branches who would charge Rs.30/- per transaction from the students.
2. The pay in slip for "on line remittance of fee" is available on the University web site hpuniv.nic.in and annexed hereto.
3. **The students would deposit the fee in any branch of the SBI and the University copy of the pay in slip in original be attached with the form.**
4. In addition, the student will also produce the form to the SBI branch where he intend to deposit the fee and get affixed Bank stamp thereon indicating journal number, amount and date.
5. The classification structure of fee is annexed and students are advised to deposit the fee under the appropriate head Mere deposit of fee would not be sufficient to be eligible. Examination form must also reach before due date.
6. Students are advised to deposit the form complete in all respects. Incomplete form would be rejected outrightly.

N.B❖ The existing system of deposit of fee through Bank Draft/IPO's or on 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.

Fee Classification

To be filled in column No. 4 of Pay in Slip

- A. Examination Fee (Exam Fee)

- B. Registration Fee (Regd. Fe)
- C. Migration Fee (Mig. Fee)
- D. Consolidated Marks Card Fee (CMC Fee)
- E. Re-valuation Fee (Re-eval. Fee)
- F. Sale of prospectus (Prospectus)
- G. Sale of Exam Form (Exam Form)
- H. Recruitment Form (Rectt. Form)

- N.B.**
- (i) Examination fee also includes late Fee and Delay Fee.
 - (ii) Migration Fee includes Inter-College as well as Inter-University.
 - (iii) Consolidated Marks Card Fee includes Detailed Marks Cards, Certificates and Degree Fee etc.
 - (iv) Sale of Prospectus except ICDEOL, MBA, MTA, BBA, BCA, LLB (5Yrs.) & Microbiology for which separate collection account exist.
 - (v) Sale of Exam Form includes Registration, Migration, Re-evaluation, Exam Form, Consolidated Marks certificate Form, Provisional Degree Form, Certificate etc.
 - (vi) Recruitment Form includes Fee and Cost of Form.

4. INFORMATION REGARDING ADMISSION TO VARIOUS COURSES:

General Eligibility:

- (a) Subject and marks in qualifying examination as mentioned in the respective courses.
- (b) AGE RELAXATION : The University Grants Commission vide letter No.6-1/2002 (CPP-II)- Vol.III dated July, 2006 and received from the Academic Branch vide Office letter No.4-16/93-HPU(Acad.) Vol.IV. dated 14th September, 2006 for adoption of Age Relaxation upto maximum 5 years to the persons with disabilities in admissions to various courses.

4.1 Courses being offered and number of seats available:

D The University also offers :

- | | |
|--|-------------------------|
| (a) Diploma in Organizational Psychology | 20 Seats Non-Subsidised |
| (b) Diploma in Environmental Psychology | 20 Seats Non-Subsidised |
| (c) Diploma in Clinical Psychology | 20 Seats Non-Subsidised |

5. DURATION OF COURSES:

The duration of various courses is as follows:

- | | |
|--|--|
| (a) Diploma in Organizational Psychology | One Academic Year spread over in two semesters |
| (b) Diploma in Environmental Psychology | One Academic Year spread over in two semesters |
| (c) Diploma in Clinical Psychology | One Academic Year spread over in two semesters |

6. ADMISSION :

3.1 Admission and reservation (Ord. 3.1)

- 1 Admission to the various course of study shall be open to all persons, irrespective of race, creed, caste or class subject to the following conditions :-
 - (a) 15% and 7.5% of the seats shall be reserved for 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 qualifications for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories shall be relaxed by 5% of the maximum marks. The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (b) above shall be made as per procedure/rules approved by the Executive Council from time to time.
 - 3 The candidates seeking admission to M.B.A. Course, having passed +2 or equivalent examination from the Institutions located within the territorial jurisdiction on Himachal Pradesh, with a degree in Engineering from an Institution outside the state, shall be considered under categories provided in Ordinance 3.1 (a) & (b) (ii) above.
 - 4 The reservation under Ordinance 3.1 (b) (i), (ii) (a), (b) and (c) will also be applicable in case of M.Phil, LL.M. and B.Ed. Through distance education mode. Provided further that one seat in MBA, LL.B. Shall be reserved for serving/retired defence services personnel, if they fulfill the minimum eligibility conditions prescribed for admission;

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

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

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

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

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

6.1 Rules for admission for outstanding SPORTSMEN / WOMEN:

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

Men Section:

Hockey, Football, Volleyball, Basketball, Kabaddi, Wrestling, Boxing, Table Tennis, Badminton, Cross- Country, Cricket, Athletics, Weight Lifting, Handball, Chess, Kho-Kho, Judo and other games.

