



**HIMACHAL PRADESH UNIVERSITY**

**Regional Centre, Khaniyara, Dharamshala**



**HANDBOOK OF INFORMATION  
2019-2020**

**Price : 200/-**

**By Post : 250/-**



Publication Deptt.  
Himachal Pradesh University  
Regional Centre, Mohli, Khaniyara, Dharamshala  
Distt. Kangra (Himachal Pradesh) - 176218

June, 2019

Price : Rs. 200/- (By Post Rs. 250/-)

Printed at :  
Imperial Printing Press  
Kotwali Bazar, Dharamshala (H.P.) - 176215  
Ph. : 01892-222390

## ***List of Contents***

1. INTRODUCTION
2. TEACHING FACULTIES AND DEPARTMENTS
3. ADMISSIONS/ TEACHING/ EXAMINATION/ VACATION SCHEDULE FOR SESSION 2019- 2020.
4. DEPARTMENT OF LAWS :
5. M.C.A. NON-SUBSIDISED
6. M.B.A. NON-SUBSIDISED
7. ADMISSION TO M.A. ENGLISH
8. ADMISSION TO M.COM.
9. ADMISSION TO M.Sc. GEOLOGY
10. ADMISSION TO POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (P.G.D.C.A.)
11. ADMISSION TO M.A. / M.Sc. COURSES (HINDI, SANSKRIT, ECONOMICS, POLITICAL SCIENCE, HISTORY AND MATHEMATICS)
12. ADMISSION AND RESERVATION (ORD. 3.1)
13. RULES FOR ADMISSION FOR OUTSTANDING SPORTSMEN/WOMEN :
14. RULES FOR ADMISSION FOR OUTSTANDING PERFORMANCE IN CULTURAL ACTIVITIES
15. ROSTER FOR ADMISSION AND RESERVATION
16. ADMISSION PROCEDURE FOR NON-SUBSIDIZED SEATS
17. FILLING THE APPLICATION FORM
18. RESOLVING A TIE
19. REFUSAL FOR ADMISSION
20. SCHEME OF REGULAR EXAMINATION
21. CANCELLATION OF EXAMINATION
22. RULES FOR PROMOTION AND RE-APPEAR FOR MASTER'S DEGREE COURSE
23. H.P. UNIVERSITY REGIONAL CENTRE LIBRARY
24. STUDENTS CENTRAL ASSOCIATION
25. DEPARTMENT OF PUBLICATION
26. CONDUCT AND DISCIPLINE OF STUDENTS
27. GENERAL

## **1. INTRODUCTION:**

The year 1992 was a landmark in the history of Higher Education in Himachal Pradesh just as was 1970; the year Himachal Pradesh University was established at Shimla. The state made a spectacular progress in expansion of education and pursued the path of excellence, is a matter of pride. The Regional Centre of Himachal Pradesh University, Shimla was started at Dharamshala in July 1992 with a purpose to extend higher education to students belonging to remote and far flung areas of the region. The districts like Kangra, Hamirpur, Mandi, Una, Chamba, Lahaul & Spiti etc. and neighboring states of Punjab and J & K reap benefits of higher education from this centre. A new sprawling campus has come up at Khaniyara, a suburb of Dharamshala in the lap of Dhauladhar ranges, at a distance of 9 Kms. from the town and about 15 Kms. from Kangra Air Port. The Regional Centre is well equipped with the state of art facilities. Presently more than 12 post-graduate courses are being offered by the Centre in the various disciplines. From the academic session 2015-16, M.Phil. programme was introduced in five subjects. The University has started M.B.A. / M.C.A. programme in the Regional Centre since 2015.

### **1.1 ACADEMIC PROGRAMMES AT A GLANCE:**

The H.P. University Regional Centre covers various programmes of study in the Faculties of Languages, Physical Sciences, Social Sciences, Commerce and Business Administration and the Laws. Various academic programmes offered are at the levels of PG Diplomas, Master's level, Research Studies at the M.Phil / Ph.D. levels. Prospectus for various courses is available as per the basis of admission i.e. through entrance test and through merit of qualifying examination. Academic session starts in the end of July.

## **1.2 FACILITIES:**

The Himachal Pradesh University Regional Centre occupies an area of 200 Kanals and has a distinctive style of architectural view. The artistically designed building houses various teaching departments and a large library. In addition, the following facilities are available at the campus:- (1) A branch of State Bank of India (2) Computer Facilities and Internet access(3) Canteen (4) Indoor Games Facility and Playground.

