

Sr. No.

INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING

HANDBOOK OF INFORMATION

SESSION 2016-2017

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हिमाचल का परम गौरव, सदन विद्या-कलाओं का
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संदेश



शिक्षा वास्तव में एक मानवीय विकास की सतत् प्रक्रिया है। यह अपना अभीष्ट उद्देश्य तभी पूर्ण कर पाती है जब यह शिक्षार्थी को मानवीय मूल्यों और संवेदनाओं से अनुप्राणित कर सके। शिक्षा का प्रयोजन किसी तकनीकी या व्यवसाय विशेष में दक्षता पैदा करने तक सीमित नहीं है, बल्कि जीवन में मूल्यबोध और मूल्यनिष्ठा की सहजता विकसित करना इसका प्रथम उद्देश्य होना चाहिए। इस प्रक्रिया के अंतर्गत शिक्षित व्यक्ति ही अपने प्राकृतिक एवम् सामाजिक परिवेश के साथ सृजनात्मक सम्बन्ध स्थापित कर सकता है और इसी से मानवीय चेतना का गुणात्मक विकास संभव है।

अद्यतन संचार साधनों के द्वारा सभी प्रकार का ज्ञान ग्रहण करने की गति तीव्र हुई है। ज्ञान के प्रचार-प्रसार के माध्यम निरंतर बढ़ते जा रहे हैं। कुछ सीखने के लिए आज किसी के पास जाने की आवश्यकता नहीं है। अतः मानवीय विकास की इस प्रक्रिया के साथ शिक्षा का सामंजस्य भी आवश्यक है।

शिक्षा की प्रक्रिया में निरंतर परिवर्तन हो रहे हैं और ऐसी स्थिति में शिक्षा व्यवस्था में वैश्विक स्तर पर दूरवर्ती शिक्षा प्रणाली का महत्व बढ़ रहा है। दूरवर्ती शिक्षा हर आयुवर्ग और हर तरह की भौगोलिक स्थिति में रहने वाले लोगों को शिक्षा की सुविधा उपलब्ध कराने की दिशा में प्रभावी और उपयोगी सिद्ध हो रही है। इस के कारण मुक्त विद्यालयों से लेकर मुक्त एवम् दूरवर्ती शिक्षा विश्वविद्यालयों का प्रसार बढ़ा है।

दूरवर्ती शिक्षा आज के समय की आवश्यकता है। मुझे यह जानकर प्रसन्नता है कि हमारे विश्वविद्यालय का अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र शहर से लेकर गाँवों तक के शिक्षार्थियों को उच्च स्तरीय शिक्षा प्राप्त करने के लिए अच्छे अवसर प्रदान कर रहा है। इसमें कुछ नये व्यावसायिक पाठ्यक्रम भी शामिल किए गए हैं। वर्तमान में राष्ट्रीय उच्चतर शिक्षा अभियान (रूसा) प्रणाली को सफलतापूर्वक कार्यान्वित किया गया है जिसके अन्तर्गत देश व प्रदेश के हर वर्ग के शिक्षार्थियों को अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र के माध्यम से शिक्षा ग्रहण करने का सुअवसर मिला है।

मेरी शुभकामना है कि हिमाचल प्रदेश विश्वविद्यालय का यह अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र अपने नाम के अनुरूप 'अन्तर्राष्ट्रीय ख्याति' प्राप्त करे।

(अरुण दिवाकर नाथ वाजपेयी)

कुलपति

हिमाचल प्रदेश विश्वविद्यालय, शिमला।

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संदेश



हिमाचल प्रदेश विश्वविद्यालय का अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र वर्ष 1971 में अस्तित्व में आया तथा इसकी स्थापना के पश्चात् यह निरंतर प्रगति करते हुए उत्तर भारत का एक अग्रणी पत्राचार शिक्षण संस्थान सिद्ध हुआ है।

इस संस्थान का मूल उद्देश्य शिक्षा का व्यापक प्रचार व प्रसार राष्ट्रीय और अन्तर्राष्ट्रीय स्तर पर ले जाने का रहा है। शिक्षा के सीमांत को मुक्त एवम् दूरवर्ती शिक्षा प्रणाली के माध्यम से आगे बढ़ाने का सार्थक प्रयास साबित हुआ। संस्थान के माध्यम से प्रदेश के दूर-दराज के छात्रों व कार्यरत कर्मचारियों को घर बैठे शिक्षा प्राप्त करने का सुअवसर मिला है।

अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र द्वारा स्नातक, स्नातकोत्तर तथा व्यवसायिक पाठ्यक्रम चलाए जा रहे हैं तथा इस समय इसके विभिन्न अध्ययन कार्यक्रमों में बड़ी संख्या में विद्यार्थी पंजीकृत हैं, और लाभान्वित हो रहे हैं।

सूचना प्रौद्योगिकी और साइबर क्रांति के इस युग में कम्प्यूटर, व्यवसाय प्रबंधन और पत्रकारिता, शिक्षा तथा गणित आदि के पाठ्यक्रम भी दूरवर्ती केन्द्र द्वारा से चलाए गए हैं। सत्र 2013-14 से स्नातक स्तर पर राष्ट्रीय उच्चतर शिक्षा अभियान के अंतर्गत बी.ए./बी. कॉम. कक्षाओं में प्रवेश दिया जा रहा है।

मुझे आशा है कि अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवम् मुक्त अध्ययन केन्द्र, हिमाचल प्रदेश विश्वविद्यालय में आप अपने उत्साह, दृढ निश्चय और इच्छा शक्ति से अपना लक्ष्य प्राप्त करके अपने स्वप्न को साकार करने में सफल रहेंगे ताकि आप इस राष्ट्र के सुशिक्षित व सभ्य नागरिक बन सकें। मैं अपनी हार्दिक शुभकामनाएं प्रेषित करता हूं।

(आचार्य राजेन्द्र सिंह चौहान)
प्रति-कुलपति
हिमाचल प्रदेश विश्वविद्यालय

MESSAGE



It gives me immense pleasure to invite you to fulfil your educational needs through Distance Education Programmes offered by International Centre for Distance Education and Open Learning (ICDEOL) of Himachal Pradesh University. I am glad to see that the International Centre for Distance Education and Open Learning (ICDEOL) of Himachal Pradesh University, which has been entrusted the task of managing and promoting distance learning, has matured into a trustworthy institution and has earned name and fame in the field. At the same time efforts are afoot to make this institution more vibrant and responsive to the need of the learners. Efforts are also on to make use of modern technologies that shall facilitate better and prompt services to the learners.

We at ICDEOL have developed our website to facilitate ready availability of information on all academic issues and are making special efforts to computerize admission procedures and examination records in order to ensure speedy dispersal of examination results as well as disposal of students' queries.

In 1971, barely one year after its establishment in 1970, the Himachal Pradesh University became a pioneer institution in North India to set up a Directorate of Correspondence Course subsequently renamed International Centre for Distance Education and Open Learning (ICDEOL). The prime objective was to advance the frontiers of knowledge and promote its dissemination through sustainable, open and distance learning systems which are flexible and accessible to all. We are able to achieve our objective to impart quality education.

Keeping in view the poorest section of Indian Society, ICDEOL provide distance education at most affordable rates without any compromise on quality. This has made International Centre for Distance Education and Open Learning (ICDEOL) a leading institution in India in the field of distance education.

I welcome you in the International Centre for Distance Education and Open Learning of H.P. University and assure you that if you have the zeal, determination and will to achieve your cherished goal, no one can stop you from fulfilling your dreams. I wish you success in your academic pursuits.

A handwritten signature in black ink, reading "Pradeep K. Vaid".

(Prof. Pradeep K. Vaid)
Director, ICDEOL

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INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING

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HIMACHAL PRADESH UNIVERSITY, SHIMLA

(Established in 1970 by an Act of the Himachal Pradesh Legislative Assembly)

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His Excellency,
The Governor
of Himachal Pradesh
Acharya Dev Vrat

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Prof. Pradeep K. Vaid

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The ICDEOL wishes to emphasize that while every effort is made to ensure accuracy, the material in this book is subject to alteration or amendments in the light of overall policy and decision of the University. The provisions of the Himachal Pradesh University Act, 1970, the Statutes and the Ordinances made thereunder shall have precedence over the published matter.

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DEPARTMENT OF POLITICAL SCIENCE

Dr. (Mrs.) Bhawana Jharta	Associate Prof.	
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MASTER OF BUSINESS ADMINISTRATION

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Prof. Anupama Singh, Co-ordinator

DIPLOMA IN YOGA STUDIES

Dr. Arpita Negi, Co-ordinator

DIPLOMA IN TOURIST GUIDE

Dr. Chander Mohan Prasheera, Co-ordinator

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INTRODUCTION

Himachal Pradesh University

Himachal Pradesh University, a premier institution of teaching and research in the country, is situated at Summer Hill, a suburb of Shimla at a distance of 5 km from the main town. It covers 200 acres of lush green land and offers a panoramic view with its distinctive architectural style. It was established in 1970 by an Act of the Himachal Pradesh Legislative Assembly. The University has 12 Faculties and 30 Teaching Departments covering various programmes such as Management and Vocational Studies, Commerce, Engineering and Technology, Languages, Law, Life and Physical Sciences, Social Sciences, Ayurveda, Dental & Medical Sciences, Information Technology, Computer Science and Performing & Visual Arts. The University also has its UGC Human Resource Development Centre which offers Orientation and Refresher Courses for University and college teachers. As many as two hundred ninety three colleges/institutions (govt./private) from within the State are affiliated to the University. In addition to this, the University runs International Centre for Distance Education and Open Learning (ICDEOL), Centre for Evening Studies, School of Legal Studies and Regional Centre at Dharamshala.

