

THE FIRST ORDINANCES OF THE HIMACHAL PRADESH UNIVERSITY

CHAPTER-I

1.1 The subjects as and when started shall be assigned in terms of statute 13 (i) (iv) of the First Statutes of University to various Faculties as follows:-

1. FACULTY OF LANGUAGES

1. Sanskrit
2. Hindi and other Modern Indian Languages
3. English
4. French
5. German
6. Russian
7. Himachali – Pahari Language and Culture
8. Buddhist Studies
9. Persian
10. Urdu
11. Communicative English
12. Functional Hindi

2. FACULTY OF PERFORMING & VISUAL ARTS

1. Music
2. Dance
3. Dramatics
4. Painting
5. Applied Art
6. Sculpture
7. Masters of Fine Arts (Pahari Miniature Painting)
8. Diploma in Pahari Miniature Painting.

3. FACULTY OF SOCIAL SCIENCES

1. Philosophy
2. Psychology.

3. History
4. Political Science
5. Economics
6. Sociology
7. Home Science (for girls only)
8. Public Administration
9. Yoga
10. Journalism & Mass Communication
11. Library & Information Science
12. Business Economics
13. Applied History
14. Tribal Studies
15. Population Studies
16. Human Resource Development
17. Development Planning & Evaluation
18. PG Diploma in Women's Development Studies
19. Post Graduate Diploma in Deen Dayal Upadhyay Studies.
20. Rural Development
21. Masters in Human Resource Development.

4. FACULTY OF PHYSICAL SCIENCES

1. Physics
2. Chemistry
3. Mathematics and Statistics
4. Geology
5. Physical Anthropology
6. Mining and Metallurgy
7. Computer Science
8. Electronics
9. Computer Applications
10. Information Technology
11. Industrial Chemistry
12. Geography

5. FACULTY OF EDUCATION:-

1. Education.
2. Physical Education.

6. FACULTY OF LAW

1. Law

7. FACULTY OF COMMERCE AND MANAGEMENT STUDIES

1. Commerce
2. Business Administration
3. Tourism Administration
4. Tourism & Travel Management
5. Office Management & Secretarial Practices
6. Five Years Integrated Course in Tourism Administration.
7. Bachelor in Hotel Management.
8. Bachelor in Hotel Management and Catering Technology.
9. One year Diploma in Hotel Management.
10. One Year Diploma in Travel and Tourism Management.

8. FACULTY OF MEDICAL SCIENCES

1. Medical Sciences

9. FACULTY OF ENGINEERING AND TECHNOLOGY

1. Engineering and Technology

10. FACULTY OF AYURVEDA AND HOMOEOPATHY

1. Ayurveda
2. Homoeopathy

11. FACULTY OF LIFE SCIENCES

1. Bio-Technology
2. Botany
3. Microbiology
4. Zoology
5. Home Science
6. Food Sciences & Quality Control
7. Sericulture

12. FACULTY OF DENTAL SCIENCES

1. Bachelor of Dental Surgery (BDS)
- 1.2. Deleted.
- 1.3. Degrees, Diplomas and Certificates

The University may award the following degrees, diplomas and certificates in the different Faculties:-

FACULTY OF LANGUAGES AND FACULTY OF PERFORMING & VISUAL ARTS

Certificate Course in Bhoti.

Certificate Course in Pali.

Certificate Course in Chinese.

Certificate Course in Japanese.

Diploma Course in Bhoti.

Diploma Course in Pali.

Diploma Course in Chinese.

Diploma Course in Japanese.

Advanced Diploma Course in Bhoti

Advanced Diploma Course in Pali.

Advanced Diploma Course in Chinese.

Advanced Diploma Course in Japanese.

Post Graduate Diploma Course in Buddhist Studies

Bachelor of Arts (B.A.)

Master of Arts (M.A.)

Master of Philosophy (M.Phil.)

Doctor of Philosophy (Ph.D.)

Doctor of Literature (D.Lit.)

MODERN FOREIGN LANGUAGES CERTIFICATES

Certificate Course in French.

Certificate Course in German.

Certificate Course in Russian.

Diploma Course in French.

Diploma Course in German.

Diploma Course in Russian.

Advanced Diploma Course in French.
Advanced Diploma Course in German.
Advanced Diploma Course in Russian.
Post Graduate Diploma in German.

MODERN INDIAN LANGUAGE CERTIFICATES

Proficiency in Hindi (Ratna)
Honours in Hindi (Prabhakar)
Certificate Course in Himachali-Pahari Language and Culture.
Diploma Course in Himachali-Pahari Language and Culture.

CLASSICAL LANGUAGE CERTIFICATES

Proficiency in Sanskrit (Prak Shastri Part – I).
High Proficiency in Sanskrit (Prak Shastri Part-II).

CLASSICAL LANGUAGE DEGREES

Honours in Sanskrit (Shastri), Vashista Shastri. (B.A. Honours with classics),
B.A. (Honours) Classes.
Sahityacharya
Vyakaranacharya
Darashnacharya
Vedacharya
Jyotishacharya

FACULTY OF SOCIAL SCIENCES

Diploma in Yoga Studies
PG Diploma in Population Studies
PG Diploma in Tribal Studies
PG Diploma in Human Resource Development
PG Diploma in Development Planning and Evaluation
Post Graduate Diploma in Deen Dayal Upadhaya Thought
Bachelor Degree in Journalism and Mass Communication
Master in Journalism and Mass Communication
Bachelor of Arts (B.A.)
Master of Arts (M.A.)

Master of Philosophy (M.Phil.)
 Doctor of Philosophy (Ph. D.)
 Doctor of Literature (D. Lit.)
 PG Diploma in Organizational Psychology
 PG Diploma in Environmental Psychology
 PG Diploma in Clinical Psychology
 PG Diploma in Women's Development Studies

Faculty of Physical Sciences	Bachelor of Science (Pass Course)
	Bachelor of Science (Hons.)
	Master of Science (M.Sc)
	Master of Philosophy (M.Phil)
	Doctor of Philosophy (Ph.D)
	Doctor of Science (D.Sc.)
	Bachelor of Computer Application.
	Master in Computer Applications
	Certificate in Computer Appreciation
	Certificate in Computer Programming
	Post Graduate Diploma in Computer Applications.
	Certificate Course in Human Resource Development Programme in Computers.
	Advanced PG Diploma in Information Technology.
	Advanced PG Diploma in Web Technology.
	Advanced PG Diploma in E-Commerce.
	Post Graduate Diploma in Applied Analytical Chemistry
	Post Graduate Diploma in Polymer Science.
Master of Technology (Computer Science)	
M.Tech. (Computer Science)	
Faculty of Life Sciences	Bachelor of Science (Hons.) in Biotechnology [B.Sc.- (Hons.) (Biotechnology)].

Bachelor of Science(Hons)in Microbiology [(B.Sc.- (Hons) (Microbiology)].

Bachelor of Science(Hons)in Biochemistry [(B.Sc.- (Hons) Biochemistry)].

Post Graduate Diploma in Bioinformatics(PGDBI).

Post Graduate Diploma in Food and Fermentation Technology (PGDFFT).

Master of Science in Microbiology(M.Sc.Microbiology).

Master of Science in Biochemistry(M.Sc.Biochemistry).

Master of Science in Biotechnology(M.Sc.Biotechnology).

Master of Science(Botany)(M.Sc.Botany).

Master of Science(Zoology)(M.Sc.Zoology).

Master of Philosophy(M.Phil.)

Doctor of Philosophy(Ph.D.)

Doctor of Science(D.Sc.)

**Faculty of
Education:**

Bachelor of Education (B.Ed.)

Master of Education (M.Ed.)

Master of Philosophy (M.Phil.)

Doctor of Philosophy (Ph.D.)

Doctor of Literature (D. Lit.)

Diploma in Physical Education (D.P.Ed.)

M.A. in Physical Education

**Faculty of
Law:**

Bachelor of Laws (Academic of Non-Professional) (B.L.)

Bachelor of Laws (LL.B.)

Master of Laws (LL.M.)

Master of Philosophy (M.Phil.)

Doctor of Philosophy (Ph.D.)

Doctor of Laws (LL.D.)

Faculty of Commerce & Management Studies:	<p>Bachelor of Commerce (B.Com.)</p> <p>Master of Commerce (M.Com.)</p> <p>Master of Business Administration (M.B.A.)</p> <p>Master of Tourism Administration (M.T.A.)</p> <p>Master of Philosophy (M.Phil.)</p> <p>Doctor of Philosophy (Ph.D.)</p> <p>Doctor of Literature (D.Lit.)</p> <p>Post-Graduate Diploma in Personnel Management and Labour Welfare</p> <p>Bachelor of Business Administration (B.B.A)</p> <p>Post Graduate Diploma in E-Commerce</p> <p>One Year Diploma in Tourist Guide (DTG).</p> <p>One Year Diploma in Multi Skilling Hotel Operations (DMSH)</p> <p>Five Years Integrated Course in Tourism Administration (FYICTA).</p> <p>Three Years Course of Bachelor in Hotel Management (BHM).</p> <p>Four Years Course in Bachelor in Hotel Management and Catering Technology (BHMCT).</p> <p>One year Diploma in Hotel Management (DHM).</p> <p>One Year Diploma in Travel and Tourism Management (DTTM).</p>
Faculty of Medical Sciences:	<p>Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)</p> <p>Master of Surgery (M.S.)</p> <p>Doctor of Medicine (M.D.)</p> <p>B.Sc. Medical Technology (Laboratory)</p> <p>B.Sc. Medical Technology (Radiology & Imaging)</p> <p>B.Sc Medical Technology (Anesthesia & Operation Theatre Techniques)</p>
Faculty of Engg. and Technology:	<p>Bachelor of Engineering & Technology (B.E.T.)</p> <p>Bachelor of Architecture (B.Arch.)</p> <p>Bachelor of Pharmacy (B.Pharma) (4 Years Course)</p>

Faculty of	Ayurvedacharya
Ayurveda: &	Bachelor of Ayurvedic Medicine & Surgery (B.A.M.S.)
Homoeopathy	Bachelor of Homoeopathic Medicine and Surgery (BHMS) B. Pharma (Ayurveda).

1.4 Minimum Qualifications prescribed for Admission	The minimum qualification prescribed for admission to courses and examinations, leading to the degrees and certificates of the University Qualifications shall be as under: Pre- University: Deleted
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FACULTY OF LANGUAGES; PERFORMING & VISUAL ARTS AND SOCIAL SCIENCES

Bachelor of Arts (B.A.)	B.A. Pass Courses+2 examination under 10+2 or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (including English) with 33% marks.
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OR

Provided that a student seeking admission to B.A. 1st Year with Mathematics as one of the subject of study, should have either 45% marks in aggregate or 45% marks in Mathematics at +2 level.

Pre-University examination (two years) after 10 years schooling of an Indian University/ Board recognised by H.P. University with 33% marks.

OR

Intermediate examination of an Indian University/Board or an examination recognised equivalent thereto (pass in four subjects). One language and three other pass elective subjects with 33% marks.

OR

Any examination of a University/Board/College or School in Foreign country recognised as equivalent for the above purpose by the Vice- Chancellor/Equivalence Committee

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either of its own or on the recommendations of Association of Indian Universities with 33% marks.

OR

B.A./B.Sc./B.Com Part-I of old three year degree course of a recognised University/Board College with 33% marks.

“Admissions in the college for “Centre of Excellence”

B.A.–I Pass Course: 10+2 examination or an examination equivalent thereto of a Board/ University established by Law in India with English as compulsory subject with 55% marks in aggregate. In case of those students who have taken Mathematics as one of the subject 45% marks in Mathematics with English as compulsory subject with 55% in aggregate is compulsory.

B.A-I (Honours Course): - 10+2 examination or an examination equivalent thereto of a Board/University established by Law in India with English as compulsory subject with 55% in aggregate and 60% marks in the subject concerned in 10+2. Mathematics shall be compulsory subject for Honours in Economics;

Provided that the student who has passed 10+2 with Science subject and wants to shift to Bachelor of Arts (faculty) with Honours in any subject should have passed 10+2 examination with English as compulsory subject with minimum of 60% marks in aggregate;

Provided further that admission shall not be allowed in any case to the students with compartment at 10+2 level.

Eligibility for admission to B.A./ B.A. (Honours)-II/III year:

- a) Students shall have to secure a minimum of 50% marks in aggregate in the annual examination of previous classes.

- b) Students applying from other institutions recognized by Himachal Pradesh University shall have a minimum of 55% marks in aggregate in +2 and a minimum of 50% marks in aggregate in the annual examination of previous classes i.e. Ist/IIInd year.

BACHELOR DEGREE IN FINE ART(B.F.A.):

1. The admission will be offered to those who qualifies +2 or an equivalent examination from a recognized Board or University.
2. The Entrance Test will be mandatory for admission in BFA courses to examine the aptitude of the student for Visual Arts.
3. The entrance test will comprise the following tests:
 - A. Still life (Practical) 100 marks.
 - B. Composition (Practical) 100 marks.
 - C. General Knowledge (Theory) 50 marks.

**Master of Arts
M.A.**

Any Bachelor Degree of University established by law in India at least in second division or with 45% marks or honours in the subject of his study for M.A.

The students opting for elective English in B.A. will be entitled for a credit or 5% for admission to M.A. English in H.P. University.

Such students who have passed their graduation in Hospitality and Management courses from ICDEOL may also take admission in MA classes.

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 of 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:

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

Provided further that a candidate who has passed B.A. (Pass) examination with 45% marks in Public Administration or Sociology shall be eligible for admission to M.A. (Pol. Sc.) and a candidate who has passed the B.A, examination with 45% marks in the Ancient Indian History and Culture shall be eligible for admission to M.A. (History):

Provided that a candidate seeking admission to the M.A. Course in the subjects mentioned below must also possess the following minimum qualifications:

PSYCHOLOGY

The candidate must have passed the Bachelor's degree examination with Mathematics as an elective subject or elementary mathematics as an additional optional subject:

Provided that those Lecturers in Physical Education who have passed B.A. Examination of this University and also passed B.Ph. Edu./B.Ed. or Diploma in Physical Education should be allowed to sit for M.A. Examination of H.P. University.

Provided further that the candidates having passed either B.Ed./B.T. examination in second division (both

in theory and skilled in teaching) or second division in M.Ed. examination or B.A. examination with Sociology or Philosophy with 45% marks in three subjects shall also be eligible for admission to M.A. course in Psychology.

BUDDHIST STUDIES

Provided that Shastri/Vashist Shastri from a recognised University shall also be eligible for admission.

Provided further that preference will be given to those who have studied Pali, Buddhist Philosophy, Indian Philosophy, Indian Ancient History, Comparative Philosophy, Painting and Sculpture, Western Philosophy, Bhoti Language, Pali Language, Chinese language, Japanese Budhist Aagam, Chinese Budhist Aagam or Monogolian Budhist Aagam, Bhoti Budhist Philosophy, Bhotagam Sanskrit as one of the subjects in B.A.

Provided further that preferences shall also be given to the candidates who have obtained certificate Diploma in any one the following languages after graduation:

1. Bhoti
2. Pali
3. Chinese
4. Japanese

Master of Journalism and Mass Communication

The candidate must have passed Bachelor in Journalism and Mass Communication or its equivalent qualification from a recognised University established by law in India with a Minimum of 50% marks in aggregate (45% for SC/ST candidates) as on first July of the concerned year.

P.G. Degree in Translation

Bachelor's Degree of a University established by Law in India with atleast 50% marks, with English & Hindi Subjects

OR

A candidate seeking admission to two years P.G. Degree in Translation must have 50% marks at the Master's level subject to the condition that a candidate had studied Hindi as elective subject up to B.A. Level.

M.A. Painting

50% marks in aggregate or 45% marks in the subject concerned (45% or 40% marks in case of SC/ST) in B.A./B.F.A.

PG Diploma in Organizational Psychology.
PG Diploma in Environmental Psychology.
PG Diploma in Clinical Psychology.
Eligibility

Master's degree in any subject or equivalent to MA, M.Sc./B.Sc. Engineering/MBBS/GAMS or equivalent with 50% marks in the aggregate (45% in case of SC/ST candidates).

Admission to the courses shall be made on the basis of merit.

Master of Fine Arts (Pahari Miniature Painting)

Bachelor of BFA degree of a University established by Law in India with at least 50% marks (45% marks in case of SC/ST) in aggregate or equivalent thereto in the grading system. However, due weightage will be given to the marks obtained in lower examination i.e. matric & 10+2. The admission will be made on the basis of an entrance test conducted by the Department of Visual Arts and Institute of Integrated Himalayan Studies(UGC Centre of Excellence), H. P. University, Shimla. The number of seats shall be 20 subsidized seats and 15 non-subsidized seats and 1 supernumerary for single girl child. The fee structure and reservation of seats shall be as prescribed by Executive Council from time to time.

Diploma in Pahari Miniature Painting	Diploma in Pahari Miniature Painting shall be 10+2 passed from H. P. Board School Education or equivalent thereto or 10+2 examination from education board in India.
Master of Human Resource Development	Bachelor degree of a University established by law in India with at least 50% (45% marks in case of SC/ST) in aggregate or equivalent thereto. The admission will be made on the basis of academic career and entrance examination conducted by H.P. University, Shimla-5. While preparing the merit list for admission, 30 % weightage will be given to academic career and 70%(i.e. 50% entrance test+10% group discussion + 10% personal interview) to the entrance examination.
Master of Philosophy (M.Phil.)	A candidate seeking admission to M. Phil course must have at least 55% marks (50% marks in case of SC/ST) in the subject concerned at the Master's level. Admissions shall be made on the basis of merit in the qualifying examination.
Doctor of Philosophy (Ph.D.)	Atleast 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure). OR Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.
Doctor of Literature (D.Lit.)	Ph. D. or an equivalent degree of a University, established by law in india.
Diploma in Yoga Studies	A Bachelor's degree in any Faculty. OR Certificate in Yoga Studies awarded by any University/ Board established by law in India or awarded by any of the State Govts.

**Diploma in
Bhoti**

10+2 or an equivalent examination from a recognised Board or University.

