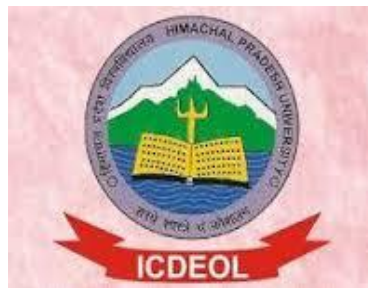


**INTERNATIONAL CENTRE  
FOR  
DISTANCE EDUCATION AND OPEN  
LEARNING**



**Website:** [www.hpuniv.ac.in](http://www.hpuniv.ac.in) , <https://admissions.hpushimla.in>

**HAND-BOOK OF INFORMATION**

**SESSION 2018- 2019**

**Admission to  
Postgraduate/ Undergraduate/ Diploma Courses  
HIMACHAL PRADESH UNIVERSITY**

*NAAC Accredited "A" Grade University*

**SUMMER HILL, SHIMLA - 171005 (INDIA)**

**LAST DATE OF FILLING ONLINE ADMISSION FORM**

**UG Courses (B.A. / B.Com. (CBCS) / BCA 7<sup>th</sup> February, 2019 (Thursday)**

**PG Courses/ Diploma Courses 31<sup>st</sup> January, 2019 (Thursday)**



## संदेश

आधुनिक सामाजिक परिवेश में परिवर्तन की गति तेज और तुरन्त लक्षित होने वाली है। ज्ञान के प्रचार-प्रसार के माध्यम निरन्तर बढ़ते जा रहे हैं। कुछ सीखने के लिए आज किसी के पास जाने की आवश्यकता नहीं है। आधुनिकतम संचार साधनों के द्वारा सभी प्रकार का ज्ञान ग्रहण करने की गति तेज हुई है। अतः मानवीय विकास की इस प्रक्रिया के साथ शिक्षा का सामंजस्य भी जरूरी है।

शिक्षा एक मानवीय क्रिया है, यह अपना वास्तविक उद्देश्य तभी पूरा कर पाती है जब शिक्षार्थी को मानवीय मूल्यों और संवेदना से अनुप्रणित कर सके। शिक्षा का प्रयोजन किसी तकनीकी या व्यवसाय विशेष में दक्षता पैदा करने तक समिति नहीं है, बल्कि जीवन में मूल्यबोध और मूल्यनिष्ठा की सहजता विकसित करना इसका प्रथम उद्देश्य होना चाहिए।

इसलिए शिक्षा की प्रतिक्रिया में भी निरन्तर परिवर्तन हो रहे हैं इस स्थिति के रहते शिक्षा व्यवस्था में वैश्विक स्तर 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 एवं दूरवर्ती शिक्षा विश्वविद्यालयों का प्रसार बढ़ा है।

वास्तव में दूरवर्ती शिक्षा आज के समय की आवश्यकता है। जहां जनसंख्या में वृद्धि हो रही है वहीं दूसरी ओर साक्षरता और शिक्षा के प्रति हर क्षेत्र का नागरिक जागरूक हो गया है, नागरिक को शिक्षा प्रदान करने का लक्ष्य भी प्राप्त करना है।

मुझे यह जानकर प्रसन्नता है कि हमारे विश्वविद्यालय का अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र शहर से लेकर गांव 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।

मेरी कामना है कि हिमाचल प्रदेश विश्वविद्यालय का यह अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र वास्तव में अन्तर्राष्ट्रीय ख्याति प्राप्त करें।

(सिकन्दर कुमार)

कुलपति

हिमाचल प्रदेश विश्वविद्यालय, शिमला



## संदेश

हिमाचल प्रदेश विश्वविद्यालय की 1970 में स्थापना के एक वर्ष बाद ही 1971 में यहां पत्राचार पाठ्यक्रम निदेशालय भी स्थापित कर दिया गया था, जो उत्तर भारत का अग्रणी पत्राचार शिक्षण संस्थान सिद्ध हुआ। इसी निदेशालय को कालांतर में अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र नाम दिया गया। यह नया नाम इस संस्थान को मात्र ऊँचा और बड़ा अधिमान देने के लिए नहीं था, बल्कि इस संस्थान में माध्यम से जनसुलभ शिक्षा का व्यापक प्रचार-प्रसार अन्तर्राष्ट्रीय स्तर पर करने का उद्देश्य प्रमुख था।

यह शिक्षा के सीमांत को मुक्त एवं दूरवर्ती शिक्षा प्रणाली के माध्यम से आगे बढ़ाने के लिए था। समय और परिस्थितियों के अनुरूप इस शिक्षा प्रणाली द्वारा राष्ट्रीय और अन्तर्राष्ट्रीय परिप्रेक्ष्य प्रदान करने की दिशा में इस केन्द्र का विस्तार विश्वविद्यालय का एक महत्वपूर्ण कदम था, जिसके अन्तर्गत स्नातक, स्नातकोत्तर तथा व्यवसायिक पाठ्यक्रम एक साथ चलाए गए। तभी से यह केन्द्र निरन्तर प्रगति के पथ पर अग्रसर है और इस समय इसके विभिन्न अध्ययन कार्यक्रमों में बड़ी संख्या में विद्यार्थी पंजीकृत हैं और लाभान्वित हो रहे हैं।

मुझे आशा है कि अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त अध्ययन केन्द्र, हिमाचल प्रदेश विश्वविद्यालय में आप अपने उत्साह, दृढ़ निश्चय और इच्छाशक्ति से अपना लक्ष्य प्राप्त करके अपने स्वप्न को साकार करने में सफल रहेंगे ताकि आप इस राष्ट्र के सुनिश्चित व सम्य नागरिक बन सकें। मैं अपनी हार्दिक शुभकामनाएं प्रेषित करता हूँ।

*Rajendra Singh Chauhan*

राजिन्द्र सिंह चौहान  
प्रति-कुलपति  
हिमाचल प्रदेश विश्वविद्यालय, शिमला



## MESSAGE

*The International Centre for Distance Education and Open Learning (ICDEOL), Himachal Pradesh University extends a warm welcome to you for your keen interest in our Distance Education Programmes. The Himachal Pradesh University established in the year 1970 soon established Directorate of Correspondence Course(s) in the year 1971. The Himachal Pradesh University, hence, became a pioneer Institution in North India with setting its own Directorate of Correspondence Courses which subsequently was renamed International Centre for Distance Education and Open Learning. The prime objective has been to advance the frontiers of knowledge and promote its dissemination through sustainable, open and distance learning system.*

*The ideas and ideals on which institutes are built evolve and change with national aspirations national perspectives and trends worldwide. International Centre for Distance Education and Open Learning is one such Institution that has always remained dedicated to cater to the changing educational needs of the learners all over. Keeping in view the emerging requirements of our Society, Industry and Nation, we have taken strenuous efforts to run the additional programmes as well.*

*Centre has its own website, which displays all the important information, besides updates of admissions and examinations from time to time. The students can get the required information from this Website. I hope that the said information available on the website will help you to meet your queries on all Academic issues.*

*I would like to exhort all the learners willing to achieve knowledge and excellence in their lives, that they should extract the best from this Centre and contribute to the development of India through education they receive.*

*I wish a successful and bright future to all the learners.*

A handwritten signature in blue ink, appearing to read 'Kulwant Singh Pathania'.

**Professor Kulwant Singh Pathania  
Director (ICDEOL)**

# INTERNATIONAL CENTRE FOR DISTANCE EDUCATION AND OPEN LEARNING

अन्तर्राष्ट्रीय दूरवर्ती शिक्षा एवं मुक्त-अध्ययन केन्द्र

## HIMACHAL PRADESH UNIVERSITY

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

*NAAC Accredited "A" Grade University*

### **Hon'ble CHANCELLOR**

Acharya Dev Vrat  
Governor of Himachal Pradesh

### **VICE-CHANCELLOR**

Prof. Sikandar Kumar

### **DIRECTOR**

Prof. Kulwant Singh Pathania

### **Table of Contents**

1. University
2. ICDEOL
3. Faculty Profile
4. ICDEOL Administration
5. Committees
6. Programmes Offered
7. Methods of Instructions
8. Structure of Syllabus
9. Eligibility Conditions
10. Admission Programmes and Rules
11. Fee Structure
12. Information regarding Personal Contact Programme(PCP)
13. Learning Support Centres
14. Information regarding Examination
15. Library Facilities
16. Hostel Facilities
17. Annexures

The ICDEOL wishes to emphasize that while every effort is made to ensure accuracy, the material in this book is subject to alterations or amendments in the light of overall policy and decisions 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.

# 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.

## Distinct Features of University

- Accredited by National Assessment & Accreditation Council (NAAC)
- UGC recognized Centre for Excellence in Himalayan Studies
- Pioneered NRI (Self Financing) Scheme
- First to start Distance Education in the country
- Intellectually and Professionally enriched faculty
- HPU Alumni Excelled in All Spheres
- Academic Staff College one of the best in India
- Commendable performance in sports and cultural activities at national level.
- Congenial environment for higher studies
- Substantial number of students qualify NET, GATE and other competitive examinations every year
- Linkages with national and international institutions
- The culture of holding seminars, workshops, conferences, symposia, etc.
- National level achievements in NCC, NSS, youth welfare programmes

## **Distance Education**

Teaching through distance mode is now recognized 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 democratization 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. However, ICDEOL conduct PCP/Examination etc. in respect of UG/PG/Diploma Courses within

territorial Jurisdiction of Himachal Pradesh as per UGC guidelines through Public Notice F.N. 12-9/2010 (DEB-III) dated 18th July, 2016.