Women Section:

Hockey, Athletics, Basketball, Volleyball, Table Tennis, Badminton, Kho-Kho, Kabaddi and other games included in the list of Inter- College Tournaments by the Sport & Co- Curricular Activities Committee of H.P. University from time to time

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

6.2 Rules for Admission for outstanding Cultural Activists:

1. Admission against outstanding cultural quota at par with sports quota would only be made once in the beginning of the academic session. No form for such admission would be entertained after the expiry of the last date of submission of form in the University.
2. Candidates who are employed are not eligible for admission against cultural quota in any of the courses.
3. Only those students will be eligible for admission against outstanding cultural quota who are having at least I, II and III position in Inter-College Youth Festival in any item in any of the previous three years. Other things being equal preference will be given to those who have represented this university in Inter-Varsity festival.
4. While considering admissions against cultural quota the following cultural items will only be considered.

(1) Debate (2) Indian Folk Dance (3) Indian Classical Music (Vocal) (4) Indian Classical Music (Instrumental) (5) Light Vocal Music (6) Vadya-Vadan (7) Group Singing (8) Indian Classical Dance (9) One Act Play/Short Play/Skit (10) Symposium (11) Poetic and Symposium (12) Spot Painting and (13) Quizzing. Western Group Song, Western Solo, Rangoli, Clay, Modelling, Elocution, Cartooning, Collage photography, folk orchestra, mimicry and Poster Making.

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

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

6.3 Roster for Admission and Reservations:

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

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
12SC	37	62	87	112
13ST	38CUL	63	88	113SC
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	6	18	9

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

6.4 Basis of Admission:

- (a) The basis of admission to all courses of study (except M.B.B.S. course) shall be, merit to be determined on the basis of the qualifying examination in accordance with the rules framed by the University in this regard. Provided that in the case of a student sent on Scholarship by a Foreign Govt. or a State Government other than the Government of Himachal Pradesh, the only test of merit shall be minimum qualifications prescribed for admission to the course concerned.
- (b) While determining the merit except in case of M.A. Physical Education, the marks to the following extent shall be added to the result of the students who possess certificate in NCC, NSS, Scouting as under:
 1. 2% for NSS(NSS Volunteers who attended 10 days special camp & 240 hours of regular activities.
 2. 2% NCC' C Certificate for boys & girls
 3. 2% to the instructors of Adult Edu. Literacy Centres
 4. 3% in case of President Scout and 3% in case of National participation in NCC Republic day parade.
 5. 5% in case International representation,
 6. 10% for the Honors provided the admission is sought in the subject concerned.
 7. 2% for getting first, second or third position in the H.P. University Inter-College Sports Cultural
 8. 5% for representing University in the Inter-University Sports Cultural Competition for at least two years.
- (c) Weightage of 5% marks to the blind candidates seeking admission against the seats reserved for handicapped category in various courses of studies, if they fulfil the minimum prescribed eligibility conditions.

NB:

1. Only credit of one certificate, beneficial to the candidate, will be allowed in respect of certificates from 1 to 5 and 7, 8 . But the minimum condition of eligibility shall be observed in all the cases and will be determined without addition of these marks.
2. To determine the merit, the following formula will be adopted :
 - (a) Where the student is seeking admission in the subject studied at the Graduation level, the following formula will be used :
$$\frac{(\text{Marks obtained in the qualifying examination} + \text{Marks obtained in the subject studied at the Graduation level}) \times 100}{\text{Maximum Marks (Degree + Subject)}}$$
 - (b) Where the student is seeking admission in the subject other than those studied at the Graduation level, the procedure will be as under :
$$\frac{(\text{Marks obtained in the qualifying examination} + \text{Zero marks for the subject}) \times 100}{\text{Maximum Marks (Degree + Subject)}}$$
 - (c) Provided that the minimum condition of eligibility shall be observed in all the cases. Provided further that the above admission procedure/formula as indicated at 6.4(b)(7) and Note No 2 (a)(b)(c) shall not apply in case of M.Com.