One year certificate course in concerned language:

OR

Intermediate Examination of a recognised Board/ University with that language as compulsory subject in which admission is being sought.

OR

Diploma in the concerned language.

**Bachelor's
Degree in Jour-
nalism & Mass
Communication:**

Bachelor's degree or equivalent with at least 50% marks in the aggregate (45% for SC/ST Candidate)

**Post Graduate
Diploma in
Women's
Development
Studies**

The minimum qualification for admission to P.G. Diploma in Women's Development Studies shall be a Bachelor's Degree in any faculty of a University established by law in India or of a foreign University which may be recognized as equivalent for the purpose by the Vice-Chancellor.

A Candidate who has put a minimum 2 years service in any institution or department (government, semi-government, corporate undertaking, local self-government bodies, registered NGOs) shall be given an extra weightage of 5% while preparing the merit list for admission.

**Bachelor of
Library and
Information
Science:**

Bachelor's degree in any faculty of a University, established by law in India.

OR

Degree of a foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor.

Certificate course in Modern Foreign Languages (French, German, Russian):

10+2 or an equivalent examination from a recognized Board or University.

Diploma course in Modern Foreign Languages (French, German, Russian):

Certificate Course in the Modern Foreign Language concerned;

OR

the Intermediate examination of a Board or University, established by law in India, with the Modern Foreign Language concerned as an elective subject;

OR

the B.A. degree of a University established by law in India, with the Modern Foreign Language concerned as an elective subject.

Advanced Diploma in Modern Foreign Languages (French, German, Russian):

Diploma course in the Modern Foreign Languages concerned.

Post-Graduate Diploma in German

Diploma in German with 50% marks and Bachelors Degree (B.A.) from H.P.

University or any other University established by law in India, recognised by this University.

Proficiency in Modern Indian Languages

A. Hindi (Ratna):

No minimum qualifications.

B. Urdu (Adib):

No minimum qualifications.

High proficiency in Modern Indian Languages

- A. Hindi (Bhushan)** No minimum qualifications.
B. Urdu (Adib Alim) No minimum qualifications.

Honours in Modern Indian Languages

- A. Hindi (Prabhakar)** Proficiency or higher proficiency in Hindi or Sanskrit or an equivalent examination of Board or University established by Law in India.

(Note:- The amendment is operative with effect from June, 1985, examination).

OR

High School/Matriculation examination of a Board or University, established by law in India with Hindi as a compulsory subject;

OR

any of the following examinations of a Board or University, established by Law in India with Hindi or Sanskrit as an elective or additional optional subject:

Pre-University

Pre-Engineering

Pre-Medical

Intermediate

Bachelor of Arts;

OR

Higher Secondary Part-I examination of a Board or University, established by law in India with Hindi as the first or the second language.

- B. Urdu (Adib Fazil)** Adib or Adib Alim or an equivalent examination of a Board/University, established by law in India.

OR

High School/Matriculation examination of a Board or University, established by law in India with Urdu as a compulsory subject.

OR

any of the following examinations of a Board or University, established by law in India with Urdu as an elective or additional subject:

Pre-University

Pre-Engineering

Pre-Medical

Intermediate

Bachelor of Arts;

OR

Higher Secondary Part-I examination of a Board or University, established by law in India with Urdu as the first or the second language.

Proficiency in Sanskrit (Prak Shastri-I)

High School/ Matriculation/ Purv Madhyama Part –II/ Vidya Adhikari or equivalent examination of a Board or University established by law in India.

High Proficiency in Sanskrit (Prak Shastri Part II)

Prak Shastri Part – I.

Honours in Sanskrit (Shastri/ Vashista Shastri).

Prak Shastri/ Vidya Vinod/ Uttar Madhyama Part II/ +2 with Sanskrit or an equivalent examination of a Board or University established by law in India.

Acharya (Sahityacharya, Vyakarnacharya, Darshnacharya, Vedacharya, Jyotisha- charya):

Shastri examination of this University.

OR

Shastri examination (with other subjects) of the Rashtriya Sanskrit Sansthan, Delhi or the Sympoornananda Sanskrit Vishavavidyalaya, Varanasi;

OR

M.A. (Sanskrit Examination of a University established by law in India):

(a) PG Diploma in Population Studies.

Minimum qualifications for admissions to these PG Diplomas of the Faculty of Social Sciences shall be Bachelor's Degree (or its equivalent) with at least 50%

**(b) PG Diploma
in Tribal
Studies.**

Marks in the aggregate (45% in case of SC/ST) or the Master's degree (or its equivalent) with 45% in aggregate (40% in case of SC/ST).

**(c) PG Diploma
in Human
Resource
Development.**

A Candidate who has put minimum 3 years service in any institution or department (Government, Semi Government, Corporate Undertaking, Local Self-Govt. Bodies, registered NGO's) shall be given an extra weightage of 5% while preparing the merit for admission.

**(d) PG Diploma
in Development
Planning
& Evaluation.**

**(e) PG
Diploma in
Deen Dayal
Upadhaya Thought.**

A Bachelor's degree in any Faculty of a University established by Law in India including Shastri & Vashist Shastri.

OR

Degree of a Foreign University which may be recognized as an equivalent for the purpose by the Vice-Chancellor..

**(f) PG Diploma in
Rural Development**

The candidate must have passed Bachelor's Degree in any stream with 45 % marks from a University established by law in India.

**(g) PG Diploma Course
in Buddhist Studies**

B.A. or equivalent degree from any recognized University but preference will be given to those students who have studied Buddhist Philosophy, Indian Philosophy, Ancient Indian History, Comparative Philosophy, Western Philosophy, Bhoti Language, Pali Language, Chinese Language, Japanese Language, Bhot-Buddhist Philosophy Sanskrit as one of the subjects in B.A.

Provided that Shastri/ Vishist Shastri from any recognised University shall also be eligible for admission to Post Graduate Diploma Course in Buddhist Studies.

Provided further that preference will be given to those candidates who have studied Certificate, Diploma and Advanced Diploma in Bhoti, Pali, Japanese and

Chinese Language along with their B.A. degree from any recognized University.

The first preference will be given to the Advanced Diploma holder candidates, second preference will be given to the Diploma holder candidates and third preference will be given to the Certificate holder candidates in above mentioned languages.

(h) Certificate course in Himachali-Pahari Language and Culture

B.A. or equivalent degree from any recognized University but preference will be given to those students who have studied Hindi/Sanskrit up to 10+2 and who have studied Hindi/Sanskrit/Pali/Prakrit as one of the subjects in B.A.

The first preference will be given to those students who have studied Hindi/Sanskrit/Pali/Prakrit/Dogari as one of the subject in BA, and second will be given to those students who have studied Hindi/Sanskrit/Dogari up to 10+2.

Provided that Shastri/Vishist Shastri from any recognized University shall also be eligible for admission to Certificate Course in Himachali-Pahari Language and Culture.

(i) Diploma Course in Himachali-Pahari Language and Culture

B.A. with One year Certificate course in Himachali-Pahari Language and Culture.

FACULTY OF PHYSICAL SCIENCES

Bachelor of Science

Bachelor of Science (Pass Course): +2 examination (B.Sc.) under 10+2 examination or an examination equivalent thereto of a Board/ University established by law in India with pass in four written subjects (three Science elective subjects & one English) with 45% marks.

OR

Pre-University Science examination (two years) after 10 years schooling of an Indian University/ Board recognized by H.P. University in four written papers (one English plus three Science subjects with 45% marks).

OR

Intermediate Science Examination of an Indian University/ Board or an examination recognized equivalent thereto with pass in four written subjects (one English plus three science elective subjects with 45% marks).

OR

Any examination of a University/ Board/ College or School in a Foreign Country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 45% marks.

OR

B.Sc. Part-I old three year degree course of a recognized University/ Board/ College with 45% marks.

Bachelor of Science (Honours Course): +2 examination under 10+2 examination or an examination equivalent thereto of a Board/ University established by law in India with pass in four written subjects (three Science elective subjects and one English elective subject) with 50% marks in aggregate or 55% in the subject of Honours Studies.

Admission in the college for “Centre of Excellence”

B.Sc Pass Course:-

10+2 examination or an examination equivalent thereto of a Board/ University established by law in India with English as compulsory subject with 55% marks in aggregate.

B.Sc (Honours Course) : for admission to B.Sc Honours course the candidate must have obtained 55% marks in aggregate with English as compulsory subject and 60% marks in subject concerned in +2 (subjects as given in above).

Provided that admission shall not be allowed in any case to the student with compartment at 10+2 level.

Eligibility for admission to B.Sc/B.Sc Hons)-II/III year:

- a) Students must secure a minimum of 50% marks in aggregate in the annual examination of previous class/s.
- b) Students applying from other institutions recognized by Himachal Pradesh University should have a minimum of 55% marks in aggregate in +2 and a minimum of 50% marks in aggregate in the annual examination of previous classes i.e. Ist/IIInd year.

Bachelor in Information Technology (BIT)

10+2 examination or its equivalent with Physics, Mathematics and any one of the other elective subjects of a Board/University established by law in India with 50% marks or its equivalent grade.

OR

Any examination of a University/Board/College or School in a Foreign Country recognised as equivalent for the above purpose by the University or the Association of Indian Universities, with 50% marks in three subjects as specified above.

Master in Information Technology (MIT) (Five years integrated course);

After completion of four years Bachelor of Information Technology (BIT); After completion of five years Master in Information Technology (MIT);
Eligibility:- 10+2 examination or its equivalent with Physics, Mathematics and any one of the other elective subjects of a Board/University established by law in India with 50% marks or its equivalent grade.

OR

Any examination of a University/Board/College or School in a Foreign Country recognised as equivalent for the above purpose by the University or the Association of Indian Universities, with 50% marks in three subjects as detailed above.

**Bachelor in
Computer
Applications
(BCA):**

(a) For regular students only: Candidates who have passed 10+2 examination from H.P Board or any other examinations considered equivalent by the Himachal Pradesh University with 50% marks (45% marks for SC/ST category) shall be eligible for taking entrance test, conducted by H.P. University, for admission to BCA course.

OR

Any examination of University/Board/College/School in Foreign Country recognised as equivalent for the above purpose by equivalence committee of its own or on recommendations of Association of Indian Universities with 50% marks (45% marks for SC/ST) shall be eligible for taking entrance test, conducted by H.P. University, for admission to B.C.A. course.

(b) For ICDEOL students only: 40% marks at the 10+2 level, there will be no age bar and no entrance examination. The admissions will be based on merit of qualifying examination.

(c) for regular students (admitted in colleges Centre of Excellence only):-

Plus two examination under 10+2 system or examination equivalent thereto of a Board/ University established by law in India with English as compulsory subject with 55% marks (50% marks in case of SC/ST.

OR

Any examination of a University/Board/College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee of its own or on recommendation of Association of Indian Universities with English as compulsory subject with 55% (50% marks in case of SC/ST)”

Basis of Admission:-

(a) For regular students only:

- (i) The admission shall be based on competitive/ written entrance test which shall consist of 100 questions of 100 marks and of 1½ hours duration comprising of three parts Maths (40%), Logical

Ability (40%) and English and General Awareness (20%).

(b) For ICDEOL students only:

The selection will be on the basis of merit determined by marks secured in qualifying examination.

**PG Diploma
in Applied
Analytical
Chemistry. &
P.G.Diploma
in Polymer
Science.**

Minimum qualifications for admission:-

Admission will be made on merit basis determined from Bachelor Degree in Sciences with Chemistry as major subject from a Recognized University established by law in India or abroad with 50% marks (45% for SC and ST candidates).

**PG Diploma
in Computer
Application
Advanced
PG Diploma
in Information**

**Technology
PG Diploma
in Web
Technology
Advanced**

**PG Diploma in
E-Commerce
(through
ICDEOL)**

The qualification for admission will be 40% Advanced marks at the graduation level. There will be no age bar and no entrance examination and admission will be based on merit of qualifying examination.

**Master of
Science
(M.Sc.)**

Bachelor's degree of a University established by law in India (with the subject of study for M.Sc. as one of the subjects) in at least second division or with 45% marks or Honours in the subject concerned.

Provided that for admission to M.Sc. (Chemistry) candidate with B.Sc. (Agr.) degree in the second

division or with an equivalent grade point average shall also be eligible;

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;

Provided further that a candidate seeking admission to the M.Sc. course in the subjects mentioned below, must also possess the following minimum qualifications:-

Chemistry:-

The candidate must have passed the B.Sc. examination with Physics as an elective subject and Basic Mathematics as a qualifying subject;

Provided that the candidate who has not offered Physics and Basic Mathematics at B.Sc. level, taking Chemistry as the subject of his study shall also be required to take a course in Basic Mathematics and Physics examination in these courses shall be compulsory and marks so obtained shall count towards division;

Provided that there shall be one paper in Basic Mathematics in 1st semester and one paper in Basic Physics in 2nd semester examination, each carrying 50 marks.

Physics:-

The candidate must have passed B.A./B.Sc. with mathematics as an elective subject.

**Master of
Philosophy
(M.Phil):**

A candidate seeking admission to the M.Phil. course must have at least 55% marks (50% in case of SC/ST) in the subject concerned at the Master's Level.

Admissions shall be made on the basis of merit in the qualifying examination.

Doctor of Philosophy (Ph.D.)	At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).
	OR
	Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.
Doctor of Science (D.Sc.):	Ph.D. or an equivalent degree of a University, established by law in India.
Certificate in Computer Appreciation:	High School or equivalent with proficiency in English.
Certificate in Computer Programming:	Graduation with working knowledge of English.
Post Graduate Diploma in Computer Applications: (PGDCA)	Bachelor degree in any discipline (with at least 50% marks) from a University established by law in India with at least one full paper of Mathematics at the graduate level.
	OR
	Bachelor's degree in any discipline (with at least 50% marks) from a University established by law in India with atleast one full paper of Mathematics at 10+2 level alongwith Bridge Course.
Reservation:-	<p>(a) As per the D.O.E. guidelines, 2/3 seats are reserved for the students who are bonafide resident of H.P. and remaining 1/3 seats are to be filled on all India basis.</p> <p>(b) 15% and 7.5% of seats available in each category shall be reserved for students belonging to SC/ST respectively. No other reservation weightage of any kind is allowed.</p>

**Master in
Computer
Applications
(MCA):**

Graduation in any discipline (with atleast 50% marks) from a University, established by law in India with at least one paper of Mathematics (of 100 marks) at the Graduate Level;

OR

Master's degree i.e. M.A./M.B.A./M.Sc. etc. (at least 50% marks at the Graduate level), from a University established by law in India with at least one paper of Mathematics (of 100 marks) at the P.G. Level.

**Master of
Technology
(Computer
Science)
M.Tech.
(Computer
Science)**

Minimum qualification for admission to M.Tech (Computer Science) 2 years course; candidates who have passed Master degree with minimum of 55% marks (50% marks for SC/ST Category), or equivalent grade point in Mathematics/ Physics/ electronics/ MCA/IT 4 years Bachelor's degree in Engineering/ Technology.

OR

Any examination of foreign University recognized as equivalent for the above purpose by equivalence committee of its own or on recommendation of Association of Indian Universities with 55% marks (50% marks for SC/ST).

FACULTY OF LIFE SCIENCES

**Bachelor of Science
(Hons.) Microbiology
B.Sc. (Hons.)
Microbiology**

a) The eligibility is 10+2 examination or equivalent of Board/University as established by law of India with Biology as one of the subject with 50% marks or equivalent grade. For Scheduled Caste/ Scheduled Tribes candidates marks for eligibility shall be 45% or equivalent grade.

b) In case of candidates studying in University/Board/ College or School in a Foreign Country the eligibility/ qualifying examination shall be the same as recognized equivalent to 10+2 by the University or the Association of Indian University with 50% marks

or equivalent grade. For Scheduled Caste/ Scheduled Tribes candidates marks for eligibility shall be 45% or equivalent grade.

**B.Sc (Honours)
Biotechnology**

(a) The eligibility is 10+2 examination or equivalent of Board/University established by law in India with any of the three subjects out of Physics, Mathematics, Chemistry, Biotechnology, Computer Science, Biology with 50% marks or equivalent grade. For SC/ST candidates marks for eligibility will be 45% marks or equivalent grades.

(b) In case of candidates studying in University/ Board/ College or School in a foreign country the eligibility/ qualifying examination will be the same as recognized equivalent to 10+2 by the University or the Association of Indian Universities with 50% marks or equivalent grade. For SC/ST candidates marks for eligibility will be 45% marks or equivalent grades.

(c) The candidate should not be more than twenty two years in age as on 1st July of the year of admission.

**B.Sc.(Hons)
Biochemistry:**

(a) The eligibility is 10+2 examination or equivalent of Board/University as established by law of India with Biology or Chemistry as one of the subject with 50% (45% marks for SC/ST) marks or equivalent grade.

(b) In case of candidates studying in University/Board/ College or School in foreign country the eligibility/ qualifying examination shall be the same as recognized equivalent to 10+2 by the University or the Association of Indian University with 50% marks (45% marks for SC/ST).

**Master of Science
(Microbiology)/
M.Sc. (Microbiology)**

(a) Bachelor's degree of a University established by Law (10+2+3) system in India in Science with Microbiology/Biotechnology/ Botany/Zoology/ Biochemistry/any other subject of Life Sciences or MBBS/B.V. Sc. With 50% marks or equivalent grade. For SC/ST candidates marks for eligibility shall be 45% or equivalent grade.

(b) In case of candidates studying in University/college in a Foreign Country, the eligibility / qualifying examination shall be the same as recognized by the University or the Association of Indian University with 50% marks or equivalent grade. For Scheduled Castes/ Scheduled Tribes candidates marks for eligibility shall be 45% or equivalent grade.