**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.

### **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.

## FACULTY PROFILE

### DEPARTMENT OF COMMERCE & MANAGEMENT E-mail ID

Dr. Vijay Kumar Kaushal Professor kaushalvijju@gmail.com  
Dr. Kuldeep Kumar Attri Professor kuldeepkumar.attri@gmail.com

### MASTER OF BUSINESS ADMINISTRATION

Dr. Yashwant Gupta Professor  
Dr. Puneet Bhushan Sood Assistant Professor

### DEPARTMENT OF COMPUTER SCIENCE

Dr. Aman Sharma Professor  
Dr. Balvir Singh Thakur Assistant Professor

### DEPARTMENT OF ECONOMICS

Dr. Sanju Karol Professor [sanjukarol@yahoo.co.in](mailto:sanjukarol@yahoo.co.in)  
Dr. Pratibha Tiwari Assistant Professor

### DEPARTMENT OF ENGLISH

Dr. Neelima Kanwar Professor neelimakanwar@gmail.com  
Dr. Ashwani Rana Associate Professor dosto1970@gmail.com

### DEPARTMENT OF HINDI

Dr. Usha Rani Assistant Professor drraniusha@gmail.com  
Dr. Manju Puri Assistant Professor hindi.manju@gmail.com

### DEPARTMENT OF HISTORY

Dr. (Mrs.) Malika Nadda Assistant Professor malikanadda@yahoo.co.in  
Dr. Ankush Bhardwaj Assistant Professor ankushbhardwaj333@gmail.com  
Dr. Sharda Devi Assistant Professor [sharda74verma@gmail.com](mailto:sharda74verma@gmail.com)

### DEPARTMENT OF JOURNALISM & MASS COMMUNICATION

Sh. Ajay Srivastava Associate Professor [ajaisri02@yahoo.co.in](mailto:ajaisri02@yahoo.co.in)  
Dr. Vikas Dogra Associate Professor

### DEPARTMENT OF MATHEMATICS

Dr. Hari Mohan Sharma Professor hmmathhpu@gmail.com  
Dr. Pardeep Kumar Professor drpardeep@sancharnet.in

### DEPARTMENT OF MUSIC

Dr. Jeet Ram Professor  
Dr. Mritunjay Assistant Professor

## DEPARTMENT OF POLITICAL SCIENCE

Dr. (Mrs.) Bhawana Jharta	Professor	<a href="mailto:jhartabhawana08@gmail.com">jhartabhawana08@gmail.com</a>
Dr. Mridula Sharda	Assistant Professor	<a href="mailto:mridulasharda@yahoo.in">mridulasharda@yahoo.in</a>
Dr. Joginder Saklani	Assistant Professor	<a href="mailto:jogindersinghsaklani@gmail.com">jogindersinghsaklani@gmail.com</a>
Dr. Yog Raj	Assistant Professor	<a href="mailto:dryogi79@gmail.com">dryogi79@gmail.com</a>

## DEPARTMENT OF PUBLIC ADMINISTRATION

Dr. Pradeep K. Vaid	Professor	<a href="mailto:pkvaid_2006@yahoo.co.in">pkvaid_2006@yahoo.co.in</a>
Dr. Anupama Singh	Professor	<a href="mailto:anupamakanwar@rediffmail.com">anupamakanwar@rediffmail.com</a>
Dr. L.R.Verma	Professor	<a href="mailto:professorlrverma@gmail.com">professorlrverma@gmail.com</a>

## DEPARTMENT OF SANSKRIT

Dr. Rajindra Sharma	Professor	
Dr. Dev Raj	Assistant Professor	<a href="mailto:devmastetta@gmail.com">devmastetta@gmail.com</a>

## DEPARTMENT OF SOCIOLOGY

Dr. Anjna Thakur	Assistant Professor	<a href="mailto:chauhananjna14@gmail.com">chauhananjna14@gmail.com</a>
Dr. Sonam Rohta	Assistant Professor	

## POST GRADUATE DIPLOMA IN HRD

Dr. Anupama Singh	Professor (Coordinator)	<a href="mailto:anupamakanwar@rediffmail.com">anupamakanwar@rediffmail.com</a>
-------------------	-------------------------	--

## DIPLOMA IN YOGA STUDIES

Dr. Arpita Negi,	Co-ordinator	
------------------	--------------	--

## DIPLOMA IN TOURIST GUIDE

Dr. Chander Mohan Prasheera,	Co-ordinator	
------------------------------	--------------	--

## ICDEOL ADMINISTRATION

<b>Director</b>	Prof. Kulwant. S. Pathania	0177-2831327, 2833402
<b>Sr. P.A. to Director</b>	Sh. Raj Kumar	0177-2831327, 2833402
<b>Deputy Registrar, (Admn. and Accounts)</b>	Sh. Kali Ram	0177-2833404,
<b>Deputy Registrar, (Academic) )</b>	Sh. Pradeep. K. Sharma	0177-2833404, 2831274
<b>Section Officer (Administration)</b>	Smt. Rattni Verma	0177-2833405, 2832570
<b>Section Officer (Accounts)</b>	Smt. Savitri Devi	0177-2833416, 2833414
<b>Liaison-cum-Public Relations Officer</b>	Sh. K.G. Thakur	0177-2833419, 2832239
<b>Section Officer (Academic-I) (U.G. Classes)</b>	Sh. Sarwan Walia	0177-2833407, 2833423
<b>Section Officer (Academic-II) (MA...-English, Hindi, History, Sanskrit, Music &amp; Political Science, M.A. Eco., Pub. Admn.) Sociology &amp; Mathematics)</b>	Smt. Rattni Verma	0177-2833409, 2833406
<b>Section Officer (Academic-III)</b> (M.A. Edu., B.Ed., PGDMC, MMC, PGDCA, BCA & APGDIT)	Smt. Rattni Verma	0177-2833411
<b>Section Officer (Academic IV) (MBA, M.Com. PGDPM &amp; LW)</b>	Smt. Rattni Verma	0177-2833412
<b>Section Officer (R &amp; I Section)</b>	Sh. Sarwan Walia	0177-2833413, 2830141
<b>Deputy Librarian</b>	Sh. Kundan Lal	0177-2833417, 2833418
<b>Superintendent (Inquiry)</b>	Smt. Jogindra Devi	0177-2833444
<b>Editor</b>	Sh. Dalel Singh Thakur	0177-2833438
<b>Editor</b>	Sh. Pardeep Sharma	0177-2833420
<b>Editor</b>	Sh. Desh Raj Pathania	0177-2833403
<b>Sub-Editor</b>	Sh. Rohit Sharma	0177-2833419

## COMMITTEES CONSTITUTED AS PER THE UGC REGULATION 2017

### 1. CENTRE FOR INTERNAL QUALITY ASSURANCE (C.I.Q.A)

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Kulwant Singh Pathania	Director
2.	Prof. Sanju Karol, Economics	Member
3.	Prof. Neelima Kanwar, English	Member
4.	Prof. Kuldeep Singh Katoch, Education	Member
5.	Sh. Pradeep Kumar Sharma, DR (Admn.)	Convener

### 2. Space Audit/Infrastructure

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Vijay Kaushal, Comm. & Mgt.	Chairman
2.	Dr Chaman Lal Banga, Education	Member
3.	Dr. Joginder Singh Saklani, Pol. Sc.	Member
4.	Ms. Ratni, Section Officer (Admn)	Convener

### 3. Website updates.

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Kuldeep Kumar Attri, Comm. & Mgt.	Chairman
2.	Dr Ajay Kumar Attri, Education	Member
3.	Dr. Ankush Bhardwaj, History	Member
4.	Sh. Vijyant Thakur, Programmer	Member
5.	Sh. K.G. Thakur, PRO	Convener

### 4. Self Learning Material (SLM)-Print and Online material

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Hari Mohan Sharma, Maths	Chairman
2.	Dr . Vishal Sood, Education	Member

3.	Sh. Pradeep Kumar Sharma, Editor	Member
4.	Sh. Desh Raj Pathania, Editor	Member
5.	Sh. Rohit Sharma, Sub-Editor	Member
6.	Sh. Dalel Singh Thakur, Editor	Convener

### 5. Learning support Centers.

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Pradeep Kumar, Maths	Chairman
2.	Dr . Ashwani Rana, English	Member
3.	Dr. Malika Nadda, History	Member
4.	Dr. Anjana Thakur , Sociology	Member
5.	Ms. Asha Verma, A.R. (Academic)	Convener

### 6. Swayam and MOOC

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Prof. Sanju Karol, Economics	Chairman
2.	Dr. Surinder Kumar Sharma, Education	Member
3.	Dr. Yog Raj, Political Science	Member
4.	Dr. Pradeep S. Dehal, Education	Member
5.	Sh. K.G. Thakur, PRO	Convener

### 7. Students with Disability

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Dr. Ajay Srivastava, Journalism	Chairman
2.	Dr. Sharda Devi, History	Member
3.	Dr. Dev Raj, Sanskrit	Member
4.	Dr. Usha Rani, Hindi	Member

### 8. Evaluation pattern.

Sr.No.	Name of the Faculty/Officer/Official	Committee
1.	Dr. Anupama Singh, Pub. Admn.	Chairman
2.	Dr. Monika Sood, Education	Member

3.	Sh. Rajesh Kumar, Education	Member
4.	Dr. Mridula Sharda, Pol. Science	Member
5.	<b>Sh. R.A. Gupta, Computer Op.</b>	Member