3. While preparing merit for the purpose of admission to M.Com. Class, at first all B.Com. (Hons) degree holders, will be admitted. After admitting B.Com. (Hons) degree holders, if seats are available, applicants of other categories will be admitted. However, in case of B.Com. Degree holders, while preparing merit list for admission, ten percent of the marks scored in B.Com. percentage of examination shall be added, provided such candidates fulfil the minimum eligibility conditions for admission.

6.5 To Resolve a Tie:

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

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

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

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

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

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

6.7 Refusal for Admission:

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

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

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

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

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

7. (i) ELIGIBILITY CONDITIONS FOR ADMISSION:

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

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

(A) Diploma in Organizational Psychology :

(B) Diploma in Environmental Psychology :

(C) Diploma in Clinical Psychology :

1. Eligibility:

M.A./M.Sc./B.E./M.E./M.B.B.S./G.A.M.S./M.D./M.S./LL.B./ LL.M. or any other equivalent degree with 50% marks in the aggregate (45% in case of SC/ST Candidates). Admissions will be made on merit basis.

2. Reservation:

The reservation for SC/ST students for admission in diploma in Organizational Psychology Environmental Psychology and clinical psychology would be the same has already been prescribed for other courses.

3. Fees:

These diplomas are Self Financing Course:- Apart from the normal fee like in other diplomas, the candidate shall have to pay Rs. 5,000/- per semester to be remitted in the form of Bank Draft in favour of the Chairman, Department of Psychology, HPU, Shimla-171005.

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

8. EXAMINATION GENERAL :

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

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

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

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

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

8.2 Absence from lectures, tutorials, seminars, practicals on account of participation in the University, Inter-University, State, Inter-College, National, International tournament, Youth Festival, Cultural and any other sports activities or N.C.C., N.S.S. and N.S.C. camps including the actual time spent on journey thereof, shall be deemed to be attendance for the purpose of provided that this benefit shall be allowed only upto 20% of the total lectures delivered.

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

8.4(a) Certificate, Diploma and Advanced Diploma examination in Foreign Languages, Diploma in Bhoti Language and the Diploma in Yoga Studies shall be conducted on the basis of annual system.

(b) The examination for the Post-Graduate Diploma Courses in E-Commerce, Adult Education and Guidance and Counselling shall be conducted on the basis of semester system.

(c) The examination for the Master's Degree in the Faculty of Languages, Science, Social Sciences, Commerce and Management Studies, Performing and Visual Arts and/or Bachelor's and Master's degree in the Faculty of Education, Law and for Bachelor's degree in Journalism and Mass-Communication, shall be conducted on the basis of semester system.