Distance Education

Teaching through distance mode is now recognised as an effective method of instruction in all the advanced countries of the world. In the fast developing socio-economic milieu of today, educational facilities need constant refurbishing and augmentation. It is now acknowledged by the academics of all shades that it is learning which is important and not the channel or the process through which one gets enrolled for education. The educational system in India has been changing from time to time, taking into consideration the socio-political needs and economic conditions of the society. Although the contribution of conventional educational system cannot be underestimated, the fact remains that education through the formal mode has been accessible only to a few. The distance and open education system as an alternative mode of imparting instruction has, over the years, been meeting the demand for education of millions of people at different levels. It is an effort not only to solve the problem of over-crowding in our educational institutions but also to equip the adult community with tools and skills to attain professional competence. Over the past four decades various Indian universities have adopted the programme of distance education and open learning.

International Centre for Distance Education and Open Learning (ICDEOL)

Immediately on its establishment in 1970, the Himachal Pradesh University took a bold step towards proliferation of knowledge and democratisation of educational opportunities by setting up a Directorate of Correspondence Courses. The University has played a pioneering role in launching the programme of distance education at the postgraduate level. It was the first to impart instruction at postgraduate level in social-sciences, humanities, commerce and teacher training through the mode of distance education. Over the years, the Directorate of Correspondence Courses moved towards absorbing the emerging philosophy of distance education and adopting multi-media approach to impart instruction. In view of this, the Directorate of Correspondence Courses has now been rechristened as the International Centre

for Distance Education and Open Learning (ICDEOL). It is located in the H.P. University complex at Summer Hill, a suburb at the western end of Shimla, 5 km from the main town. Summer Hill Railway Station is a five minute walk from the ICDEOL complex.

Jurisdiction

The distance education programme of the University is open to all persons residing in any part of India and abroad irrespective of race, creed or class subject to the fulfillment of minimum qualifications prescribed for admission and availability of seats.

For all legal proceedings, if any, the jurisdiction shall be in the Courts of Shimla city only.

Transport

Local transport facilities like buses (private/state government), trains and University buses are available at regular intervals from Summer Hill to the main city.

Concession for Disabled Students

As per order to the Hon'ble High Court, the students with special needs with more than 40% disability admitted to any course of study running in the H.P. University, Shimla-5 will not be charged any fees.

Identity Card

A student admitted to the ICDEOL will be issued an identity card. It will be valid for the duration of the course or till he/she leaves the studies before the completion of the course. The student must keep this card with him/her whenever he/she visits the ICDEOL office or comes to attend the personal contact programme and also in the examination hall.

Change in Correspondence Address

If any student wants to change his address for correspondence given in the admission form., his/her application should be accomplished by a postal order or bank draft of ₹100/- drawn in favour of the **Director, ICDEOL**, payable at Shimla otherwise the change will not be effected.

METHODS OF INSTRUCTIONS

The ICDEOL imparts instructions mainly through the medium of printed lessons supplemented with Personal Contact Programmes (PCPs) and assignments. Efforts are afoot to equip our traditional libraries with audio/video cassettes in addition to usual stock of books.

Medium of Instructions

The medium of instruction at the Postgraduate level is English except in the subjects of Hindi and Sanskrit. The study material will be made available in English; however, students can write their answers in examination either in English or in Hindi. The lectures in personal contact programmes are generally delivered in English. However, the student can get clarifications in Hindi during personal contact programmes as well as practicum either in Hindi or English. At the Undergraduate level, except in case of B.C.A., instructional material is made available in English or Hindi as per availability.

COURSE OF STUDY AND ADMISSION PROCEDURE [FOR STUDENTS SEEKING ADMISSIONS TO B.A./B.COM.I SEMESTER UNDER THE NEW CHOICE BASED CREDIT SYSTEM]

The H.P. University switched over from the RUSA CBCS to UGC CBCS from the academic session 2016-17 with the view to improved quality of Education and the employability of the work-force. For more information students can visit UGC Website www.ugc.ac.in and HPU Website www.hpuniv.in.

The CHOICE BASED CREDIT SYSTEM (CBCS) is an internationally acknowledged instructional pattern developed to suit the needs of the students and to enable them to keep pace with the developments in higher education across the globe. It provides for a comprehensive and purposeful engagement between the teacher and the taught through a well-planned instructional package.

Under the CBCS system the students has considerable freedom in the courses one wishes to study. The UG programme will comprise the following categories of courses from the current session:

- **ABILITY ENHANCEMENT COMPULSORY COURSES (AECC)**
- **SKILL ENHANCEMENT ELECTIVE COURSES (SEC)**
- **CORE COURSES**
- **DISCIPLINE SPECIFIC ELECTIVE (DSE)**
- **GENERIC ELECTIVE (GE)**

As per the new CBCS System, a UG degree in Humanities/Social Sciences/Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and Hindi/MIL, respectively, 2 ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Elective papers.

Personal Contact Programmes

The lessons are meaningfully supplemented with properly planned and organised personal contact programmes. As a very important strategy of face to face classroom teaching, the interactions during personal contact programmes have benefited students immensely.

DURATION OF PERSONAL CONTACT PROGRAMME

B.A./B.Com. (each semester)	Seven days
BCA (each semester)	Ten days (compulsory)
M.A., M.Sc. (Maths) (each semester)	Seven days
M.A. (Music) (each semester)	Ten days (compulsory)
MBA (each semester)	Seven days
M.Com. (each Semester)	Seven days
M.M.C. (each Semester)	Seven days
M.C.A. (each Semester)	Ten days (compulsory)
P.G.D.P.M. & L.W. (each semester)	Seven days
P.G.D.C.A. (each semester)	Ten days (compulsory)
P.G.D. Human Resource Development (each Semester)	Seven days
Diploma in Yoga Studies (Annual)	Twenty days (compulsory)
Diploma in Tourist Guide (each semester)	Ten days (compulsory)

TENTATIVE CENTRES FOR PERSONAL CONTACT PROGRAMME

B.A./B.Com.

Shimla, Dharamshala, Hamirpur,

PGDCA : Shimla, Dharamshala

MMC/MCA/PGDHRD/DYS/DTG : Shimla

MBA / PGDPM & LW : Shimla

BCA : Shimla

M.A., M.Com./M.Sc. Mathematics : Shimla

EXAMINATION CENTRES FOR UNDERGRADUATE STUDENTS

The following examination centres are hereby created / listed for the conduct of undergraduate "Choice Based Credit System (C.B.C.S.)" B.A./B.Com./B.C.A.end-semester examinations for the students of International Centre for Distance Education and Open Learning (I.C.D.E.O.L.) under Rashtriya Uchchar Shiksha Abhiyan (RUSA).

DISTRICT BILASPUR

1. Govt. College **Bilaspur** (HP) for regular/ICDEOL for the students.
2. Swami Vivekanand Govt. College **Ghumarwin**, Distt. Bilaspur (HP) for regular/ICDEOL students.
3. Govt. College **Jhanduta**, Distt. Bilaspur (HP) for regular/ICDEOL students.
4. Govt. College **Jukhala**, Distt. Bilaspur (HP) for regular/ICDEOL students.

DISTRICT CHAMBA

5. Govt. College **Bharmour**, Distt. Chamba (HP) for regular/ICDEOL students.
6. Govt. College **Chamba**, Distt. Chamba (HP) for regular/ICDEOL students.
7. Govt. College **Chowari**, Distt. Chamba (HP) for regular/ICDEOL students.
8. Govt. College, **Pangi at Killar**, Distt. Chamba (HP) for regular/ICDEOL students.
9. Govt. College **Salooni**, Distt. Chamba (HP) for regular/ICDEOL students.
10. Govt. College **Tissa**, Distt. Chamba (HP) for regular/ICDEOL students.

DISTRICT HAMIRPUR

11. Govt. College **Barsar**, Tehsil Barsar, Distt. Hamirpur (HP) for regular/ICDEOL students.
12. Govt. College **Bhoranj (Tarakwari)**, Distt. Hamirpur (HP) also for regular/ICDEOL students.
13. Govt. College **Hamirpur** (HP) for regular/ICDEOL students
14. Sidharth Govt. College, **Nadaun**, Distt. Hamirpur (HP) for regular/ICDEOL students.
15. Thakur Jagdev Chand Govt. College **Sujanpur-Tihra**, Distt. Hamirpur (HP) for regular/ICDEOL students.

DISTRICT KANGRA

16. Pt. Sant Ram Govt. College **Baijnath**, Distt. Kangra (HP) for regular/ICDEOL students.
17. W.R.S. Govt. College **Dehri**, Distt. Kangra (HP) for regular/ICDEOL students.
18. Govt. College **Dhaliara**, Distt. Kangra (HP) for regular/ICDEOL students.
19. Govt. College **Dharamshala**, Distt. Kangra (HP) for regular/ICDEOL students.
20. Govt. College **Shahpur**, Distt. Kangra (HP) for regular/ICDEOL students.
21. Govt. College **Haripur (Guler)**, Distt. Kangra (HP) for regular/ICDEOL students.
22. Govt. College **Indora**, Distt. Kangra (HP) for regular/ICDEOL students.
23. Kanwar Durga Chand Memorial Govt. College **Jaisinghpur**, Distt. Kangra (HP) for regular/ICDEOL students.
24. Govt. College **Nagrota Bagwan**, Distt. Kangra (HP) for regular/ICDEOL students.
25. Govt. College **Naura**, Distt. Kangra (HP) for regular/ICDEOL students.
26. Govt. Arya Degree College **Nurpur**, Distt. Kangra (HP) for regular/ICDEOL students.
27. S.C.V.B. Govt. College **Palampur**, Distt. Kangra (HP) for regular/ICDEOL students.
28. S.V.N.G. Govt. College **Shivnagar, Via Khera**, Tehsil Jaisinghpur, Distt. Kangra (HP) for regular/ICDEOL students.
29. Govt. College **Thural**, Distt. Kangra (HP) for regular/ICDEOL students.

DISTRICT KINNAUR

30. Govt. College **Reckong Peo**, Distt. Kinnaur (HP) for regular/ICDEOL students.

DISTRICT KULLU

31. Govt. College **Anni at Haripur**, Distt. Kullu (HP) for regular/ICDEOL students.
32. Govt. College **Banjar**, Distt. Kullu (HP) for regular/ICDEOL students.
33. Govt. College **Gadagusain**, Distt. Kullu (HP) for regular/ICDEOL students.
34. Jawahar Lal Nehru Govt. College **Haripur at Manali**, Distt. Kullu (HP) for regular/ICDEOL students.
35. Govt. College **Kullu** (HP) for regular/ICDEOL students.