Master of Science (Botany and Zoology)
M.Sc. (Botany)
M.Sc. (Zoology)

Bachelor's degree of a University established by law in India with the subject of study for M.Sc. as one of the subject in at least second division or with 45% marks or Honour in the subject concerned; Provided that candidates with B.Sc. (Agr.) degree in the second division or with an equivalent grade point average shall also be eligible;

OR

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

Master of Science (Biotechnology)
M.Sc. (Bio-Technology)

Bachelor's degree under 10+2+3 pattern or education in Physical, Biological, Agricultural, Veterinary and Fishery Sciences, Pharmacy, Engineering/ Technology, four years B. Sc (Physician Assistant Course) or Medicine (MBBS) or BDS with at least 55% marks for general category and 50% for SC/ST category candidates from any University/ Institute recognized by Himachal Pradesh University/ UGC.

M.Sc. Biochemistry

Bachelor's degree(10+2+3) system of examination in Life Sciences/Biosciences/Physical Sciences/ Medicine/Engineering/ Technology with 50% marks(45% marks for SC/ST) from any University/ institute recognized by Himachal Pradesh University/ UGC provided the candidate has biochemistry or chemistry as one of the courses/papers/subjects at the level of Bachelor's degree.

MASTER OF PHILOSOPHY (M.PHIL) IN BIOTECHNOLOGY A candidate seeking admission to the M.Phil. course in Biotechnology must have at least 55% marks (50% marks in case of SC/ST) in M.Sc. Biotechnology/ Microbiology/ Biochemistry.

DOCTOR OF PHILOSOPHY (PH.D.) IN BIOTECHNOLOGY At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

Doctor of Philosophy (Ph.D.) in Botany/ Zoology in the Department of Bio-Sciences At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

FACULTY OF EDUCATION

Bachelor of Education (B.Ed.) a) A Bachelor's degree (Medical, Non-Medical or Arts) with at least 45% marks (40% in case of SC/ST and ex-serviceman categories) from a recognized Universities by law in India.

(b) The candidate should be a bonafide/domicile resident of Himachal Pradesh.

(c) The candidates should have the following combinations of subjects at the graduate level.

(i) MEDICAL STREAM

B.Sc. Pass Course with Zoology, Chemistry and any other Science subject.

OR

B.Sc. Pass Course with Botany, Chemistry and any other Science subject.

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OR

B.Sc Honours in Zoology with Chemistry as subsidiary subject.

OR

B.Sc. Honours in Botany with Chemistry as subsidiary subject.

OR

B.Sc. Honours in Chemistry with Zoology or Botany as subsidiary subject.

(ii) NON-MEDICAL STREAM

B.Sc Pass course with Physics, Mathematics and any other Science subject.

OR

B.Sc Pass course with Chemistry, Mathematics and any other Science subject.

OR

B.Sc Honours in Physics with Mathematics as subsidiary subject.

OR

B.Sc Honours in Chemistry with Mathematics as subsidiary subject.

OR

B.Sc Honours in Mathematics with Physics or Chemistry as subsidiary subject.

(iii) ARTS STREAM

B.A. Pass Course with English, Hindi or Sanskrit and at least one of the following subjects viz. History, Economics, Political Science, Geography, Public Administration, Sociology and Mathematics.

OR

B.A. Honours in English, Hindi or Sanskrit with any of the following as subsidiary or additional subsidiary subject: History, Economics, Political Science, Geography, Public Administration, Sociology, Mathematics or B.A. Honours in History, Economics,

Political Science, Geography, Public Administration, Sociology or Mathematics with any of the following as subsidiary or additional subsidiary subject: English, Hindi, Sanskrit.

NO OTHER STREAM SUCH AS B.A/B.SC HOME SCIENCE, B.S.C AGRICULTURE, B.S.C ECONOMICS, B.COM.,ETC.OR SUBJECT COMBINATIONS WILL BE ALLOWED.

**Master of Education
(M.Ed.)**

B.Ed degree of a University established by law in India with an aggregate of 55% marks both in theory and practice of teaching.

In case of Distance and Open Learning mode, the candidates should be a serving regular teacher, teacher educator or an educational administrator working in a recognized/ affiliated educational institution.

OR

Degree of a foreign University which may be recognized as equivalent for the purpose by the Vice-Chancellor.

**Master of
Philosophy
(M.Phil.)**

A candidate seeking admission to the M. Phil course must have at least 55% marks (50% marks in case of SC/ST) in the subject concerned at the Master's level. Admissions shall be made on the basis of merit in the qualifying examination.

**Doctor of
Philosophy
(Ph.D.):**

At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

**Doctor of
Literature**

Ph.D. or an equivalent degree of University, established by law in India.
(D.Lit.)

**Diploma in
Physical Education
(D.P.Ed.)**

(a) Bachelor's degree/Master's degree from a recognised University or equivalent with at least 45% marks in the aggregate.

(b) Physical efficiency Test: The candidate who does not qualify the Physical Efficiency Test will not be eligible for admission. The details of the Physical Efficiency Test are given here under:-Starting Line

	Men	Women	Report
20' Long Jump	12'	9'	against the
20' Vaulting Horse	6'.6"	5'	starting line
20' Trench 7 times	5'.6"	4'	within 35
20' Hurdle	3'.6"	2'.9"	seconds
20' Mat for all			
	Lifting weight	15 kg	
20	equal to his	weight	
	own weight	(for girls)	
		(for boys)	

The candidate will start racing from the starting line and cover the distance as per the requirements of the chart. In case the candidate does not cover the required distance within 35 seconds, he will be declared unfit for qualifying the Physical Efficiency Test.

(C) Overall achievements in different games and sports at the National, State, University and College level. The details of sports categories is given hereunder:-

- I. (i) International-participation in Olympics, World Champion, World Cup, Common Wealth Games, Asian Championship Test, Cricket, Thomas Cup, Davis Cup;
 - (ii) Arjuna Award Winner/National Record Holders, National Winner for three years.- 55
- II. Senior National

Ist Position	50
2nd Position	45
3rd Position	40
Participation	30

III. Junior National	Ist Position	35
	2nd Position	30
	3rd Position	25
	Participation	15
IV. Inter-University	Ist Position	45
	2nd Position	40
	3rd Position	35
	Participation	25
V. National School Games	Ist Position	35
	2nd Position	30
	3rd Position	25
	Participation	15
VI. State Level	Ist Position	30
	2nd Position	25
	3rd Position	20
	Participation	10
VII. University Level	Ist Position	25
	2nd Position	20
	3rd Position	15
	Participation	05

(Note:- The merit of the candidate will be the total percentage of marks in the qualifying examination (Bachelor/Master degree level) and the weightage on the basis of overall achievements in different sports and games covered under (a) and (c) respectively.

**Master of Arts
in Physical
Education
(M.A
Phy. Edu.)**

(a) Eligibility:- A person who possesses any of the following qualifications shall be eligible to join M.A. Part-I of the Course.

- i) Degree of Bachelor of Physical Education of another University recognised by the H.P. University with at least 50% marks (45% in case of SC/ST) in aggregate.

- ii) Post-Graduate Diploma in Physical Education, degree of Physical Education of another University recognised by the H.P. University with at least 50% marks (45% in case of SC/ST) in aggregate.
- iii) B.A. with Physical Education as one of the subjects in three year degree course with at least 45% marks (40% in case of SC/ST) in aggregate.
- iv) Bachelor of Physical Education with at least 50% marks 40% in case of SC/ST) in aggregate.
- v) B.A./B.Sc/B.Com. degree of any University recognised by the H.P. University, with at least 45% marks (40% in case of SC/ST) in aggregate, if he/she is an outstanding sportsman/Sports-woman having participated in Inter-University or National Championship, recognised by A.I.U. and National Federation of the concerned games respectively.

Provided that the candidate who does not qualify the Physical Efficiency Test not be eligible for admission to M.A. (Physical Education). The details of the Physical efficiency test are given hereunder.

STARTING LINE

	Men	Women	Report
20' Long Jump	12'	9'	against the starting
20' Vaulting Horse	5'.6"	4'.6"	line within 35 seconds
20' Trench 7 times	6'.6"	4'.6"	
20' Hurdle	3'.6"	2'.9"	
20' Mat for all			
	Lifting weight equal to his own weight		15 kg. weight (for girls) (for boys)

The candidate will start racing from the starting line and cover the distance as per the requirements of the chart. In case the candidate does not cover the required distance within 35 seconds, he will be declared unfit for qualifying the Physical Efficiency Test. Now more than two chances will be given to clear Physical Efficiency Test.

BASIS OF ADMISSION:

The admission will be made on merit to be determined on the basis of total percentage of marks in the qualifying examination and the weightage of the overall achievement in different sports and games given as under:-

- (i) International-participation in Olympics, World Championship, World Cup, Common Wealth Games, Asian Championship Test, Cricket, Thomas Cup, Davis Cup;.... 55 points
- (ii) Arjuna Award Winner/National Record Holders, National Winner for three years.- .. 55 points

II. Senior National	Ist Position	..50 points
	2nd Position	..45
	3rd Position	..40
	Participation	..30
III. Junior National	Ist Position	..35
	2nd Position	..30
	3rd Position	..25
	Participation	..15
IV. Inter-University	Ist Position	..45
	2nd Position	..40
	3rd Position	..35
	Participation	..25
V. National School Games	Ist Position	..35
	2nd Position	..30
	3rd Position	..25
	Participation	..15

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VI. State Level	Ist Position	..30
	2nd Position	..25
	3rd Position	..20
	Participation	..10
VII. University Level	Ist Position	..25
	2nd Position	..20
	3rd Position	..15
	Participation	..05

(Note): In case of tie following criteria shall be applicable for admission:-

- 1) Academic merit to be given preference.
- 2) In case the tie still persists the applicant having maximum sports participation to be preferred.
- 3) If the tie is not broken by above, the students higher in age to be given preference over others.

M.P.Ed.(Master of Physical Education) **1. Preamble:** (1) The Master of Physical Education (M.P.Ed) is a professional physical education teacher education course meant for preparing teacher for senior secondary level as well as lecturers/directors/sports officers in colleges, teacher educators in colleges of Physical Education and University Departments of Physical Education.

(2) Only University departments or institutions offering B.P. Ed. Programme are eligible to offer this course subject to the fulfillment of NCTE , State Government and H.P. University norms.

(3) Age limit for admission: As per University and State rules and prospectus for M.P.Ed. is to be prepared by the affiliated colleges themselves and applications for admission shall be invited by the concerned colleges themselves under the guidelines/rules of the University from time to time.

(4) Physical efficiency test be conducted by the Chairman, Department of Physical Education, H.P. University in the affiliated concerned private colleges

of the State. The date of test shall also be fixed by the Chairman, Department of Physical Education, H.P. University, Shimla-5 under the University rules after affiliation granted by the University.

2. Duration and working days:

(1) Duration: The M.P.Ed. programme shall be of a duration of two academic years as per H.P. University academic session every year.

(2) Working Days: There shall be atleast two hundred working days in each academic year exclusive of period of examination and admission etc. The institution shall work for a minimum of thirty six hours in a week (five or six days).

(3) Intake, Eligibility and Admission Procedure: Intake: There shall be a basic unit of forty students for each academic year (24 subsidized + 16 Non-subsidized)/NCTE norms from time to time. Candidates who have obtained at least 55% marks in the B.P.Ed. degree/or B.Sc. degree in Physical Education, Health Education and sports are eligible for admission.

FACULTY OF LAW

LL.B (THREE YEARS)

Bachelors Degree of any faculty of University established by law in India with at least 45% marks. In case of SC/ST candidates the eligibility percentage shall be lowered by 5 percent.

**B.A. LL.B. (HONS/
HONOURS)
(FIVE YEARS)**

A candidate, for admission to the B.A. LL.B. (Hon's) integrated five year course, should have:

a) passed the Higher Secondary School examination (10+2) system or an equivalent examination there to securing in the aggregate not less than 50% of total marks in all the core subjects and English Language put together.

b) Not completed 20 years of age as on July 1 of the year of admission; provided that in the case of candidates belonging to SC/ST, the maximum age limit shall be 22 years as on July 1 of year of admission;

Provided further that admission to B.A. LL.B (Hons.) First semester shall be made on the basis of an entrance test examination (MCQ Type) to be conducted by Himachal Pradesh University each year in the month of May/June at Shimla and/or at such other centers as the Controller of Examinations may notify. The qualifying marks in the entrance test examination shall be 35%.

Provided further that for reasons to be recorded in writing the Vice-Chancellor may allow the admission to LL.B./B.A. LL.B. (Hons.) courses to be made on the basis of the academic merit.

Master of Laws (LL.M.) Candidates possessing LL.B. (Professional degree with at least 55% marks or B plus in the grade system. Provided further that in the case of SC/ST candidates the minimum percentage shall be 50%.

Doctor of Philosophy (Ph.D) At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

Doctor of Laws At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

FACULTY OF COMMERCE AND MANAGEMENT STUDIES**Bachelor of
Commerce
(B.Com.)**

B.Com Pass Course: (i) +2 examination under 10+2 or an examination equivalent thereto of a Board/ University established by law in India with pass in four written subjects (including English) with 45% marks.

OR

Pre-University examination (two years) after 10 years Schooling of an Indian University/Board recognised by H.P. University with 45% marks or 40% for those who have passed +2 examination under Commerce Group.

OR

Intermediate examination of an Indian University / Board or an examination recognised equivalent thereto (pass in four written subjects) one language and three other pass elective subjects with 45% or 40% marks for those who have passed +2 examination under Commerce Group.

Any examination of a University/Board/College or School in a Foreign Country recognised as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 45% marks or 40% for those who have passed +2 examination under Commerce Group.

OR

B.A/B.Sc./B.Com. Part-I old three years degree course of a recognised University/Board/Colleges with 45% marks or 40% for those who have passed +2 examination under Commerce Group.

Provided that the condition of minimum percentage of marks would not apply in case of students seeking admission to ICDEOL and the Evening Colleges.

Provided that for admission to B.Com. Part-I, the minimum eligibility condition for girls students only shall be 33% marks in +2 examination under 10+2 of any recognised Board.

- (ii) for admission to B.Com. Pass/Honours the candidate must have passed Math./Economics as a compulsory subject at his +2 stage.
- (iii) if candidates do not produce the actual marks from a University/Board in respect of +2 examination or equivalent examination where the result is shown in grades and standards etc. the minimum percentage of marks for each subject given in standards will be taken into consideration for determining their eligibility.

Admission in the college for 'Centre of Excellence'

B.Com-I. Pass Course:-10+2 examination or an examination equivalent thereto of a Board/ University, established by Law in India with English as Compulsory subject with 55% marks in aggregate.

Eligibility for admission to B.Com II/III year:

- a) Students shall have to secure a minimum of 50% marks in aggregate in the annual examination of previous classes.
- b) Students applying from other institutions recognized by Himachal Pradesh University shall have a minimum of 55% marks in aggregate in +2 and a minimum of 50% marks in aggregate in the annual examination of previous classes i.e. Ist/IIInd year.

**Master of
Commerce
(M.Com.)**

B.Com./B.Com.(Hons) or Bachelor's Degree in Business Administration or B.A. with commerce or M.A./M.Sc. in Economics/ Statistics/Mathematics with 50% marks.

OR

B.A./B.Sc. Degree with Economics/Statistics/Mathematics with 50% marks in Economics/Statistics/ Mathematics and 50% marks in aggregate.

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 course (s) of study, which the candidate would be required to pass to qualify for the degree.

Provided that for admission to Correspondence Courses, a student should have passed the qualifying examination.

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

**Master of
Business
Administration
(M.B.A.)**

Any first Bachelor degree of a University, established by law in India, at least with 50% marks.

OR

The 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.

**Master of
Tourism
Administration
(M.T.A.)**

Any first Bachelor degree of University, established by law in India at least with 50% marks.

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 subject of study, which the candidate would be required to pass to qualify for the degree.

**Master of
Philosophy
(M.Phil.)**

A candidate seeking admission to the M.Phil. course must have at least 55% marks (50% marks in case of SC/ST) in the subject concerned at the Master's level. Admissions shall be made on the basis of merit in the qualifying examination.

**Doctor of
Philosophy
(Ph.D.)**

At least 55% marks at the Master's level (50% in case of SC/ST), read with Ordinance 16.12 (related to admission procedure).

OR

Degree of Foreign University, which may be recognized as equivalent for the purpose by the Academic Council.

Doctor of Literature (D.Lit.) Ph.D or an equivalent degree of a University, established by law in India.

Postgraduate Diploma in Personnel Management and Labour Welfare: Bachelor's degree examination of this University or of any other University recognised as equivalent thereto with at least 45% marks in the aggregate.

Note 1: 5% weightage (after fulfilling the eligibility conditions) will be given to the candidates who have passed the Bachelor's or Master's degree examination with any of the subjects of the Commerce, Economics, Management, Psychology, Sociology, Law and Public Administration.

Note 2: The candidates who have a Minimum of Two years experience at the junior executive level or office Superintendent or above shall be given 15% weightage in the aggregate marks secured after fulfilling the eligibility conditions. Provided further that 15% weightage shall also be given to the University Employees and Teachers irrespective of their position who have put in two years service.

Note 3: The candidate will be given only one of the weightages, advantageous to him.

Bachelor of Business Administration (BBA) (a) Plus two examination under 10+2 system examination equivalent thereto of a Board/ University established by law in India with 45% marks (5% relaxation for SC/ST).

OR

Any examination of a University/Board/College or School in Foreign country recognised as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee of its own or on recommendations of Association of Indian Universities with 45% marks (5% relaxation for SC/ST)..

(b) Admission shall be made on the basis of merit determined on the basis of marks obtained in Matriculation and +2 examinations. A candidate with Commerce or Mathematics at +2 level will be given additional 10% of the percentage marks obtained in +2, while computing merit for admission. 75% of seats shall be reserved for those who have passed their qualifying examinations from H.P. Board of School Education/H.P. University.

(c) Apart from other reservations provided for by the University a stipulated number of seats may be set aside for self-financing N.R.I., N.R.I sponsored or Foreign National For Self-financing category the condition mentioned at (b) above shall not be applicable.

**PG Diploma in
E-Commerce.**

Bachelor Degree of a University established by law in India or equivalent examination in any discipline at least with 50% marks (45% for SC/ST).

**ONE YEAR
DIPLOMA IN
TOURIST GUIDE
AND MULTI
SKILLING HOTEL
OPERATION.**

+2 examination under 10+2 system examination equivalent thereto of a Board/ University established by law in India with passing marks for distance education and 50% marks for regular course.