## **2. TEACHING FACULTIES AND DEPARTMENTS:**

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

1. Department of Commerce
2. M.B.A.

### **B. Faculty of Languages**

1. Department of English
2. Department of Hindi
3. Department of Sanskrit

### **C. Faculty of Law**

1. Department of Law

### **D. Faculty of Physical Sciences**

1. Department of Computer Science
2. Department of Mathematics
3. Department of Geology

### **E. Faculty of Social Sciences**

1. Department of Economics
2. Department of History
3. Department of Political Science.

## **2.1. TEACHING DEPARTMENTS AND NUMBER OF SEATS:**

1.	M. Com.	35+(45 Non Subsidised)
2.	M.B.A.	30 Non Subsidised
3.	Department of English	40+(10 Non Subsidised)
4.	Department of Hindi	40+(10 Non Subsidised)
5.	Department of Sanskrit	35+(15 Non Subsidised)
6.	Department of Laws	30+(50 Non Subsidised)
7.	MCA	(30 Non Subsidised)
8.	Department of Mathematics	35+(45 Non Subsidised)
9.	Department of Geology	20 +(10 Non Subsidized)
10.	Department of Economics	40+(10 Non Subsidised)
11.	Department of Political Science	40+(10 Non Subsidised)
12.	Department of History	40+(10 Non Subsidised)
13.	PGDCA	10+(20 Non Subsidised)

## **3. A. ADMISSIONS/ TEACHING/ EXAMINATION / VACATION SCHEDULE FOR SESSION 2019- 2020.**

**a. Admission Date:** Last date for receipt of Admission Forms in various subjects:

1. LL.B (3years), M.A. English, Hindi, M.A. / M.Sc.- Maths, Political Science, Economics, Public Administration, Sanskrit, M.Com, MMC (Through HPU Entrance) **29th June, 2019**
2. MBA (Through HPU-MAT)  
**Entrance Test -29th June, 2019**
3. M.Sc. Geology and PGDCA  
On merit basis by HPU Regional Centre, Dharamshala) **29th June, 2019**
4. MCA (Through HPU-MCA) **Entrance Test**  
**Admission through Centralized Counselling at Department of Computer Science, H.P.U. Shimla**

**Note: ACCORDING TO HIMACHAL PRADESH UNIVERSITY OFFICE OF THE DEAN OF STUDIES No. 1-58/2016HPU (DS). The Admission Procedure for H.P. University Regional Centre Dharamshala is as under :-**

1. The Entrance Tests for admission to H.P. University Regional Centre, Dharamshala and all the colleges affiliated to Himachal Pradesh University will be conducted by the University in a Centralized manner through Entrance Test for admission in the subject concerned on the dates mentioned in the H.P.U. Hand Book of Information for the session 2019-20. (<http://www.hpuniv.nic.in/>)
2. Students interested in admission to H.P. University Regional Centre, Dharamshala and the colleges affiliated to HPU will have to apply separately after the declaration of the Entrance Test result to the respective colleges/institutions.

**B. Dates of Counselling:**

Sr. No.	Subject	Date of Counselling	Time for reporting for interview in the Office	
			FROM	TO
1.	M.Sc. Math	10-7-2019	10.00 am	2 PM
2.	M.Com	11-7 -2019	10.00 am	2 PM
3.	MA Political science	12-7-2019	10.00 am	2 PM
4.	MA Hindi	13-7-2019	10.00 am	2 PM
5.	MA English	15-07-2019	10.00 am	2 PM
6.	M.Sc. Geology	15-7- 2019	10.00 am	2 PM
7.	PGDCA	16-7 2019	10.00 am	2 PM
8.	LL.B. (Three Years)	17-7 2019	10.00 am	2 PM
9.	MA Sanskrit	18-7- 2019	10.00 am	2 PM
10.	MA Economics	18-7-2019	10.00 am	2 PM
11.	History	19-7-2019	10.00 am	2 PM
12.	MBA	25 & 26th July, 2019	10.00 am	2 PM
13.	MCA	Date to be Notified by HPU Shimla ( <b>Centralized Counselling at</b> ) Department of Computer Science, H.P. University, Shimla- 171005.		

**C. Dates of Interview / Admission:**

The Dates for Interview/Admission to various courses will be intimated to applicants through call letter/ card attached with application form.

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

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

22.07.2019.

**E. Admission with the permission of the Vice-Chancellor:**

The deadline for closing of admission even if seats remain vacant for all courses : 31.07.2019.



**F. Regular Teaching will start as under :**

	<b>From</b>	<b>To</b>	<b>Teaching Days</b>
1. III/V Sem.	01-07-2019	09-11-2019	114 Days
2. II/IV/VI Sem.	17-02-2020	23-05-2020	84 Days
3. Ist Sem.	10-07-2019	09-11-2019	106 Days

**G. Preparation Days for Exams:**

1. Winter	10-11-2019	17-11-2019	08 Days
2. Summer	25-05-2020	30-05-2020	08 Days
3. M.Phil.	16.03.2020	19.03.2020	04 Days

**H. Examination Schedule (Tentative)**

I/ III/ V			
(in case of Law)	18-11-2019	31-12-2019	37 Days
II/ IV/ VI	01-06-2020	30-06-2020	26 Days

**I. Vacation Schedule:**

<b>Winter Vacation</b>	01-01-2020	16-02-2020	47 Days
<b>Summer Vacation</b>	21-06-2020	28-06-2020	08 Days

**Examination Centers for the Conduct of Entrance Tests of LL.B. (3 Years), MBA, MCA and all other courses.**

H.P. University Regional Centre Dharamshala at Khanyara, Distt. Kangra.

**3.1 Fees and other dues:**

In case, the rates of fee and other dues are enhanced by the University, the same will be applicable for the session 2019-2020 also.