8.5 ADMISSION TO THE EXAMINATION :

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

- 8.6** A candidate seeking admission to an examination of the university shall be required to pay the fees as prescribed by the university, provided that blind persons, war widows, disabled servicemen and the dependents of military personnel permanently disabled or killed in action shall not be required to pay such fees.
- 8.7(a)** A candidate seeking admission to a university examination shall submit at least fifteen days before the last date prescribed for the receipt of application in the university office. His application in the prescribed form accompanied by the prescribed fee and supported by the prescribed certificates to the Chairman of the Teaching Department concerned, who after due scrutiny and making good the omission or rectifying the mistakes shall forward the same to the Controller of the Examinations, so as to reach him before the last date prescribed for the submission of such applications (applicable to regular students only).
- (b) The Chairman of Teaching Department concerned may under intimation to the candidate, not later than fifteen days before the commencement of the examination, withdraw application of any candidate, who fails to fulfill the attendance requirement referred to in para 9.1 above.**
- 8.8** The Controller of Examinations may entertain an application for appearing at an examination (i) upto 15 days after the last date prescribed for submission of such applications on payment of Rs. 100/- as late fee (ii) thereafter upto 20 days before the commencement of the examination on payment of Rs 125/- In very special circumstance an application for appearing at an examination thereafter may be allowed to the accepted by the Vice-Chancellor with a total late fee of Rs. 150/-.
- 8.9(a)** After satisfying himself that the application is in order in all respects, the Controller of Examination shall issue through the Head of Institution concerned, in the case of regular candidates and direct to private candidates an admit card permitting the candidates to appear at the examination and showing the Roll Number and Examination Centre allotted to him.
- (b)** A duplicate copy of the admit card shall not ordinarily be issued. However, if the Controller of Examination or the Superintendent of the examination centre is satisfied that the admit card has either not reached the candidate or has been inadvertently misplaced or lost by him, a duplicate admission card may be issued to the candidate on payment of usual fee and he may be permitted to take the examination.
- 8.10** The Superintendent of Examination Centre may not permit a candidate to take the examination, If it brought to his notice in writing by the Head of the Institution concerned that the candidate has not paid the outstanding dues, including hostel and mess charges or has failed to return the library books or other articles, or in the case of loss has not paid the cost thereof, as assessed by the Head of the Institution.
- 8.11** The Vice-Chancellor may withdraw the permission to appear at an examination, at any stage, if it is found that the candidate was not eligible for admission to the examination or has been subsequently rusticated or expelled from a College or a Teaching Department of the University or any other University after the submission of his application form.
- 8.12** A candidate against whom proceedings for use of unfair means etc. are started and who on account of these proceedings is prevented from appearing in an examination, may be given by the Vice Chancellor one more chance immediately next to the last admissible chance in lieu of the chance or chances, missed by him.
- 8.13** Where the chance of a candidate to clear an examination are limited, and he is disqualified from appearing in it for a fixed period, he may be allowed by the Vice-Chancellor one more Chance to appear in the examination after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.
- 8.14(a)** No one, who has already passed an examination of the university established by law in India, shall be permitted to reappear in that examination, provided that before a candidate becomes eligible for the degree of M.A., M.Sc., M.B.A., L.L.M., L.L.B., or Acharya in Sanskrit Language and Literature, he may apply for the cancellation of the result of any course(s) in which he may have passed in any semester examination and reappear in the corresponding semester examination(s) to improve his score in the particular course or courses. Provided further that a person belonging to any of the following categories who has already obtained and has become eligible for the award of the degree of M.A., M.Sc., M.B.A., M.Ed., L.L.M., L.L.B., or Acharya in Sanskrit Language and Literature may be allowed to reappear in the same examination to improve his division.
- (i) A person who has obtained or has become eligible for the award of the degree from the University.**
- (ii) A person who being a resident of the area within the territorial jurisdiction of the University, had obtained his degree from the Panjab University, Chandigarh, before the establishment of this University.**

(iii) A person who being employed as a whole time Teacher in the University or College affiliated to or maintained by the university, has obtained such degree from any other university established by law in India.

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

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

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

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

8.15 Re-Checking:

If a candidate feels that either some of the answers in his script had not been evaluated or there is mistake in totaling the marks awarded to him/her, he/she may within 21 days of the issue of the marks-sheet, apply in the prescribed form accompanied by the prescribed fee at the rate of Rs. 30/- per paper to the Controller of Examinations, for the re-checking of his/her script. If on re-checking a mistake is discovered, the mistake shall be rectified and the fees paid by the candidate shall be refunded to him.

8.16 Re-Evaluation:

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

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

days of the submission of the application form by the candidate. In case of withdrawal or deletion no refund of fee shall be granted.

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

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

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

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

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

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

(g) A defaulting student will not be entitled to apply for re- evaluation after the expiry of the normal date i.e. after 21 days from the date of declaration of the General Result of the class concerned, if his result has been delayed on account of his own fault.

(h) A candidate whose answer book is not available for re- evaluation due to any reason beyond control of the University, may be allowed by the Vice-Chancellor either :

- (i) To reappear in the same paper of the next examination without payment of the examination fee and in the event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he reappears.
- (ii) To have his fee refunded in full.
- (iii) No further reassessment shall be allowed after the awards by the re-evaluator has/have been received.

8.17 Cancellation of Examination:

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

9. “ LIBRARY RULES”

9.1 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.

9.2 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.

9.3 Category of Membership and their privileges:

2.

3.

4.

5.

Category	<u>No. of Books To which entitled</u>	<u>Period of Loan</u>	<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.

9.4 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 than 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 alongwith 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 to 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 alongwith 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.

9.5 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.