DISTRICT LAUHAL & SPITI

36. Govt. College **Kukumseri**, Distt. Lahual & Spiti (HP) for regular/ICDEOL students.

DISTRICT MANDI

37. Govt. College **Bassa (Gohar)**, Distt. Mandi (HP) for regular/ICDEOL students.

38. Govt. College **Drang at Narla**, Distt. Mandi (HP) for regular/ICDEOL students.

39. Govt. College **Dharampur**, Distt. Mandi (HP) for regular/ICDEOL students.

40. R.G.M. Govt. College **Jogindernagar**, Distt. Mandi (HP) for regular/ICDEOL students.

41. Govt. College **Karsog**, Distt. Mandi (HP) for regular/ICDEOL students.

42. Govt. College **Lad Bharol**, Distt. Mandi (HP) for regular/ICDEOL students.

43. Vallabh Govt. College **Mandi** (HP) for regular/ICDEOL students.

44. Govt. College **Nihri**, Distt. Mandi (HP) for regular/ICDEOL students.

45. Govt. College **Panarsa**, Distt. Mandi (HP) for regular/ICDEOL students.

46. Govt. College **Riwalsar**, Distt. Mandi (HP) for regular/ICDEOL students.

47. Govt. College **Sandhol**, Distt. Mandi (HP) for regular/ICDEOL students.

48. Govt. College **Saraj at Lambathach**, Teh. Thunag, Distt. Mandi (HP) for regular/ICDEOL students.

49. Govt. College **Sarkaghat**, Distt. Mandi (HP) for regular/ICDEOL students.

50. M.L.S.M. College **Sundernagar**, Distt. Mandi (HP) for regular/ICDEOL students.

DISTRICT SHIMLA

51. Centre of Excellence Govt. College **Sanjaulli**, Shimla-6 (HP) for regular/ICDEOL (only for 250 students) and for the students of Govt. College Chail Koti, Distt. Shimla (HP)

52. Rajkiya Kanya Mahavidyalya (**R.K.M.V.**) **Shimla** (HP) for regular/ICDEOL Students.

53. Rajiv Gandhi Memorial Govt. College **Chaura Maidan (Kotshera)**, Distt. Shimla-4 (HP) for regular/ICDEOL (only for 150 students).

54. Govt. College **Kumarsain**, Distt. Shimla (HP) for regular/ICDEOL students.

55. Govt. College **Nerwa, Tehsil Chopal**, Distt. Shimla (HP) for regular/ICDEOL students.

56. Govt. College **Rampur Bushehar**, Distt. Shimla (HP) for regular/ICDEOL students.

57. Govt. College **Saraswati Nagar, Sawara**, Distt. Shimla (HP) for regular/ICDEOL students.

58. Govt. College **Seema**, Distt. Shimla (HP) for regular/ICDEOL students.

59. Govt. College **Theog**, Distt. Shimla (HP) for regular/ICDEOL students.

DISTRICT SIRMOUR

60. Govt. College **Haripurdhar**, Distt. Sirmour (HP) for regular/ICDEOL students.

61. Govt. College **Nahan**, Distt. Sirmour (HP) for regular/ICDEOL students.

62. Guru Govind Singh Memorial Govt. College **Paonta Sahib**, Distt. Sirmour (HP) for regular/ICDEOL students.

63. Govt. College **Rajgarh**, Distt. Sirmour (HP) for regular/ICDEOL students.

64. Govt. College **Sangarh**, Distt. Sirmour (HP) for regular/ICDEOL students.

65. Govt. College **Sarahan**, Distt. Sirmour (HP) for regular/ICDEOL students.

66. Govt. College **Shillai**, Distt. Sirmour (HP) for regular/ICDEOL students.

DISTRICT SOLAN

- 67. Govt. College **Arki**, Distt. Solan (HP) for regular/ICDEOL students.
- 68. Govt. College **Dharampur**, Distt. Solan (HP) for regular/ICDEOL students.
- 69. Govt. College **Nalagarh**, Distt. Solan (HP) for regular/ICDEOL students.
- 70. Govt. College **Solan** (HP) for regular/ICDEOL students.
- 71. G.G.D.S.D. College **Subathu**, Distt. Solan (HP) for regular/ICDEOL students.

DISTRICT UNA

- 72. M.P. Govt. College **Amb**, Distt. Una (HP) for regular/ICDEOL students.
- 73. Govt. College **Bangana**, Distt. Una (HP) for regular/ICDEOL students.
- 74. Govt. Gujjar College **Beatan**, Distt. Una (HP) for regular/ICDEOL students.
- 75. S.V.S.D. College **Bhatoli**, Distt. Una (HP) for regular/ICDEOL students.
- 76. Govt. College **Daulatpur Chowk**, Distt. Una (HP) for regular/ICDEOL students.
- 77. Govt. College **Una** (HP) for regular/ICDEOL students.

PROGRAMMES OF STUDY UNDER CBCS

UNDER CBCS SYSTEM

English	Public Administration	Mathematics	Economics	Sociology
History	Hindi	Political Science	Sanskrit	
Music (Vocational & Instrumental)				

DETAILS OF SUBJECTS TO BE STUDIED

Elective-I	Subject Combinations for Sem.-I	Subject for Sem.II
One of the Social Science/ Humanities/Arts Subject (Eco, Pub. Admn., Maths, Sociology, History, Pol. Sc.)	<ol style="list-style-type: none"> 1. One of the subject other than Elective-I offered in ICDEOL as elective-II 2. ENG-Core (MIL)-Compulsory 3. Environmental Science (AECC) 	<ol style="list-style-type: none"> 1. As selected in Sem.-I as elective-II 2. Hindi Core (MIL)-Compulsory 3. Eng./Hindi/Skt. (AECC)
One of in Languages English/Hindi/Skt.	<ol style="list-style-type: none"> 1. One of the subject other than Elective-I and Languages as Elective-II 2. ENG-Core (MIL)-Compulsory 3. Environmental Science (AECC) 	<ol style="list-style-type: none"> 1. Same as above 2. Hindi Core (MIL)-Compulsory 3. Eng./Hindi/Skt. (AECC)
COMMERCE	<ol style="list-style-type: none"> 1. Financial Accounting as Elective-I 2. Business Organisation Mgt. Elective-II 3. Eng. Core (Compulsory) 4. Environmental Science (AECC) 	<ol style="list-style-type: none"> 1. Business Law 2. Business Maths and Statistics 3. Hindi Core (MIL)-Compulsory 4. Eng./Hindi/MIL (AECC)
MUSIC	<ol style="list-style-type: none"> 1. One of the subject other than elective-I offered in ICDEOL as Elective-II 2. ENG Core (MIL)-Compulsory 3. Environmental Science (AECC) 	<ol style="list-style-type: none"> 1. As selected in Sem.-I 2. ENG/MIL/-2 3. Hindi/MIL

- The choice availability of courses is subject to further amendments/clarifications by HPU, ICDEOL, as well as available faculty/infrastructure.

- The Director, reserves the right to restrict the subjects offered and subject combinations, depending upon the availability of faculty and infrastructure.

SCHEME OF EXAMINATION

FOR B.A./B.COM., BCA UNDER CBCS SYSTEM

Each academic year shall comprise of two semesters:

1st Semesters : From June/July to October/November (First)

II Semesters : From November/December to April/May (Second)

STRUCTURE OF SYLLABUS FOR B.A. 2016-2017 ONWARDS

SANSKRIT

Semester	Course Code	Course Name	Credit
I	SKT-DSC-101	संस्कृत काव्य	6
II	SKT-DSC-201	संस्कृत गद्य काव्य	6

ENGLISH

I	ENGL 102	DSC-1A	English Literature-I	6
II	ENGL 202	DSC-1B	English Literature-II	6

HINDI

I	HIND 101	DSC-1A	हिन्दी साहित्य का इतिहास	6
II	HIND 201	DSC-1B	मध्यकालीन हिन्दी कविता	6

HISTORY

I	HIST 101		History of India from the Earliest Times up to 300 CE	6
II	HIST 102		History of India from c 300-1206	6

MATHEMATICS

I	MATH 101		Differential Calculus	6
II	MATH 201		Differential Equation	6

MUSIC

I	MUSI 101		Theory of Indian Music	6
	MUSI 102		Practical	
II	MUSI 203		Indian Music General & Biographies	6
	MUSI 204		Practical	

POLITICAL SCIENCE

I	POLS 101		Introduction to Political Theory	6
II	POLS 201		Indian Govt. and Politics	6

SOCIOLOGY

I	SOCL 101		Introduction to Sociology	6
II	SOCL 201		Sociology of India	6

ECONOMICS

I	ECON 101	Principles of Micro Economics-I	6
II	ECON 202	Principles of Micro Economics-II	6

PUBLIC ADMINISTRATION

I	PUBA 101	Administration Theory	6
II	PUBA 201	Indian Administration	6

STRUCTURE OF SYLLABUS FOR B.COM. 2016-2017 ONWARDS

COMMERCE

Semester-I	Course Code	Course Name	Credit
	BC 1.1	Environmental Studies	6
	BC 1.2	Financial Accounting	6
	BC 1.3	Business Organisation and Management	6
	BC 1.4	English Language	6
Semester-II	BC 2.1	Language : English/Hindi/Modern Indian Language	6
	BC 2.2	Business Law	6
	BC 2.3	Business Mathematics and Statistics	6
	BC 2.4	Hindi/Modern Indian Language	6

BACHELOR IN COMPUTER APPLICATIONS (B.C.A.) UNDER CBCS SEMESTER SYSTEM

First Semester

Code	Paper Title	Credit
BCA0101	Mathematics-I	4
BCA0102	Applied English	4
BCA1013	Computer Fundamentals	4
BCA0104	C Programming	4
BCA0105	Office Automation Tools	4
BCA104(P)	C Programming Lab-I	3
BCA0105(P)	Office Automation Tools Lab-II	3

Second Semester

Code	Paper Title	Credit
BCA0201	Mathematics II	4
BCA0202	Communicative English	4
BCA0203	Digital Electronics	4
BCA0204	Data Structures	4
BCA0205	Data Base Management System	4
BCA0204(P)	Data Structures Lab-III	3
BCA0205(P)	Data Base Management System Lab-IV	3

Note: In addition to above subject, the students will have to pass Compulsory **ENVIRONMENTAL SCIENCE COURSE** either in first semester or in II Semester or in III Semester.