**A. On Admission :**

1. Caution fee in (M.Sc./MCA/MBA& M.Phil

	(Refundable)	300.00
2.	Admission fee for all courses except LL.B	150.00
3.	Admission fee for LL.B.	100.00
4.	Library Security in all courses. (Refundable)	300.00
5.	Library Security for LL.B/M.Phil. (Refundable)	600.00
6.	Practical Fee for LL.B.	600.00

**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.	Students' Aid Fund	50.00
6.	Youth Welfare Fee	50.00
7.	Identity Card Fee	50.00
8.	Computer fee for MBA	1500.00
9.	Breakage Fee (in case of M.Sc. courses/MCA/PGDCA/M.Phil. Math)	1000.00
10.	Magazine Fee	50.00
11.	Cultural Activity Fund	50.00
12.	Red Cross Fund (for all courses)	20.00
13.	Common Room Charges	20.00
14.	Purchase of Equipment's and its maintenance (in case of MCA)	3000.00
15.	Development fee (for IRDP/BPL = 100.00) Subsidized seats	250.00
16.	Development fee (for IRDP/BPL = 100.00) Non-Subsidized seats	500.00

**C. Monthly Charges**

	Tuition Fee (Chargeable for 12 months in a year)	
1.	M.Sc. /PGDCA/MBA/MCA & M.Phil (Other than Science Subjects)	200.00

2. M.Phil Science Subject	300.00
3. M.Com. / MA. / LL.B.	100.00
4. Dilapidation Fee	10.00
5. Amalgamated Fund	100.00
6. Population Education Club Fee	10.00

**D. Research and Development Fee:**

(Chargeable for 12 months in a year)

**M.Phil (other than Science Subjects) 600.00**

**M.Phil (Science Subjects) 700.00**

**E. Examination Fee:**

As per University Norms

**F. Non- Subsidized Fees:**

Rs 15000/- (Fifteen Thousands) annual in addition to subsidized fees. (Other than MBA/MCA)

- G.** if a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four tier system for the refund of fees remitted by the student.

S.No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI.
1	100%	15 days before the formally notified last date of admission
2	80%	Not more than 15 days after the formally notified last date of admission
3	50%	More than 15 days but less than 30 days after formally notified last date of admission
4	00%	More than 30 days after formally notified last date of admission.

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

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

1. The Government of Himachal Pradesh, Department of Education vide letter No. Shiksha-II(J)2-1/89 dated 2-8-1995 received from the Registrar Office vide letter No. 4-41/93-HPU(Genl)dated 16th September, 1995 has exempted tuition fee for girls for admissions to various courses.
2. The Registrar, H.P. University, Shimla vide letter / notification No. 4-16/2012HPU (Acad.) dated 2.1.2013 has conveyed the decision of Executive Council of its meeting held on 17.9.2012 taken vide any Other item adopted the H.P. State Govt.'s Instructions/Rules that no tuition fee be charged from the students with 40% and above disability.  
*The student with special needs with more than 40% disability, admitted in any course of study running in the Himachal Pradesh University, Shimla-5 will not be charged any fees with effect from the current academic session 2015-16 vide notification No. 4-51/2015 HPU (Acad) dated 25 July 2015.*
3. Fees are to be paid at the counter of the H.P.U. Regional Centre Dharamshala.
4. Annual charges for both the semesters in a year will be payable at the time of admission. A fine of Rs. 10.00 per day, subject to a maximum of Rs. 100.00 will be charged. The names of defaulters will stand automatically struck off the rolls on the first day of the month for which the fee has not been paid. If due to inadvertence, a defaulter`s name is not struck off, the attendance for the period for which name should have been struck off will not be counted. A defaulter may be

re-admitted by the end of the following month for which fee has not been paid with the special permission of the Director on payment of Rs. 100.00. The re-admission will be allowed on specific recommendations of the Department concerned. In case the fee is not paid up to the end of the following month, the re-admission shall not be allowed in any case.

- 3.2 Special Charges:** If a student is not already registered with Himachal Pradesh University, Registration Fee will be charged extra.

#### **INFORMATION REGARDING ADMISSION TO VARIOUS COURSES:-**

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

**Note:**

*The University Grants Commission vide letter No. 6-1/2002(CPP-II)-Vol.III dated July, 2006 received from the Academic Branch vide Office letter No. 4-16/93-HPU(Acad) vol-IV dated 14th September, 2006 for adoption of Age Relaxation upto maximum 5 years to the persons with disabilities in admissions to various courses.*

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

#### **4. DEPARTMENT OF LAWS:**

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



#### **4.1 Number of Seats:**

Total seats	= 80
Subsidized seats	= 30
Non-Subsidized seats	= 50
Supernumerary seats	= 1 *

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

#### **4.2 Eligibility:**

##### **i) Educational Qualifications:**

Bachelors Degree of any faculty of University established by law in India with minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

or

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

##### **ii) Age Limit:**

A candidate seeking admission to the course should not have completed the age of 26 years in case of boys, 28 years in case of girls, and 29 years in case of SC/ST (both for boys and girls) as on 1st July, 2019.

#### **4.3 Basis of Admission:**

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

**NOTE:**

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

**4.4 Application Form and Fee (Subsidized and Non-subsidized seats):**

**Separate application forms, duly filled in, along with attested certificates testimonials ADMIT CARD, RESULT-cum-INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.**

**5. MCA (Non-Subsidised)**

- ◆ Number of Seats in the course shall be 30.
- ◆ Fee for the course will be as per Department of Computer Science HPU Prospectus.

