

Proposed Guidelines for Admission of Foreign Nationals in Himachal Pradesh University

1. Categories of Foreign Applicants:

A foreign national may seek admission in various programme of study in Himachal Pradesh University Shimla under the following categories:

- i) Foreign nationals seeking admission through the Indian Council for Cultural Relations (ICCR), Govt. of India under its various scholarship schemes.
- ii) Self-financing foreign nationals [not seeking admission through a mode as mentioned in (i) above].

2. The definition of the term, "Foreign Nationals" be considered as under:-

Foreign Nationals: Foreign Nationals holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students. Provided any subsequent changes in the definition as may be notified by the Government of India shall have the same latest meaning respectively assigned to them. The other expressions not defined herein shall have the meaning as may be assigned in any subsequent notification of the Government of India.

3. Number of Seats:

- i) Maximum of 10 supernumerary seats will remain reserved for foreign nationals seeking admission through Indian Council for Cultural Relations (ICCR) or under self-financing scheme in each of the Under Graduate (UG) and Post Graduate (PG) courses/Programmes.
- ii) Three supernumerary seats shall be offered for foreign nationals in LLM/M.Tech. or equivalent research programmes. Two supernumerary seats shall be offered for foreign nationals in each of the UG/PG Certificate and Diploma courses.
- iii) One supernumerary seat in each department shall be offered for foreign nationals in Ph.D. programmes. The admission of foreign nationals for Ph.D. programme may be considered in compliance with UGC 2016 regulations regarding number of research scholars faculty (i.e. Professor/Associate Professor/ Assistant Professor) can supervise.
- iv) The above supernumerary seats for admission of Foreign Nationals may be filled up subject to the infrastructure available in the Departments/ institutes at Himachal Pradesh University, Shimla.

However, the sponsored foreign nationals who come through ICCR will be given preference in admission to various programmes mentioned in (i), (ii) & (iii) above. Self-financing foreign nationals shall be offered seats only if seats are left vacant in any discipline. That is, if sufficient number of ICCR sponsored eligible foreign nationals are not available to

Contd.....2/.....

fill up these supernumerary seats then the seats may be filled up from among the eligible self-financing foreign nationals. In case, the number of eligible foreign nationals seeking admission exceeds the number of seats available, the Vice-Chancellor, Himachal Pradesh University may be authorized to increase seats to the Foreign Nationals only.

4. Age Limit:

There shall be no minimum and upper age limit for the admission of foreign nationals in any of the UG/PG/Research programmes in H.P. University.

5. Eligibility for admission:

- (i) Before applying for any course, applicants are advised to go through carefully the level of competence needed for pursuing it by assessing through the syllabi which is available at the University website.
- (ii) The foreign nationals shall be considered for admission to any of the University Teaching Departments, Himachal Pradesh University subject to fulfilling the eligibility requirements and equivalence & degree possessed by them to the corresponding degrees/examinations of the Indian Institutions/Universities recognized by the Association of Indian Universities (AIU), New Delhi. All Foreign nationals with Foreign qualifications are required to submit the equivalence certificate from Association of Indian Universities (AIU) with application form. The AIU address is given below:

AIU House
16, Comrade Indrajit Gupta Marg,
New Delhi- 110002, India
Phone: (91)-11-23230059, (91)-11-23232429
Fax: (91)-11-23232131
E-mail: international@aiu.ac.in
Website: <http://www.aiu.ac.in>.

- (iii) English proficiency certificate is mandatory for admission of Foreign Nationals. Foreign national seeking admission to any course will be required to produce one of the following two scores at the time of submission of application form. The English proficiency certificate should not be later than two years. International English Language Testing System (IELTS) – Academic version with minimum score of 6.5 is eligible, Test of English as Foreign Language (TOFEL) – Paper – based TOFEL with a minimum score of 560 is eligible, Computer- based TOFEL with a minimum score of 220 is eligible and internet-based TOFEL with a minimum score of 80 is eligible. Foreign Nationals seeking admission to M.Tech. programme are exempted from the GATE qualification. GRE score is to be submitted at the time of application for admission in Ph.D. Programme.