AECE SUBJECTS

Semester	Course Name	Code	Credit
I	Environmental Science		
II	Eng/Hindi/Skt.		

COMPULSORY SUBJECTS

I	Eng. Core (MIL)-Compulsory	ENGL 101	6
II	Hindi Core (MIL)-Compulsory	HIND 200	6

MASTER OF COMMERCE

Semester-I

Course Code	Course Title
MC 1.1	Management & Organizational Behaviour
MC 1.2	Business Environment
MC 1.3	Managerial Economics
MC 1.4	Statistical Analysis
MC 1.5	Accounting For Managerial Decisions

Semester-II

Course Code	Course Title
MC 2.1	Corporate Financial Accounting
MC 2.2	Financial Management
MC 2.3	Human Resource Management
MC 2.4	Marketing Management
MC 2.5	Financial Institutions and Markets

Semester-III

Course Code	Course Title
MC 3.1	Computer-Application in Business
MC 3.2	Corporate Legal Framework
MC 3.3	Corporate Tax Planning
MC 3.4	Strategic Management
MC 3.5	Research Methodology

Semester-IV

Course Code	Course Title
MC 4.1	Advanced Financial Management
MC 4.2	Security Analysis and Portfolio Management
MC 4.3	Project Planning And Control
MC 4.4	Risk Management
MC 4.5	E-Commere
MC 4.6	Corporate Governance and Business Ethics

M.A. ENGLISH

Semester I

Course I	History of English Literature from Chaucer to 1800
Course II	Poetry from Chaucer to Pope
Course III	Shakespeare and his Contemporaries
Course IV	Nineteenth Century Fiction

Semester II

Course V	History of English Literature from Ninteenth Century to 2000
Course VI	Romantic & Victorian Poetry
Course VII	Modern Fiction
Course VIII	Growth and Structure of English Language

Semester III

- Course IX** Literary Criticism from Aristotle to T.S. Eliot
- Course X** Modern British & American Poetry
- Course XI** Modern British Drama
- Course XII** World Fiction

Semester IV

- Course XIII** Contemporary Literary Theory
- Course XIV** American Drama
- Course XV** Indian Writing in English
- Course XVI** Indian Writing in Translation

M.A. HISTORY

Semester I

- Course 1** British History 1815-1919
- 2** A Study of Ancient World Civilizations
- 3(C)** Political History of India, 1707-1856

Semester III

- 7 (B)** History of Europe, 1870-1914
- 8 (C)** Post-independence History of India 1947-1972
- 9 (C)** Institutional and Administrative History of India 1765-1947

Semester II

- 4** History of Modern China and Japan, 1840-1950
- 5** The Modern World 1919-1945
- 6(C)** History of the Indian Independence Struggle, 1857-1947

Semester IV

- 10** The Contemporary World, 1945-1991
- 11(C)** Economic History of India 1750-1947
- 12(C)** Social and Cultural History of India, 1750-1947

M.A. ECONOMICS

Semester I

- Course I** Micro Economics
- II** International Economics
- III** Elementary Mathematical Economics

Semester III

- VII** Economics of Development and Planning
- VIII** History of Economic Thought
- IX (I)** Agricultural Economics

Semester II

- IV** Macro Economics
- V** Money and Banking
- VI** Basic Statistics

Semester IV

- X** Indian Economy
- XI** Public Finance
- XII(vi)** Industrial Economics

M.A. POLITICAL SCIENCE

Semester I

- Course I** Western Political Thought :
From Plato to Bodin
- II** Government and Politics
in India
- III** Comparative Politics
- IV** International Politics
(Theories, Approaches & Concepts)

Semester II

- V** Western Political Thought:
From Hobbes to Marx
- VI** Recent Trends in Indian Politics
- VII** Comparative Politics and
Political Analysis
- VIII** Emerging World Order

Semester III

- IX** Indian Political
Thought
- X** Regional Politics in
India
- XI** Theories of Nationalism and
Processes of Nation Building
- XII** India's Foreign Policy and
Relations.

Semester IV

- XIII** Democratic Theory
- XIV** Politics in South Asia
- XV** Society, Economy and Politics of
Himachal Pradesh
- XVI** Public International Law

M.A. PUBLIC ADMINISTRATION

Semester I

- Course I** Administrative and Management
Thinkers (Compulsory)
- II** Principles and Theory of Public
Administration (Compulsory)
- III** Research Methods (Compulsory)

Semester III

- VII** Administrative Techniques (Compulsory)
- XII** Personnel Administration in India
and United Kingdom (Compulsory)
- XIII** Local Government in India (Compulsory)

Semester II

- IV** Organisational Behaviour (Compulsory)
- V** Financial Administration (Compulsory)
- VI** Indian Administration (Compulsory)

Semester IV

- XIV** Development Administration.
(Compulsory)
- XV** Public Policy (Compulsory)
- XVIII** Some Aspects of Public
Administration in India (Compulsory)

एम. ए. हिन्दी

पहला सत्र

- पाठ्यक्रम**
1. मध्यकालीन काव्य
 2. हिन्दी साहित्य का इतिहास
(आदि, भक्ति एवं रीतिकाल)
 3. आधुनिक हिन्दी नाटक एवं उपन्यास
 4. भाषा विज्ञान

दूसरा सत्र

5. भक्ति एवं रीति-काव्य
6. हिन्दी साहित्य का इतिहास (आधुनिक काल)
7. आधुनिक गद्य साहित्य
8. हिन्दी भाषा एवं देवनागरी लिपि

तीसरा सत्र

9. भारतीय काव्य शास्त्र एवं साहित्यलोचन
10. अनुवाद विज्ञान
11. छायावादी काव्य
12. लोक साहित्य : सैद्धान्तिक विवेचन (एक)
अथवा
आधुनिक हिन्दी उपन्यास (दो)

चौथा सत्र

13. छायावादोत्तर काव्य
14. पाश्चात्य समीक्षा सिद्धांत
15. अनुवाद विज्ञान : व्यावहारिक पक्ष
16. लोक साहित्य : प्रायोगिक आयाम (एक)
अथवा
समकालीन हिन्दी उपन्यास (दो)

एम. ए. संस्कृत

पहला सत्र

- पाठ्यक्रम**
1. नाटक तथा काव्य
 2. गद्य-काव्य तथा साहित्यालोचन
 3. न्याय-वैशेषिक
 4. सांख्य तथा वेदान्त

द्वितीय सत्र

5. वेद
6. निरुक्त तथा उपनिषद्
7. व्याकरण
8. व्याकरण

तृतीय सत्र

9. भाषा विज्ञान (सिद्धान्त)
10. संस्कृत भाषा की संरचना
11. काव्यशास्त्र
12. काव्यशास्त्र

चतुर्थ सत्र

13. गद्य, गद्य तथा चम्पू काव्य
14. संस्कृत-साहित्य का इतिहास
15. नाटक तथा नाट्यशास्त्र
16. निबन्ध तथा अनुवाद।

M.Sc. MATHEMATICS

Semester I

- | | |
|------|---------------------------------|
| M101 | Real Analysis-I |
| M102 | Advanced Algebra-I |
| M103 | Ordinary Differential Equations |
| M104 | Operations Research-I |
| M105 | Fluid Dynamics |

Semester II

- | | |
|------|--------------------------------|
| M201 | Real Analysis-II |
| M202 | Advanced Algebra-II |
| M203 | Partial Differential Equations |
| M204 | Classical Mechanics |
| M205 | Solid Mechanics |

Semester III

M301	Complex Analysis-I
M302	Topology
M303	Analytical Number Theory
M304	Operations Research-II
M305	Mathematical Statistics

Semester IV

M401	Complex Analysis-II
M402	Functional Analysis
M403	Advanced Discrete Mathematics
M404	Differential Geometry
M405	Magneto Fluid Dynamics

M.A. SOCIOLOGY

Semester I

Course I	Classical Sociological Tradition - 1
II	Methodology of Social Research
III	Social Stratification and Change

Semester II

IV	Classical Sociological Tradition - II
V	Perspective on Indian Society
VI	Sociology of Environment

Semester III

VII	Theoretical Perspectives in Sociology-1
VIII	Sociology of Development
IX	Rural Sociology

Semester IV

X	Theoretical Perspective in Sociology - II
XI	Comparative Sociology
XII	Social Psychology

M.A. MUSIC

Semester I

Course I	Theory (History and Aesthetics in Music)
II	Practical Paper-1 (Stage Performance)

Semester II

Course III	Theory (General and applied theory)
IV	Practical Paper-II Viva-Voce
V	Practical Paper-III (Revision of Ragas and sessional)

Semester III

VI	Theory (History of Indian Music)
VII	Practical Paper-IV (Stage Performance)

Semester IV

VIII	Theory (applied Music theory & musical compositions)
IX	Practical Paper-V Viva-Voce
X	Practical Paper-VI (Revision of Ragas and sessional)

PROFESSIONAL COURSES

MASTER OF BUSINESS ADMINISTRATION (MBA)

Semester I

Course No.	Title of the Course
101	Management Process & Organizational Behaviour
102	Management Science-I
103	Managerial Economics
104	Business Environment
105	Indian Ethos & Values
106	Accounting for Managers

Semester II

Course No.	Title of the Course
201	Organizational Effectiveness Change and Organizational Development
202	Management Science-II
203	Human Resources Management
204	Financial Management
205	Marketing Management
206	Operations Management
207	Research Methodology
208	Viva-Voce based on 1st and 2nd Semesters

Semester III

Course No.	Title of the Course
301	Strategic Analysis
302	Management Information System

Semester IV

Course No.	Title of the Course
401	Strategic Management
402	Specialization - I Marketing (Two Courses)

Candidate has to choose two specialisations out of three.