**ADMISSION CRITERIA**

A candidate has to appear in HPU-MCA entrance test for

admission to MCA program. The admission shall be on the basis of marks scored in the Written Test. Any graduate with minimum of 50% marks in aggregate in bachelor's degree from UGC recognized university (45% marks in case of SC/ST)

Or

Bachelors Degree of any faculty of University established by law in India with minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree are eligible to seek admission to MCA course.

### **ADMISSION PROCEDURE**

1. Candidates seeking admission at HPU Regional Center are required to appear in the HPU-MCA entrance test conducted by H.P. University Department of MCA, Summer hill Shimla-171005.
2. The Seats will be filled through centralized counseling to be held at Department of MCA, H.P. University Shimla-5.

**Note:** For detail see Information Brochure MCA (HPU Shimla -5)

### **6. MBA (Non-Subsidised)**

- ◆ Number of Seats in the course shall be 30.
- ◆ Fee for the course will be RS. 60,000/- Per Year

### **ADMISSION CRITERIA**

A candidate has to appear in HPU-MAT for admission to MBA program. The admission shall be on the basis of marks scored in the Written Test, Group Discussion and Personal Interview by a board including an expert from H P University. Any graduate with minimum of 50% marks in aggregate in bachelor's degree from UGC recognized university (45% marks in case of SC/ST)

Or

Bachelors Degree of any faculty of University established by law in India with minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree are eligible to seek admission to MBA course. The merit list will have weightage for score in 10th, 10+2, graduation; HPU-MAT, group discussion & personal interview (as per details given on page No. 7) as applicable in H.P.U. Business School.

### **ADMISSION PROCEDURE**

1. Candidates seeking admission at HPU Regional Center are required to appear in the HPU-MAT conducted by H.P. University Business School, Summer hill Shimla-171005.
2. Students interested for admission in the MBA programme at Regional Center should also apply separately on the application form available at Regional Center Dharamshala.

### **IMPORTANT DATES:**

For admission to MBA Course at Regional Centre, Dharamshala the Hand book of Information can be obtained from the office from 1st June, 2019 onwards.

**Last date of receipt of application form:** June 30, 2019.

**Counselling Schedule:** To be decided later by H.P.U. Regional Centre, Dharamshala

## **7. Admission to MA English**

### **7.1 No. of Seats :**

40 Subsidised Seats + 10 Non-Subsidised Seats

## 7.2 **Basis of Admission and Eligibility:**

The admission will be made strictly on the basis of marks obtained in Entrance Test. The test will be open to all with any graduate degree such as B.A. /B.Sc. /B.Com. /B.Sc. (Agri.)/ B.Sc. (Home Science)/ B.Sc. Engg. / MBBS./ BAMS/ GAMS/ B.Pharm/ B.T. or B.Ed./ B.Lib.Sc./ B.L./ B.V.Sc./ B.E./ B.Tech./ Vashishta Shastri/ BBA/BCA of University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

OR

A Bachelor's degree with at least Second division in aggregate or 45% marks in the subject or Honours in the subject of study for M.A. For SC/ST Candidates the eligibility will be 45% in aggregate or 40% marks in the subject or Honours in the subject of study for M.A.

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

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

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

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

## 7.3 **Application Form and Fee :**

Separate application forms, duly filled in, along with



attested certificates/testimonials ADMIT CARD, RESULT-cum-INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.

## **8. ADMISSION TO M.COM.**

### **8.1 Admission Procedure:**

**Master of Commerce ( M. Com.)** Two Years duration  
Total number of seats – 80 (35 Subsidized + 45 Non-Subsidised Seats).

### **9.2 Eligibility:**

With a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in Compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

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

OR

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

OR

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

### **8.3 Basis of Admission :**

The admission to the above courses will be made strictly

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

**8.4 Age Limit :**

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

**8.5 Reservation :**

As per University Rules.

**8.6 Application Form & Fee :**

**Separate application forms, duly filled in, along with attested certificates/testimonials ADMIT CARD, RESULT-cum-INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.**

**9. ADMISSION TO M.Sc. GEOLOGY**

**9.1 Admission Procedure:**

**M.Sc. Geology:** Two Years duration

Total number of seats – 20

**9.2 Eligibility:**

Provided that the candidate fulfils age and other norms laid down by the University, and is a B. Sc. With Geology with minimum 50% marks in aggregate (45% in a case of SC / ST) shall be eligible to apply for the Admission.)

Or

A Bachelor's Degree or equivalent with a minimum of 48

credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

**9.3 Age Limit :**

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

**9.4 Reservation :**

As per University Rules.

**9.5 Application Form & Fee**

Separate application forms, duly filled in, along with **Bank Draft / IPO of Rs. 700 (Rs. 350 in case of SC / ST / ANTYODAYA / IRDP)** in favour of Director, H.P. University Regional Centre Dharamshala, Payable at Dharamshala, accompanying attested certificates / testimonials ADMIT CARD, RESULT-cum-INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.

**10. ADMISSION TO POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)**

**10.1 Admission Procedure:**

**( PGDCA)** One Year duration

Total number of seats – 10 (Subsidized) + 20 Paid Seats.