9.6 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.)**

9.7 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.

9.8 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.

9.9 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.**

9.10 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.

9.11 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.

9.12 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.**

9.13 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.

10. STUDENTS' AID FUND:

10.1 THE FUND:

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

10.2 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 when settled in life, may be granted.

10.3 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.

10.4 Management:

The Fund shall be managed and administered or utilized 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.

10.5 Mode of Administration:

- 1 The application for aid out of this fund will be forwarded by the Chairman 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.
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 Chairman of Teaching Department and finalise and give decision on application presented to it.
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 instalments 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.

10.6 Audit:

The Accounts of the HPUSAF will be audited by the Local Audit Section of the Himachal Pradesh University.

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

As per Ordinances.

12. CONDUCT AND DISCIPLINE OF STUDENTS:

12.1 A student involved in the violation of any of the rules of 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 dropped from the Institution / University:

- 1 Ragging means and Includes any type of Physical or mental torture, done by any individual or group either by words or by conduct, which gives an apprehension in the mind of a person that he cannot pursue his studies free from any mental disturbance/torture created thereby.
Any person who aids or abets such an action shall also 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 Chairman 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 taken place shall have a written undertaking from every students (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)

12.2 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.

- 12.3 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.

13. 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. / Statute 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 Shamsbery 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.)
(19)	Department of Political Science:	
1.	Dr. Kamal Manohar	Associate Professor
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	
1	Dr. P.K.Vaid	Professor & Chairman

OFFICERS OF THE UNIVERSITY

1. Chancellor His Excellency Acharya Dev Vrat
2. Vice-Chancellor Professor A.D.N. Bajpai
3. Pro Vice-Chancellor Professor Rajinder Singh Chauhan
4. Dean of Studies Professor Laxman Singh Thakur
5. Deans of Faculties:
 - (i) Ayurveda & Homeopathy Professor Y.K. Sharma
 - (ii) Commerce & Management Professor Y.K. Gupta
 - (iii) Dental Sciences Professor. R.P. Luthra
 - (iv) Education Professor S.K.Sharma
 - (v) Engineering & Technology Professor (Mrs.) Neeraj Sharma
 - (vi) Languages Professor (Mrs.) Sarswati Bhalla
 - (vii) Life Sciences Professor S.S.Kanwar
 - (viii) Law Professor S.N.Sharma
 - (ix) Medical Science Professor S.S. Kaushal
 - (x) Performing & Visual Arts Professor P.N.Bansal
 - (xi) Physical Sciences Professor M.S.Chauhan
 - (xii) Social Sciences Professor Laxman Singh Thakur
5. Dean Students' Welfare Professor S.K.Mahajan
6. Director, International Centre for Distance Education & Open Learning Professor P.K.Vaid
7. Dean Planning & Teachers Matter Professor M.S.Chauhan
8. Dean-cum-Director College Development Council Professor Sewa Singh Chauhan
9. Registrar Dr. Pankaj Lalit
10. Chief Warden Professor Veena Sharma
11. Finance Officer Sh. Diwakar Kamal
12. Controller of Examination Professor Shyam Lal Kaushal
13. Director of Physical Education & Youth Programmes Dr. Ramesh Chauhan
14. Dy. Director of Physical Education & Youth Programmes Sh. Rajinder Singh Chauhan
15. Librarian/Incharge Library Professor Shanti Swarup Sharma
16. Asstt. Director, Physical Education & Youth Programmes (Campus) Dr. Hari Singh
17. Assistant Registrar (Teaching) Sh Raj Kumar Thakur

List of Wardens of Boys/Girls hostels and their Telephone Nos.