303	On-the-job-Training Report	MM-04	Rural Marketing
304	Specialization-I Marketing (Two Courses)	MM-02	Advertising Management
305		MM-01 Marketing Research	404-405 Specialization-II Human Resource Management (Two Courses)
	MM-03 Strategic Marketing	HRM-05	Strategic Human Resource Development
306	Specialization-II Human Resource Management (Two Courses)	HRM-02	Advanced Industrial Psychology
307		406 FM-02	Security Analysis and Investment Management
		407 FM-010	Projects Planning, Analysis and Management
	HRM-01 Industrial Relations	408	Project Study
	HRM-06 Labour Legislation	409	Viva-Voce

Specialisation III:

308	FM-01	Indian Financial System
309	FM-07	Advanced Financial Management

Important Note :-

1. There will be no internal assessment for ICDEOL students.

2. Candidates taking admission in MBA are responsible for Course No. 303 (on the job training). They will undergo training on their own and submit the report to department.

MASTER OF COMPUTER APPLICATIONS (MCA)

Semester I

Course No.	Title of the Course
MCA-101	Programming Methodologies Using C
MCA-102	Digital Organization
MCA-103	Introduction to Organizational Structure & Personal Management
MCA-104	PC Packages
MCA-105	Effective Communication Skills
MCA-106	Practical-1 (C-Language)
MCA-107	Practical-2 (PC Packages)

Semester II

Course No.	Title of the Course
MCA-201	Data Structures
MCA-202	Computer System Architecture
MCA-203	Programming in Visual Basic
MCA-204	Discrete Mathematics
MCA-205	Accounting & Financial Management
MCA-206	Practical-3 (Data Structure)
MCA-207	Practical-4 (Visual Basic)

Semester III

MCA-301	Operating System
MCA-302	Data Communication & Computer Networks
MCA-303	Data Base Management System
MCA-304	Software Engineering
MCA-305	Object Oriented Programming with JAVA
MCA-306	Practical-5 (DBMS)
MCA-307	Practical-6 (JAVA)

Semester IV

MCA-401	Programming Using C#
MCA-402	DOT NET Technology
MCA-403	Computer Oriented Optimization Methods
MCA-404	Internet Technologies & Web Page Designing
MCA-405	Elective-1 (MCA - E-0.5)
MCA-406	Practical-7 (C#)
MCA-407	Practical-8 (Internet Technologies & Web page design)

Semester V

MCA-501	Data Warehouse & Data Mining
MCA-502	Computer Graphics
MCA-503	Fundamentals of Computer Algorithms
MCA-504	Elective-II
MCA-505	Elective-III
MCA-506	Practical-9 (Computer Graphics)
MCA-507	Practical-10 (FOCA)

Semester VI

MCA-601	System Development Project
(a)	System Design
(b)	Log Book and Interim Report
(c)	Seminars
(d)	Project Report (4 copies)
(e)	Viva-Voce

LIST OF ELECTIVE SUBJECTS

Sr.No.	Course	Paper
1.	MCA-E01	Artificial Intelligence & Expert System
2.	MCA-E02	Software Quality and Testing
3.	MCA-E03	Automata Theory & Computer Design
4.	MCA-E04	Cyber Law

5.	MCA-E05	Distributed Data Base Management System
6.	MCA-E06	Management of Software Projects
7.	MCA-E07	Open Source Software
8.	MCA-E08	Image Processing
9.	MCA-E09	Distributed Systems
10.	MCA-E010	Object-Oriented Software Engineering
11.	MCA-E011	Stimulation and Modeling

IMPORTANT NOTE : Practical Examination will be of 100 marks (50 marks of Practical and 50 marks of Internal Assessment)

MASTER OF MASS COMMUNICATION

Semester I

Paper	I	Principles of Mass communication
	II	Print Journalism
	III	Media Laws, Ethics and Development
	IV	Advertising and Public Relations
	V	Practical I

Semester II

VI	Communication Research
VII	Radio Journalism and Production
VIII	Television Journalism and Production
IX	Visual Communication
X	Practical II

Semester III

XI	Mass Media Research Application
XII	Advanced Print Journalism
XIII	Advertising
XIV	Corporate Communication
XV	Practical III

Semester IV

XVI	Development and International Communication
XVII	Media Management and Newspaper Production
XVIII	New Media Application
XIX	Dissertation
XX	Practical IV

POSTGRADUATE DIPLOMA IN PERSONAL MANAGEMENT & LABOUR LAW

Semester I

Course	I	Organizational Behaviour
	II	Wages and Salary Administration

Semester II

III	Industrial Relations in India
IV	Personnel Management

Note : A viva-voce examination of 100 marks shall be conducted at the end of the II Semester.

POSTGRADUATE DIPLOMA IN COMPUTER APPLICATION

Semester I

DCS-101	Fundamentals of Programming (using 'C')
DCS-102	PC Software
DCS-103	Operating System
DCS-104	Computer Organization and Architecture
DCS-105	Practical I (C Language)
DCS-106	Practical II (PC Software)

Semester II

DCS-201	Data & File Structure
DCS-202	System Analysis & Design
DCS-203	Object Oriented Programming and C++
DCS-204	Database Management System
DCS-205	Practical-III (DFC Using C++)
DCS-206	Practical-IV (Database Management System)

DCS-207

Project Work (The Project should involve development of application software for some industry /institute)

P.G. DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

Semester I

Course No. I Human Resource development
Course No. II Human Resource Building
Course No. III Research Methods

Semester II

Course No. IV Employer- Employee Relations
Course No. V Human Resource Management
Course No. VI (i) Project Report
(ii) Viva-voce

DIPLOMA IN YOGA STUDIES (DYS)

Paper-I DYS-C 101 Concept of Yoga and Its Traditional Aspects
Paper-II DYS-C 102 Foundation of Hathyoga and its Practices
Paper-III DYS-C 103 Human Anatomy and Physiology, Diet and Yoga Therapy
Paper-IV Practical-I
Paper-V Practical-II

DIPLOMA IN TOURIST GUIDE (DTG)

Semester-I DTG-01 Introduction to Tourism
DTG-02 Tourism Products of India
DTG-03 Linkage of Tour Guide with Travel Industry
Semester-II DTG-04 Tourism Product & Destination of Himachal Pradesh
DTG-05 Adventure Tourism in Himachal Pradesh
DTG-06 Ininerary Preparation and Tour Costing
DTG-07 Viva of On-The-Job Training Report and General Viva

ELIGIBILITY/QUALIFICATIONS FOR ADMISSION TO VARIOUS COURSES

Admission to M.B.A., M.C.A., and PGDCA shall be made on merit of qualifying examination.

B.A. SEMESTER-I (UNDER CBCS SYSTEM) THREE -YEAR DEGREE COURSE

+2 examination under 10+2 or an equivalent examination conducted by a Board/University established by law in India. The candidate should have passed in four written subjects including English.

OR

2.1 For Admission

- a. A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P Board of School Education (or in case of *Shashtri*, pass. in *Prak Shashtri* from Sanskrit Colleges affiliated to the HPU) or an examination accepted as equivalent thereto by the various bodies. of the H.P. University.
- (i) Provided that the candidates who .have passed the qualifying examination with science stream shall be given preference in admission to B.C.A programme.
 - (ii) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. programme.
 - (iii) Provided that the candidates who have passed the qualifying examination with Mathematics as one of the subjects shall be given preference in admission to B.C.A program me.
 - (iv) Provided that the candidates who have passed *Prak Shashtri* examination from Sanskrit Colleges shall be given preference in admission to *Shashtri* programme .

B.COM. SEMESTER-I (UNDER CBCS SYSTEM) (THREE-YEAR DEGREE COURSE)

Admission to B.Com. Semester-I shall be open to a person who has passed +2 examination of a Board/ University established by law in India with Maths/Economics as compulsory subjects at +2 stage.

OR

Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education, New Delhi or an examination recognised as equivalent thereto with Maths/Eco. as compulsory subject. The aggregate marks required will be determined on the basis of one language and three other pass elective subjects.

OR

Pre-University examination (two years after ten-year schooling) with Maths/Economics as a compulsory subject of an Indian University/Board recognised by the H.P. University.

OR

Intermediate examination with Maths/Economics as a compulsory subject of an Indian University/Board or an examination equivalent thereto or Indian School Certificate Examination (Class XII) with Maths and Economics as compulsory subjects of the Council of Indian School Certificate Examination, New Delhi.

OR

Any examination of a University/Board College or School of a foreign country recognised as equivalent with Maths/Economics as a compulsory subject for the above purpose by the Vice-Chancellor/Equivalence Committee either of its own or on the recommendation of the Association of Indian Universities.

B.C.A. SEMESTER-I (UNDER CBCS SYSTEM) (THREE-YEAR DEGREE COURSE)

Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-171005, with 40% marks (35% marks for SC/ST category), shall be eligible.

MASTER OF BUSINESS ADMINISTRATION (MBA)

Admission to MBA shall be open to the holder of any first Bachelor's degree of a University established by law in India, with at least 50% marks (45% marks in the case of Scheduled Caste/ Scheduled Tribe candidates)

OR

The degree of a foreign University which may be recognized 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.

Please Note:

- 1. A candidate applying for MBA is required to remit non-refundable processing fee of ₹ 200/- in the shape of BD/IPO drawn in favour of Director (ICDEOL), H.P. University, Shimla along with prescribed admission form. The admission forms not accompanied with processing fee shall be summarily rejected. Unless the admission of the candidate is finalized, the candidates are advised not to remit regular fee of the course at the time of applying for admission.**
- 2. A student having compartment /reappear in Bachelor's Degree shall not be eligible for admission to MBA.**
- 3. As number of seats have been restricted to 300, the admission shall be made on the basis of merit at the qualifying examination. In case of a tie, the same shall be resolved as per University Rules. 120 point prescribed roster for admission shall be applicable for SC/ST/PH categories.**

M. COM.

B.Com. (old), B.Com. (RUSA) or Bachelor's degree in Business Administration or B.A. with Commerce or B.A./B. Sc./M. A./ M.Sc. degree with Economics/Statistics/Mathematics as one of the elective subjects.