**10.2 Eligibility:**

Provided that the candidate fulfils age and other norms laid down by the University and is a Graduate with minimum 50% marks (45% in a case of SC / ST in aggregate in Bachelor's Degree or equivalent from a

University established by law in India shall be eligible to apply for the Admission.)

Or

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

**10.3 Age Limit:**

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

**10.4 Reservation :**

As per University Rules.

**10.5 Application Form & Fee**

Separate application forms, duly filled in, along with Bank Draft / IPO of **Rs. 700 (Rs. 350 in case of SC / ST / ANTYODAYA / IRDP)** in favour of Director, H.P. University Regional Centre Dharamshala, Payable at Dharamshala, accompanying attested certificates / testimonials ADMIT CARD, RESULT-cum- INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.

**11. ADMISSION TO MASTER DEGREE IN HINDI, SANSKRIT, ECONOMICS, POLITICAL SCIENCE, HISTORY AND MASTER OF SCIENCE IN MATHEMATICS.**

**11.1 Eligibility:**

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

Or

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

**Note:** Candidate having passed Graduation with Public Administration or Sociology with minimum 45 % marks in subject may apply to M.A. Political Science.

**To determine the merit, the following formula will be adopted:**

1. As per the decisions taken during the meeting the Deans / Chairpersons / Directors of teaching departments and institutes, the admission will be made on the basis of Entrance test. In those departments where the Entrance test will be held 1st time, the student have to attempt 50 questions of 2 marks each. The final merit for admission in all departments will be calculated out of 100. In courses other than those giving professional degree, the minimum qualifying marks in Entrance test will be 35.
2. The minimum eligibility for admission for Postgraduate courses will be 20-24 credits in Undergraduate degree.
3. No entrance test will be held in the department where the number of application form received is less than the number of seats.

**11.2 Age Limit :**

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

**11.3 Reservation :**

As per University Rules.



#### 11.4 Application Form & Fee

Separate application forms, duly filled in, along with attested certificates/testimonials ADMIT CARD, RESULT-cum-INTERVIEW CARD and two self-addressed envelope with postage stamps of Rs. 6/- affixed on each must reach the Director, H.P. University, Regional Centre Dharamshala, 176218, by the last date fixed for the purpose.

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

#### 12. ADMISSION AND RESERVATION (ORD. 3.1)

- 1) Admission to the various courses of study shall be open to all persons, irrespective of race, creed, caste or class subject to the following conditions :-
  - (a) 15% and 7.5% of the seats shall be reserved for Bonafide Himachali Schedule Castes and Schedule Tribes candidates respectively who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other

Universities established by law in India which is equivalent to the qualifying examination of H.P. University.

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

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

(ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishwavidyalaya, 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 Persons with Disabilities (except in Deptt. of Physical Education) with a minimum of 40% disability.**

2) The minimum qualification for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories shall be relaxed by 5% of the maximum marks. The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (b)

above shall be made as per procedure/rules approved by the Executive Council from time to time.

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

- 4) Provided further that one seat in LL.B. Shall be reserved for serving/retired defense services personnel, if they fulfill the minimum eligibility conditions prescribed for admission;

Provided that 3 seats shall be reserved for admission to the Bachelor's degree in Journalism & Mass Communication for the nominee of the State Government in the Department of Public Relations for a period of five years only w.e.f. the session 1990-91.  
**Provided further that all seats in B.Ed. regular course shall be reserved for Bonafide candidate.**

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

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

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

**13. RULES FOR ADMISSION FOR OUTSTANDING SPORTSMEN/ WOMEN :**

1. Sportsmen / Women seeking admission to any Department of the University Regional Centre in a Post-Graduate Degree Course /Diploma Course should be eligible to play in the Inter-College / Inter-University Championship as per rules and regulations for Inter-University Tournaments.
2. Admission against outstanding sports quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
3. Only those Sportsmen/Women would be considered for admission against outstanding sports quota, who have represented the University or State in the Inter-University or Inter-State Championship Tournaments respectively.
4. The Sportsmen/Women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.
5. The admission against sports quota would be given to such candidates who have represented the University state in the inter- university/inter State competition in the following games.

**Men's Section :**

Hockey, Football, Volleyball, Basketball, Kabaddi, Wrestling, Boxing, Table Tennis, Badminton, Cross- Country, Cricket, Athletics, Weight Lifting, Handball, Chess, Kho-Kho, Judo, Taikwondo and other games included in the list of Inter-College

tournaments by the Sports and Co-curricular Activities Council of H.P. University from time to time.