### **9. Grievances and Feedback Cell**

<b>Sr.No.</b>	<b>Name of the Faculty/Officer/Official</b>	<b>Committee</b>
1.	Prof. Neelima Kanwar, English	Chairman
2.	Prof. Bhawna Jharta, Pol. Science	Member
3.	Dr. Ankush Bhardwaj, History	Member
4.	Sh. Naresh Kumar, Supdt. Gr-II	Member
5.	Sh. Vijayant Thakur, Programmer	Convener

### **10. UGC and statutory updates.**

<b>Sr.No.</b>	<b>Name of the Faculty/Officer/Official</b>	<b>Committee</b>
1.	Prof. L.R. Verma, Public Admn.	Chairman
2.	Dr. Vishal Sood, Education.	Member
3.	Dr. Joginder Singh Saklani, Pol. Sc.	Member
4.	Sh. Raj Kumar, P.A.	Member
5.	Ms. Nisha Devi, Clerk	Convener

# PROGRAMMES OFFERED

## COURSE OF STUDY AND ADMISSION PROCEDURE [FOR STUDENTS SEEKING ADMISSIONS TO B.A./B.COM. 1<sup>ST</sup> YEAR 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 improve quality of Education and the employability of the work-force. For more information students can visit UGC Website [www.ugc.ac.in](http://www.ugc.ac.in) and HPU Website [www.hpuniv.in](http://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 student 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 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.**

**Note: A student can opt for more number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However, the total credit score earned will not exceed 140 credits for UG Degree.**

## UNDER CBCS SYSTEM

### ➤ Bachelor of Arts

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

## DETAILS OF SUBJECTS TO BE STUDIED IN B.A. 1<sup>ST</sup> YEAR

### Elective-I

DSC

One from above subjects

### Elective-II

DSC

One of the above subject other than Elective-I

**NB: If Elective-I is a Language subject then Elective-II shall must be from Social Sciences**

<b>Elective-I</b>		2 papers
DSC-1A		6 Credits
DSC-1B		6 Credits
<b>Elective-II</b>		2 papers
DSC-2A		6 Credits
DSC-2B		6 Credits
Core English (Compulsory)		01 paper 6 Credits
Hindi/MIL/SKT (Compulsory)		01 paper 6 Credits
AECC-I	Core (Compulsory) Environment Studies	01 paper 4 Credits
AECC-II	Core (Compulsory) English/Hindi/Sanskrit (one out of three languages)	01 paper 4 Credits

**Note:-**

- (I) **Total 8 Papers to be attempted.**
- (II) **Detail of subjects to be studied in B.A. Music/B.Com. 1<sup>st</sup> Year/ BCA to be consulted from Page No. 18-20 of prospectus.**

- 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.

**PROGRAMMES OF STUDY UNDER POST GRADUATE/ DIPLOMA COURSES**

Sr. No.	Name of the Courses
1.	MASTER OF COMMERCE
2.	M.A. ENGLISH
3.	M.A. HISTORY
4.	M.A. ECONOMICS
5.	M.A. MUSIC
6.	M.A. SOCIOLOGY
7.	M.A. PUBLIC ADMINISTRATION
8.	M.A. POLITICAL SCIENCE
9.	एम. ए. संस्कृत
10.	एम. ए. हिन्दी
11.	M.Sc. MATHEMATICS
13.	MASTER OF COMPUTER APPLICATIONS (MCA)

14.	MASTER OF BUSINESS ADMINISTRATION (MBA)
15.	POSTGRADUATE DIPLOMA IN PERSONAL MANAGEMENT & LABOUR LAW
16.	POSTGRADUATE DIPLOMA IN COMPUTER APPLICATION
17.	P.G. DIPLOMA IN HUMAN RESOURCE DEVELOPMENT
18.	DIPLOMA IN YOGA STUDIES (DYS)
19.	DIPLOMA IN TOURIST GUIDE (DTG)

## **METHOD OF INSTRUCTIONS**

The ICDEOL imparts instructions mainly through the medium of printed Self Learning Material (SLM) 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.

## SUBJECT WISE STRUCTURE OF SYLLABUS FOR B.A. 1<sup>ST</sup> YEAR 2018-2019 ONWARDS

<b>SANSKRIT</b>					
Year	Course	Course Code	Course Type	Course Name	Credit
1 <sup>st</sup>	DSC-1A	SKT-DSC-101	Core	संस्कृत काव्य	6
	DSC-1B	SKT-DSC-102	Core	संस्कृत गद्यकाव्य	6
	Hindi/Skt/Mil-1	SKT-DSC-103	Core (B.A./B.Com.)	नीति साहित्य	6
	AECC-II	SKT-AECC-104	Core compulsory	उपनिषद्, श्रीमद् भगवद्गीता तथा पाणिनीय शिक्षा	4
<b>ENGLISH</b>					
1 <sup>st</sup>	English-I	ENG DSC 101	Core	English –I Core English (Compulsory)	6
	DSC-1A	ENG DSC 102 (English Hons GE 101	Core/GE for Honours	DSC 1A English Literature –I Essays, Stories and Poems	6
	DSC-1B	ENG DSC 103/ Eng Hons GE 102	Core GE-2 For Honors	DSC-1B English Literature-2 Poems, Short Stories and essays	6
	Ability Enhancement Compulsory Course AECC	ENG AECC 104	Core Compulsory	AECC-2 Writing skills	4
<b>HINDI</b>					
1 <sup>st</sup>	DSC-1A	HIND 102	Core	हिन्दी साहित्य का इतिहास	6
	DSC-1B	HIND 103	Core	मध्यकालीन हिन्दी कविता	6
	SKT/HINDI-1	HIND 101	Core (B.A./B.Com.)	प्रयोजनमूलक हिन्दी	6
	AECC-II	HIND 104	Ability enhancement Compulsory course	हिन्दी भाषा और संप्रेषण	4
<b>HISTORY</b>					
1 <sup>st</sup>	DSC-1A	HIST A101	Core	History of India from the Earliest Times upto 300 CE	6
	DSC-1B	HIST A102	Core	History of India from c 300 to 1206	6
<b>MATHEMATICS</b>					
1 <sup>st</sup>	DSC-1A	MATH 101TH	Core	Differential Calculus	6
	DSC-1B	MATH 102TH	Core	Differential Equations	6

<b>MUSIC</b>					
1 <sup>st</sup>	DSC-1A	MUSA 101TH	Core	Basic principles of Indian Music & Biographies of Musicians,	3
				Composers & Musicologists	
		MUSA 102 PR	Practical	Stage performance (Unit-II)	3
	DSC-1B	MUSA 103TH	Core	Theory of Indian Music (General) & Biographies of Musicians,	3
				Composers & Musicologists	
		MUSA 104 PR	Practical	Viva-Voce (Unit –II)	3
<b>POLITICAL SCIENCE</b>					
1 <sup>st</sup>	DSC-1A	POLS 101	Core	Introduction to Political Theory	6
	DSC-1B	POLS 102	Core	Indian Government and Politics	6
<b>SOCIOLOGY</b>					
1 <sup>st</sup>	DSC-1A	SOCL A101	Core	Introduction to Sociology	6
	DSC-2A	SOCL A102	Core	Society in India	6
<b>PUBLIC ADMINISTRATION</b>					
1 <sup>st</sup>	DSC-1A	PUBA 101A	Core	Administrative Theory	6
	DSC-1B	PUBA 102 A	Core	Indian Administration	6
<b>ECONOMICS</b>					
1 <sup>st</sup>	DSC-1A	ECONA 101	Core	Principles of Micro Economics-I	6
	DSC-1B	ECONA 102	Core	Principles of Micro Economics-II	6

## **STRUCTURE OF SYLLABUS FOR B.COM. 1<sup>ST</sup> YEAR 2018-2019 ONWARDS**

<b>B.COM</b>			
<b>Course Name</b>	<b>Course Title</b>	<b>Course Type</b>	<b>Credit</b>
<b>1<sup>st</sup> Year</b>			
	Environmental Studies	Ability Enhancement Compulsory Course (AECC)-1	4
BC 1.1	Financial Accounting	Core Course C-1	6
BC 1.2	Business Organization and Management	Core Course C-2	6

	English-1 Core English (Compulsory for B.A./B.Com.)	Core Course C-3	6
	Language: English/Hindi/Modern Indian Language	Ability Enhancement Compulsory Course (AECC)-2	4
BC 1.3	Business Law	Core Course C-4	6
BC 1.4	Business Statics and Mathematics	Core Course C-5	6
	Hindi-I/Modern Indian language	Core Course C-6	6

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

### **First Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
BCA0101	Mathematics-I	4
BCA0102	Applied English	4
BCA0103	Computer Fundamentals	4
BCA0104	C Programming	4
BCA0105	Office Automation Tools	4
BCA0104(P)	C Programming Lab-I	3
BCA0105(P)	Office Automation Tools Lab-II	3

### **Second Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
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

### **Third Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
BCA0301	Mathematics-III	4
BCA0302	Business Practices and Management	4
BCA0303	Computer Organization	4
BCA0304	Object Oriented Programming With C+ +	4
BCA0305	Desktop Publishing and Designing	4
BCA0304(P)	Object Oriented Programming with C + + Lab-V	3
BCA0305(P)	Desktop Publishing & Designing Lab -VI	3

### **Fourth Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
BCA0401	Personnel Management	4
BCA0402	Accounting	4
BCA0403	System Analysis and Design	4
BCA0404	Internet Technology & Web Page Design	4
BCA0405	Programming in Visual Basic	4
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3

### **Fifth Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
BCA0501	Operating System	4
BCA0502	e-Commerce	4
BCA0503	Management Information System	4
BCA0504	ASP Net Technology	4
BCA0505	Computer Oriented Statistical Methods	4
BCA0504 (P)	ASP Net Technologies Lab IX	3