OR

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

Please Note: A student who has compartment / re-appear in B.A./B.Com. etc. will not be admitted to M.Com.

MMC

Bachelor's Degree in any discipline recognized by the University.

MCA

Graduate in any stream from the recognized university with 50% marks with mathematics at 10+2 level/ BCA/B.Sc. (IT)/B.Sc. (Computer Science) are eligible for admission to MCA. Since there are only 50 seats, admission will be made on merit on the basis of marks secured by a candidate at graduation level.

Also, preference shall be first given to those candidates who have cleared the entrance test of admission to MCA course of Post Graduate Centre of H.P. University.

The seats remaining vacant shall be filled up on the basis of merit in the qualifying examinations.

Please Note : Direct admission to the II semester shall not be allowed.

PGDPM & LW

Bachelor's degree examination of a University established by law in India or an examination recognized as equivalent thereto.

Direct admission to the II Semester PGDPM & LW shall not be allowed. A student shall also not be permitted to proceed to the second semester unless he/she obtains pass marks in 50 per cent of the courses prescribed for the first semester examination.

PGDCA

Graduate in any discipline with 40% marks.

P.G.DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

Bachelor's degree examination of a University established by law in India or an examination recognized as equivalent thereto.

DIPLOMA IN YOGA STUDIES (DYS)

A candidate possessing a graduate degree in any faculty from a recognized University in India or abroad shall be eligible for admission to the Diploma in Yoga Studies.

A candidate should be Medically Fit. A Medical Fitness Certificate in this regard issued from the Medical Officer of the Institute shall be produced. A Medical Examination shall be conducted in the Institute. Candidate suffering from any chronic disease and advised not to seek admission to this Course.

DIPLOMA IN TOURIST GUIDE (DTG)

Plus Two (10+2) in any Discipline.

MASTER OF ARTS (Other than Mathematics)

Semester-I

B.A. / B.Sc. / B.Com. / B.Sc. (Agri.) / B.Sc. (Home Sc.) / B.Sc. (Engg.) / B.Sc. in Hospitality and Hotel Management / MBBS / BAMS/GAMS/ B.Pharm / B.T. or B.Ed. / B. Lib. Sc. / B.L. / B.V.Sc. / B.E. / B.Tech./ Vashista Shastri/BBA/ BCA of University established by Law in India or Honours Bachelor Degree.

Provided that for admission to Correspondence Courses, a student should have passed the qualifying examination and irrespective of the fact whether he/she has studied the subject chosen for Master of Arts studies at the qualifying examination or not.

Provided further that a candidate having passed LL.B./B.Ed. / M.Ed. in the second division or Master's Degree examination shall also be eligible for admission through correspondence course.

M.A. MUSIC

Candidates who have passed B.A. (Hons.), B. Music (Hons.) or B.A./B.Sc./B.Com. along with Diploma like Sangeet Vishared/Sangeet Prabhakar/Sangeet Vid or equivalent (with 55% marks in practical paper) can seek admission to M.A. Music Course.

Provided that a candidate who has obtained Bachelor's degree in Music (Vocal) shall be eligible for admission in M.A. (Vocal) and a candidate who has obtained Bachelor's degree in Music (Instrumental) shall be eligible for admission in M.A. Music (Instrumental).

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.

8.40 (Ord.) Note : A candidate who appears in the examination of first semester and fails to obtain pass marks in any course may be permitted to proceed from first semester to but he/she shall be permitted to proceed from first semester to second semester without appearing in first semester by paying the fee as prescribed by the authority from time to time. It will be applicable in all semester i.e. second to third, third to fourth and fourth to first where students sought admission direct in second semester.

M.Sc. MATHEMATICS

Semester-I

Candidates who have passed B.A./ B.Sc. with Mathematics as an elective subject or B.Sc. (Engineering) can seek admission to M.Sc. Mathematics course.

Semester-II/III/IV

Same as prescribed for M.A. courses. **No direct admission shall, however, be allowed to the II semester in M.A./M.Sc. Mathematics.**

ADMISSION PROGRAMME AND RULES

Dates for receipt of admission/enrolment forms DE-9 to DE-15 duly filled and accompanied with required documents and prescribed fee shall be as under:-

1. B.A./B.Com./BCA, Semester - I

Without late fee	-	30.08.2016
(i) With late fee upto 06.09.2016	-	₹ 500/-
(ii) With late fee upto 13.09.2016	-	₹ 1000/-

Note: Students are advised to fill their online examination forms on or before 15.09.2016 positively.

2. M.A./M.Sc./M.Com./MMC/PGDCA/PGDPM & LW PGDHRD/DYS/DTG

Without late fee	-	22.08.2016
(i) With late fee upto 05.09.2016	-	₹ 500/-
(ii) With late fee upto 15.09.2016	-	₹ 1000/-
(iii) Late fee with the approval of Vice-Chancellor upto 26.09.2016	-	₹ 1500/-

4. MBA

- **07.09.2016**
(No admission form after this date shall be entertained)

5. MCA

- **07.09.2016**
(No admission form after this date shall be entertained)

Note: In case of late admission/renewal of admission, late examination fee as per schedule notified by the Controller of Examinations for various classes from time to time, shall also be charged.

Refusal of Admission

Notwithstanding anything contained in the rules, a student shall be refused admission if his/her conduct during any previous stay in the University has been unsatisfactory.

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

A student disqualified by any University shall not be given admission during the period of his/her disqualification.

Admission of a student can be cancelled if at any time it is found that he/she has furnished incorrect information or has suppressed facts to secure admission.

Cancellation of Admission

If a student does not comply with the directions/instructions/requirements within a period specified by the ICDEOL his/her admission shall be cancelled.

Admission of a student shall be cancelled straightway without assigning any reasons :- If he/she misbehaves or does not observe decorum or indulges in disrupting the functioning of ICDEOL and /or the University in speeches or in writing without any valid reasons and in case it is found at some later stage that the candidate has supplied the wrong information or fake certificate, the fee paid by the candidate will be forfeited.

Renewal of Admission for next class/semester

Once a student has been enrolled to a class he/she shall not be required to purchase a Hand-Book of Information/Prospectus for admission to next class/semester. Instead an admission Renewal Form and Examination form shall be required to be filled by the student and submitted to the ICDEOL for each class/semester alongwith the prescribed fee as per the admission scheduled below. Although an Admission Renewal Form and Examination Form will be available on the ICDEOL's Website i.e. www.icdeolhpu.org. Yet it would be primarily the responsibility of the student to download the same and submit in due course of time.

SCHEDULE FOR RENEWAL OF ADMISSION TO I/III AND II/IV SEMESTERS OF THE POST-GRADUATE COURSES AND B.A./ B.COM./BCA II/IV/VI SEMESTERS UNDER CBCS SYSTEM

Note:

Renewal of 1st semester of Post Graduate Classes after appearance in IV Semester the students who seek direct admission in 2nd semester.

PG COURSES

I/III SEMESTER

Last date without late fee upto	-	31.08.2016
(i) With late fee upto 13.09.2016	-	₹ 500/-
(ii) With late fee upto 27.09.2016	-	₹ 1000/-
(iii) Late fee with the approval of Vice-Chancellor upto 15.10.2016	-	₹ 1500/-

II/IV SEMESTER

Last date without late fee	-	20.02.2017
(i) With late fee upto 05.03.2017	-	₹ 500/-
(ii) With late fee upto 19.03.2017	-	₹ 1000/-
(iii) Late fee with the approval of Vice-Chancellor upto 11.04.2017	-	₹ 1500/-

UG COURSES

B.A./B.COM./BCA (UNDER CBCS SYSTEM) II SEMESTER

Last date without late fee upto	-	25.02.2017
(i) With late fee up to 05.03.2017	-	₹ 500/-
(ii) With late fee up to 15.03.2017	-	₹ 1000/-
(iii) Late fee with the approval of Vice-Chancellor up to 25.03.2017	-	₹ 1500/-

B.A./B.COM./BCA-III/IV SEMESTER

Last Date without late fee upto :	-	17.08.2016
(i) With late fee upto 26.08.2016	-	₹ 500/-

ICDEOL Roll Number

Each student, after admission, shall be allotted an **ICDEOL Roll Number** which should, invariably, be mentioned in all communications addressed to the **ICDEOL Office** along with class/subject. Failing this the correspondence will not be linked with the record of the concerned student and Examination Roll No. will be allotted separately. In case of postgraduate classes, the ICDEOL class Roll No. and

Examination Roll No will be the same. The ICDEOL Roll Number of the class/course should not, therefore, be confused with the examination Roll Number in case of the undergraduate classes. The two will be different.

Direct Admission to Second Semester Post-graduate Courses

Subject to the minimum qualifications prescribed, direct admission to M.A. and M.Com. Second Semester will be made in the month of December / January. Direct admission may also be allowed to a candidate who for any reason is not able to seek admission to the 1st semester subject to the availability of seats as per admission schedule given below. Such a student shall have to seek renewal of admission to the first semester after the last semester examination of the course concerned. However direct admission to 2nd semester/ year of **MBA, MCA, M.Sc. (Maths), PGDCA, MMC, PGDPM & LW, M.A. (Music)** shall not be allowed.

Last date without late fee	-	20.02.2017
(i) With late fee upto 05.03.2017	-	₹ 500/-
(ii) With late fee upto 19.03.2017	-	₹ 1000/-
(iii) Late fee with the approval of Vice-Chancellor upto 11.04.2017	-	₹ 1500/-

Admission to Foreign Students

The foreign students residing in India will be allowed admission subject to the condition that before submitting their admission/enrolment forms they shall have to obtain eligibility certificate from the Association of Indian Universities to facilitate their admission to the programme of their choice. They may provide the following information for issue of equivalence certificate to **Association of Indian Universities**.