OR

Any examination of a University/ College/ Board or School in foreign country recognized as equivalent for above purpose by the Vice-Chancellor/ Equivalence Committee of its own or on recommendations of Association of Indian Universities with passing marks for distance education and 50% marks for regular course.

**Five Years
Integrated
Course in Tourism
Administration
(FYICTA),**

(i) The student passing 10+2 examination with at least 50% marks from any recognized institution/board will be eligible to appear for admission test of this course subject to the age limit prescribed in these provisions.

- Three Years Course of Bachelor in Hotel Management (BHM),** (ii) For admission to these courses, the candidate must have appeared in the entrance test to be conducted by the H.P. University.
- Four Years Course in Bachelor in Hotel Management and Catering Technology (BHMCT).** (iii) The short listed candidates on the basis of merit list formed from the entrance test result will undergo Group Discussion and Personal Interview.
 (iv) A combined merit based on weight age given below will be formed :-
- Matric:** Marks obtained by the candidate on the scale of 10.
10+2: Marks obtained by the candidate on the scale of 10.
Entrance Test: Marks obtained by the candidate on the scale of 50.
Group Discussion: Marks obtained by the candidate on the scale of 15.
Personal Interview: Marks obtained by the candidate on the scale of 15.
- (v) Combined merit so framed shall be the basis of admission to respective course.
 (vi) In the first academic session of a new institute or in case the seats remain vacant after exhausting/availing the merit list of entrance process, then in such cases these seats will be filled up in order of merit to be determined on the basis of aggregate of marks obtained in Matric and 10+2 examination.
- One year Diploma in Hotel Management (DHM) & One Year Diploma in Travel and Tourism Management (DTTM).** (i) The student passing graduation in any stream from any recognized University will be eligible to apply for admission test of this course subject to the age limit prescribed in these provisions.
 (ii) The candidates will be short listed on the basis of merit in graduation.

FACULTY OF MEDICAL SCIENCES**Bachelor's of
Medicine and
Surgery
(M.B.B.S.)**

(a) Pre-Medical examination of a University established by law in India with English, Physics, Chemistry (including Organic Chemistry) Bachelor of and Biology, which shall include a practical test in Science subjects, with 50% marks in the aggregate excluding the marks for additional optional subject, if any.

OR

The B.Sc. Part-I examination of a University, established by law in India with English, Physics, Chemistry (including Organic Chemistry) and Biology, which shall include a practical test in Science subject, with 50% marks in the aggregate, excluding the marks for additional optional subject, if any:

OR

the Intermediate Science (Medical group) of a Board/ University, established by law in India with English, Physics, Chemistry (including Organic Chemistry) and Biology, which shall include a practical test in Science subjects, with at least 50% marks in the aggregate, including additional optional subject, if any;

OR

the B.Sc. degree with 50% marks of a University established by law in India with any three out of Botany, Zoology, Chemistry, Physiology, Physics, Human Anatomy and Bio-Chemistry as subjects:

Provided that such a candidate must have passed the Pre-Medical or an equivalent examination of a Board/ University, established by law in India.

OR

any examination of a University, Board, College, or school in a foreign country, recognised as equivalent for the purpose by the Vice-Chancellor.

The Higher Secondary Examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study the last two year of study comprising Physics, Chemistry,

Biology and Mathematics or an other elective subject with English at the Higher Level after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on Education.

- (b) The above qualifications will only determine the eligibility of a candidate for admission, but the actual basis of admission shall be competitive examination, based on written papers only, in the subjects of Physics, Chemistry (including Organic Chemistry) and Biology.
- (c) The candidate should have already completed or should complete the age of seventeen years on the 31st of December of the year of his admission into the course.

**(B.Sc. Medical
Technology
(Laboratory)
B.Sc. Medical
Technology
(Radiology &
Imaging)
B.Sc Medical
Technology
(Anesthesia &
Operation Theatre
Techniques)**

1. Eligibility: Candidate must have passed 10+2 examination of any recognized Board with Medical Group with 50% marks in aggregate including English and 40% marks in case of SC/ST candidates.

Provided that in-service candidates they must have essential qualifications at the time of appointment of relevant cadre i.e.:-

- (a) Matric with Science.
- (b) Diploma/ Certificate course in concerned subject i.e. Lab Technology, Radiology, Anesthesia awarded DHS or DME and minimum ten years experience in Govt. service in Health & Family Deptt. and Ayurveda Deptt. of Himachal Pradesh.

OR

Must have passed 10+2 examination of any recognized University/ Board with science with 5 years experience in Health & Family welfare department and Ayurveda Deptt. in the concerned specialties (Lab Techniques/ Assistant Radiology/ OTA) in which the applicant intends to compete.

OR

All the interested candidates promoted from the post of Laboratory Assistant to the post of Laboratory Technicians who passed Matric with science examination from any

recognized University/ Board and having 10 years experience as Laboratory technicians in Govt. service in the Health & Family Welfare Deptt. and Ayurveda Deptt. of Himachal Pradesh.

2. **Age:** A candidate should have attained minimum age of 17 years and maximum age of 25 years as on 31st December of the year concerned. Provided that the maximum age limit shall not be applicable in case of in-service candidates.

FACULTY OF DENTAL SCIENCES

Bachelor of Dental Surgery (BDS)

(a) 10+2 (12 years course) Examination of a University/ Board established by law in India with Physics, Chemistry and Biology subjects which shall include a practical test in science subjects with 50% marks (40% marks for SC/ST) Provided the candidate has qualified the subject of English as an elective subject in the above examination.

OR

Pre-Medical Examination of a University established by Law in India with Physics, Chemistry (including Organic Chemistry) and Biology which shall include a practical test in Science subjects with 50% marks in the aggregate (40% for SC/ST) and merely passing in the subject of English excluding the marks for additional optional subject, if any;

OR

The B.Sc- I examination (old regulation) of a University established in India with Physics, Chemistry (including Organic Chemistry) and Biology which shall include a practical test in Science subjects with 50% marks in aggregate (40% marks for SC/ST) and merely passing in the subject of English excluding the marks for additional optional subject, if any;

OR

The Intermediate Science (Medical Group) of Board/ University established by Law in India with Physics, Chemistry (including Organic Chemistry) and Biology which shall include a practical test in Science subjects with 50% marks in the aggregate (40% marks for SC/ST) and

merely passing in the subject of English excluding the marks for additional optional subject, if any;

OR

The B.Sc. degree with 50% marks (40% marks for SC/ST) of a University established by Law in India with any three out of Botany, Zoology, Chemistry, Physiology, Physics, Human Anatomy and Bio-Chemistry as subjects;

provided that such a candidate must have passed the Pre-Medical or an equivalent examination of a Board/ University, established by Law in India.

OR

Any examination of a University, Board, College or School in a foreign country, recognised for the purpose by the Vice-Chancellor.

(b) The above qualifications will only determine the eligibility of a candidate for admission but the actual basis of admission shall be a competitive examination based on written paper only in the subjects of Physics, Chemistry and Biology. However, 0.5% marks for the purpose of eligibility for appearing in combined Entrance test examination will be treated as 1%. This provision will also apply to SC/ST candidates;

(c) SC/ST will be given relaxation of 10% in the marks of qualifying examination to determine their eligibility for admission to the competitive examination.

(d) Candidates will be admitted to the MBBS/BDS Courses strictly on the basis of merit Provided he/she secures at least 50% marks in the competitive examination based on written paper. In the case of SC/ST candidates he/she should secure atleast 40% marks in the competitive examination.

(e) Passing of English Examination in pre-Medical or other equivalent examination before appearing in Himachal Pradesh University Competitive examination is compulsory. Conditional permission for passing English after admission into the course (s) will not be granted.

(f) The candidate should have already completed or should complete the age of 17 years and must not have completed 25 years of age on 31st December of the year of the concerned competitive examination. The application of candidates who do not fulfil the age requirements will be summarily rejected. Date of Birth as recorded in the Matriculation/Higher Secondary Certificate/Indian School Certificate will only be valid.

**BACHELOR OF
PHARMACY
(B. PHARMA)
(4 YEARS
COURSES)**

FACULTY OF ENGINEERING & TECHNOLOGY

(i) For admission to 4 years Bachelor of Pharmacy (B.Pharma) the candidate should have passed 10+2 (Class XII) examination or its equivalent examinations from a recognized Board/ University with Physics, Chemistry as compulsory subject alongwith one of the following Biology/ Biotechnology/ Computer Science/ Mathematics.

(ii) For admission to Bachelor of Pharmacy (B.Pharma), candidate must have appeared in the Entrance Test to be conducted by the H.P. University and admission will be made strictly on the basis of marks obtained in the entrance test for all types of seats.

(iii) In case the seats in Bachelor of Pharmacy (B.Pharma) remain vacant after exhausting/ availing the merit then in this case these seats will be filled up in order of merit to be determined on the basis of aggregate of marks obtained in PCB or PCM in 10+2 examination provided the candidate fulfils the minimum eligibility.

**(iv) LATERAL ENTRY IN BACHELOR OF PHARMACY
(B.PHARMA)**

For being eligible to seek lateral entry to Bachelor of Pharmacy (B.Pharma) programme at the 2nd year/ 3rd semester level, a student should be bonafide Himachali & should have acquired a diploma of 2 years (D. Pharmacy after 10+2) of H.P. State Board of Technical Education or equivalent. Lateral Entry for Diploma holders will be allowed at the 2nd year/ 3rd semester level and the total number of seats reserved for such students will be 10% of the sanctioned intake of first year level. The candidates seeking admission against seats reserved for polytechnic students must have passed diploma course with a minimum of 60% marks in the aggregate.

Provided that the vacant seats in the 2nd year/ 3rd semester of Bachelor of Pharmacy (B.Pharma) in addition to 10% ceiling prescribed over and above sanctioned intake of first year level shall be filled up from the diploma holders possessing at least 60% marks (Aggregate) in the diploma course. The candidates admitted through lateral entry will be at par with the students who have been promoted successfully to III semester.

**B.PHARMA
AYURVEDA**

FACULTY OF AYURVEDA AND HOMEOPATHY

A candidate should have passed 10+2 examination with Science(Medical group) with Physics, Chemistry and Biology as subjects and upto class 10th desirably Sanskrit.

1.5 Equivalence of foreign Degrees etc.- In order to determine the equivalence of any foreign examination or degree for purposes of admission in any course of the University as provided in rule 1.4 supra, the Vice-Chancellor may consult such experts as may be necessary in the circumstances of the case.

CHAPTER II

REGISTRATION OF STUDENTS

2.1 Every Student, joining the University as a regular student or through Correspondence Courses or as a research scholar or joining as a student of a college or institution affiliated to the University or seeking admission to an examination of the University as a private candidate, shall be required to get himself registered with the University;

Provided that in case of a student seeking registration/admission on wrong information in respect of age, subject and percentage of marks etc., his/her registration/admission will be liable to be cancelled, at any time. when it comes to the notice of the University and disciplinary action shall be taken against the candidate.

2.2 Students of the University:- All persons registered with the University shall be called 'Students of the University'.

2.3 Register of students:- The Controller of Examinations shall maintain in such form as the Executive Council may from time to time prescribe, a 'Register of Students'. The register shall contain the following information in capital letter:-

- 1) Full name of the student.
- 2) Name of the father/guardian/husband.
- 3) Date of Birth of the student.
- 4) Examinations passed, qualifying for entry into the University.
- 5) Year of passing
- 6) Roll No.
- 7) College/Institution joined.
- 8) Date of Joining.
- 9) Date of migration to another institution affiliated to the University and the name of Institution.
- 10) Date of migration to another University and the name of the University.
- 11) Date of re-joining the University together with the institution joined.
- 12) Name of examination of the University in which appeared.
- 13) Year of examination.
- 14) Roll No.
- 15) Result of examination i.e. whether passed or failed, and if passed, the division in which placed.
- 16) Prizes, Medals or Scholarships won.
- 17) Any other relevant information.

2.4. (a) The Principal of a College maintained by the University or of an affiliated College or institution, Chairman of the Deptt./ Dean of Studies, Director ICDEOL as the case may be shall forward to the Registrar within one month of the date of admission the name and full particulars of the students admitted together with their registration fees.

(b) When a student already registered with the University joins or re-joins an institution, the student's registration number shall be communicated to the Controller of Examinations for record of the fact in the Register of Students.

(c) If the name of a student is struck off the rolls or he migrates to another institution or is rusticated or expelled, such fact shall also be immediately reported to the Controller of Examinations for record in the Register of students.

2.5 Registration number:- Every student of the University shall be supplied a Registration Card, showing his registration number, and in all correspondence with the University in respect of that student his registration number shall be quoted. This registration number shall be mentioned in application for admissions to examination of the University.

2.6 Lapse of registration:- The registration of a student, who migrates to join another University or is rusticated or expelled from the University shall lapse, and shall not be renewed till the student applies for re-registration within two months of his being allowed to re-join the University.

2.7 Registration, continuation, re-registration fees (a) A student seeking registration shall be required to pay the registration fee as may be prescribed by the Executive Council from time to time.

(b) Each student shall pay a continuation fee as may be prescribed by the Executive Council from time to time.

(c) The re-registration fee shall be as may be prescribed by the Executive Council from time to time.

2.8 (a) A student is entitled to get a certified copy of all the entries relating to him in the Register of Students on payment of a fee as may be prescribed by the Executive Council from time to time.

(b) A duplicate copy of the registration card may be issued on payment of a fee as may be prescribed by the Executive Council from time to time.

2.9 Change in entries of the Register of Students:- Except to correct a clerical error no change in the entries relating to the name and the date of birth of a student in the Register of Students shall be made except in accordance with and on payment of the fees as prescribed below:-

(a) An application for a change in the entry shall be submitted through:-

(i) the head of the institution in which the person is studying;

OR

(ii) the head of the institution in which he last studied and if that institution has ceased to exist, the head of an institution affiliated to or maintained by the University, if the person is no longer a student;

OR

(iii) the head of the institution through which he got himself registered or if that institution has ceased to exist, the head of an institution affiliated to or maintained by the University, in the case of a person who was a private candidate.

(b) An application for the change of name shall be accompanied by-

(i) an affidavit sworn before a Magistrate or an Oath Commissioner by the person himself, if he is a major or by his parent or guardian; if he is a minor, stating the existing and the proposed names:

(ii) a cutting from a newspaper in which the proposed change of name has been advertised; and

(iii) a fee as may be prescribed by the Executive Council from time to time.

(iv) No change/correction in the name of the father of a candidate will be allowed in the entries of the register of students maintained by this university unless it is on account of a purely clerical mistake such as, of an error in transferring the entire from one school register to another, The change in name when allowed shall be notified in the Himachal Pradesh Rajpatra.

(c) An application from a correction in the date of birth shall be accompanied by-

(i) a certificate from the Board/University/Council for the Indian School Certificate Examination from which the person passed his High School/Matriculation/Higher Secondary Part-I/Higher Secondary/Indian School Certificate Examination, as the case may be, that the necessary correction has been made and a new certificate has been issued in token thereof;

(ii) the new High School/Matriculation/Higher Secondary Part-I/Higher Secondary/Indian School Certificate Examination; and

(iii) a fee as may be prescribed by the Executive Council from time to time.

CHAPTER III ADMISSION

3.1. Admission and reservation

(1) Admission to the various courses of study shall be open to all persons, irrespective of race, creed, caste or class subject to the following conditions:-

(a) 15% and 7.5% of the seats shall be reserved for bonafide Himachali Schedule Castes and Schedule Tribes candidates respectively who have passed their qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other University established by law in India which is equivalent to the qualifying examination of H.P. University.

(b) The remaining 77 ½% seats shall be filled as under:-

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

(ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or Himachal Pradesh Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry, Himachal Pradesh Technical University and Central University of Himachal Pradesh or the candidates who are Himachal Pradesh domicile irrespective of passing qualifying examination from any other University established by law in India which is equivalent to the qualifying examinations of Himachal Pradesh University, subject to the following reservations.

- (a) 5% of the seats shall be reserved for outstanding sportsmen/women;
- (b) 5% of the seats shall be reserved for outstanding cultural activists; and
- (c) 3% seats shall be reserved for Persons With Disabilities except in the Department of Physical Education.

(2) The Minimum qualification for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories shall be relaxed by 5% of the maximum marks. The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (b) above shall be made as per procedure/rules approved by the Executive Council from time to time.

(3) The candidates seeking admission to M.B.A. course, having passed +2 or equivalent examination from the Institutions located within the territorial jurisdiction on Himachal Pradesh, with a degree in Engineering from an

Institution outside the state, shall be considered under categories provided in Ordinance 3.1 (a) & (b) (ii) above.

(4) The reservation under Ordinance 3.1(b)(i) (ii)(a),(b) and (c) will also be applicable in case of M.Phil., LL.M. and B.Ed. through distance education mode.

Provided further that one seat in MBA, LL.B. shall be reserved for serving/retired defense services personnel, if they fulfil the minimum eligibility conditions prescribed for admission;

Provided further that 20% seats in M. Phil. shall be reserved for teachers of colleges of Himachal Pradesh University and recognised schools in Himachal Pradesh. Provided further that only teachers who are regularly appointed in recognised schools and colleges and have been on the regular roll of the college or school for 5 years can be considered for admission to M.Phil under this category. Such teachers will have to submit a certificate to this effect from the Director of Education in respect of College teachers and from Zonal Deputy Director in respect of School Teachers. This provision shall not be applicable for M.Phil. through Distance mode of education.

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

Provided further that all seats in B.Ed. regular course shall be reserved for Bona fide candidate.

Provided further that four seats shall be reserved in LL.M. course for practising lawyers, who have put in at least five years practice at the Bar, Judicial officers and other persons connected with the administration of justice in Himachal Pradesh for admission to LL.M. course. Out of these four seats, three will be set apart for internal candidates and one seat will be open to all, but the candidate must be pursuing legal profession in H.P. or in the service in Himachal Pradesh as Judicial officers or hold any post connected with the administration of justice in H.P.