### **Sixth Semester**

<b>Code</b>	<b>Paper Title</b>	<b>Credit</b>
BCA0601	Computer Networks	4
BCA0602	Numerical Methods	4
BCA0603	Multimedia Technology	4
BCA0604	Computer Graphics	4
BCA0605	Software Engineering	4
BCA0604 (P)	Computer Graphics Lab-XI	3

## 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-Commerce
MC 4.6	Corporate Governance and Business Ethics

## M.A. ENGLISH

### Semester I

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

### Semester II

<b>Course V</b>	History of English Literature from Nineteenth Century to 2000
<b>Course VI</b>	Romantic & Victorian Poetry
<b>Course VII</b>	Modern Fiction
<b>Course VIII</b>	Growth and Structure of English Language

### Semester III

<b>Course IX</b>	Literary Criticism from Aristotle to T.S. Eliot
------------------	---

### Semester IV

<b>Course XIII</b>	Contemporary Literary Theory
--------------------	------------------------------

<b>Course X</b>	Modern British & American Poetry	<b>Course XIV</b>	American Drama
<b>Course XI</b>	Modern British Drama	<b>Course XV</b>	Indian Writing in English
<b>Course XII</b>	World Fiction	<b>Course XVI</b>	Indian Writing in Translation

## M.A. HISTORY

### Semester I

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

### Semester III

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

### Semester II

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

### Semester IV

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

## M.A. ECONOMICS

### Semester I

<b>Course I</b>	Micro Economics
<b>II</b>	International Economics
<b>III</b>	Elementary Mathematical Economics

### Semester III

<b>VII</b>	Economics of Development and Planning
<b>VIII</b>	History of Economic Thought
<b>IX (I)</b>	Agricultural Economics

### Semester II

<b>IV</b>	Macro Economics
<b>V</b>	Money and Banking
<b>VI</b>	Basic Statistics

### Semester IV

<b>X</b>	Indian Economy
<b>XI</b>	Public Finance
<b>XII(vi)</b>	Industrial Economics

## M.A. POLITICAL SCIENCE

### Semester I

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

### Semester III

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

## 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 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 II

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

### Semester III

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

### तृतीय सत्र

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

### द्वितीय सत्र

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

### चतुर्थ सत्र

13. गद्य, पद्य 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

- |                 |                                      |
|-----------------|--------------------------------------|
| <b>Course I</b> | Classical Sociological Tradition - 1 |
|                 | Perspectives                         |

### Semester III

- |            |             |
|------------|-------------|
| <b>VII</b> | Theoretical |
|------------|-------------|

II Methodology of Social Research

III Social Stratification and Change

in Sociology-1

VIII Sociology of Development

IX Rural Sociology

### Semester II

IV Classical Sociological Tradition - II  
Perspective in

Sociology - II

V Perspective on Indian Society

VI Sociology of Environment

### Semester IV

X Theoretical

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 III

VI Theory (History of Indian Music)

VII Practical Paper-IV  
(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 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

#### Semester IV

Course No.	Title of the Course
401	Strategic Management

302	Management Information System	402	<b>Specialization - I Marketing</b> (Two Courses)
<b>Candidate has to choose two specializations out of three.</b>			
303	On-the-job-Training Report	MM-04	Rural Marketing
304	<b>Specialization-I Marketing</b> (Two Courses)	MM-02	Advertising Management
305	MM-01 Marketing Research	404-405	<b>Specialization-II Human Resource</b> Management (Two Courses)
	MM-03 Strategic Marketing	HRM-05	Strategic Human Resource Development
306	<b>Specialization-II Human</b> Resource Management	HRM-02	Advanced Industrial Psychology
		406 FM-02	Security Analysis and Investment Management
		407 FM-010	Projects Planning, Analysis and Management
307	(Two Courses)		
	HRM-01 Industrial Relations	408	Project Study
	HRM-06 Labour Legislation	409	Viva-Voce
<b>Specialisation III:</b>			
308	FM-01 Indian Financial System		
309	FM-07 Advanced Financial Management		

### Important Note:-

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 Comm. & Computer Network
MCA-303	Data Base Management System
MCA-304	Software Engineering
MCA-305	Object Oriented Programming with 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-306 Practical-5 (DBMS)  
MCA-307 Practical-6 (JAVA)

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)**

## POSTGRADUATE DIPLOMA IN PERSONAL MANAGEMENT & LABOUR WELFARE(PGDPM & LW)

### Semester I

**Course I** Organizational Behavior  
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 IInd Semester.**

## POSTGRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

### Semester I

**DCS-101** Fundamentals of Programming  
(using 'C')  
**DCS-102** PC Software  
**DCS-103** Operating System  
**DCS-104** Computer Organization and Architecture

### 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-105** Practical I (C Language)  
**DCS-106** Practical II (PC Software)

**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 (PGDHRD)**

### **Semester I**

**Course No. I** Human Resource development Relations

**Course No. II** Human Resource Building

**Course No. III** Research Methods

### **Semester II**

**Course No. IV** Employer- Employee

**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 Hath yoga and its Practices  
**Paper-III**      DYS-C 103    Human Anatomies 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**

### **B.A. 1<sup>ST</sup> YEAR (UNDER CBCS SYSTEM) THREE -YEAR DEGREE COURSE**

+2 examinations 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. 1<sup>st</sup> Year (UNDER CBCS SYSTEM) (THREE-YEAR DEGREE COURSE)**

Admission to B.Com. Ist Year 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.**

## **MASTER OF COMMERCE (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.**

## **MASTER OF COMPUTER APPLICATION (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.**

## **POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT AND LABOUR WELFARE (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.

## **POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (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. in Hospitality and Hotel Management / MBBS / BAMS/GAMS/ B.Pharmaceuticals / 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.

OR

A Bachelor's Degree of a University established by Law in India (with the subject of study for M.A./M.Sc. as one of the subjects) with a minimum of 48 credits in Major subjects, 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. In addition to this the minimum eligibility for admission to Postgraduate Course will be 20-24 credits in the subject concerned in the Undergraduate Degree.

## M.A. MUSIC

The 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.

OR

A Bachelor's Degree of a University established by Law in India (with the subject of study for M.A./M.Sc. as one of the subjects) with a minimum of 48 credits in Major subjects, 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. In addition to this the minimum eligibility for admission to Postgraduate Course will be 20-24 credits in the subject concerned in the Undergraduate 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 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

### For online admission:

The ICDEOL offers online admission facility through its own website [www.hpu.niv.ac.in](http://www.hpu.niv.ac.in) or directly go to the link <https://admission.hpshimla.in>. The candidates submitting the Admission Form through this System can download the Prospectus free from ICDEOL website [www.hpu.niv.ac.in](http://www.hpu.niv.ac.in). However, an amount of Rs.500/- is charged as prospectus fee (non-refundable). It is mandatory for the students to **deposit hard copy of the form along with self attested photocopy of required documents in concerned branch by hand or by post.**

### About admission form

All the admissions are made Online by filling Online Admission Form. The procedure of filling the online application form is mentioned below:

### (A) Instructions for filling the ONLINE ADMISSION FORM

- 1- Click on “UG/ PG/ Diploma” to access the list of programs.
- 2- Choose the program and click on the program name.
- 3- Before clicking on the program please click on the instructions for filling online application form, a pdf file will be open kindly read carefully.
- 4- Click on the program name for which you are willing to apply.
- 5- After clicking on the program a pop up will be open for terms and conditions.
- 6- Kindly check the terms and conditions. After that you will be redirected to personal information page.
- 7- Online Admission from has following subsequent information
  - a) Personal Information
  - b) Education and Document Details
  - c) Application Summary
  - d) Payment
  - e) Submit application form
- 8- Please fill the personal information first.
- 9- After filling the personal information click on save button at the last of the page.
- 10- System will generate the Unique Registration number along with password will be send on the registered email and registered mobile number. Note down the Unique Registration number for all future references.

**(B) PAYMENT OPTION:** Registered candidate may deposit fee by any of the following modes of payment:

- a. NET BANKING
- b. DEBIT CARD
- c. CREDIT CARD
- d. Through Challan

**NOTE: - Prospectus Fee and counselling Fees (if in any Course) will be charged from the students through online modes whereas the Course fee will be charged only through challan. The challan will be generated automatically. Students need to take the print of the challan and deposit the fees at any branch of The Cooperative Bank through cash. If student want to submit challan at any other bank except The Cooperative Bank, he should pay challan only through NEFT.**

**\* After submission of Prospectus Fee and counselling Fee (if in any Course), the concern branch will verify the uploaded documents and intimate the candidates to deposit the course fees.**

**Note:-**

- 1- Create an email account if you already don't have one.
- 2- You must give a mobile number in basic details. If you don't have mobile number, Please enter your guardian's mobile number for any further correspondence in this regard.

3- All mandatory fields in the online admission form are marked with red Asterisk (\*).

**1. B.A./B.Com. 1<sup>st</sup> Year and BCA, Semester - I**

Last date to apply online - 07.02.2019

Note: Students are advised to fill their online examination forms on or before 20.02.2019 positively.

**2. M.A./M.Sc./M.Com./MBA/MCA/PGDCA/PGDPM & LW  
PGDHRD/DYS/DTG**

Last Date to apply online - 31.01.2019

Note: (i) Late examination fee as per schedule notified by the Controller of Examinations for various classes from time to time shall also be charged.

(ii) Students are advised to consult/visit the website i.e. [www.icdeolhpu.org](http://www.icdeolhpu.org) & [www.hpuniv.ac.in](http://www.hpuniv.ac.in) for any up gradation from time to time.