- (i) Degree/Diploma Certificate together with year-wise academic transcript/mark sheet duly authenticated by Indian mission abroad/concerned foreign mission in India.
- (ii) Accreditation status of the degree-awarding foreign University authority.
- (iii) Bank Draft of US\$ 50 or equivalent Indian Currency in favour of the Secretary General, Association of Indian Universities, New Delhi as fee.
- (iv) ***Students residing abroad shall pay in US Dollars***

No Objection Certificate from Foreign Registration Office may also be obtained and attached alongwith the admission form.

No financial transaction in respect of foreign students from their respective countries shall be affected/ received through the office of the ICDEOL or the University. Expenditure certificate to the foreign students, if required by them, shall be issued only in respect of the fee realised by the ICDEOL. Such a certificate shall not include any other item of expenditure. Save as otherwise provided, the students residing abroad shall be allowed admission as per normal rules.

HOW TO APPLY FOR ADMISSION

The application for admission to a course/class shall be made on the prescribed admission form (**DE-9 to DE-15**), duly filled in by the candidate legibly in his/her own handwriting along with the documents enlisted hereunder. Photostat copies of the certificates must be self-attested.

1. Admission form **DE-9 (1)**
2. Admission form **DE-9 (2)**
3. Registration form **DE-10**
(in case of those who are not registered with H.P.U.)
4. Examination form **DE-11**
5. Index card **DE-12**
6. Address slips **DE-13**
7. Acknowledgement card **DE-14**
8. Identity card **DE-15**
9. Fee collection form for SBI **DE-16**
10. Latest passport size photograph to be affixed on the admission form duly attested by a Gazetted officer or an officer of an equivalent rank.
11. IPOs/Bank Draft towards payment of fees (including the late fee, if applicable) duly **crossed A/c payees' and drawn in favour of the Director, ICDEOL, H.P. University Shimla-171005 or deposit the fee in cash at the University counter.**
12. Copy of the Matriculation/Higher Secondary School Examination Certificate showing date of birth of the candidate, duly self-attested.
13. Three copies of certificates/detailed marks sheets of the previous examination passed on the basis of which the candidate is seeking admission duly self-attested in case of UG Courses. In case of postgraduate classes only one set of attested copies of certificates matriculation onwards are required to be submitted.
14. **As per Ordinance 3.11 Migration Certificate shall not be a requirement for admission to any class/ course through ICDEOL.**
15. Incomplete application/enrolment form shall not be entertained. In case of an incomplete form being returned to the candidate for completion, the prescribed late fee applicable as on the date of receipt of complete form shall be payable by the candidate. The admission shall be treated as provisional.
16. A candidate applying for admission under SC/ST/PH category must attach a copy of the requisite certificate issued by the competent authority authenticating the claim.
17. **Remittance of Fee**
 - (i) This facility would be available for remittance of fee through online in SBI branches only.
 - (ii) The pay in slip for "remittance of fee" is available on the ICDEOL website www.icdeolhpu.org and annexed at DE-16.

- (iii) **The students would deposit the fee in any branch of SBI and the ICDEOL copy of the pay in slip in original be attached with the form.**
- (iv) In addition, the students will also produce the admission form before the SBI Branch where he/she intends to deposit the fee and get a fixed Bank stamp thereon bearing journal number, amount and date.
- (v) The fee structure is annexed and students are advised to deposit the fee under the appropriate head. Mere depositing of fee would not be sufficient to be eligible. Admission, Examination and other requisite forms must also reach before due date.
- (vi) Students are advised to deposit the form complete in all respects. Incomplete form would be outrightly rejected.

NB

- ❖ The existing system of fee remittance through Bank Draft/IPOs or on the SBI Cash Counter would also continue.
- ❖ The admission fee for ICDEOL students(s) shall also continue to be deposited under the existing system.
- ❖ Changes, if any, in this regard from time to time would be notified on the ICDEOL web- site.

NB : The Hon'ble High Court of Himachal Pradesh has passed order/judgement on 28.12.2011 that a candidate must have passed all the subject/courses for the admission to higher courses. The candidate shall be eligible to seek admission to the higher courses only when he/she has passed qualifying examination before the cut off date for the admission to higher courses. The University has notified the said judgement vide No. 4-19/2012-HPU (Acad.) dated 07.6.2012 for compliance strictly.

FEE STRUCTURE

Course/Class	Fee for students passing from H.P. Board & to be registered with H.P. University	Fee for students already regd. with H.P. University	Fee for students coming from other University/Board & not regd. with H.P. University
B.A. I (Semester)	₹ 3070/-	₹ 2870/-	₹ 3120/-
B.A. II to VI (Semester)	₹ 1400/- each Sem.		
B.Com. I (Semester)	₹ 3370/-	₹ 3170/-	₹ 3590/-
B.Com. II to VI (Semester)	₹ 1700/- each Sem.		
BCA - I to VI Semester	₹ 6670/-	₹ 6470/-	₹ 6670/-
M.A. (Sem. System)		₹3320/-	₹ 3520/-
M.Sc. Math (Sem. System)		₹ 3420/-	₹ 3720/-
M.A. Music (Sem. System)		₹ 15000/-	
M.Com. (Sem. System)		₹ 3720/-	₹ 3820/-
MBA (Sem. System)		₹ 15000/-	₹ 15300
MMC (Sem. System)		₹ 7550/-	₹ 7850/-.
MCA (Sem. System)		₹ 26420/-	₹ 26720/-
PGDPM & LW (Sem. System)		₹ 3720/-	₹ 4020/-
PGDCA (Sem. System)	₹ 7290/-	₹ 7090/-	₹ 7390/-
HRD (Sem. System)	₹ 10000/-	₹ 10100/-	
DYS (Annual System)	₹ 20000/-		
DTG (Sem. System)	₹ 10000/-		

Note : The Himachali Candidates belonging to the SC/ST Categories and Women candidates of Himachal Pradesh will be allowed to enroll with ICDEOL in B.A. only by paying a fee of ₹ 500/- as ICDEOL registration fee and a fee of ₹ 500/- for the hardcopy course material. Such candidates shall be the student of ICDEOL for all purposes.

ONLINE EXAMINATION FORM

Note : The student of UG Classes (under CBCS) have to fill examination form which is available on ICDEOL Website i.e. www.hpuniv.nic.in/www.hpuniv.in.

The fee for students enrolled under CBCS system in B.A/B.Com./BCA semester system shall be in due date ₹ 400/- and after due date upto seven days ₹ 500/- & ₹ 525/- for seven days before the commencement of the examination.

Note : The fee structure is subject to revision from time to time. The revised fee if any shall be applicable for the relevant session/semester.

Note :

1. Those students who opt for music as elective subject in B.A. will pay ₹ 50/- extra as practical fee and for M.A. (Music) ₹ 100/- additional fee will be charged for each practical paper.
2. Fee for each semester in case of B.A./B.Com./BCA will be charged as is given in the above table except for the registration fee.
3. Fee for each subsequent semesters of M.Sc. (Math) / MBA / M.Com. /PG. DPM /PGDCA/MMC/ MCA/PGHRD/DYS/DTG will be charged as is given in the above table except the registration fee.
4. Additional fee of ₹ 1000/- will be charged for viva-voce examination from the MBA students at the time of submission of Project report.
5. The fee can be deposited either in cash at **University Counter** or through crossed Bank Draft in favour of **Director, ICDEOL, H.P. University , Shimla-5 payable at SBI Branch Summer-Hill, Shimla-171005.**
6. ICDEOL office at SHIMLA shall remain closed on each 2nd Saturday & every Sunday.
7. **IMPORTANT: THIS IS MANDATORY TO WRITE YOUR NAME, SUBJECT/CLASS AND COMPLETE ADDRESS ON THE BACKSIDE OF BANK DRAFT.**

Fee in cash will be accepted at **University's SBI Counter**, Summer Hill, Shimla only during banking hours.

If it is found that the candidate is not eligible for admission, the amount initially received from him/her shall be refunded in full on request.

Deposited fee can not be adjusted in subsequent year/semester. Also no refund is permissible on any grounds if a student discontinues studies or is declared ineligible to appear in the examination or fails to appear in the examination.

Refund or adjustment of fee shall also not be permissible in case of those students provisionally admitted and subsequently declared ineligible or in those cases whose admission is cancelled.

UNIVERSITY EXAMINATIONS

The ICDEOL is an institution owned and controlled by authority of Himachal Pradesh University. The examination in respect of the ICDEOL student is conducted by the University. All matters relating to the examination, i.e. result, marks-sheet, degree etc. are dealt with by the Controller of the Examination. **Representations/ applications in this regard, if any, must, therefore, be addressed to the office of the Controller of Examinations with a copy to the ICDEOL, H.P. University, Shimla-171005.**

Examination Schedule

The examination for M.A./MBA/M.Com./M.Sc/MCA/PGDPM & LW/PGDCA are conducted every year on Semester basis normally in November for I/III semester and in June for II/IV semester. The examination for B.A./B.Com./B.C.A. classes are, also conducted on semester basis, i.e. twice in a year tentatively in the month of October & April.

Medium of Examination

The medium of examination in the subjects of English, MBA, Mathematics, PGDCA, PGDPM&LW shall be English and in all other subjects, the medium of examination shall be either Hindi or English. In case of Sanskrit the medium shall be Sanskrit or Hindi. Please note that lesson/study material is provided in

English excepting Hindi and Sanskrit.

Note : Submission of assignment is compulsory. In order to be eligible to appear in the Semester examination the student must attempt at least 75% of assignment questions and send the same to the ICDEOL. At least 35% minimum marks need to be secured in each assignment.