S. No.	Name and Designation of the Warden	EPBX Nos.	Telephone No. (Office)	Residence/ Landline No.	Mobile No.
1.	Prof. Veena Sharma, Chief Warden	795 796(O)	2830917	2830042	94593-68368
Boys Hostels					
1.	Dr. Anand Sagar , Warden, Dr. Y.S. Parmar Hostel	762	2830548	2633173	98168-07646
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
Girls Hostels					
1.	Dr. Anita Sharma, Warden, NBH –I	544	2831298	2633638	94184-63638
2.	Dr. Krishna Pal, Warden, NBH –II	638	2831297	2830441	94180-05447
3.	Dr. Reena Gupta, Warden, NBH –III	702	2830549	2832552	94184-62552
4.	Dr. Prem Lata Chandra, Warden, RLB Girls Hostel	871	2831368	2830790	98162-69318
5.	Dr. Shashi Bala Kalia, Warden, ITH Girls Hostel	788	2830886	2830095	94181-28395
6.	Ms. Anu Mahendru, Warden, Chanderbhaga Girls Hostel	—	2831441	2633780	98059-83578
7.	Dr. Veena Katoch, Warden, Renuka Girls Hostel	—	2831340	2832901	94182-12464
8.	Dr. Prem Lata Chandra, Warden, Gargi Girls Hostel	871	2830948	2830790	98162-69318
9.	Ms. Anu Mahendru, Warden, Manikaran Girls Hostel	—	2831334	2633780	98059-83578
10.	Dr. Monika Sood, Warden, Saraswati Girls Hostel	429	2831906	2831124	94182-55124

IMPORTANT TELEPHONE NUMBERS

	PABX	OFFICE
1. Vice-Chancellor	2833500	2831363
2. Pro-Vice-Chancellor		2831196
2. Dean of Studies	2833667	2830922, 2832922
3. Dean Students' Welfare	2833722	2830926
4. Registrar	2833511	2830914
5. Director (ICDEOL)	2833401	2831427
6. Dept. of Bio-Sciences	2833750	2830946
7. Dept. of Biotechnology	2833800	2831948
8. Dept. of Bhoti	2833710	----
9. Dept. of Chemistry	2833780	2830944
10. Dept. of Commerce	2833820	----
11. Dept. of Computer Science	2833690	2832569
12. Dept. of Economics	2833700	----
13. Dept. of English	2833830	----
14. Dept. of Education	2833630	2832183
15. Dept. of Foreign Languages.	52833870	----
16. Dept. of Geography	2833720	----
17. Dept. of History	2833860	----
18. Dept. of Hindi	2833840	----
19. Dept. of Journalism & Mass Communication	2833730	----
20. Dept. of Laws	2833880	2830935
21. Dept. of Mgt. Studies (HPUBS)	2833650	2830938
22. Dept. of Mathematics & Statistics	2833770	----
23. Dept. of Physics	2833740	2830950
24. Dept. of Performing Arts	2833876	----
25. Dept. of Psychology	2833550	----
26. Dept. of Political Science	2833850	----
27. Dept. of Public Admn.	2833851	----
28. Dept. of Sanskrit	2833811	----
29. Dept. of Sociology	2833872	----
30. Dept. of Yoga	2833714	----
31. Dept. of Population Research Centre	2833810	2831960
32. Dept. of Visual Arts	2833878	2830957
33. University Library	2833627	2830793
34. Director, Physical Education	2833465	2830774
35. University Enquiry Section	2833555	----
36. University Faculty House	2833570	2830915
37. Resident Medical Officer		2830941
38. Controller of Examination	2833551	2830911
39. Finance Officer	2833480	2830914
40. Chief Warden	2833795	2830917
41. Public Relation Officer	2833538	2831496
42. Security Officer	2833473	2831470
43. PABX No.(University exchange)	2830445, 2830635, 2830709, 2830741 2831637, 2831465, 2831727, 2831742.	
44. Fax No.	0177 - 2830775.	

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

- i) Vice-Chancellor : Tel. No. 2831363 (O)
- ii) Pro-Vice-Chancellor : Tel. No. 2831196 (O)
- iii) Dean of Studies : Tel. No. 2830922 (O)
2832922 (O)
- iv) Dean Students' Welfare : Tel. No. 2830926 (O)
- v) Registrar : Tel. No. 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

Certificate for Physically Handicapped Candidate

Dispatch No.....

Dated.....

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

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

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

Signature of Authorised

Medical Officer.....

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

NO OBJECTION CERTIFICATE

(For Employed Applicants only)

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

Date :

Signature with official
Stamp of the Head
of the Department concerned

CERTIFICATE OF CASTE/TRIBE/ANTYODYA/IRDP

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

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

Date _____

Signature of the Revenue officer

Office Stamp

CERTIFICATE OF INCOME

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

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

Seal with Date

Signature of Revenue Officer