### **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 can directly go to the link <https://admissions.hpuniv.ac.in> to fill up the renewal for the next semester/year by simply login with his/her User ID and Password

## **SCHEDULE FOR RENEWAL OF ADMISSION TO II/IV SEMESTERS OF THE POST-GRADUATE COURSES AND B.A./B.COM. YEARLY/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**

### **II/IV SEMESTER**

Dates to apply online w.e.f. - 10.04.2019  
Last date to apply online - 30.04.2019

### **UG COURSES**

#### **B.A./B.COM. 2<sup>ND</sup> YEAR(UNDER CBCS SYSTEM)**

DATES TO APPLY ONLINE W.E.F. - JULY/AUGUST, 2019

#### **BCA (UNDER CBCS SYSTEM) II SEMESTER**

Dates to apply online w.e.f. - 10.04.2019  
Last date to apply online - 30.04.2019

**Note:- Students are advised to consult/visit the website i.e. [www.icdeolhpu.org](http://www.icdeolhpu.org) & [www.hpuniv.ac.in](http://www.hpuniv.ac.in) for any upgradation from time to time.**

### **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. The ICDEOL Roll Number of the class/course should not, therefore, be confused with the examination Roll Number. The two will be different.

### **Direct Admission to Second Semester Post-graduate Courses**

Subject to the minimum qualification prescribed, direct admission to M.A. and M.Com. Second Semester will be made in the month of April. 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 2<sup>nd</sup> semester/ year of **MBA, MCA, M.Sc. (Maths), PGDCA, PGDPM & LW, M.A. (Music)** shall not be allowed.

Dates to apply online w.e.f. - 10.04.2019  
Last date to apply online - 30.04.2019

### **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 along with 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 realized 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.

## 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 (Year)	4470/-	4270/-	4520/-
B.A. II to III (Year)	2800/- each year.		
B.Com. I (Year)	5070/-	4870/-	5120/-
B.Com. II to III (Year)	3400/- each year		
BCA - I to VI Semester	6670/-	6470/-	6720/-
M.A. (Sem. System)		3320/-	3620/-
M.Sc. Math (Sem. System)		3420/-	3720/-
M.A. Music (Sem. System)		15100/-	15400/-
M.Com. (Sem. System)		3720/-	4020/-
MBA (Sem. System)		15000/-	15300
MCA (Sem. System)		26420/-	26720/-
PGDPM & LW (Sem. System)		3720/-	4020/-
PGDCA (Sem. System)	7290/-	7090/-	7390/-
HRD (Sem. System)	10200/-	10000/-	10300/-
DYS (Annual System)	20200/-	20000/-	20300/-
DTG (Sem. System)	10200/-	10000/-	10300/-
<b>Concessions</b>			

- 1. For Disabled Students:** As per the orders of the Hon'ble High Court CWPII No. 30g 2011, 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.
- 2. SC/ST and Girls Students:** The Himachali Candidate belonging to the SC/ST Categories and Women candidates of Himachal Pradesh will be allowed to enrol with ICDEOL in **B.A.** only by paying a fee of Rs. 500/- as ICDEOL registration fee and a fee of Rs. 1000/- for the Study Material (SLM). Such candidates shall be the student of ICDEOL for all purposes.

## Personal Contact Programmes

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

**Note 1:- During Personal Contact Programme 75% attendance is compulsory.**

**Note 2:- Assignments are compulsory. The students of ICDEOL enrolled in UG/PG/Diploma courses must answer the assignments and mail the response sheet to the Director, ICDEOL, H.P. University, ICDEOL, Shimla.**

### LEARNING SUPPORT CENTRES FOR PERSONAL CONTACT PROGRAMME

:-

**A) For UG/PG and Diploma Courses:-**

1. ICDEOL, H.P. University, Shimla-5
2. Regional Centre H.P. University Dharamshala, Distt. Kangra
3. Govt. Degree College Rampur Bushehar, Distt. Shimla
4. Vallabh Govt. College Mandi, Distt. Mandi

**B) For MCA/MBA/ Diploma Courses:-**

1. ICDEOL, H.P. University, Shimla-5
2. Regional Centre H.P. University Dharamshala, Distt. Kangra

## **TENTATIVE EXAMINATION CENTRES FOR UNDERGRADUATE AND POST GRADUATE/ DIPLOMA STUDENTS**

List of examination centers for UG and PG/Diploma courses is available on the ICDEOL website [www.hpuniv.ac.in](http://www.hpuniv.ac.in).

### **TENTATIVE EXAMINATION CENTRES FOR POSTGRADUATE CLASSES**

#### **DISTRICT SHIMLA**

1. Dr. Ambedkar Bhawan, H.P. University, Shimla-171005 for regular/ICDEOL students..
2. Faculty of Laws Building (including Dept. of Sociology) with extended centre at Old PG Centre Building H.P. University, Shimla-171005 as per requirement to be assessed on day to day basis, for regular/ICDEOL students..
3. Gandhi Bhawan, H.P. University, Shimla-171005 for regular/ICDEOL students..
4. Science Block, H.P. University, Shimla-171005 for regular/ICDEOL students. .
5. H.P. University Centre for Evening Studies, The Mall, Shimla-171001 for regular/ICDEOL students.
6. University Institute of Legal Studies (U.I.L.S.), Ava Lodge Campus, Chaura Maidan, Shimla-171004 for regular/ICDEOL students..
7. Indian Institute of Education, Hari Devi, Ghanahatti, Shimla-171011 for regular/ICDEOL students..
8. Govt. College Seema (Rohroo), Distt. Shimla for regular/ICDEOL students.
9. Govt. College Rampur-Bushehar, Distt. Shimla for regular/ICDEOL students.

#### **DISTRICT SOLAN**

10. Govt. College Solan, Distt. Solan for regular/ICDEOL students.
11. Govt. College Nalagarh, District Solan for regular/ICDEOL students.

#### **DISTRICT SIRMOUR**

12. Govt. College Nahan, Distt. Sirmour for regular/ICDEOL students.
13. H.P. College of Law Education, Kala Amb, District Sirmour for LL.B. II/IV/VI semesters.
14. Guru Govind Singh Memorial Govt. College Paonta Sahib, Distt. Sirmour, H.P. for M.Sc. Microbiology II semesters for the regular students of Himachal Institute of Life Science Paonta Sahib, Distt. Sirmour H.P.
15. Govt. College Shillai, Distt. Sirmour only for M.A. English & Hindi II/IV semester.

#### **DISTRICT BILASPUR**

16. Govt. College Bilaspur, Distt. Bilaspur for all semesters.
17. Swami Vivekanand Govt. College Ghumarwin, Distt. Bilaspur, H.P. for M.A. English II/IV semesters.

#### **DISTRICT HAMIRPUR**

18. NSCBM Govt. College Hamirpur, Distt. Hamirpur for all semesters.

19. Gautam Girls College Hamirpur, Distt. Hamirpur for M.Sc.Microbiology/Biotechnology/Physics/Chemistry/ Botany II/IV Semesters regular students of the college and also for MA II/IV semesters Private students.
20. Baba BalakNath (B.B.N.) College Chakmoh, Distt. Hamirpur for M.A. II/IV semesters examination.
21. DDM Sai Law College of Education, Killar, Nadaun, District Hamirpur for LL.B. and BA LL.B.(Hons.) old system.

#### **DISTRICT UNA**

22. Govt. College Una, Distt. Una for all semesters.
23. Govt. College Amb, Distt. Una for II/IV semesters examination.
24. S.V.S.D. Degree College Bhatoli, District Una for M.Com. & M.A./M.Sc.Mathematics II/IV semesters regular students of the college.
25. Govt. College Daulatpur Chowk, Distt. Una for II/IV semesters examination.

#### **DISTRICT MANDI**

26. Vallabh Govt. College Mandi, Distt. Mandi for all semesters .
27. RGM Govt. College Jogindernagar, Distt. Mandi for II/IV semesters .
28. Govt. College Sarkaghat, Distt. Mandi for II/IV semesters.
29. Govt. College Karsog, Distt. Mandi, H.P. for II/IV semesters.
30. M.L.S.M. College Sundernagar, Distt. Mandi for M.Sc.Physics/Chemistry / Botany/Zoology II/IV semesters for regular college students only.

#### **DISTRICT KANGRA**

31. H.P. University Regional Centre Khaniyara, Mohli, Dharamshala, Distt. Kangra for all semesters for the students of Regional Centre/School of Legal Studies /ICDEOL.
32. MCM D.A.V. College Kangra, Distt. Kangra for M.Sc.Physics / Chemistry II/IV semesters regular college students only.
33. Govt. College Dharamshala, Distt. Kangra for all semesters.
34. S.C.V.B. Govt. College Palampur, Distt. Kangra for M.A. II/IV semesters examination for Private/ ICDEOL students.
35. Govt. College NagrotaBagwan, Distt. Kangra, H.P. for M.A. English / M.Com. II/IV semester regular students.
36. Govt. College Dhaliara, Distt. Kangra for II/IV semesters.
37. W.R.S. Govt. PG College Dehri, Tehsil Nurpur, Distt. Kangra for M.A. II/IV semesters.
38. PRS Govt. College Baijnath, Distt. Kangra, H.P. for MA II/IV semesters.
39. K.L.B. D.A.V. College, Palampur, Distt. Kangra (HP) for MCA II/IV semesters regular college students and M.A. II/IV semesters private students.