**Women's Section :**

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

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

**14. RULES FOR ADMISSION FOR OUTSTANDING PERFORMANCE IN CULTURAL ACTIVITIES:**

1. Admission against outstanding cultural quota at par with sports quota would be made once, in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
2. Candidates who are employed, are not eligible for admission against cultural quota in any of the courses.
3. Only those students will be eligible for admission against outstanding cultural quota who are having at least I, II, III or **Highly Commended and Commended position** in Inter-College Youth Festival in any item in any of the previous three years.
4. While considering admissions against cultural quota only the following cultural items will be considered:  
(1) Debate (2) Indian Folk Dance (3) Indian Classical

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

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

5. For students who are given admission on cultural quota basis it will be compulsory to represent the Himachal Pradesh University in cultural activities.
6. Any student who without adequate reason is found to be avoiding his / her cultural activity, will be liable for disciplinary action leading to the cancellation of his/her admission.
7. As per the Hon'ble High Court order in case No.642 of 2006, Abhishek V/s Himachal Pradesh **the admission under cultural quota will be made on the basis of marks obtained in Entrance Test/ qualifying examination. The trials would be held to judge the suitability of the candidates only. For the selection under cultural quota, those candidates are entitled to be admitted in the course, who possess higher merit in the entrance test/ qualifying examination than others.**

#### **15. Roster for Admission and Reservation:**

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

120 Point Reservation Roster for Admission to M.Sc. Maths, LL.B., MBA, MCA, Diplomas, Master of Arts (M.A.) and M.Com. will be followed from academic session 2019-2020.

1 PwD	26SC	51	76	101 PwD
2	27ST	52SC	77	102
3	28	53ST	78SC	103
4	29	54	79SP	104
5	30	55	80ST	105
6	31	56	81CUL	106SC
7SC	32	57	82 (PwD)	107ST
8	33SC	58	83	108
9	34	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12SC	37	62 (PwD)	87	112
13ST	38CUL	63	88	113SC
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41ST	66	91SC	116
17	42 (PwD)	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21 PwD	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100	
(PwD-5%)	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)

## **16 ADMISSION PROCEDURE FOR NON-SUBSIDIZED SEATS:**

1. The admission to the Non-Subsidized seats will be made after filling subsidized seats.
2. The eligibility for admission to the Courses against these seats will be the same as provided for other candidates.
3. Admission to the various courses of study shall be open to all person irrespective of race, creed, caste or class subject to the following conditions:
  - (a) 15% and 7.5% of the seats shall be reserved for Bonafide Himachali Schedule Castes and Schedule Tribes candidates respectively who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other Universities established by law in India which is equivalent to the qualifying examination of H.P. University.
  - (b) The remaining 77½% seats shall be filled as under:
    - (i) 25% of the seats for admission shall be open for all the candidates irrespective of the Institution from where they have passed their qualifying examination.
    - (ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya, Dr. Y.S. Parmar University of Horticulture and Forestry, Himachal Pradesh Technical University and Central University of Himachal Pradesh or the candidates who are Himachal Pradesh domicile irrespective of passing qualifying examination from any other University established by law in India which is equivalent to the qualifying examinations of Himachal Pradesh University.



- (a) 5% of the seats shall be reserved for outstanding sportsmen/women.
  - (b) 5% of the seats shall be reserved for outstanding performance in cultural activities.
  - (c) 5% of the seats shall be reserved for Persons with Disabilities (except in Deptt.of Physical Education) with a minimum of 40% disability.
4. In case seats in the category of graduates of university of Himachal Pradesh remain unfilled, these may be filled out of the applicants belonging to the other category.
5. If any non-subsidized supernumerary seat in any of the courses remains unfilled, it will lapse and will not be merged with the Subsidised seats.

#### **17. FILLING THE APPLICATION FORM:**

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

The complete application form accompanied by the attested copies of relevant certificates/ documents, admit card, result-cum-interview card with appropriate postage and the demand draft /postal orders for the requisite amount, should be sent to: Director, H.P. University, Regional Centre Dharamshala 176218. The demand draft / postal orders should be payable to: Director, H.P. University, Regional Centre Dharamshala, THE APPLICATION

FORM WITHOUT THE REQUISITE FEE SHALL BE SUMMARILY REJECTED.

The candidate is required to fill only one form for one course. **No change in the centre of entrance examination is allowed.** Every candidate must write the name of the course on top of the form with **RED INK in BLOCK LETTERS.**

#### **18. RESOLVING A TIE:**

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

- 1) In case of a tie, the candidate having higher aggregate marks in Bachelor's/Master's Degree (excluding weightage given for extracurricular activities) as the case may be, shall be admitted first.
- 2) If the tie is not resolved by the above, the candidate securing higher marks in the subject of study for Master's degree shall be admitted first.
- 3) Even now if the tie is not resolved, the candidate having higher aggregate marks in any two of the following (in which his marks are higher) shall be admitted first: Matric/Hr.Sec.Part-I/Hr.Sec.Part-II/Prep/Pre-Med/Pre-Engg/Intermediate/any other equivalent examination.
- 4) Further, if the tie is still not resolved, the candidate younger in age may be admitted first.
- 5) Direction of Hon'ble High Court: In case of tie in weightage given for cultural activities, the candidate having higher marks in entrance Test shall be admitted.

#### **19. REFUSAL FOR ADMISSION:**

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

Notwithstanding anything contained in the foregoing rules a student shall be refused admission if his conduct during any previous stay in University has been unsatisfactory. Such student shall, however, have the right to appeal to the Vice-Chancellor whose decision shall be final. A student who has been expelled or rusticated shall not be admitted to any course of study in the University without the prior approval of the Vice-Chancellor.

## **20. SCHEME OF REGULAR EXAMINATION:**

### **Important Note:**

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

### **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.

- 1) Every Candidate, except when allowed to appear as private candidate, shall be required to undergo a regular course of study i.e. attendance at lectures, tutorials, seminars, practical, courts (In case of Law) etc.
- 2) In order to be eligible to appear at the University examination, a candidate should have put in 75% attendance in each of the concerned courses in theory as well as in practicals.