M.A./M.Com./MBA/M.Sc. Maths/PGDCA AND PGDPM & LW

Re-appear system for papers of the previous semester(s)

It will not be necessary for a candidate who is not successful in the semester examination to seek re-admission in the same semester. Such a student may appear in the University examination as a “Re-appear candidate/as an Ex-Student” along with the next semester examination. **Students who opt to appear in an examination as failed/re-appear candidates should submit their examination forms and fee directly to the Controller of Examinations, H.P. University, Shimla-5 duly attested by a Gazatted Officer. The students are also advised to send these examinations forms and fee for each semester separately. B.D./IPOs should be in favour of Finance Officer, H.P. University, Shimla-5.** Normally, the forms are accepted in the 1st and 2nd week of September for the I/III/V semester examination and in 1st and 2nd week of March for II/IV/VI semester examination. A candidate who, otherwise is eligible to appear in an examination but is not able to appear, will be allowed to appear only in the regular semester examination, for Undergraduate & Postgraduate courses as a late college student. Promotion/admission of such a candidate to the next semester shall however be regulated as per provisions of the rules. No students will be allowed to proceed to III semester without appearing in II semester and similarly will not be allowed to proceed to IV semester without appearing in III semester.

A student appearing as failed/compartement/re-appear/ex-student of the ICDEOL shall use a distinct form specially meant for such students. **Separate form and each semester for P.G. examinations is required to be submitted to the Controller of Examinations, H.P. University, Shimla-171 005 along with the prescribed fee. The same may be obtained from H.P.U. Counter and also available on University Website.**

The form for re-appear/failed students/ex-students can be obtained from the Incharge enquiry section, H.P. University, Shimla-171005, by sending B.D./IPOs for ₹ 50/- alongwith postal charges payable to Finance Officer, H.P. University, Shimla-171005 by post or can be obtained personally at the H.P.U. Enquiry counter at Shimla-171005.

Examination fee for failed/re-appear students

M.A./M.A./M.Sc. Math	:	One Paper : ₹ 500/-	More than one paper : ₹ 1000/-
M.Com.	:	One Paper : ₹ 500/-	More than one paper : ₹ 1200/-
MBA/MCA	:	One Paper : ₹ 500/-	More than one paper : ₹ 1500/-
PGDPM/PGDCA/MMC/	:	One Paper : ₹ 500/-	More than one paper : ₹ 1200/-
PGHRD/DYS/DTG	:		

Time period between the examinations of the same degree

Save as elsewhere provided, in an examination in which a candidate has to appear to complete the degree of an undergraduate class, the period between the examination that he/she has passed before and the next examination shall not exceed three years and in case of a candidate of postgraduate class (under semester system) such period between one semester and another shall not exceed two years.

Cancellation of examination

The Executive Council may cancel the examination of a candidate, if it is found that he/she was not eligible to appear in the examination but had obtained admission through misrepresentation or wrong statement of facts. Such a student shall be disqualified from appearing at any University examination for a period which may extend up to five years.

The pending result of such defaulting candidates who fail to settle their discrepancies in respect of examination fee, submission of academic particulars, certificates etc. up to the commencement of the following annual examination, in case of undergraduate classes and up to the next semester examination in case of postgraduate courses, shall stand cancelled.

Re-evaluation of answer books

Re-evaluation of answer books is permissible under ordinance 6.70 of the First Ordinances of the H.P. University. Main provisions are as under:-

If a candidate feels that the answer-book has not been fairly evaluated she/he may within 21 days of the issue of the detailed marks card by the University and apply to the Controller of Examinations on a prescribed application form accompanied by the marks card in original and the prescribed fee at the rate ₹ 420/- (including cost of form) for PG-classes in the form of IPOs/B.D. drawn in favour of Finance Officer, H.P. University, Shimla-171005.

The re-evaluation fee once deposited with the University shall not be refunded. However, the re-evaluation fee will be re-funded if application has been rejected under clause 6.70 (a) & (g) of the Ordinances of the University.

The score on re-evaluation shall supersede the original score provided that in case of a candidate securing pass or more marks on original evaluation, the downward revision on re-evaluation shall not go lower than that the level of pass marks in the paper concerned.

Whatever be the change in awards after re-evaluation, the same shall be conveyed to the candidate by the Controller of Examinations.

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 entrance test or the grant of scholarship / award / medal, etc. on the basis of the result of re-evaluation which shall not be considered as a time-bound process.

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

The re-appear/failed/compartments candidates who apply for Re-checking / Re-evaluation of their scripts are advised to fill in the Examination Form for the forthcoming examination in time, without waiting for the Re-Checking / Re-evaluation result.

Improvement of scores and division

No one who has already passed an examination of the University established by law in India shall be permitted to re-appear in the same examination.

Provided that before a candidate becomes eligible for the award of the degree, may apply for the cancellation of the result of any course(s) in which he/she may have passed in any semester examination and may re-appear in the corresponding semester examination(s) to improve his/her score in the particular course(s).

Provided further that a person belonging to any of the following categories who has already obtained or has become eligible for the award of the degree may be allowed to re-appear in the same examination to improve 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 has obtained his degree from the Punjab University, Chandigarh before establishment of this University.
- (iii) A person who being employed as a whole time teacher in the University or a college affiliated to or maintained by it and has obtained such a degree from any other University established by law in India.

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 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 but the option must be exercised by the candidate within one month of the date of declaration of result of IV Semester. Marks obtained by him / her in the course in which he / she re-appeared and the marks obtained by him/her in the earlier examination in the courses in which he / she does not appear shall determine his / her new division.

The result of the candidate appearing for the improvement of division shall only be declared if he / she is able to improve his/her division or get at least 55% marks in the aggregate of the result desired to be improved.

A candidate belonging to categories (ii) and (iii) above shall have to appear in all the courses prescribed for all the four semesters but he / she shall have the option to complete the examination either in one year or in two years. If a candidate permitted to appear in an examination for the purpose of improving his/her score in course(s) under the first provision subparagraph (i) above fails in the said course(s) he/she shall be declared as "re-appear" in the course concerned and shall be allowed to be governed by the same rules as are applicable to re-appear candidates.

Provided that no candidate shall be allowed to get his/her score in any course(s) cancelled more than once and if a candidate after getting his/her course(s) cancelled does not appear in the corresponding examination, his / her previous score in the course(s) shall stand but shall not be given another chance to get the score cancelled.

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

Provided further that such candidates shall have to appear in the corresponding semester examination (s) and according to the syllabus of studies in force at the time of said examination(s).

Pass marks in University Examinations

The pass marks in each course / subject are as under:

1. B.A/B.Com. each part **Absolute/Relative Grading System.**

2.	B.C.A.	40%
3.	M.A/M.Com./M.Sc. (Maths)	36%
4.	PGDPM & L.W.	40% separately in each written paper, internal Assessment, viva voce examination and 50% in aggregate
5.	P.G.D.C.A.	40%
6.	MBA	40% and 50% in aggregate of all the four semesters
7.	MCA	40%
8.	M.M.C.	40%
9.	DYS	40%
10.	DTG	40%

Consolidated Marks Card/Provisional Certificate/Duplicate Certificate

A student who desires to obtain consolidated marks card/provisional certificate after passing all semester examinations of course may send an application to the Controller of Examination, H.P. University on the prescribed application form available on **ICDEOL Website : icdeolhpu.org**.

Award of Degree

The degrees are usually awarded to the candidates after one year of passing the concerned examination. The candidate desirous to obtain his/her degree earlier may make an application on the prescribed application form available on **ICDEOL Website : icdeolhpu.org**.

ISSUE OF MIGRATION CERTIFICATE

A Migration Certificate to join some other University/institution may be granted to a student on his/her request on the prescribed Performa and accompanied with the requisite fee.

LIBRARY FACILITIES

The library plays a significant role in an academic institution. The society needs libraries for imparting better education, both formal and non-formal. Distance education basically involves self-study on the part of students for which library support is most essential. Accordingly constant efforts are being made to build up the library of ICDEOL. The library has a total collection of 24175 books including bound volumes of periodicals.

WORKING HOURS

The library of ICDEOL at Shimla remains open from 10:00 a.m. to 5:00 p.m. throughout the year except on Second Saturday, Sunday and other University holidays.

ENROLMENT AS LIBRARY MEMBER

The library is primarily for the use of students and the members of the teaching departments of the ICDEOL. Students interested in taking membership of the library are required to deposit prescribed security which is refundable when a student ceases to be a member of the library after adjusting anything

due from him/her. Refund will be made within one year after expiry of validity of membership. Library Security refund form **DE-3** is available on the ICDEOL website.

MEMBERSHIP, REGISTRATION AND BORROWING PROCEDURE

A person eligible and desirous of becoming a member of library shall fill-in and sign a membership registration format DE-2 and membership card at DE-14 (annexed) and send them to Assistant Librarian along with two passport size photographs duly attested by a Gazetted Officer/Principal or by the **Assistant/ Deputy Registrar** of the ICDEOL. Each student member shall be issued Library Identity-cum-Membership passbook at the time of enrolment which entitles him/her to take on loan two books at a time. **Members will be enrolled during March to November.** Library membership form and card duly filled in must be submitted by the student along with two passport size photographs duly attested and a demand draft amounting to ₹ 1200/- in case of U.G. Classes and ₹ 1500/- for P.G. classes as security money drawn in favour of the Director, ICDEOL. This library security money should be sent through a draft separately to Asst. Librarian ICDEOL, H.P. University, Shimla-5. The circulation of documents will remain closed from 1st January to 15th February.

The loan period of books is 21 days for local members. For delay beyond the prescribed period, overdue charges @ ₹ 1 per book per day for late return and price for loss mutilation of documents shall have to be paid. Apart from this ₹ 50/- will be charged for duplicate library-Identity-cum-Membership Passbook.

In addition to the facility available at the ICDEOL library, the ICDEOL students can avail the facility of inter-library loan of books from the main library of the University. The University library is housed in a multi-storey building with a space to accommodate more than two lakhs of volumes in stack halls and about 600 readers in reading halls.

The prescribed forms/performa needed by the students at the time of admission and during the course of study/examination and for future use are annexed with the Handbook of information. Forms marked as DE-9 (1), DE-9 (2) to DE-16 duly completed in all respects are required to be submitted at the time of admission.

This hand-book of information must be preserved by the students as the rules and procedures given in it will save them from unnecessary correspondence and queries. Change in the fee structure and admission/renewal schedule etc., if any, will be communicated to the students on roll in due course of time.

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)”