Contd.....3/.....

- (iv) The application for direct admission to Ph.D. programme must be accompanied by a research proposal clearly specifying the major area and sub area of research topic on which the candidates plans to pursue his/her research. They may be admitted on the basis of their research proposal subject to fulfilling the minimum eligibility conditions. The decision regarding the same rests with standing committee for the Ph.D. programme. Foreign nationals seeking admission to Ph.D. programme are exempted from the UGC-CSIR NET/JRF qualification.
- (v) Student Visa endorsed in the name of Himachal Pradesh University, Shimla is required for enrolment in Under-Graduate programme, Post-Graduate programme and Certificate or Diploma programme.
- (vi) Research Visa endorsed in the name of Himachal Pradesh University, Shimla is required for enrolment in the Ph.D. programme.

6. Selection Process:

Foreign Nationals seeking admission in various programmes of Himachal Pradesh University as given in Sr. No. 3(i) to (iii) are exempted from entrance test.

- (i) Self-financing Foreign National need to apply online at the HPU Student Portal. Guidelines for completing the form are listed below:
- (ii) The ICCR sponsored Foreign Nationals need to follow the application process as laid down by the ICCR (www.iccr.gov.in) through A2A Portal (a2asholarships.iccr.gov.in) and apply accordingly.
In the event of their selection, candidates will be informed about their selection and their admission will be subject to the following conditions:
 - a) Production of Students-Visa/Research Visa (as the case may be) in accordance with the revised visa policy of Government of India and also a Xerox copy of their Passport alongwith the original documents of verification. However, the foreign nationals who are exempted from Indian Visa, they should have to produce the Pass Port and any other Nationality Identity Proof.
 - b) All the original academic documents with Xerox copy.
 - c) Authority/confirmation letter issued from the sponsored agency or Embassy (in case of admission under any authorized sponsored agency).
 - d) Medical-cum-Fitness Certificate.
 - e) Insurance of USD 6700 (minimum)
 - f) For admission to B.P.Ed. and M.P.Ed. (Physical Education), a candidate will be required to undergo mandatory Physical Efficiency Test. The scores of Physical Efficiency Test will be counted for determining merit.

Contd.....4/.....

Note: After confirmation of admission of students applied through any sponsored agency, the concerned department is responsible to provide the joining reports duly signed by the Chairperson/Director to the office of Director, International Students' Welfare along with their department fee structure (annually) so that the same may be sent to the sponsored agency well in time for further disbursement of the fees.

7. Fee Structure for Foreign Nationals:

The following fee structure shall be applicable for foreign students applying for admission under both category i.e. through any scholarship agency/direct admission against the seats reserved for them:

PROGRAMME	PER ANNUM		ONE TIME	
	(a)Tution Fee (USD)	(b)Other Charges** (USD)	(c)Registration Fee (One Time) in USD	(d)One time processing fee in USD.
Under Graduate Courses				One time processing fee USD 100 will be charged from each of the students who will be admitted in any of the UG/PG course at HPU
B.A. LLB (Hons.) five years integrated course	2000	300	300	
BBA	1500	300	300	
BCA	1500	300	300	
BHM	1350	300	300	
FYICTTM (Five years integrated course leading to Masters)	2000	300	300	
B.Sc.	1250	300	300	
B.A.	1000	300	300	
B.Com.	1000	300	300	
B.Tech.	3000	300	300	
B.P.Ed.	1000	300	300	
Post Graduate Courses				
Masters (Performing Arts, Visual Arts, Language and Social Sciences)	1200	300	300	
Master in Mass Communications	2000	300	300	
Masters (Sciences)	2000	300	300	
M.P.Ed.	1200	300	300	
LLB	2000	300	300	
MCA	2500	300	300	
M.Com	1200	300	300	
MBA	2500	300	300	
Certificate/Diploma/P.G.Diploma courses	1000	300	300	
LLM/M.Tech	2500	300	300	
Ph.D.	3000	300	300	

** Other charges includes Continuation fee, Sports fee, Breakage fee, Amalgamated fund, University development fee, Equipment fee, examination fee etc.