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

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

(5) Admission to M.Tech (Computer Science) shall be made on the basis of merit of an entrance test to be conducted by H.P. University, Shimla. The minimum pass marks in the entrance test are 35%

Number of Seats = 18.

- a) As per H.P. University rules 75% seats will be filled out of the candidates who have passed their graduation from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry and remaining 25% seats will be filled on all India basis (both for subsidized and paid seats).
- (b) 15% and 7.5% of seats available in each category shall be reserved for students belonging to SC and ST categories respectively (Only for subsidized seats). No other reservation/ weightage of any kind is allowed. The roster applicable for MCA admission will be followed

3.2 Basis of Admission:-

(a) The basis of admission in all courses of study except M.B.B.S. Course shall be merit to be determined by a competitive examination, or on the basis of the qualifying examination in accordance with the rules framed by the Executive Council in this behalf:

Provided that in case of a student sent on scholarship by a foreign Government or a State Government other than the Government of Himachal Pradesh the only test of merit shall be the minimum qualification prescribed for admission to the course concerned.

(b) while determining the merit except in case of LL.M., M.B.A. M.C.A., D.C.A., D.P.M., D.M.M., D.A.T., M.T.A., B.Ed., LL.B. and Journalism & Mass Communication whether by competitive examination or otherwise, marks to the following extent shall be added to the result of the students who possesses certificate in NCC, NSS and Scouting as under:-

- (i) 2% for NSS.
- (ii) 2% for NCC 'C' Certificate for boys.
- (iii) 2% for NCC 'J' Certificate for girls.
- (iv) 2% to the Instructors, of Adult Education literacy Centres.
- (v) 3% in case of President Scouts and 3% in case of national participation in NCC.
- (vi) 5% in case of International representation.
- (vii) 10% for the Honours; provided the admission is sought in the subject concerned.
- (viii) 2% for getting first, second or third position in the H.P. University Inter-College Sports/ Cultural Competition.
- (ix) 5% for representing University in the Inter-University Sports/ Cultural competition for at least two years.

(c) Weightage of 5% marks to the blind candidates seeking admission against the seats reserved for handicapped category in various courses of studies, if they fulfil the minimum prescribed eligibility conditions.

NB-1: Only credit of one certificate, beneficial to the candidate, will be allowed in respect of candidates from 1 to 6.

NB-2: to determine the merit, the following procedure shall be adopted:

(a) where the students seeking admission in the subject studied at the graduation level, the following formula will be used; Marks obtained in the qualifying examination.

Marks obtained in the subject studied at the graduation level X 100

Maximum Marks (Degree + Subject)

(b) Where the students seeking admission in the subject other than those studied at the graduation level, the procedure will be as under: Marks obtained in the qualifying examination.

+Zero marks for the subject X 100

Maximum Marks (Degree+subject)

Provided that the minimum condition of eligibility shall be observed in all the cases:

Provided further that the above admission procedure/formula as indicated under ordinance 3.2 (b) 7 and in NB:2 shall not apply in case of M.Com.

N.B. To determine the merit, the following formula will be adopted:

Percentage of total marks obtained in elective subjects adding the marks obtained in the subject in which the student is seeking the admission to post-Graduate classes. But for the subject which are not taught at under-Graduate level, the aggregate of marks obtained in the respective qualifying examination shall be taken into consideration.

3.3: Except in the Correspondence Courses and the Evening Colleges or evening classes attached to College/Teaching departments of the University a student who has attained the age of 23 years (25 years for girl student only) in case of +1 class of +3 Pattern on the 1st July of the year concerned and 26 years for boys and 28 years for girls student in the case of MA, M.Sc., MTA, MBA, LL.B. and B.Ed. class as on the 1st July of the year concerned, provided that in each case the upper age limit shall be raised by three years in case of U.G. classes and 29 years (for boys and girls both) in case of P.G. classes, for students belonging to SC/ST, shall not be admitted to any college affiliated to or maintained by the University or in the classes attached to or the University Deptts. of studies without prior permission in writing of the Vice-Chancellor:

Provided that the Vice-Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing upto maximum of 6 months.

Provided further that age bar shall not apply in the case of in-service students and the State/Govt. of India nominees.

The age limit for admission to the M.J.M.C. Course shall be 27 years (30 years for SC/ST candidates) as on the 1st of July of the concerned year.

3.3(a): 1. No student shall be allowed to join two full time regular degree courses of study simultaneously. However, student shall be allowed to join the following certificates/ diplomas/ postgraduate diploma/ advanced post-graduate diploma courses, alongwith regular courses including Ph.D.

- i) Certificate/ diploma courses in Foreign Languages (German, French and Russian)/ PGDPM & LW.
- ii) Certificate in Computer Application.
- iii) Certificate in Computer Programming.
- iv) Any other part time certificate/diploma/ post-graduate diploma/ advanced post-graduate diploma degree courses may be introduced by the University or through ICDEOL in future.

2. Students will be allowed to join two degree (under-graduate/ post-graduate) courses through ICDEOL.

3.4. No student, who fails in all compulsory and elective subjects or fails twice in the same examination shall be re-admitted in any of the colleges affiliated to or maintained by the University. Such a student will appear as private candidate in the capacity of a late college student or through correspondence courses.

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

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

3.7. Provisional Admission:- A candidate placed under compartment in one subject of +2 examination or an examination equivalent thereto may seek provisional admission provided he/she has requisite percentage of marks in aggregate including the marks obtained in the subject in which placed under compartment.

The marks obtained in the compartment subject shall be deemed to be the minimum marks required to pass that very subject. The provisional admission of such candidates shall stand automatically cancelled in case they fail to clear their compartment of +2 examination in two immediate successive chances i.e. in September notwithstanding the additional chances given by the Board of School Education to clear up compartment.

Provided further that a candidate who has compartment at +2 stage or at the examination equivalent thereto shall not be eligible for admission to any of the Honours of the course in any faculty.

However, a student may be allowed admission to Honours in a subject where he has secured 60% or more marks in the concerned subject and is to clear his compartment in the ensuing supplementary examination, but his/her admission will stand cancelled if he/she fails to clear the compartment in successive attempts in September and March examinations, notwithstanding the additional chances given by the Board of School Education to clear the compartment.

3.8. The admission of a student migrating from another University shall only be treated as provisional and shall only be confirmed when he produces the migration certificate and a certificate of good conduct from the head of the institution last attended by him. However, this provision shall not be applicable to the students seeking admission through ICDEOL.

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

3.9 Casual Students:- The Principal/Chairman of the Teaching Department may allow a student, who is eligible to appear as a private candidate under the provisions of Chapter V of the Ordinances, to attend lectures or practicals or both in a course or courses of study. Such a student shall have to pay full tuition fee or practical fee or both, as the case may be, in case he attends lectures/practicals in one or more courses. He shall have also to deposit caution money in case he attends practicals and pay library fee and security money if he is permitted to use the library.

Explanation:- A 'Casual' student is one whose name is not on the rolls of a college or teaching department of the University as a regular student. Except for attending lectures or practical or both and use of library, such a student shall not be allowed any privilege enjoyed by a regular student.

3.10 The normal date of admission to all courses of study in the University shall be the 8th July or the next following working day, if the 8th of July happens to be a holiday. An admission with late fee as may be prescribed by the Executive Council from time to time may be made up to the 15th of July:

Provided that the Vice-Chancellor may extend, for reasons to be recorded in writing the dates of admission with or without payment of late fee;

Provided that admission to +3 classes to the college affiliated to/maintained by the University shall be upto 30th June of the year or any date prescribed by the University or upto 10 days of declaration of the general results of the class concerned, with usual late fee as prescribed by the college itself.

3.11. Migration- Inter College / Institution migration will be applicable in case of the students of any affiliated / associated College / Institutions of this University for seeking migration from one affiliated College to another affiliated college/institution affiliated/ associated with the H. P. University. This will however be subject to the availability of seats and mutual consents / NOC of both the concerned colleges / Institutions. However, the student migrating from this University to another College / Institution which is not maintained / affiliated to H. P. University will have to pay Rs. 500/- as migration fee in case the student is interested to obtain migration certificate from H. P. University. In case of ICDEOL where migration certificate shall not be a requirement for admission to any class / course through the ICDEOL.

3.11(A). (i) There shall be charged Inter College Migration fee of Rs.500/- from regular and ICDEOL students, who intend to migrate from a College.

(ii) Migration fee of Rs. 1000/- shall be charged from the students migrating from Colleges outside the State of Himachal Pradesh.

(iii) Migration may be allowed only at the end of the 1st semester and before the beginning of 2nd semester and so on and no migration shall be allowed during the mid session.

(iv) No Migration shall be allowed in the same station.

(v) No Objection Certificate/Character Certificate from the Principal of the parental college shall be mandatory for obtaining migration. In case of students migrating from ICDEOL, the NOC/Character Certificate may be issued by the Director, ICDEOL. The University shall not involve itself for issuing letter to both the Principals and the mutual consent of the Principals is mandatory for migration.

(vi) Migration for Professional Courses of Under Graduate Classes may be allowed only where the mode of admission is same as in other UG Courses.

(vii) In case, the candidate seeks to get migration more than once, then the Controller of Examinations of Himachal Pradesh University shall determine the fee to be charged thereof.

(viii) The provision of this Ordinance shall be applicable from the Academic Session 2014-2015.

3.12. Migration certificate fee- (a) A migration certificate to join some other University or some other institution outside the jurisdiction of the University may be granted to a student on his written request. The fee for the certificate shall be as may be prescribed by the Executive Council from time to time.

(b) A migration fee as may be prescribed by the Executive Council from time to time, shall be charged from every student migrating to the University from another University; and from every student migrating from the affiliated college or institution to another.

Provided that no migration fee will be charged if the student migrates from one affiliated college to another to seek admission in higher class after passing the terminal examination.

3.13 Transfer from Honours to pass and Vice-Versa:

(i) Any student admitted to Honours course in the first year may at his own request be transferred to B.A./B.Com/B.Sc Pass course by the Principal of the college concerned up to 31st of August.

(ii) Any student admitted to first year of B.A/B.Sc./B.Com Pass course may be allowed to change over to first year of B.A./B.Sc./B.Com. Honours course at his choice, if otherwise eligible, up to 31st August of the year by the Principal of the college on the basis of initial qualifications prescribed for admission to the respective Honours course in accordance with the procedure laid down from time to time by the University.

(iii) Any student of B.A. Honours or B.Com. Honours who has passed Part-I examination or has obtained 25% marks in the aggregate main subject, subsidiary subjects and qualifying subjects taken together may at his option be allowed to proceed to second year of B.A. pass or B.Com. Pass in the beginning of the session if otherwise eligible for admission to first year of B.A. pass and B.Com. Pass course as per qualifications possessed by him at that time. Such student on transfer shall be simultaneously required to take Part-I and Part-II examination of B.A. pass or B.Com Pass courses as the case may be at the end of second year of the course, if otherwise eligible.

(iv) Any student of B.Sc. Honours course who has qualified the Part-I examination may at his option be allowed to proceed to B. Sc Pass course in the beginning of second year. Such a student on transfer of B.Sc. Pass course shall not be required to take Part-I examination once again.

(v) Any student of B.Sc. Honours course who has qualified the Part-I examination may at his option be allowed to proceed to B.A./B.Com. Pass course in the beginning of second year, if otherwise eligible for admission to

these courses. Such a student shall be required to qualify Part-I of B.A./B.Com. Pass course examination alongwith second year examination.

3.14 Admission and Reservation (Colleges for Centre of Excellence)

(1) Admission to the various courses of study B.A./B.sc/B.com/Honours/BCA shall be open to all persons, irrespective of race, creed, caste or class, subject to the following conditions:-

- a) 15% & 7.5% of the seats shall be reserved for Scheduled Caste and Scheduled Tribes candidates respectively in each class/ subject combination and shall be filled up on merit drawn out of the respective categories.
- b) The 77.5% seats shall be filled up purely on merit basis.

(2) The student belonging to SC/ST shall be given 5% relaxation of marks for admission purpose i.e minimum of 50% marks in aggregate at 10+2.

3.15 Basis of Admission

- a) The admission in all the courses shall be made on the basis of merit as per allocation of seats in each class/ subject combination.
- b) BCA is three years degree course based on Semester system of examination. The admission shall be divided into two categories, i.e. subsidized and non-subsidized, separate merit list shall be prepared for subsidized and self financing category.

3.16: The maximum age limit for the course is 23 years (25 years for girls student only) in case of +1 of +3 pattern on the 1st July of the year concerned, provided that in case upper age limit shall be raised by three years for students belonging to SC/ST.

Provided that Vice-Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing up to maximum of 6 months.

3.17: No migration from other colleges shall be allowed since all admissions are on merit.

3.18: The Dates & Procedure of admission shall be decided by the concerned college for Centre of Excellence.

CHAPTER IV

CORRESPONDENCE COURSES

4.1 (a) The University may conduct correspondence courses leading to the Bachelor's and Master's degree examinations in the Faculties of Languages, Social Sciences and Education, and Master of Philosophy degree in all the Faculties in such subjects, as may be provided for from time to time.

(b) The University may also conduct Honours Courses through Correspondence in the Faculties of Arts and Science (without practicals) in such subjects as may be provided for from time to time.

4.2 The course of study, the duration of the courses, the medium of instructions and examination, the mode of examinations and examination papers shall be for private and ICDEOL students, except for the B.Ed. Course, same as for the regular students with the exception that the examination dates in respect of the students of the Correspondence Courses and private candidates may not necessarily be the same as in respect of the regular students of the University and the Vice-Chancellor shall have the power and authority to decide such dates as per exigencies of situations.

4.2 (A) For the B.Ed. course, the course of study, duration of the course, the medium of instruction and examination and the examination papers shall be as laid down in Chapter-XI.

4.3 The minimum qualification for admission to these courses, shall be laid down in chapter-1:

Provided that the Correspondence Courses for the B.Ed. degree shall be open only to the following:-

i) Whole time paid teachers serving in H.P. who have undergone the training for and obtained the Junior Basic Teachers' Certificate or an equivalent certificate or diploma and have served for not less than three years in a School run by the Central or State Government or recognised by a State Government or by a Board of School Education established by law or by the Council for Indian School Certificate Examination.

ii) Whole time teachers serving in H.P. as such for at least three years in a school run by the Central or the Government of Himachal Pradesh, or recognised by the State Government or by the Board of School Education Himachal Pradesh, or by the Central Board of Secondary Education or by the Council for Indian School Certificate Examination.

iii) Members of the Educational Corps of the Armed Forces of India with at least three years service;

Provided further that M.Ed. degree shall be open in case of Distance and Open Learning mode for the candidates who are serving in Himachal Pradesh as a regular teacher, teacher educator or an educational administrator working in a recognized/ affiliated educational institutions.

4.4. The dates for admission to various courses shall be notified by the Directorate of Correspondence Courses whereas the dates for submission of application forms for various examinations shall be notified by the Controller of Examinations from time to time and students applying for admission to correspondence courses shall be required to pay such fee as may be prescribed from time to time by the Executive Council.

4.4 (a) Save as otherwise provided under ordinance 6.24 of Chapter VI Examinations, the fees once paid by correspondence student shall not be refunded:

Provided that:-

i) Excess fee, migration and registration fee wrongly deposited by a student shall be refunded in full.

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

iii) Neither the fees shall be adjusted in the subsequent years nor any refund shall be permissible on any grounds if a student discontinues with his/her studies or is declared ineligible to appear in the examination or fails to appear in the examination.

iv) Refund or adjustment of fees shall also not be permissible in case of a student provisionally admitted and subsequently declared ineligible or whose candidature is cancelled.

4.5 The Executive Council shall establish ICDEOL and besides the Director, may appoint such other officers/teachers and assign to them such duties as may be necessary for the smooth and efficient functioning of the Directorate.

The Vice-Chancellor shall, from time to time issue such directions as may be necessary for the proper functioning of the Directorate.

4.6 There will ordinarily be sixteen written lectures/lessons per semesters or thirty-two written lectures/lessons for a full year course in the case of B.A. and B. Com. course and ten written lectures/lessons per semester/year/per course/paper for M.A. , M.Com., M.Ed. and B.Ed. Course.

4.7 The Director shall ensure that lectures are despatched to students in a phased programme so that ordinarily the interval between the despatch of any two consecutive lectures is not more than fifteen days and that all the

lectures are despatched to every student at least three weeks before the commencement of the examination.

Provided that the third lecture may not be sent after two consecutive lectures until the student has submitted the response sheet to one of the two assignments already sent to him.

4.8 A student must answer the assignment and mail the response sheets to the Director of Correspondence Courses within ten days of the receipt of the assignment. The onus of having mailed the response sheets will be on the student.

4.9 Each response sheet shall be evaluated and the marked response sheets with directions, if any, shall be returned to the student, ordinarily within a fortnight of its receipt in the Directorate.

4.10 The Correspondence Courses for M.Phil. degree shall be through prescribed studies, answering of assignments and doing of practicals, if any.

4.11 (a) The Director shall make arrangements for 'Personal Contact Programmers' at different centres for such duration as may be considered necessary:

Provided that there shall be a Personal Contact Programme (s) of 15 days duration per semester for the M.Ed. Course and 36 days duration per year for the B.Ed. Course. The duration of the classes in Personal Contact Programmes shall not be less than six hours per day.

(b) Attendance at the Personal Contact Programme shall be compulsory for the B.Ed., M.Ed., PGDCA and Music Courses and it shall be a pre-condition for being permitted to appear in the University examination.

Provided that relaxation in attendance not exceeding 20% may be granted by the Director in exceptional circumstances to be recorded in writing in each case and not as a general rule.

(c) Notwithstanding the above provision relating to Personal Contact Programme the students residing abroad admitted to any class may be required to submit one term paper as may be prescribed by the Directorate in each class/semester in lieu of the Personal Contact Programme.

The term paper will be on the same pattern as is available in M.A/M.Phil. courses but will be evaluated internally.

4.12 In order to be eligible to appear at a University examination, a student must have answered at least 75% of the assignments sent to him and must have secured at least 33% of the maximum total marks in those assignments.