#### **DISTRICT KULLU**

40. Govt. College Kullu, Distt. Kullu for M.A. II/IV semesters.

#### **DISTRICT KINNAUR**

41. Govt. College ReckongPeo, for P.G.D.C.A. all semesters.

#### **DISTRICT CHAMBA**

42. Govt. College Chamba, Distt. Chamba for all semesters.

### **TENTATIVE EXAMINATION CENTRES FOR POSTGRADUATE CLASSES**

#### **DISTRICT SHIMLA**

1. Dr. Ambedkar Bhawan, H.P. University, Shimla-171005 for regular/ICDEOL students..
2. Faculty of Laws Building (including Dept. of Sociology) with extended centre at Old PG Centre Building H.P. University, Shimla-171005 as per requirement to be assessed on day to day basis, for regular/ICDEOL students..
3. Gandhi Bhawan, H.P. University, Shimla-171005 for regular/ICDEOL students..
4. Science Block, H.P. University, Shimla-171005 for regular/ICDEOL students. .
5. H.P. University Centre for Evening Studies, The Mall, Shimla-171001 for regular/ICDEOL students.
6. University Institute of Legal Studies (U.I.L.S.), Ava Lodge Campus, Chaura Maidan, Shimla-171004 for regular/ICDEOL students..
7. Indian Institute of Education, Hari Devi, Ghanahatti, Shimla-171011 for regular/ICDEOL students..
8. Govt. College Seema (Rohroo), Distt. Shimla for regular/ICDEOL students.
9. Govt. College Rampur-Bushehar, Distt. Shimla for regular/ICDEOL students.

#### **DISTRICT SOLAN**

10. Govt. College Solan, Distt. Solan for regular/ICDEOL students.
11. Govt. College Nalagarh, District Solan for regular/ICDEOL students.

#### **DISTRICT SIRMOUR**

12. Govt. College Nahan, Distt. Sirmour for regular/ICDEOL students.
13. H.P. College of Law Education, Kala Amb, District Sirmour for LL.B. II/IV/VI semesters.
14. Guru Govind Singh Memorial Govt. College PaontaSahib, Distt. Sirmour, H.P. for M.Sc. Microbiology II semesters for the regular students of Himachal Institute of Life Science Paonta Sahib, Distt. Sirmour H.P.
15. Govt. College Shillai, Distt. Sirmour only for M.A. English & Hindi II/IV semester.

#### **DISTRICT BILASPUR**

16. Govt. College Bilaspur, Distt. Bilaspur for all semesters.
17. Swami Vivekanand Govt. College Ghumarwin, Distt. Bilaspur, H.P. for M.A. English II/IV semesters.

#### **DISTRICT HAMIRPUR**

18. NSCBM Govt. College Hamirpur, Distt. Hamirpur for all semesters.
19. Gautam Girls College Hamirpur, Distt. Hamirpur for M.Sc. Microbiology/Biotechnology/Physics/Chemistry/ Botany II/IV Semesters regular students of the college and also for MA II/IV semesters Private students.
20. Baba BalakNath (B.B.N.) College Chakmoh, Distt. Hamirpur for M.A. II/IV semesters examination.

21. DDM Sai Law College of Education, Killar, Nadaun, District Hamirpur for LL.B. and BA LL.B.(Hons.) old system.

#### **DISTRICT UNA**

22. Govt. College Una, Distt. Una for all semesters.
23. Govt. College Amb, Distt. Una for II/IV semesters examination.
24. S.V.S.D. Degree College Bhatoli, District Una for M.Com. & M.A./M.Sc.Mathematics II/IV semesters regular students of the college.
25. Govt. College Daulatpur Chowk, Distt. Una for II/IV semesters examination.

#### **DISTRICT MANDI**

26. Vallabh Govt. College Mandi, Distt. Mandi for all semesters .
27. RGM Govt. College Jogindernagar, Distt. Mandi for II/IV semesters .
28. Govt. College Sarkaghat, Distt. Mandi for II/IV semesters.
29. Govt. College Karsog, Distt. Mandi, H.P. for II/IV semesters.
30. M.L.S.M. College Sundernagar, Distt. Mandi for M.Sc.Physics/Chemistry / Botany/Zoology II/IV semesters for regular college students only.

#### **DISTRICT KANGRA**

31. H.P. University Regional Centre Khaniyara, Mohli, Dharamshala, Distt. Kangra for all semesters for the students of Regional Centre/School of Legal Studies /ICDEOL.
32. MCM D.A.V. College Kangra, Distt. Kangra for M.Sc.Physics / Chemistry II/IV semesters regular college students only.
33. Govt. College Dharamshala, Distt. Kangra for all semesters.
34. S.C.V.B. Govt. College Palampur, Distt. Kangra for M.A. II/IV semesters examination for Private/ ICDEOL students.
35. Govt. College NagrotaBagwan, Distt. Kangra, H.P. for M.A. English / M.Com. II/IV semester regular students.
36. Govt. College Dhaliara, Distt. Kangra for II/IV semesters.
37. W.R.S. Govt. PG College Dehri, Tehsil Nurpur, Distt. Kangra for M.A. II/IV semesters.
38. PRS Govt. College Baijnath, Distt. Kangra, H.P. for MA II/IV semesters.
39. K.L.B. D.A.V. College, Palampur, Distt. Kangra (HP) for MCA II/IV semesters regular college students and M.A. II/IV semesters private students.

#### **DISTRICT KULLU**

40. Govt. College Kullu, Distt. Kullu for M.A. II/IV semesters.

#### **DISTRICT KINNAUR**

41. Govt. College ReckongPeo, for P.G.D.C.A. all semesters.

#### **DISTRICT CHAMBA**

42. Govt. College Chamba, Distt. Chamba for all semesters.

**Note: The Controller of Examination reserves the rights to create, close/allotment of Examination Centers depending upon the strength of the students.**

# SCHEME OF EXAMINATION

## FOR B.A. /B.COM. UNDER CBCS SYSTEM

Each academic year shall comprise of one Year (Under CBCS System):

Academic Year: From July to June

End Term Examination:- March/April

## FOR POST GRADUATE AND DIPLOMA COURSES

Each academic year shall comprise of two semesters:

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

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

End Term Examinations: November/December & May/June

## ONLINE EXAMINATION FORM

**Note:** The students of UG/PG/Diploma Classes have to fill the online examination form which is available on ICDEOL Website [www.hpu.niv.ac.in](http://www.hpu.niv.ac.in). Or directly go to the link <https://exams.hpushimla.in>.

The fee for students enrolled under CBCS system in B.A./B.Com. yearly system and BCA semester system shall be in due date 400/-. Student can submit Exam Fee through online mode.

**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 will be charged for each practical paper along with admission fees.
2. Fee for each semester in case of B.A./B.Com. Yearly system and 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/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 2<sup>nd</sup> Saturday & every Sunday.

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 cannot 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 classes are conducted on yearly basis, i.e. once in a year tentatively in the month of March and April but for BCA Classes examination are conducted on semester basis i.e. twice in a year tentatively in the month of October and April.

### Medium of Examination

The medium of examination in the subjects of English, MBA, Mathematics, PGDCA, and 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 End Term Examination the student must attempt at least 75% of assignment questions and send the same to the Director, ICDEOL, Summer-Hill, Shimla-171005. 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 Re-appear forms as given in the University website [www.hpuniv.ac.in](http://www.hpuniv.ac.in) and fee directly to the Controller of Examinations, H.P. University, Shimla-5. The students are also advised to send these examinations forms and fee for each year/semester separately.** A student appearing as failed/compartments/re-appear/ex-student of the ICDEOL shall use a distinct form specially meant for such students. **Separate form for each semester/year 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 downloaded from University Website i.e. [www.hpuniv.ac.in](http://www.hpuniv.ac.in)**

### 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/-

<b>MBA/MCA</b>	:	One Paper : 500/-	More than one paper : 1500/-
<b>PGDPM/PGDCA/</b>	:	One Paper : 500/-	More than one paper : 1200/-
<b>PGHRD/DYS/DTG</b>			

### **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. Prescribed application form for re-evaluation is attached with Annexure.**

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

## 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 as given in the Prospectus (**Annexure**) and accompanied with the requisite fee.

## 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 (**Annexure**) and membership card at (**Annexure**) and sends them to Deputy 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 Deputy 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.

***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)”**

## **Hostel Facility**

The Hostel facility is provided to boys and girls during the PCPs and during Examination.

Number of seats for boys	40	
Number of seats for girls	40	
Hostel Warden for boys	Dr. Yog Raj	Contact no. 9418975201
Hostel Warden for girls	Dr. Sharda Devi	Contact no. 9418094608

# ANNEXURES

1. Library Membership Form for ICDEOL students
2. Library Security Refund Form
3. Application form for applying Consolidated Marks Card/Provisional Certificate
4. Form for the Degree in Absentia
5. Form for Re-Evaluation
6. Form for Inter University Migration Certificate
7. Examination Form for Re-appear Candidates

**Note:-Above forms (1-6) are also available on the website i.e. [www.hpuniv.ac.in](http://www.hpuniv.ac.in)**

**Note:** Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form  
**International Centre for Distance Education and Open Learning**  
**Himachal Pradesh University, Summer Hill, Shimla-5**

**LIBRARY MEMBERSHIP FORM**

The Deputy Librarian,  
 ICDEOL Library,  
 H.P. University, Shimla-5

Sir,

I have gone through the library rules and undertake to observe the same during studentship with the ICDEOL, Himachal Pradesh, University, Shimla-5.

I hereby remit a sum of Rs ..... as library security by bank draft  
 IPO's NO ..... dated ..... in favour of Director, ICDEOL, Shimla-5  
 or vide cash receipt No.....