Contd.....5/.....

Apart from the above fees, USD 100 processing fee shall be charged from all the foreign nationals who will be admitted through sponsored agency.

The registration fee shall be charged once for the entire course and the tuition fee & other charges will be charged annually for the duration of entire course.

Annual fee from foreign nationals shall be accepted in USD. The exchange rate will be accepted as the buying rate prevalent from the 1st July for UG/PG courses and 1st July & 1st January for Ph.D. course in every year.

The annual fees/charges shall be received in favour of Finance Officer, H.P. University, Shimla-5 and after confirmation of the receipt, the Finance Officer will provide the NEFT/RTGS/PFMS copy to the concerned department or to the office of Director, International Students' Welfare so that the fee record could be maintained properly at the department level.

8. General Rules for Foreign National Students:

- i) If any of the foreign national students found involved in any unlawful activities at any stage, his/her registration/admission shall be cancelled without any notice.
- ii) The responsibility to reach the University campus after admission will be of the foreign national itself or the sponsored agency.
- iii) After arriving in the University campus the foreign national students have to report the office of the Director, International Students' Welfare with the Admission Confirmation Authority letter issued by the sponsored agency and the original Passport and Visa details.
- iv) It is mandatory for all the foreign students to fill up Foreign Student Information System (FSIS) complete in all respects along with copies of passport and Visa and submit same to the office of Director, International Students' Welfare, H.P. University, Shimla-5. This FSIS online form is an urgent requirement of the Foreign Registration Office (FRO) and the candidates have to report to the foreign registration office within 14 day of arrival with the number generated after the online submission of this form.

Foreign Students Information System (FSIS) is to be submitted by hand by the candidate and the FSIS No. will be issued by the office of DISW personally to the student.

It was further decided by the Committee that online application process of foreign national under self-financing scheme will be feasible only after the creation of separate Portal in HPU website. The Committee also decided to request the Hon'ble Vice-Chancellor for creation of the separate Portal independently for foreign national seeking admission under direct.

It was also decided that the admission of self-financing be made through offline mode till the creation of separate Portal exclusively for foreign national.

Contd.....6/.....

9. Hostel Accommodation:

HOSTEL RULES AND REGULATIONS FOR FOREIGN NATIONALS	
i.	Himachal Pradesh University has reserved some seats in Tagore Boys Hostel and Gargi Girls Hostel to Foreign National students (Boys & Girls).
ii.	All Foreign National students admitted in the University will have to apply on the prescribed application form (in duplicate) for availing hostel facility which can be downloaded from the University website: (www.hpuniv.ac.in) by clicking “Administration → Chief Warden.
iii.	All Foreign National students admitted in the University will have to intimate the tentative dates of their arrival in the University campus through e-mail well in time to the Director, International Student’s Welfare, HPU, Shimla/ Dean Student’s Welfare, HPU, Shimla.
iv.	On arrival in University campus, all Foreign National students will have to report at their respective Hostel on any working days between 10.00 A.M. to 05.00 P.M. separately for Boys & Girls for which prior intimation will be given to them through Director, International Student’s Welfare, HPU, Shimla/ Dean Student’s Welfare, HPU, Shimla.
v.	Rooms once allotted to the students for an academic year will not be changed except in special situations.
vi.	The students are entitled for hostel accommodations in the hostels as long as they are full time registered students.
vii.	Any student who is removed from the Rolls of the University will automatically cease to be resident of the Hostel.
viii.	The student shall have to fill out a “ Possession Report ” (available with the hostel Dealing Assistant) acknowledging the possession of facilities in good condition provided in the room allotted. Upon leaving the allotted room, the student will be required to fill out “ Vacation Report ” whereby these facilities will be surrendered to the hostel in the same good condition in which they were received vide the “ Possession Report ”.
ix.	If a student wants to go to another city, he/she must take prior permission from the Director, International Student’s Welfare/Dean Student’s Welfare.
x.	Ragging is strictly banned.
xi.	Students shall maintain discipline and peaceful atmosphere in Hostel and observe all hostel rules meticulously in letter and spirit.
xii.	Any kind of consumption of alcohol, smoking, drugs or any unwanted substance is not at all allowed, anyone found doing so will be rusticated from the University and immediately the information will be sent to the Director, International Students’ Welfare for further necessary action.
xiii.	No student shall keep gold or costly jewellery in his/her room, if anyone doing so the entire responsibility of their belongings will be of the respective student.
xiv.	The uses of heavy electrical appliances are not allowed in the Hostel rooms.