CHAPTER V**PRIVATE CANDIDATES**

5.1 Save as otherwise hereinafter provided no person shall be allowed to appear as a private candidate in any examination of the University.

5.2 The following categories of candidates may be permitted to appear as private candidates:-

(a) Those regular students who fail in any examination of the University; provided that they take examination within a period of three years;

(b) Those who fail to appear in any examination of the University after having completed the course of instruction and having fulfilled the other requirements prescribed for appearing at that examination; provided that they take the examination within a period of three years;

(c) Those who have obtained the Bachelor's degree in Faculty of Languages, Performing & Visual Arts, Social Science or Science but wish to qualify in an additional optional subject. In case of a Science subject the candidate shall study in an affiliated college and produce a certificate from the principal of the college that he has completed the prescribed course Provided that the candidate will take examinations for Part-I, II and III. He/she shall be allowed to sit for Part-I after completion of one year and for Part-II and III after another year.

(d) Those who have obtained the degree of Master of Arts in any subject, but wish to qualify in an additional course or option of a course, in the same subject;

(e) Those who have already obtained the Master's degree in the Faculties of Art, Science, Commerce and Business Administration, Law or Education or Acharya in Sanskrit language and literature from the University, or being residents of the areas within the territorial jurisdiction of the University had obtained any of these degrees from the Panjab University, Chandigarh before the establishment of the University or those who have obtained the aforesaid degrees from any University, established by law and are whole-time paid teachers in the University or a college affiliated to or maintained by it or an institution recognised by it and situated within the territorial jurisdiction of the University, and wish to improve their Division.

(f) Those who have obtained the Master of Arts degree or Acharya in Sanskrit Language and Literature in any University established by law in India

or M.Com. or M.B.A. under the Faculty of commerce and Business Administration or M.A. (Maths) under the Faculty of Arts of this University, but wish to obtain Master of Arts/Acharya Degree in any subject from this University.

(g) Those who have obtained Master of Arts degree in Education but wish to obtain Master of Arts degree in any subject falling under the Faculty of Arts including the subject of Psychology in which case the candidates will be required to attend the practicals from a recognised institution.

5.3 Persons of the following categories, who are residents of the areas within the territorial jurisdiction of the University may be permitted to appear as private candidates in the examinations of the Faculty of Arts without their having completed the prescribed course of instruction in an affiliated college or Teaching Department of the University or without being enrolled in the Correspondence Courses, if they are otherwise eligible to appear in the examination:

Provided that a candidate having degree of B.Sc. with Mathematics may be allowed to appear in M.Sc. Mathematics, if otherwise eligible.

(a) **Women.**

(b) **Whole-** time paid teachers, National Fitness Corps Instructors, Drill Masters, Physical Training Instructors, Directors of Physical Education, Sports Coaches, Laboratory Assistants, Laboratory Attendants and Lecture Assistants; provided that they have been working as such for at least twelve months in any of the following institutions or organisations:-

(i) School recognised by the Himachal Pradesh Board of School Education, or school recognised by the Council for Indian School Certificate Examination or by the Central Board of Secondary Education and situated within the territorial jurisdiction of the University.

or

(ii) College affiliated to or maintained by or the Teaching Departments of the University.

or

(iii) Educational institution under the direct control of the State Government.

(c) Members of the Education Corps of the Indian Army, Air Force, or Navy or Civilian School Masters in the Indian Army, Air Force or Navy.

(d) Inspecting and technical officers of the Himachal Pradesh Education Department e.g. District Education Officers, Deputy District Education Officers, Block Education Officers, Assistant/Deputy Directors of Education, Evaluation Officers and Vocational Guidance Officers.

(e) Members of regular Land, Air and Naval Forces of India or Indian Merchant Navy, and of Border Security Force or Central Striking Force of the Police upto three years of their release/discharge from service.

Provided that once a student has reached B.A. part-II or M.A.-I within the period of three years, he may be allowed to complete the degree even after the lapse of three years.

(f) Blind, deaf or otherwise physically handicapped persons.

(g) Members of Scheduled Caste/Scheduled Tribes for the B.A. and M.A. Examinations only.

(h) Whole-time paid Librarians and Library Clerks of the State, District, Local Body, University, affiliated Colleges and recognised School Libraries.

(i) Gap.

(j) Non-Teaching staff of the University and of the affiliated Colleges; Provided they have departmental permission.

(k) Those who wish to appear in the Proficiency, High Proficiency and Honours Examination in Sanskrit, Hindi or Urdu and the Acharya Examination in Sanskrit.

(l) Those who wish to appear in English only or in an additional subject of B.A. examination under +3 system, after passing Prabhakar (Proficiency in Hindi) or Shastri (Proficiency in Sanskrit) under the old system or Urdu (Proficiency in Urdu) or Acharya Examination:

Provided that those candidates who have passed Prabhakar (Proficiency in Hindi) or Shastri (Proficiency in Sanskrit) under old system can appear directly in English and one more subject other than Hindi/Sanskrit in Part-I of B.A. under +3 system after completion of one year and in Part-II and III of B.A. under +3 system after another year to obtain B.A. degree.

Provided further that OT/MIL candidates having compartment will be allowed to appear in B.A.-I examination provisionally subject to the condition that such candidates will have to pass the compartment paper of OT/MIL in the first two available chances, failing which their candidature for B.A.-I shall automatically stand cancelled.

(m) Those who wish to qualify non-Sanskrit subjects prescribed for the examination in Sanskrit language.

(n) Non-Teaching staff of Krishi Vishwavidyalaya; provided they have the departmental permission.

(o) The Non-Gazetted employees working in H.P. State Government offices, Local Bodies and Semi Government offices in the H.P. State, H.P. Board of School Education, Central Government offices situated in H.P., Central Government and State Government Public undertaking located in H.P. and Public Limited Companies with their head quarters in H.P.; provided they fulfil the following conditions:-

(1) that the candidates have completed atleast three years of service, as on 30th November of the year preceding the year of examination, in the concerned office or department and his name has been duly recommended by the Principal/Head of the Department Concerned.

(2) that there is no Evening College or Evening Classes in any College at the place where the candidate is employed.

(3) that if there is an Evening College or Evening Classes in a College at the place where the candidate is employed, the candidate produces a certificate from the Principal of the Evening Colleges concerned that he was not granted admission or the candidate produces a certificate from employer that because of the nature of his duties (such as working hours of the telephone operator, Journalists etc.) he could not join the Evening College.

(p) those who have passed B.A.II year examination as a private candidate of this University may also complete B.A. degree even, if they have been residing outside the territorial jurisdiction of Himachal Pradesh.

5.4 Save as elsewhere provided, in examinations in which a candidate has to appear to complete the degree of Under-Graduate class, the period between the Examination that he/she passed before and the next examination shall not exceed three years and in case of a candidate of Post-Graduate class (Under Semester System), such period between one semester and another shall not exceed two years.

CHAPTER VI
EXAMINATIONS
GENERAL

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

6.2 (a) Every candidate, except when permitted to appear as a private candidate, shall be required to undergo a regular course of study i.e. attendance at lectures, tutorials, seminars, practicals etc. or a regular course of instruction in the Correspondence Courses of the University.

(b) In order to be eligible to appear at a University examination, a candidate should have put in 75 per cent attendances in each of the concerned courses in Theory as well as in Practical, and in the case of a student of Correspondence Courses must have submitted response sheets to at least 75 percent of the assignments for each course and must have obtained at least 33 percent of the total marks in respect of these assignments:

Provided that in the case of a candidate provisionally admitted to a higher class, but reverted to the lower class, as provided herein after, this condition shall only be required to be fulfilled in respect of attendances or assignments as the case may be from the date of his reversion to the lower class:

Provided further that the Principal/Dean of Faculty concerned and/or Chairman of the Department concerned may for reasons to be recorded in writing condone shortage of lectures delivered in each of the concerned courses upto a maximum of 10 per cent lectures in Theory and Practical; provided, however, that in case of Law Courses the shortage of attendance in any subject(s), course (s) as also at tutorials and moot courts may be condoned upto a maximum of 15% in each subject/ course, etc., or 9 per cent in the aggregate if a student has attended at least 66 per cent of the lectures in the aggregate of the lectures for the semester. However, the percentage of lectures attended in each course should not in any case fall short of 60 percent.

Provided that a student who has failed at the Part-I or Part-II or Part-III examination and has rejoined the I year or II year or III year class, as the case may be, shall be required to put in the requisite attendance as above afresh and the attendance previously put in by him/her for the respective year will not be taken into account.

(c) A candidate or rolls of a college affiliated to or maintained by University shall be admitted to the examination on production of a certificate from the Principal of his college showing that he has obtained in one house examination.

(1) 20% marks in each subject compulsory and elective in house examination;

or

25% of the aggregate marks of all the compulsory and elective subject.

A student who has failed at the Part-I or Part-II or Part-III examination and has re-joined the Part-I or II or III year classes as the case may be, shall be required to put in the requisite attendance as above, afresh and the attendance previously put in by him/her for the respective year will not be taken into account.

(d) A candidate on the rolls of a “**Centre of Excellence**” shall be admitted to examination on the production of a certificate from the Principal of the College/ Centre of excellence subject to following conditions:-

(i) It shall be mandatory for all the students to appear in the House Examination to be held tentatively in the latter half of the month of November of the year by the Centre of Excellence concerned.

A minimum of 50% marks in aggregate shall be an essential condition to be eligible to appear in the annual examination.

(ii) Result of the House examination shall be displayed on the College Notice Board.

6.3 A private candidate, who wishes to appear in subjects involving practical work e.g. Geography or Psychology, shall be required to produce a certificate showing that he has completed the practicals in University or in a college affiliated to it.

6.4 Every male student (except a student of Correspondence Course, or of an evening college, or of evening classes attached to a College) undergoing a course of regular study for the first two years of the courses for the Bachelor’s degree, in the Faculties of Arts, Science, Commerce & Business Administration shall also be required to undergo N.C.C., or N.S.S. training or other activity approved by the University, and for a candidate to be eligible to appear at these examinations, 75 percent attendance, at such training or participation in such activity shall be compulsory:

Provided that the head of the institution may for reason to be recorded in writing condone absence upto an extent of 15 percent of the total attendances.

6.5 Absence from lectures, tutorials, seminars, practicals on account of participation in the University, State, Inter-University National, International tournaments, Youth Festivals and cultural and any other sports activities or N.C.C.; N.S.S. camps including the actual time spent of Journey, therefore shall be deemed to be attendance for the purpose of paragraph 6.2 and 6.4. However, the absence shall not exceed 20% of Lectures delivered.

6.6 The Pro Vice-Chancellor/Vice Chancellor, on the recommendation of the head of the institution concerned, may in special circumstances, for reasons to be recorded in writing, condone shortage in attendance or in the submission of response sheets in the case of Correspondence Courses, upto 5 per cent of the total:

Provided that this shall not apply in the case of Law Courses.

6.7. The examination of the University shall be conducted according to the annual, semester, trimester or any other system as may be prescribed from time to time.

6.8 (a) The Proficiency, High Proficiency and Honours examinations in Modern Indian languages and Sanskrit, Acharya examinations in Sanskrit and the Certificate and Diploma and Advanced Diploma examinations in foreign languages shall be conducted on the annual system.

(b) The examinations for the Bachelor's degree in the Faculties of Arts, Science, and Commerce and Business Administration may be conducted on the semester or annual system as determined by the Executive Council.

(c) The examinations for the Master's degree in the faculties of Arts, Science, Commerce and Business Administration and for Bachelor's and Master's degree in the faculties of Education and law and the examination for the Master of Philosophy (M.Phil.) degree in the faculties shall be conducted on the basis of Semester/annual system.

6.9 deleted

6.10 The examinations in the Faculty of Medical Sciences and for Doctorate in all the Faculties, shall be conducted according to the system prescribed hereinafter.

6.11 deleted.

ADMISSION OF EXAMINATIONS

6.12 The University shall from time to time prescribe the admission forms and the certificates required in support thereof for admission to the different examinations of the University and make these forms available to all concerned.

Provided that every private candidate and a candidate of Correspondence Courses shall also be required to submit three attested copies of his latest passport size photograph.

6.13 A candidate seeking admission to an examination of the University shall be required to pay fees as prescribed by the Executive Council from time to time.

Provided that blind persons, war widows, disabled servicemen and the dependents of military personnel permanently disabled or killed in action, shall not be required to pay such fees.

6.14 In the month of June every year the Controller of Examinations shall notify the dates of the commencement of various examinations of the University and the last dates for the submission of application forms for admission to the same.

6.15 (a) A candidate seeking admission to a University examination shall submit at least fifteen days before the last date prescribed for the receipt of applications in the University office, his application in the prescribed form, accompanied by the prescribed fee and supported by the prescribed certificates, to the concerned head of the College/the Chairman of the Department/Dean of Studies/the Director of Correspondence Courses, who after due scrutiny and making good the omissions or certifying the mistakes, if any, shall forward the same to the Controller of Examinations so as to reach him before the last date prescribed for the submission of such applications. A private candidate shall submit his application complete in all respects direct to the Controller of Examination so as to reach him on or before the last date prescribed for the submission of applications by the private candidates.

(b) The concerned Head of the College/Chairman of the Deptt./Dean of Studies/Director of Correspondence Courses, may under intimation to the candidate, not later than the fifteen days before the commencement of the examination withdraw the application of any candidate, who fails to fulfil the attendance requirements referred to in paragraph 6.2 above.

6.16 The Controller of Examination may entertain an application for appearing at an examination:-

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

(ii) Thereafter up-to 20 days before the commencement of the examination on payment of Rs. 125/-

In very special circumstances an application for appearing at an examination thereafter may be allowed to be accepted by the Pro-Vice-Chancellor/Vice-Chancellor for which total late fee of Rs. 150/- shall be charged,

Provided that three grace days may be allowed for the forms received in the University for the purpose of calculating the late fee.

6.17 (a) After satisfying himself that the application is in order in all respects, the Controller of Examinations shall issue through the head of the institution concerned in the case of the regular candidates and direct to the private candidates and admission card, permitting the candidate to appear at the examination and showing the Roll Number and the examination centre allotted to him.

(b) A duplicate copy of the admission card shall not ordinarily be issued. However, if the Controller of Examination or the Superintendent of the examination centre is satisfied that the admission card has either not reached the candidate or has been inadvertently misplaced or lost by him, a duplicate admission card may be issued to the candidate on payment of a fee and he may be permitted to take the examination.

6.18 The Superintendent of the centre may not permit a candidate to take the examination, if it is brought to his notice in writing by the head of the institution concerned that the candidate has not paid the outstanding dues including hostel and mess charges, or has failed to return library books or other articles, or in the case of loss has not paid the cost thereof, as assessed by the institution.

6.19 The Pro Vice-Chancellor/Vice Chancellor may withdraw the permission to appear at an examination, if at any stage it is found that the candidate was not eligible for admission to that examination, or has been subsequently rusticated or expelled from a college or a teaching department of University or any other University after the submission of his application form.

6.20 If the Pro-Vice-Chancellor/Vice Chancellor is satisfied from the evidence produced before him that a candidate, accepted for an examination of the University, conducted under the annual system, is unable to appear in or to complete the examination on account of his own serious illness, accident to himself, or on account of the death of a near relative viz. father, mother, brother, sister, wife, son, daughter or husband, he may allow such a candidate another opportunity to appear in or to complete the examination in the next supplementary or regular examination.

The application of such a candidate shall be entertained, only if it fulfils the following conditions:-

(a) It is submitted not later than 10 days from the date of which the candidate was incapacitated from taking the examination:

(l) it is submitted through the head of the institution, presenting the candidate for the examination, with a certificate from the head of the institution to the effect that he has satisfied himself after due enquiry that:

(i) the candidate could not appear in or complete the examination because of his own serious illness, or accident to himself, or the death of a near relative;

(ii) the candidate had a reasonable chance of success if he has appeared in the examination.

A candidate to whom this concession is granted shall be allowed to join provisionally the next higher class pending the declaration of his result. In case he does not appear in the subsequent examination or is declared as having failed, his admission shall stand cancelled and he shall forthwith revert to the lower class. He shall have no claim against the institution he had joined and/or the University.

Fees paid by such a candidate for the higher class shall be adjusted against the dues of the lower class, but in case he discontinues his studies, fees paid by him shall not be refunded.

This concession shall also be available to the students of Post-Graduate classes except Diploma in Personnel Management and Labour Welfare along with Certificate/Diploma courses in Foreign Languages under semester system except the promotion from one semester to another which is governed under a separate ordinance.

6.21 A candidate against whom proceedings regarding use of unfair means etc. are started and who on account of these proceedings is prevented from appearing in an examination, may be given by the Pro-Vice-Chancellor/Vice-Chancellor, one or more chances immediately next to the last admissible chance in lieu of the chance or chances missed by him.

6.22 Where the chances of a candidate to an examination are limited, and he is disqualified from appearing in it for a fixed period he may be allowed by the Pro-Vice-Chancellor/Vice-Chancellor one more chance to appear in the examination after the period of disqualification, in lieu of the chance or chances missed by him during the period of disqualification.

6.23 (a) No one, who has already passed an examination of the University or any other University, established by law in India, shall be permitted to re-appear in that examination:

Provided that before a candidate become eligible for the degree of M.A., M.Sc., M.B.A., M.T.A., M.C.A., B.Ed., M.Ed., LL.B., LL.M., Acharya in Sanskrit language and Literature and Bachelor in Journalism and Mass Communication as the case may be, he may apply for the cancellation of the result of any course or courses in which he may have passed in any semester examination (s) and may re-appear in the corresponding semester examination (s) to improve his score in the particular course or courses.

Provided further that a person belonging to any of the following categories, who has already obtained or has become eligible for the award of the degree of M.A., M.Sc., M.B.A., M.T.A., M.C.A., B.Ed., M.Ed., LL.B., LL.M. Acharya in Sanskrit language and Literature and Bachelor in Journalism and Mass Communication, may be allowed to re-appear in the same examination to improve division, namely:

(i) a person, who has obtained or has become eligible for the award of the degree from the University:

(ii) a person, who being a resident of the area within the territorial jurisdiction of the University, had obtained his degree from the Panjab University, Chandigarh before the establishment of this University.