**My Particulars are as under:**

- a) Name in Full (capital letters) Mr./Ms.....
- b) Father's Name .....
- c) Registration No. .... Class .....
- d) Subject..... Semester.....
- e) State if admitted direct to IIInd semester, yes/No.....
- f) ICDEOL Roll No .....
- g) Correspondence address (capital letters) .....  
 .....  
 .....Pin Code.....
- h) Permanent address (capital letters) .....  
 .....  
 ..... Pin Code.....

I enclose herewith my two passport size photographs alongwith membership form duly attested by  
 ..... Designation.....

Address .....

I pledge that I will not misuse the library facilities and in case of any default, I shall be liable to pay the penalty imposed by the Director..

It is certified that I am not employed. However the official address of my parents/guardian is given as under

Name ..... Relation.....

Official Address ..... Pin Code.....

It is certified that I am employed in govt./public sector/private concern as .....  
 (designation) official address .....

I may therefore. be enrolled as a local/outstation member of the library.

Yours faithfully,

Dated.....

Signature of the Candidate

## FOR OFFICE USE

The particulars of Mr./Ms. ....  
Class.....Subject .....ICDEOL Roll No.....  
Semester ..... have been verified from the relevant  
admission record of the student and are correct. He/She is a bonafied student of the ICDEOL. Necessary "no dues  
certificate" will be obtained from the library at the time of migration/final examination/termination of connection by  
the student from ICDEOL.

Dealing Asstt.

Section Officer

Deputy. Registrar ICDEOL

## FOR LIBRARY USE

Library membership enrolment form of Mr./Ms.....  
is in order. The requisite security amount. (Rs ..... Rupees.....)  
only has been paid by the applicant and necessary entry made in the library security register at  
Sr. No ..... dated.....and he/she is enrolled as local/outstation member  
of the library under borrower no .....

Signature of Circulation Asstt.

Deputy. Librarian  
ICDEOL Library  
H.P. University Shimla-5

**International Centre for Distance Education and Open Learning  
Himachal Pradesh University, Summer Hill, Shimla-5**

**MEMBERSHIP FORM FOR STUDENTS**

Please enroll me as member of the ICDEOL library, I promise to obey all its rules:

Full Name (Block Letters) .....  
Department..... Class..... Semester.....Roll No.....  
Correspondence Address.....  
.....  
Father's/Guardian's Name and Permanent Address.....  
.....  
.....

Dated.....

Applicant's Full Signature

-----

I recommend that the applicant be enrolled as a member of the ICDEOL Library. I undertake that the library security/detailed marks cards will not be released/ issued to him/her unless he/she produces clearances certificates from the library. The information furnished overleaf has been verified by my office.

Section Officer

AR/DR ICDEOL

Office Stamp

Deputy Librarian

Incharge Circulation

**Note:** Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form  
**International Centre for Distance Education and Open Learning**  
**Himachal Pradesh University, Summer Hill, Shimla-5**

Borrower No .....

**LIBRARY SECURITY REFUND-FORM**

(Column NO.1 & 6 to be filled and signed by the student.)

(This form duly completed should be sent direct to the Deputy Librarian along with Pass-book-cum-Identity Card)

- 1. Name of the applicant .....
- Father's name .....
- Class ..... ICDEOL Roll No .....
- Year/Session of joining the ICDEOL .....

I certify that nothing is due against my name and therefore, request that the amount of library security deposited by me vide ICDEOL receipt No ..... dated ..... Rs .....may kindly be refunded to me.

Dated ..... Signature of the Student

- 2. Library Security deposited vide receipt No. .... dated . ....  
for Rs .....has been entered in the library  
security refund register at sr. No .....dated..... and verified  
for payment of Rs..... (Rupees .....) only  
Nothing is due from the student.

**Signature of Circulation Asstt.**

**Deputy. Librarian**  
**ICDEOL Library, Shimla**

**FOR OFFICE USE**

- 3. ACADEMIC BRANCH(ICDEOL)  
Nothing is due from the student.

Signature of the Dealing Asstt

Signature of the Supdt./Section Officer

- 4. REFUND ALLOWED  
Director (ICDEOL)

- 5. ACCOUNT BRANCH (ICDEOL)  
Passed for payment of Rs..... (Rupees .....)  
bill/voucher No ..... cheque No ..... date.....

**Dealing Asstt.**

**Supdt./S.O.**

**Asstt./Dy. Registrar (ICDEOL)**

6. **FOR STUDENT USE**

**PRE-RECEIPT**

Received a sum of Rs ..... (Rupees .....only)  
from the Director, ICDEOL, Shimla-5, on account of payment of Library security amount refund.

Postal address of the student  
on which the cheque is to be sent:

---

---

---

Signature of the Student

**Note:** Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form  
**International Centre for Distance Education and Open Learning  
Himachal Pradesh University, Summer Hill, Shimla-5**

ICDEOL Roll No .....

Exam. Roll No.....

**Application form for the supply of  
Consolidated Marks Card/Provisional Certificate**

Incomplete form will not be entertained nor an interim query relating thereto will be replied

The Controller of Examinations  
Himachal Pradesh University,  
Shimla-171 005

Dear Sir,

I have passed. . . . . Examination from the H. P. University, in the month of ..... year .....I request you to kindly supply me a consolidated marks card/provisional certificate. I am remitting prescribed fee Rs. .... through IPOs/DD drawn in favour of the **Finance Officer, Himachal Pradesh University, Shimla-5.**

**My particulars are as under:**

- 1. Name of the candidate .....
- (in block letters) .....
- 2.Father's name .....
- 3.Examination passed ..... month ..... Year.....
- 4.Examination Roll No.....marks obtained .....

<b>Title of Course</b>	<b>Pass marks</b>	<b>Marks obtained</b>	<b>When passed</b>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....
6. ....	.....	.....	.....
7. ....	.....	.....	.....
8. ....	.....	.....	.....
9. ....	.....	.....	.....
10. ....	.....	.....	.....

- 11. ....
- 12. ....
- 13. ....
- 14. ....
- 15. ....
- 16. ....

Address for dispatch of certificate \_\_\_\_\_  
 \_\_\_\_\_

Dated..... Signature of the candidate

Particulars given above are verified and there is no objection for issuance of the desired detailed marks card/provisional certificate/consolidated marks card.

Director, ICDEOL

Dated. .... (with office stamp)

**FOR OFFICE USE**

Particulars checked:  
 Consolidated marks card/provisional certificate/duplicate certificate bearing Sr No.  
 .....  
 Issued on .....

**Dealing Asstt.** **Supdt./S.O.**

- Note:**
1. Please add prescribed cost for form while sending this Internet downloaded form.
  2. The application form is to be submitted to the Director, ICDEOL for attestation and transmission to the Controller of Examinations.
  3. The incomplete form will not be entertained nor an interim query relating thereto will be replied.
  4. Separate form for each certificate with separate remittance of fee be submitted.
  5. The DD/IPO's should be drawn in favour of the **Finance Officer, H.P. University, Shimla-171005.**
  6. Form without proper fee and attestation will not be entertained.
  6. One self-addressed envelope 10x23 cms. be attached with the form.

**Note:** Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form  
**International Centre for Distance Education and Open Learning  
Himachal Pradesh University, Summer Hill, Shimla-5**

**APPLICATION FORM  
FOR THE DEGREE IN ABSENTIA**

The Controller of Examinations,  
Himachal Pradesh University,  
Shimla-171 005.

Sir

I intend to take my degree of .....in absentia and request that I may be admitted to the same. I am sending herewith an Indian Postal Order/Bank Draft worth Rs. ....or I have deposited Rs.....with the university cashier vide receipt No ..... dated .....

**My particulars are as under**

1. Name of the applicant ((in capital English letters)  
.....  
(in Hindi).....
2. Father's Name ((in capital English letters) .....  
(Hindi).....  
(in capital letters)
3. Enrolment No .....
4. Exam. Roll No. ....
5. Examination passed ..... year .....
6. Subject.....
7. ICDEOL Roll No ..... Session .....Month.....
8. Permanent address .....

Date .....

Signature of Applicant

**Attestation by the Director, ICDEOL, H.P. University with official stamp.**

Name and Designation with  
Official stamp



**Note:** Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form  
**International Centre for Distance Education and Open Learning  
Himachal Pradesh University, Summer Hill, Shimla-5**

S.No. H. P.U .....  
(To be left blank for office use)

**FORM FOR APPLYING FOR  
INTER-UNIVERSITY MIGRATION CERTIFICATE/COPY OF ENTRIES FROM REGISTER OF  
STUDENT**

**Note:**

- 1. Please Include Prescribed Form Cost While Sending This Application Form.
- 2. To Be Sent To the Director, ICDEOL, HPU, Shimla-5

- 1. Name of the applicant .....
- 2. Father's Name .....
- 3. Registration No .....
- 4. Particulars of last examination of this university he/she appeared/passed.. .....  
Examination : ..... year .....  
Session ..... Roll No .....Result.....
- 5. Name of institution or district in case of private students. (From where the applicant appeared in the last examination) .....
- 6. Name of institution where the applicant is now studying. ....
- 7. Fee of Rs .....remitted by postal  
Order/Bank Draft/cash receipt No ..... dated  
..... The Postal Order/Bank Draft should be crossed and drawn in favour of the Finance Officer, Himachal Pradesh University, Shimla-5 and should be sent along with this form under registered cover.
- 8. Address to which the certificate should be sent  
.....  
.....

Dated ..... Signature of candidate

**FOR OFFICE USE**

Fee received vide university receipt No .....  
Dated .....  
Cashier .....