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

Provided further that the Director may, for reasons to be recorded in writing, condone shortage of lectures delivered in each of the concerned courses up to 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 up to a maximum of 15% in each subject / course etc. or 9% in the aggregate of the lectures for the semester. However, the percentage of lectures attended in each course (in law) should not in any case, fall short of 60%.

- 3) Absence from lectures, tutorials, seminars, practicals on account of participation in the University, Inter-University, Inter colleges, State, National, International Tournament, Youth Festival, Cultural and any other sports activities including the actual time spent on journey thereof, shall be deemed to be attendance for the purpose provided that this benefit shall be allowed only up to 20% of the total lectures delivered.
- 4) The Vice-Chancellor, on the recommendation of the Head of the institution concerned may in special circumstances, for reasons to be recorded in writing condone shortage in attendance up to 5% of the total provided that this shall not apply in case of Law Course.

## **20.1 ADMISSION TO THE EXAMINATION :**

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

- 1) A candidate seeking admission to an examination of the University, shall be required to pay the fees as prescribed by the University, provided that blind persons, war widows, disabled servicemen and the dependents of military personnel permanently disabled or killed in action, shall not be required to pay such fees.
- 2) A candidate seeking admission to a University examination, shall submit at least fifteen days before the last date prescribed for the receipt of application in the university office, his/her application in the

prescribed form accompanied by the prescribed fee and supported by the prescribed certificates to the Chairperson of the Teaching Department concerned, who after due scrutiny and making good the omission or rectifying the mistakes shall forward the same to the Controller of Examination, so as to reach him before the last date prescribed for the submission of such applications (applicable to regular students only).

**3) The Director upon recommendation of HOD 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 16.2 above.**

4) The Controller of Examination may entertain an application for appearing at an examination

**(i) up to 15 days after the last date prescribed for submission of such applications on payment of Rs. 100/- as late fee**

**(ii) thereafter up to 20 days before the commencement of the examination on payment of Rs 145/- In very special circumstance an application for appearing at an examination thereafter may be allowed to be accepted by the Vice-Chancellor with a total late fee of Rs. 150/-.**

5) After satisfying himself that the application is in order in all respects, the Controller of Examination shall issue an admit card through the Head of the Institution concerned, in the case of regular candidates and direct to private candidates permitting them to appear at the examination and showing the Roll Number and Examination Centre allotted to him.

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.

- 6) The Superintendent of Examination Centre may not permit a candidate to take the examination, if it is brought to his notice in writing by the Head of the Institution concerned that the candidate has not paid the outstanding dues, including hostel and mess charges or has failed to return the library books or other articles, or in the case of loss has not paid the cost thereof, as assessed by the Head of the Institution.
- 7) 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) A candidate against whom proceedings for use of unfair means etc. are there and who on account of these proceedings is prevented from appearing in an examination, one more chance may be given by the Vice Chancellor immediately next to the last admissible chance in lieu of the chance or chances, missed by him.
- 9) Where the chances of a candidate to clear an examination are limited, and he is disqualified from appearing in it for a fixed period, he may be allowed by the Vice-Chancellor one more Chance to appear in the examination after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.

## **21. 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 up to five years.

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

### **22.1 Semester Examination:**

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

- 1) Except in the subjects of Mathematics and Statistics, a student may be admitted to the course even in the second semester, but he shall also complete the course in four semesters (Ord.8.36 for Master of Arts only).
- 2) A candidate is required to pass all the courses in each semester examination provided that:  
A candidate who appears in the examination and fails to obtain pass marks in any course in the first semester may be permitted to proceed to the second semester, but he shall not be permitted to proceed from the second semester to the third semester without appearing in the examination.
- 3) At the time of second semester examination, the candidate may appear in the course in which he may have failed to obtain pass marks in the first semester examination and also in the courses prescribed for the second semester.
- 4) At the time of third semester examination, the candidate may appear in the course in which he may have failed to obtain pass marks in the first and the second semester examination and also in all the courses prescribed for the third semester. But he shall not be permitted to proceed from the third semester to the fourth semester without appearing in the examination.

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

**22.2** A candidate, who is unable to pass the Master of Arts examination on account of his having obtained less than the pass marks in any course or who joined the course in the second semester, may reappear or appear as the case may be, in the corresponding



semester examination of the following year in the courses in which he failed to obtain pass marks or in which he did not appear earlier.

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

obtain pass marks earlier.

## **23. H.P. UNIVERSITY REGIONAL CENTRE LIBRARY:**

The H.P. University, Regional Centre Library is housed in its own building specially designed to house various functions of a modern University Library. The Library building has adequate space to accommodate more than 25,000 books, about 100 readers in reading halls.

The Library has been organized into different reader services viz Main Lending Section, Text Books section, General reference Section and a Periodical Publications Section in the subject field of Humanities, Social Sciences & Border Line Disciplines.

### **23.1 Books and Periodicals:**

The Library maintains comprehensive collection of books and periodicals to support University's formal programme of instruction and research in various disciplines and promote inter-disciplinary communications and research as well as general pursuits in the advancement of knowledge. The Library had a total collection of 20000 books including periodicals. The Library is subscribing about 19 Indian periodical Serial publications and 18 newspapers.