(iii) a person who being employed as a whole-time teacher in the University, or a college affiliated to or maintained by the University, 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 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, if he has become eligible for the award of the degree, but the option, if any, must be exercised by the candidate within one month of the date of declaration of the result of the fourth semester. The aggregate of the marks obtained by him in the earlier examination in the course in which he does not appear shall determine his new division. The result of a candidate shall only be declared if he is able to improve his division or get atleast 55 percent marks in the aggregate of the result desired to be improved.

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

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

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

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

Provided further that before a candidate becomes eligible for the award of the degree of B.A., B.Sc. or B.Com., he may apply for the cancellation of the result of any subject(s) of the examination in which he may have passed in that examination(s) to improve his score in the particular subject(s). If a candidate is permitted for improvement of examination in Part-I and/or II and/or III in the corresponding annual/supplementary examination(s) according to the syllabus of studies in force at the time of the said examination(s) he will get one chance of each part within 3 years and shall deposit the fee as prescribed by the Executive Council from time to time. The result of the candidate shall only be declared if he is able to improve his division in the aggregate of the score, otherwise the previous result will stand.

(c) A candidate who does not fulfil the percentage required for admission to Master's degree course or for some other purpose may be allowed to improve his score/division in only one additional subject of his choice only once within three years from the passing of the respective examination;

Provided that this concession shall be for the purpose of eligibility for admission to a course for which graduation is the minimum qualifications for admission or the candidate after passing in all parts i.e. I, II & III may apply for

cancellation of subject of his choice already passed by him and the additional subject in his revised detailed marks card/degree may be changed by depositing the fee as prescribed by the Executive Council from time to time.

REFUND OF FEES

6.24 A candidate-

- (i) who fails to present himself for the examination or any part thereof; or
- (ii) who has appeared in an examination provisionally; or
- (iii) who is subsequently declared to be ineligible under paragraph 6.19; or
- (iv) whose examination is cancelled as provided hereinafter, shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination:

Provided that-

(i) if a candidate dies before the commencement of his examination, the fee shall be refundable to his legal heirs:

(ii) if a candidate becomes ineligible to appear in an examination, after submitting his admission form and fee, but before he has appeared in the examination or any part thereof, 75 per cent of his admission fee shall be refundable to him:

(iii) if a private candidate, serving as a member of the regular Land, Air or Naval Forces, is unable to appear in an examination owing to military exigencies, he shall be entitled to the refund of fee on production of a certificate to this effect from the Officer Commanding of his Unit.

(iv) if it is found that the candidate is not eligible for admission as a correspondence course student, the amount initially received from him should be refunded in full.

The application for refund of the fee shall be made on the prescribed form within three months of the date when the refund becomes due.

6.24-A (1) Late fee shall be refunded in full provided a candidate is declared ineligible in terms of Ordinance 6.24.

(2) Excess fee, Migration fee and Registration fee etc. wrongly deposited by a candidate shall all be refunded in full:

Provided that the applications for refund of fee shall be made within 3 months from the date of the deposit if the fee (s)/declaration of ineligible to appear in the examination.

CONDUCT OF EXAMINATIONS

6.25. All examinations of the University shall be conducted in accordance with regulations framed for the purpose by the Executive Council. These regulations shall provide inter alia for the following:

(a) Creation and cancellation of the examination centres; provided that no new centre shall be created except in a college or institution which has been affiliated to or recognised by the University or at any other place after proper inspection by the Controller of Examination or his nominee with regard to availability of satisfactory facilities;

(b) appointment, duties and remuneration, if any, of the supervisory staff, including Senior Superintendent, Deputy Superintendent, Assistant Superintendent, Clerical and other assistance etc.

(c) appointment and duties of inspectors and the mode of inspection of the examination centers:

(d) provision of facilities to the permanently physically handicapped candidates.

6. 26. Every candidate shall take the examination at the examination centre allotted to him.

However, if at any place there is more than one centre and on the first day of the examination a candidate, by mistake, presents himself at a centre other than the one allotted to him at a time when it is not possible for him to reach the allotted centre, he may be allowed by the Senior Superintendent of that centre to take the examination.

The Senior Superintendent/Superintendent shall direct the candidate to go the centre allotted to him for the subsequent sessions of the examination and report the case to the Controller of Examination.

CHANGE IN THE ALLOTTED CENTRE

6.27. A change in the allotted centre of examination may be permitted by the Controller of Examination in the following circumstances:-

(a) if the candidate or his father or guardian is transferred and the fact of transfer is certified by the Head of the office, or of the Department in which he or his father or guardian, as the case may be, is employed;

(b) if the change of centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by a certificate from a Registered Medical Practitioner not below the rank of an Assistant Surgeon;

(c) to avoid hardship in an exceptional case not covered by (a) and (b).

6.28. An application for change of the allotted centre shall be made on the form prescribed for the purpose, and shall be accompanied by the prescribed fee and two passport size copies of the candidate's photograph, bearing on their reverse the candidate's signature in full, duly attested by the authority who had signed or countersigned the original application of the candidate for admission to that examination, or by the head of an affiliated institution at the place which the change is sought.

6.29. No application for change in the allotted centre shall be entertained, unless it reaches the Controller of Examinations at least twenty-one days before the commencement of the examination, and if the change of centre is sought only for the practical examination, at least twenty one days before the commencement of such practical examination.

Provided that the Pro-Vice-Chancellor/Vice-Chancellor may, in the circumstances, enumerated in paragraph 6.27, for reasons to be recorded by him in writing, permit the application of a candidate for a change in the allotted centre for the examination, or for the practical examination only, to be entertained by the Controller of Examinations upto seven days before the commencement of the examination or the practical examination as the case may be.

6.30. The fees as may be prescribed by the E.C. from time to time shall be required to be paid along with application for a change in the allotted center.

(i) Change within Himachal Pradesh or from a place outside Himachal Pradesh to a place within Himachal Pradesh.

(ii) Change from a place within Himachal Pradesh to a place outside Himachal Pradesh or a change from a place outside Himachal Pradesh to another place outside Himachal Pradesh.

If the application for the change in the centre is rejected, the fee shall be refunded to the candidate.

DISCIPLINARY CONTROL OF AN EXAMINATION CENTRE

6.31. During an examination, a candidate shall be under the disciplinary control of the Senior Superintendent and Superintendent of the centre and he shall obey their instructions. If a candidate disobeys their instructions or misbehaves with any member of the supervisory staff or with any of the examinees at that centre, he may be excluded from the examination of that session.

The Controller of Examinations Centre or Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of

Examinations who will refer the matter to the Examination Discipline Committee. The Committee may order the cancellation of the examination of the candidate for that session or the entire examination, and further disqualify him from appearing in any University examination for period not exceeding three years. However, if the committee is satisfied that the exclusion of the candidate from the examination was not justified, it shall order that the candidate be provided another early opportunity to take the examination concerned, and if it is of the view that the exclusion of the candidate was mala fide, it shall also recommend to the Pro-Vice-Chancellor/Vice-Chancellor that proper disciplinary action be taken against the Senior Superintendent/ Superintendent concerned.

6.32 (a) Every day before an examination begins, the Superintendent or the Deputy Superintendent, shall call upon all the candidates to search their pockets, tables, desks etc. and deliver to him all the papers, books, notes or other reference material which they may have in their possession or accessible to them. Where a late-comer is admitted this warning shall be repeated to him at the entrance to the examination hall.

(b) The Superintendent or the Deputy Superintendent in- charge of the examination, shall forward to the Controller of Examinations every day a declaration, signed by him or them and witnessed by all the Assistant Superintendents then on duty, to the effect that as a matter of fact the candidates were called upon to search their pockets, tables, desks etc. and to surrender all papers, books, notes, or other reference material in their possession or accessible to them and that all late-comers were also given the warning as required in paragraph (a) above.

6.33. If at a University examination, but before the question paper is distributed, a candidate voluntarily surrenders to the Superintendent, or any other member of the supervisory staff papers, books, notes or other reference material in his possession, or if a candidate is found having in his possession or accessible to him papers, books, notes or any other material or device, which do not relate to the subject of the examination and which could not possibly be of any assistance to him, the case shall be reported to the Controller of Examinations even though no action may be called for against the candidate.

USE OF UNFAIR MEANS

6.34. A candidate shall not use unfair means in connection with any examination.

6.35. The following shall be deemed to be unfair means:-

(a) Talking to another candidate or any person, inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff.

(b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or the Deputy Superintendent or the Assistant Superintendent concerned, and taking away tearing off or otherwise disposing of the same or any part thereof.

(c) Writing on blotting paper or any other piece of paper, a question or anything connected with or relating to a question, or solving a question on anything except the answer-book or the continuation sheet supplied to the candidate.

(d) Using abusive or obscene language in the answer-book

(e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose, or writing Roll Number at place/s other than the specified one/s for that purpose.

(f) Making an appeal to the Examiner through the answer book.

(g) Possession by a candidate or having accessible to him books, notes, paper or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

(j) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other candidate or to any other person.

(k) Smuggling into the examination hall an answer-book or a continuation sheet, or taking out or arranging to send out an answer-book or continuation sheet, or replacing or attempting to get replaced the answer-book or continuation sheet, during or after the examination with or without the help or convenience of any person connected with the examination, or through any other agency, whatsoever.

(l) Receiving or attempting to receive, with or without the help or convenience of any member of the supervisory or menial staff or any outside agency, a solution to a question or a part thereof.

(m) Approaching or influencing directly or indirectly, a papersetter, examiner, evaluator, tabulator or any other person, connected with the University examinations, with the object, directly or indirectly, of inducing him of leak out the question paper or any part thereof, or to enhance marks, or to favourably evaluate, or to change the award in favour of the candidate.

(n) Undue influence, that is to say any direct or indirect interference or attempt thereof, on the part of the candidate, or of any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination.

Provided that without prejudice to the generality of the provisions of this clause any such person as is referred to therein who-

(i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;

(ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so;

shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of the clause.

(o) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device, or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.

(p) presenting a thesis, dissertation, practical or class-work note book, wherever required, not prepared or produced by the candidate himself.

(q) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

(r) Forging a document or using a forged document, knowing it to be forged, in any matter relating to the examinations.

6.36. (a) The Executive Council may declare by resolution any other act of omission or commission to be unfair means in respect of any or all the examinations.

(b) If the Executive Council is satisfied that (i) there has been copying or use of unfair means on mass scale at a particular centre or centres it may cancel the examination of the candidates concerned and order re-examination.

OR

disqualify the candidate from appearing at such examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report, recommendations of the Examination Discipline Committee, or the Executive Council may take such action suo moto after giving the effected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions, i.e. ordering, re-examination and disqualifying them from appearing at such examination as stated above.

(ii) the use of unfair means at the Center (s) was aided, abetted or connived at by the authorities of the institution where the Centre was located or by some other outside agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish that centre for a period as deemed fit and/or take such action and in such manner as stated in (i) above.

6.37. (a) The Senior Superintendent/Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

(b) A candidate shall not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members, of the supervisory staff, if on duty, at the time of occurrence.

(c) A candidate detected or suspected to be using unfair means in the examination shall be permitted to answer the remaining part of the question paper, but on a separate answer-book and the answer- book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the candidate's right to appear in the rest of the examination.

(d) All cases of use of unfair means specified in clauses (d), (e), (f),(m), (o), (p) or (r) of paragraph 6.35 shall be reported immediately to the Controller of Examinations by the examiner, paper-setter, evaluator, tabulator or the person connected with the University examination, as the case may be, with all the relevant material.

Examination discipline committee

6.38 (a) All the cases of alleged use of unfair means shall be referred and presented by the Officer Incharge to a Committee, called the Examination Discipline Committee to be appointed by the Executive Council on the recommendations of the Pro-Vice-Chancellor/Vice-Chancellor.

(b) The Committee shall consist of at least three members, but not more than five members drawn from the fields of Education/ Administration or Judiciary.

(c) A member shall be appointed for a term of two years, but shall be eligible for re-appointment.

(d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.

(e) At least three members present shall constitute the quorum.

(f) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided, the case shall be referred to the Pro-Vice-Chancellor/Vice- Chancellor, whose decision shall be final.

(g) A candidate may within seven days of the receipt of the decision of the Examination Discipline Committee bring to the notice of the Pro-Vice-Chancellor/Vice-Chancellor, in writing, any fact or material, which may not have been considered by the Examination Discipline committee. The Pro-Vice-Chancellor/ Vice- Chancellor, if satisfied that there is force in the representation of the candidate, may refer back the case to the Examination Discipline committee for reconsideration.

The Examination Discipline Committee shall then re-consider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Pro-Vice-Chancellor/ Vice Chancellor, to the Executive Council, whose decision shall be final.

6.39 (a) (i) The Controller of Examinations, or any officer authorised by him in this behalf, shall by means of a registered letter issued to the person concerned a show cause notice, which shall be accompanied by a copy of the reports received against him about the use of unfair means and also make available to him the full details of the evidence and the statement of the candidate, if any, recorded under paragraph 6.37 (a).

(ii) The show cause notice shall be issued at least 15 days earlier to the date on which the proceedings against the candidate are intended to be taken and the receipt issued by the Post Office in token of the show cause notice having been despatched shall be taken as sufficient proof of the candidate concerned having been served with the show cause notice referred to in sub-cause (i) above.

(b) The person concerned shall be called upon to intimate if he would like to be heard in person or would like to produce evidence in his defence. The

person shall, however, be informed that he would himself have to bear all the expenses in connection with his appearance before the Committee and in connection with his production of his defence evidence.

(c) The person concerned shall be given a period of atleast fifteen days to submit his explanation, and if he fails to do so with in the time allowed to him, a decision may be taken against him *ex parte* by the Examination Discipline Committee.

6.40. On the request of the person concerned the examination Discipline Committee shall allow him to be heard in person and to produce evidence in his defence and for this purpose may also allow inspection of the record in its presence.

6.41. In all proceedings before the Examination Discipline Committee, a person alleged to have used unfair means shall not be allowed to be accompanied or represented by any other person.

6.42. The Examination Discipline Committee may order that:

- (i) the examination for the session or paper in respect of which a candidate is found to have used unfair means specified in clauses (a) and (b) of paragraph of 6.35 be cancelled;
- (ii) the examination for the session or paper or the entire examination of a candidate in respect of which he is found to have used unfair means specified in clauses (c),(d), (e) and (f) to paragraph 6.35 be cancelled.
- (iii) the entire examination of a candidate in respect of which he is found to have used unfair means specified in clause (g) of paragraph 6.35 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.
- (iv) the entire examination of a candidate in respect of which he is found to have used unfair means specified in clauses (h), (j), (k), (f), (m), (n), (o) and (p) of paragraph 6.35 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of three years.
- (v) the entire examination of a candidate in respect of which he is found to have used unfair means specified in clauses (q) and (r) of paragraph 6.35 be cancelled and the candidate shall further be disqualified from appearing in any University examination for a period of five years.

Explanation:

In case of the competitive examination for admission to the M.B.B.S. Course of the Himachal Pradesh Medical College in which a student has been

found guilty of committing Unfair Means under these ordinances may be debarred/disqualified from appearing in any subsequent examination/ examinations, and he may further be punished for the use of such Unfair Means as provided in these Ordinances in addition or in substitution to the punishment provided above.

6.43 The Examination Discipline Committee shall bring to the notice of the Executive Council through the Pro-Vice-Chancellor/Vice-Chancellor all cases in which the use of unfair means by a candidate in an examination has been the result of instigation, conspiracy, assistance or intentional aid by an act or omission on the part of any person other than a candidate at the examination. The Executive Council may disqualify the person or persons from any or all of the following:

(i) appearing at any University examination for a period not exceeding five years:

Provided that a person who impersonates for a candidate in any examination shall be permanently debarred from appearing at any University examination, and any degree, diploma, or certificate already conferred on him by the University shall also be liable to be withdrawn under section 44 of the University Act;

(ii) getting any remunerative work of the University for such period as the Executive Council may determine;

(iii) being appointed to or retained in the service of the University or an institution affiliated to or recognised by it.

RE-EXAMINATION

6.44. The Executive Council may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.

APPOINTMENT OF PAPER-SETTERS, HEAD EXAMINERS, DEPUTY HEAD EXAMINERS, INTERNAL EXAMINERS AND EXAMINERS.

6.45 (a) The Paper Setters/External Examiners, Head Examiners/Coordinators/Internal Examiners/ Examiners shall be appointed by the Pro-Vice-Chancellor/Vice-Chancellor out of panel of names to be submitted to him by a committee consisting of five members including the convener, authorised by the Board of Studies in the subject.

(b) the Paper-Setters/External Examiners/Head Examiners/Coordinators, Internal Examiners and Examiners shall ordinarily be selected out of the following:-

Examination	Paper-Setters/ External Exami- ners	Head Exami- ners/Co-ordi- nators	Head/Internal Examiners/ Examiners
1	2	3	4
(i) B.A./B.Sc/ B.Com 1st year competitive Ex- amination (PMT) for entry into a Medical College.	Serving or re- tired teachers of the Colleges affiliated to or maintained by the University.	As in column 2.	As in column 2.
(ii) B.A./B.Sc./ B.Com. 2nd and 3rd year	From amongst the teachers of colleges affilia- ted to the Univ- ersity provided; (a) they have a minimum appr- oved teaching experience of 10 years relax- able in case of contractual (through HPPSC/ Department/ Adhoc/ Regular Teachers as Examiner). (b) They should not be teaching that particular class for which the paper is being set.	Serving or re- tired teachers of a University or of a College affiliated to or maintained by a University.	As in column 3

(iii) B.L., LL.B., LL.M.	Serving or retired Professors or Readers of Law of a University or of a Post-Graduate Law-Department of a College Affiliated to a University, jurists, practising lawyers, or serving or retired judicial officers.	As in column 2.	Serving or retired teachers of a University or of a Post-Graduate Law Department of a College affiliated to a University, jurists, practising lawyers or serving or retired judicial officers.
(iv) M.A., M.Sc., M.B.A., M.T.A., M. Phil/Preliminary Examination for Ph.D., B.Sc (Microbiology). M.Sc. (Microbiology) M.Com.	Serving or retired Professors or Reader of a University or of a Post-graduate Department of a College affiliated to a University or Research Scholars of equivalent rank working in a Research Institute.	As in column 2.	Serving or retired teachers of a University or of a Post-Graduate Department of a College affiliated to a University or Research Scholars of equivalent rank working in a Research Institute.
(v) B.Ed. M.Ed.	Serving or retired Professors or Readers of a University or of a Post-Graduate Department of Education of a College Affiliated to a University.	As in column 2.	Serving or retired teachers of a University or of a Post-Graduate Department of Education of a College Affiliated to a University.