Particulars verified, May be sanctioned

**Dealing Clerk / Assistant  
Supdt./Section Officer  
Sanctioned**

**Asstt./Dy. Registrar**

## CERTIFICATE NO.1

For applicant who are on the rolls of the ICDEOL of the university or had left the **ICDEOL** without appearing in the university examination or whose names were struck off from the rolls or who have appeared in. examination.

Forwarded with the remarks that I have no objection to the issue of the university migration certificate to the applicant.

**Director, ICDEOL**

Dated ..... Official Stamp.....

## CERTIFICATE NO II

(Affidavit to the sworn before a First Class Magistrate)

(For applicants who have lost the original migration certificate and require another one)

I solemnly declare that the migration certificate previously issued to me by the Registrar, Himachal

Pradesh University, Shimla-5 has been lost to enable me to join the another university and I did not join any university on the basis of the same.

Attested ..... Signature of the applicant

Signature .....

Address .....

## INSTRUCTIONS

1. All the required particulars should be carefully filled in by the applicant. The office will not be responsible for any delay in case the form is not complete in all respects.
2. Prescribed fee in the form of DD/IPO's should be **drawn in favour of the Finance Officer, H.P. University, Shimla-5.**
3. **Include Prescribed Form Cost While Sending This Application Form**

- Note:**
1. Migration Certificate to the students who have taken any examination from this university will be issued after declaration of their results.
  2. The certificate are usually issued within a fortnight of the receipt of the application form and fee provided that the application form is complete in all respect. No person shall be entitled to apply on behalf of another person or to receive his own or another person's certificate personally from the office.
  3. Migration fee is not refundable in any case.
  4. An attested copy of the detailed marks card of the last examination taken/passed be attached with the application form.



Roll No. ....  
(To be filled by the University)

**HIMACHAL PRADESH UNIVERSITY**  
**GYAN PATH, SUMMER HILL, SHIMLA – 171 005**  
**(For Private and Re-appear Candidates)**

<b>M.A.</b>	Pvt. (Full) : Rs. 1000.00 Re-appear: Rs. 500.00 (PP)	<b>M. Sc</b>	Pvt. (Full) : Rs. 1200.00 Re-appear: Rs. 500.00 (PP)	<b>M.Com</b>	Rs. 1200.00 Re-appear: Rs. 500.00 (PP)
Practical Fee All Subjects Rs. 500.00 per practical (For more details regarding fee and other please visit H.P. University website i.e. <a href="http://www.hpuniv.nic.in">www.hpuniv.nic.in</a> & <a href="http://www.hpuniv.in">www.hpuniv.in</a> )					

**FOR OFFICE USE ONLY**

A. Ineligible due to \_\_\_\_\_

- Late fee amounting to Rs. \_\_\_\_\_ required.
- Registration Number required.
- SC, ST, Physically Handicapped, Lower Class Examination Certificate required.
- Government Service bonafide certificate required.

University Cash  
Receipt  
University / Bank Receipt  
No. \_\_\_\_\_  
Dated \_\_\_\_\_

B. Diary No. \_\_\_\_\_ Dated \_\_\_\_\_

1. Examination Centre Opted (i) \_\_\_\_\_ (ii) \_\_\_\_\_

2. Class \_\_\_\_\_ Subject \_\_\_\_\_ Semester \_\_\_\_\_

3. Name of Candidate (in Capital letters) \_\_\_\_\_  
(in Hindi) \_\_\_\_\_

4. Father's/ Mother Name (in Capital letters) \_\_\_\_\_  
(in Hindi) \_\_\_\_\_

5. Registration/Enrolment No. \_\_\_\_\_ 6. Gender \_\_\_\_\_  
(Attested Copy should be enclosed)

7. Date of Birth \_\_\_\_\_ 8. Category(SC/ST/PH) \_\_\_\_\_ (attach attested copy)

9. Course/Subjects in which appearing: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

10. Medium of Instructions (Hindi/English): \_\_\_\_\_ 11. Mobile No. \_\_\_\_\_

12. Capacity in which appearing: 1. Late College Student 2. Private 3. ICDEOL

13. Are you appearing for the Re-appear/ Improvement of Score/Division? \_\_\_\_\_

14. Particulars of the last examination passed/appeared (for fresh candidates of I Semester and Direct II Semesters' Candidates only):

Subject Concerned						
Examination	Subject	Marks Obtained	Maximum Marks	Roll No.	Year	University
B.A./B.Sc./B.Com I						
B.A./B.Sc./B.Com II						
B.A./B.Sc./B.Com III						
M.A./M.Sc./M.Com.						
MBA/B.Ed./LL.B/M.Ed						

15. Earlier/last appeared/re-appear: Subject \_\_\_\_\_ Exam \_\_\_\_\_

Roll No. \_\_\_\_\_ month \_\_\_\_\_ Year \_\_\_\_\_ in \_\_\_\_\_ class.

Affix latest attested  
photography duly  
attested

16. Whether simultaneously appearing in other examination, if so state: Roll No. \_\_\_\_\_

Class \_\_\_\_\_ Subject \_\_\_\_\_ Semester \_\_\_\_\_ Session \_\_\_\_\_

17. Permanent Address \_\_\_\_\_

18. Correspondence Address \_\_\_\_\_

19. Particulars of fee sent through (i) Bank Draft/IPO No. \_\_\_\_\_ Date \_\_\_\_\_

I solemnly declare that the above particulars filled in by me are correct and that in case of any discrepancy found therein, I shall be responsible for the consequences. I also certify that I have not been debarred to appear in the examination or any case of unfair means is pending against me. I will not have any claim in case my examination form is rejected due to incomplete information including examination fee.

(Signature of Student)

#### CERTIFICATE

Certified that:

- a) The candidate has passed/appeared in \_\_\_\_\_ Examination in \_\_\_\_\_ under Roll No. \_\_\_\_\_ from \_\_\_\_\_ University as per particulars given by the candidate above. (Attach attested copies of certificate)
- b) The candidate is a resident of the areas within the territorial jurisdiction of H.P. University for the last 12 months preceding the date of examination and the particulars given above are correct.
- c) That the candidate is a blind/permanent handicapped from writing and the particulars given by him/her are correct.
- d) The candidate is a blind/permanent handicapped from writing and the particulars given by him/her are correct.
- e) The candidate is in the service of this office for the last three years (as on 30<sup>th</sup> November of the preceding year) and that particulars given by him/her are correct. (Attach attested copies of certificate)
- f) The candidate is an ex-serviceman have served as \_\_\_\_\_ in Armed Force \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and particulars given by him/her are correct.
- g) The candidate is serving personnel of Indian Armed Force.

Place \_\_\_\_\_

Dated \_\_\_\_\_

(Signature of Attesting Authority with Stamp)

#### GENERAL INSTRUCTIONS

1. **Examination fee** is to be paid in favour of **Finance Officer, H.P. University, Summer Hill, Shimla – 171 005 in shape of Bank Draft/IPO payable at Summer Hill, Shimla – 171 005.**
2. Please fill in separate form for each semester.
3. Incomplete Forms are liable to be rejected.
4. **THREE SELF ADDRESSED ENVELOPES SHOULD BE ENCLOSED WITH THE FORM.**
5. The relevant certificate is to be signed/attested by the competent/concerned authority only. Authorities competent to attest the admission forms of private candidates are Head of Office in case of employees/teachers/service personnel and Head of Institution/Departments/Principals/Gazetted Officers of State/Central Govt. /Officers of the H.P. University of the rank of Assistant Registrar and above, E.C. Members/Magistrate 1st Class.
6. Candidate appearing for the first time from this University must get himself/herself registered as a student of the University for which he/she should fill up the prescribed form and send to the Deputy Registrar (Registration & Migration), H.P. University, Shimla-5.
7. The candidates who are appearing privately for the first time in MA first semester or direct second semester may enclose attested copies of BA/B.Sc. (I, II, III) for ascertaining their eligibility of 45% in the subject concerned (or for SC/ST 40%) OR second division in BA/B.Sc failing which their candidature shall stand rejected automatically.
8. The candidates doing MA from Direct IInd Semester are supposed to do first semester appearing in IV Semester examination **CLOCK WISE.**
9. Examination/Admission fee once paid is neither refundable nor adjustable in any subsequent examination, unless the office finds the candidate ineligible to appear in the examination.
10. It is to be ensured by the student himself/herself that he/she is eligible for a particular examination for which he/she is applying and the University doesn't hold itself responsible if a student examination form cannot be accepted or is rejected by the University.
11. In case of any dispute the decision of the University will be final and shall be binding on all students. All disputes will be subject to the jurisdiction of the University where head office of the University is located.
12. All Roll No. issued to students are purely provisional subject eligibility and they will have no right for declaration of result on mere appearing in the examinations.

**CONTROLLER OF EXAMINATIONS**

---

## ADMIT CARD

PURELY PROVISIONAL SUBJECT TO ELIGIBILITY)

Roll No. \_\_\_\_\_

**(Roll No. to be assigned by the Office)**

*(To be filled in by the Candidate)*

**Affix your latest  
colour attested  
passport size  
photograph.**

**Do not staple**

Admit (Name of the Candidate) \_\_\_\_\_

son/ Daughter of Sh. \_\_\_\_\_

to the examination of MA/M.Sc/M.Com/LL.B etc. \_\_\_\_\_

Semester \_\_\_\_\_ to be held in \_\_\_\_\_ on the dates  
as given in the Date Sheet at examination centre \_\_\_\_\_

\_\_\_\_\_

Signature of Candidate

**Controller of Examinations  
Himachal Pradesh University.**

---