### **23.2. Rules and Regulations:**

The following is the summary of Rules and Regulations :

#### **(1) Working Hours:**

All week days 09.30 AM. to 05.00 PM.

**SUNDAY & HOLIDAYS CLOSED**

The main Circulation Counter and General Stacks remain open up to 4.30 pm on all working days. The Library remains open throughout the year except on National Holidays, Himachal Day and few other

National and State festivals.

- 2) Membership and Loan Privileges: The H.P. University, Regional Centre Library is primarily meant for use by Teachers, Students, Research Scholars and Staff of the University. The period of loan and number of books they can borrow vary depending upon their category of membership.
- 3) Library Pass Book: Each Library member is given a Library Pass Book to enable him/her to borrow books from the Library. Text Books are issued to the Students and Teachers only.
- 4) Loss of Books and Overdue Charges: In case of damage or loss of a book, the borrower is required to replace the book or pay the cost as per Library Rules. Overdue charges for the late return of books are levied at the rate prescribed in "Library Rules".

The members shall obtain a clearance certificate after returning all books and clearing outstanding dues, if any, and returning Library Pass Book on the expiry of his / her membership or termination of his / her connection with the University. The Security deposit shall be refunded by the Finance Section, a month after the issue of the Clearance Certificate from the University Library.

#### **24. STUDENTS CENTRAL ASSOCIATION**

As per Ordinances.

#### **25. DEPARTMENT OF PUBLICATION:**

The publication department deals with the publication of HPU Regional Centre Magazines and Handbook of Information. All kinds of University forms/Prospectus of ICDEOL etc. are also made available at fee counters. In addition to this the University Regional Centre publishes its own journal (Himachal Pradesh Journal of Social Sciences). The Hon'ble Vice Chancellor is the Patron and the Director is ex-officio Chief Editor of the Journal assisted by editorial board consisting of following faculty members.

Dr. D.P. Verma	Department of Laws
Dr. Manoj Kumar	Department of Commerce
Dr. Munish Dulta	Department of Public Administration
Dr. Sanjeev Kumar Bragta	Department of Political Science
Dr. Virender Singh	Department of Hindi
Dr. Joginder Saklani	Department of Political Science (ICDEOL, Shimla)

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

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

- 1) Ragging means and includes any type of physical or mental torture, done by any individual or group either through words or conduct, which creates an apprehension in the mind of a person. As such he/she is prevented from pursuing his/her studies in an atmosphere free from fear or physical/psychological torture. Any person who aids or abets such an action, shall be guilty of ragging.
- 2) There shall be no ragging in and outside the teaching departments of the University, College or Institutions affiliated to or maintained by the University or the hostels and also on roads /

approaches leading to such Institutions / Hostels.

- 3) The Chairperson of the Teaching Departments / Heads of the Colleges or Institution affiliated to or maintained by the University, at the commencement of each session when new admission takes place, shall have a written undertaking from every student (old or new) to the following effect:-

"I have gone through the rules and regulations regarding ragging and discipline of the University / College / Institution and I hereby solemnly affirm that I will not indulge in any act of ragging / indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of the rustication/expulsion from the University / College / Institution."

- 4) If a Candidate is found indulging in ragging directly or indirectly, the competent authority, after enquiry, if satisfied, shall expel the guilty student(s) from the University / College / Institution.

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

**The University Regional Centre has appointed the following committee to curb ragging for the session 2019-2020:**

Dr. Tilak Raj	Coordinator
Dr. Virender Singh	Member
Dr. Susheel Kumar	Member

## **26.2 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.

- 26.3** 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.

**27. GENERAL :**

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

### **OFFICERS OF THE UNIVERSITY**

1. Chancellor	His Excellency Acharya Dewrat
2. Vice-Chancellor	Professor Sikander Kumar
3. Pro Vice-Chancellor	Professor Rajinder Singh Chauhan
4. Dean of Studies	Professor Arvind Kalia
5. Dean Students' Welfare	Professor Kamaljeet Singh
6. Director, International Centre for Distance Education & Open Learning	Professor Kulwant Singh Pathania
7. Dean Planning & Teachers Matter	Professor Arvind Kumar Bhatt
8. Dean-cum-Director College Development Council	Professor Jyoti Prakash
9. Registrar	Dr. Ghanshyam Chand
10. Finance Officer	Sh. Narender Thakur
11. Controller of Examination	Dr. J.S. Negi
12. PRO	Dr. Ranveer Verma
13. Director H.P. University Regional Centre Dharamshala	Professor D.P. Verma

### **FACULTY MEMBERS**

#### **Professor Kuldeep Attri**

Dr. D.P. Verma

Dr. Vijayta Pathania

Dr. Tilak Raj

Dr. Susheel Kumar

Dr. Manoj Sharma

Dr. Munish Dulta

Dr. Daisy Verma

Dr. Sanjeev Kumar Bragta

Dr. Virender Singh

#### **Director**

Department of Laws

Department of Mathematics

Department of Mathematics

Department of Mathematics

Department of Commerce

Department of Public  
Administration

Department of English

*(On Deputation at HPU Shimla)*

Department of Political Science

*(On Deputation at HPUCES Shimla)*

Department of Hindi