Contd.....7/.....

xv.	While going out from the rooms, student should switch off the lights and other electrical appliances.
xvi.	Cooking in the room is strictly prohibited.
xvii	<p>The gates of the boys hostel will be closed at 10.00 P.M. and opened at 05.00 A.M., however, timing fixed for closure of girls hostels gates will be as follow :</p> <p style="padding-left: 40px;">May to July : 08.00 P.M. August to September : 07.30 P.M. October to February : 07.00 P.M. March to April : 07.30 P.M.</p> <p>(The timing fixed for girls' hostel can be changed by the Warden from time to time, through issuing notification.)</p>
xviii	No male visitor is allowed in the rooms of the Girls Hostels, however, male visitors are allowed to meet the residents of the Girls Hostel only in the guest rooms during the specific hours.
xix.	The girls resident will not be allowed to stay overnight out of the Hostel.
xx.	If any, Foreign National boarders wants to leave the hostel or wants to stay outside the hostel, he/she must obtain the necessary approval from the Director, International Student's Welfare/Dean Student's Welfare.
xxi.	Foreign National boarders who are not in final year will be allowed to stay in the hostel during the vacation. However, mess and canteens will remain closed during the vacation. The dates for closure will be notified by the Chief Warden.
xxii.	<p>All Foreign National students/boarders will pay the Hostel Fee annually at the time of admission/continuation and the following fees/charges will be realised from these students:</p> <p>i) Hostel Fee - USD 500 (Per Annum)** ii) Mess Security – USD 200 (Refundable) ** Hostel fee USD 500 includes Room Rent, Water Charges, Electricity Charges, Common Room Fee, Estt. Charges, Hostel Security, Mess Security and Misc. Charges.</p> <p>Note: (i) The hostel fee shall be deposited directly into the account of University through RTGS/NEFT. Further, the above hostel fee/charges can be revised from time to time by the Universities authorities as and when applicable. The fee deposited will not be refundable under any circumstances.</p>
xxiii.	Securities of mess will be refunded to a boarder only after he/she cleared all the hostel dues. Further, all the securities deposited shall lapse if not withdrawn within one year from the date of leaving the hostel and the refund rate shall be applicable as prevalent on 1 st July of the year.
xxiv.	In order to redress the problems of students from time to time and effectively implementation of Hostel rules, there will be Disciplinary Committee consisting of the Dean of Studies, Dean Student's Welfare, Director, International Student's Welfare, Chief Warden, Chief Security Officer, Dean, Faculty of Law and Dean Student's Welfare as its convener.

xxv.	Any issues/problems related to hostel, a student can contact the office of the Chief Warden. However, in case of emergency, student can also contact the Dean Student's Welfare and Director, International Student's Welfare.
xxvi	Further, rules for the resident students mentioned under Ordinance XXVIII in the First Ordinances of H. P. University are also applicable for the foreign national students.

Note: The University shall reserve right for change/amend, if required in the above rules from time to time.

-----Sd/-----