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| (vi) M.B.B.S. | As provided in Chapter-XIV. | | |
| (vii) Certificate, Diploma and Advanced Diploma in Mordern Foreign languages. Diploma in Personnel Management and Labour Welfare. | Teachers of the subject, or scholars of, or Specialists in the language concerned. | As in column 2. | As in Column 2. |
| (viii) Certificate Modern Indian languages. | Teachers of the subject, or scholars of, or specialists in the language concerned. | As in Column 2. | As in Column 2. |
| (ix) Certificates and Degrees in Classical Languages (Sanskrit) | -do- | -do- | do- |
- (x)** In all cases where the University prescribed competitive Test admission, the Pro-Vice-Chancellor/Vice-Chancellor will get the question papers set and answer books evaluated in a manner he deems fit.
- (c) Notwithstanding anything mentioned above, in case of an emergency the Pro-Vice-Chancellor/Vice-Chancellor may appoint Paper Setters/ Internal Examiners/Head Examiners and Examiners so as to get the process of paper setting or evaluation expedited.
- 6.46.** The Paper Setters/ External Examiners, head Examiners, Co-ordinators, Deputy Head Examiners and Examiners shall be appointed for a term of two years and shall be eligible for re- appointment.
- 6.47.** The functions, duties and remuneration, if any and the conditions entailing permanent or temporary disqualification of the Paper-Setters/ External Examiners, Head Examiners/ Co-ordinators, Deputy Head Examiners, Internal Examiners and Examiners, shall be as prescribed by the Executive Council from time to time.

6.48. Every Paper-Setter/External Examiner, Head Examiner/ Co-ordinator, Deputy head Examiner, Internal Examiner and Examiner shall be supplied with detailed instructions with which he shall comply, inefficiency or lack of integrity in the discharge of duties shall entail permanent disqualification.

6.49. If the Pro-Vice-Chancellor/Vice-Chancellor is satisfied that a Paper-setter/External Examiner, Head Examiner/Co-ordinator, Deputy Head Examiner, Internal Examiner or Examiner is unable to perform his work, or to discharge his duties efficiently or with integrity or in accordance with the instructions of the University, he may cancel the appointment of the person concerned and may appoint a substitute out of the panel of names submitted to him under paragraph 6.45 (a) or in case of emergency may appoint any other person in consultation with the concerned Head of the Department or the Dean of the Faculty, if easily available.

6.50. It would be the duty of the Controller of Examinations to ensure secrecy, integrity and accuracy of examination results and he may with the approval of the Pro-Vice-Chancellor/Vice-Chancellor engage such persons, as he may deem fit for preparation of key books for fictitious roll numbers, for affixing fictitious roll numbers on the scripts, decodification of fictitious roll numbers on the tabulation chart, and for tabulation and collation of results. The persons thus engaged shall perform these duties and be paid remuneration as per rates decided by Pro-Vice-Chancellor/Vice-Chancellor, provided the work is done by them after office hours.

PAPER SETTING

6.51 (a) The question papers for the examinations for the master's degree in the Faculties of Languages, Performing & Visual Arts, Social Sciences, Science, Law, Education, Commerce, Management Studies and Master of Philosophy Degree in all the Faculties and for all the examinations in the Faculties of Medical Sciences, Ayurveda and Engineering & Technology shall ordinarily be set jointly by External and Internal Examiners according to the instructions issued for the purpose by the Pro-Vice-Chancellor/Vice-Chancellor from time to time.

(b) The question papers for Bachelor's degree in the Faculties of Languages, Performing & Visual Arts, Social Sciences, Sciences, Law, Education, Commerce, Management Studies and for all certificate/Diploma, Advanced Diploma Courses, Examinations in Sanskrit, Modern Indian and Modern Foreign Languages shall ordinarily be set by one Paper-Setter only.

(c) There shall be no moderation of question papers unless specifically ordered by the Pro-Vice-Chancellor/Vice-Chancellor.

COMPLAINTS AGAINST QUESTION PAPER

6.52. All complaints against a question paper shall be addressed to the Controller of Examinations by name by the Chairman of the University Teaching Departments or of the affiliated or recognised institutions and shall be sent to him by Registered Post within five days of the examination in that paper.

6.53. The Controller of Examinations shall immediately place before the Pro-Vice-Chancellor/Vice-Chancellor all complaints referred to in paragraph 6.52 above. The Pro-Vice-Chancellor/Vice-Chancellor may consult the paper-setter and the convener of the Board of studies in the subject concerned, and shall take such action as he deems necessary.

EVALUATION OF SCRIPTS

6.54. (a) The paper-setter shall ordinarily be also the Head Examiner/Co-ordinator.

(b) In case of the non-availability of a Paper-Setter to act as Head Examiner/Co-ordinator, or in case there are a large number of scripts to be examined the Pro-Vice-Chancellor/Vice-Chancellor may appoint Head Examiners, Deputy Head Examiners and Examiners out of the panel of names submitted to him under paragraph 6.45 (a).

6.55 (a) The Head Examiner/Co-ordinator shall issue instructions for the marking of scripts and shall co-ordinate the work of the Deputy Head Examiner (s), Examiner (s) working with or under him to ensure uniformity of standard in the matter of evaluation.

(b) The Deputy Head Examiner shall supervise the work of the Examiners working with or under him and ensure uniformity of standard in evaluation.

6.56 In case of examinations where the question paper is set jointly by the Internal and the External Examiners and no Evaluation Centre has been set up as provided hereinafter, each script shall be evaluated separately by two examiners one of whom shall be the External Examiner and the average of the marks awarded by the two shall be the final award, unless the difference between the two awards is more than 15 per cent of the total marks. In the latter case the script shall be referred to a third Examiner by the Pro-Vice-Chancellor/Vice-Chancellor and the average of the two closer awards out of the three, and in case there are two equally close awards, the average of the higher two shall be the final award.

EVALUATION CENTRES

6.57 In the case of examinations other than those in which there are both External and Internal Examiners, and in the case of examinations in subjects in which there is provision for Correspondence Courses (even though the

question paper may be jointly set by the External and Internal Examiners), the Pro- Vice-Chancellor/Vice-Chancellor may set up Evaluation Centres.

6.58. (a) Each Evaluation Centre shall be under the charge of a Controller appointed by the Pro-Vice-Chancellor/Vice-Chancellor. Where, however, an Evaluation Centre is located in an affiliated College or institution, the Principal of the College or the head of the institution concerned shall ordinarily be the Controller.

(b) It shall be the duty of the Controller to ensure integrity of evaluation and its completion within the prescribed time. The Controller shall be personally responsible for the safe custody of the scripts and shall make them available to the Head/Deputy Head Examiners every day in accordance with the instructions, if any, issued by the Controller of Examinations and shall collect them every evening along with the award lists for onward transmission to the Controller of Examinations.

(c) The functions, duties and remuneration of the Controller, Deputy Controller and other members of the staff appointed to assist them shall be as prescribed by the Executive Council from time to time.

6.59 The evaluation of scripts at each Evaluation Centre shall be done by the Examiners under the supervision of the Head or Deputy Head Examiner (s), designated as Co-ordinators, who shall ensure co-ordination and uniformity of standard.

MODERATION OF RESULTS

6.60. For calculating pass marks prescribed in these Ordinances for various examinations, every half mark or more shall be rounded off to the next higher whole number and shall be ignored if is less than half.

6.61 (a) A candidate, who appears at an examination, but fails in one or more Course(s)/paper(s), in case of Post-Graduate examinations, and subject(s) in the case of Under-Graduate examinations (written, practical, sessional or viva-voce), and/or in the aggregate (if there is a separate requirement of passing in the aggregate), shall be given grace marks upto a maximum of one percent of the total aggregate marks allotted to the Course(s)/Paper(s)/ Subject(s), as the case may be, in which he has appeared to enable him to pass the said examination. While awarding grace marks the fraction working to half or more will be rounded off to the next whole number;

Provided that in the case of MBBS, BDS and BAMS examinations the grace marks shall be given up to one percent of the total marks of each subject and shall be awarded subject-wise;

Provided further that grace marks up to a maximum of five may be awarded to a candidate who has failed only in one subject if it enables him to pass the entire examination.

Provided, however, that a candidate who is getting through with grace marks shall have an option not to avail of the benefit of grace marks. The application exercising such an option shall reach the Controller of Examinations within 30 days of the declaration of the concerned result and the Pro-Vice-Chancellor/ Vice-Chancellor will rectify such results and report such cases to the Academic Council in its next meeting.

(b) Grace marks up to 1% of the total aggregate marks may be awarded to a candidate, who has passed an examination but has failed to obtain either the Second or the First Division, if by the addition of such grace marks he is enabled to be placed in the Second or the First Division, as the case may be;

Provided that grace marks shall not be allowed to a candidate to improve his division, if he has already been allowed grace marks to pass the examination or may part thereof, or to a candidate who is permitted to re-appear in an examination to improve his division or score in a course under paragraph 6.23.

(c) These rules shall not be applicable in the case of Faculty of Engineering and Technology which is regulated under Chapter XIII.

DECLARATION OF RESULTS

6.62 (a) The result of an examination after tabulation, and collation, with a statement showing the percentage of passes in the whole examination and in each subject thereof, with a similar statement in respect of same examination for the three preceding years be considered by the Controller of Examinations and if there is no variation in either the over-all result in respect of any subject thereof upto 10% he may order the results to be declared. In case a variation of 10% or more in comparison to the earlier years results is noticed, he may refer the matter to the Pro-Vice-Chancellor/Vice-Chancellor along with the report from the concerned examiner, and Head of the University Department and may suggest modification of the result. Such result shall be declared only with the prior approval of the Pro-Vice-Chancellor/Vice-Chancellor.

(b) At the time of declaration of results a merit list shall be prepared on the basis of aggregate marks allotted to the examination concerned excluding the marks in additional optional subject.

PUBLICATION OF RESULTS

6.63. The Controller of Examinations shall publish the results of all the examinations in the manner directed by the Executive Council. The list of the names of successful candidates, showing in each case the marks obtained, shall be simultaneously communicated to the institution presenting the candidates.

6.64. Failure statements of the examinations, showing the subject or subjects in which the candidates have failed to obtain the prescribed minimum number of pass marks, shall be prepared by the Controller of Examinations and it shall be his duty to communicate the same to the institutions concerned within 10 days of the communication of the results.

6.65. (a) The Controller of Examinations may, on the report given in writing by the head of the institution concerned, withhold the result of a Candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him including hostel and mess charges, or has failed to return library books or other article, or in case of loss has not paid the cost thereof as assessed by the Head of the institution.

(b) (I) Roll Number slips will not be issued by the Heads of teaching departments without clearance from the Hostel office;

(II) As soon as the M.Phil/Ph.D Research Scholar submits his/her dissertation/thesis, he/she will have to vacate the Hostel room; and

(III) The Controller of Examinations will not declare the result unless the M.Phil/Ph.D Scholars concerned produces "No Dues Certificate" from the Hostel/Library.

6.66. Except in the case of the First Professional M.B.B.S. examination, a candidate, the result of whose examination is notified as 'Later' may be allowed to join the next higher class provisionally. In case he is declared as having failed, his admission shall stand cancelled and he shall forthwith revert to the lower class. He shall have no claim against the institution he had joined and/or the university.

Fees paid by such a candidate for the higher class shall be adjusted against the dues of the lower class, but in case he discontinues his studies, fee paid by him shall not be refunded.

LOSS OF ANSWER-BOOK

6.67. A candidate whose answer-book is lost after having been received by the Superintendent or Superintendent-in-charge of the Examination Centre, provided he has passed in all other subjects of the examination, may be permitted by the Pro-Vice-Chancellor/Vice-Chancellor to reappear in that paper, which is lost, on a date to be fixed by the Controller of Examinations, and if he obtains pass marks in that paper he shall be deemed to have passed the examination. In the case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations subject to confirmation by the Pro-Vice-Chancellor/Vice-Chancellor, shall be final.

POSTPONED/NOT HELD EXAMINATIONS

6.68. The Pro-Vice-Chancellor/ Vice-Chancellor, may order the holding of an “Postponed/Not held Examination” in the same semester or the same year, as the case may in respect of any examination of the University on the following conditions:-

(i) Where an examination has been duly notified to be held and where due to certain unforeseen calamities such as excessive snow and break down of power supply on the day of the Examination at Shimla, an examination will be notified by the University to be held on a subsequent date and the candidates taking such an examination will be entitled to benefits accruing to candidates taking a regular examination.

(ii) Where an examination has been duly notified to be held and the postponement has to be ordered on account of disturbed conditions, riots and curfew, the candidates taking such an examination on a subsequent date to be notified by the University would be entitled to all such benefits as accrue to candidates taking the regular examination.

RE-CHECKING

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

RE-EVALUATION

6.70. (a) If a candidate feels that his script has not been fairly evaluated he may within 21 days from date of the declaration of the general result/issue of the detailed marks card by the University apply to the Controller of Examinations in the prescribed application form obtainable from the University Counter for Rs. 10/- and Rs. 12/- by ordinary post, accompanied by detailed marks card in original and the prescribed fee at the rate of Rs. 80/- per script for Under Graduate, OT/MIL and Rs. 85/- per script for Post-Graduate, Diploma and Certificate Courses seek re-evaluation and avail him/herself of this concession offer by the University. A candidate whose result is declared late on account of awards may also seek re-evaluation within 21 days of the declaration of the result, subject to the condition that no application form shall be entertained after 31st December, of the same Calendar Year of the examination in the case of annual examinations and after 31st March of the ensuing calendar Year in the case of Supplementary Examinations, and in case

of Semester Examination of Post-Graduate Classes till the commencement of next corresponding examinations;

Provided that in case foreign students, who leave for their countries before the declaration of result, the candidates of correspondence courses appearing privately from Lahaul Spiti, Kinnour, Bharmour, Pangi Valley, Military Personnel on active service and regular students who fail to collect their result cards from their colleges/teaching departments in time for reasons of prolonged illness or unforeseen circumstances, the last date for receipt of applications and fee for purpose duly supported by authentic documents will be 30 days from the date of issue of the result card by the University to the College/teaching department/candidate.

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

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

(i) An examiner other than the one who had originally evaluated will re-evaluate the script and average of the two awards shall be the final award in case the variation (increase or decrease) in the two awards is not more than 10% of the maximum marks allotted to the paper/course.

(ii) The script shall be referred to the third examiner in case variation (increase/decrease) is more than 10% in the two awards and the average of the two higher awards (out of the three) shall be the final award.

(iii) The fraction of 0.5 will be rounded off to the next whole integer.

(d) The score on re-evaluation subject to para (ii) below 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 the level of pass marks in the paper concerned.

(e) Whatever be the change in award after re-evaluation the same shall be conveyed to the candidate.

A candidate who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class eligibility to sit for the Medical College entrance Test or the grant of Scholarship/award/ freeship/medal etc., on the basis of declaration of the result of re-evaluation. Further that the declaration of the results of re-evaluation shall not be considered as a time-bound process.

Provided that in case the re-evaluation result is received after the commencement of the subsequent examination which the applicant has taken, out of the two results i.e. one on the basis of the re-evaluation and the other on the basis of his/her performance in the subsequent examinations the result that is advantageous to the applicant will be conveyed to him/her.

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

i) Faculty of Medical Sciences

ii) Faculty of Ayurveda

iii) Pre-Medical Test

iv) Practical Examinations in different subject/s or paper/s; sessional marks, internal assessment, project report, dissertations, thesis and viva-voce.

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

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

(i) To re-appear in the same paper at the next examination without payment of examination fee and in that event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he re-appears;

OR

(i) To have his fee refunded in full.

(ii) No further re-assessment shall be allowed after the award/(s) by re-evaluators has/have been received.

CANCELLATION OF EXAMINATION

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

The pending results of such defaulting candidates as fail to settle their discrepancies in respect of examination fee, late fee, submission of academic particulars, enrolment fee etc., upto the commencement of the following Annual Examination in case of undergraduate OT/MIL candidates and upto the commencement of the next corresponding semester examination in the case of post graduate candidates shall stand cancelled.

RECTIFICATION OF RESULTS

6.72. The Executive Council shall have the power to quash the result of a candidate after it has been declared, if-

- (i) he is disqualified for using unfair means in the examination; or
- (ii) a mistake is found in his result; or
- (iii) he is found ineligible to appear in the examination; or

(iv) he has been rusticated or expelled from a College or a Teaching Department of the University.

6.73. The Executive Council shall have the power to order rectification of the result of a candidate if at any stage a mistake of any kind is discovered.

ISSUE OF DUPLICATE COPIES OF MARKS-SHEET, CERTIFICATES AND DIPLOMAS

6.74. Duplicate copies of Marks-Sheets, Certificates and Diplomas may be supplied only on payment of such fees and under such conditions as may be laid down by the Executive Council from time to time.

TAMPERING WITH A CERTIFICATE AND OBTAINING CERTIFICATE ON FALSE REPRESENTATION

6.75. The Pro-Vice-Chancellor/Vice-Chancellor shall have the power to disqualify a person, who is found guilty of -

- (i) tampering with his own certificate or diploma; or
- (ii) obtaining or attempt to obtain certificate or diploma to which he is not entitled.

The period of disqualification shall be determined by the Pro-Vice-Chancellor/Vice-Chancellor and the case shall be reported to the Executive Council.

6.76. Deleted.

CHAPTER- VII- Deleted

CHAPTER VIII**FACULTY OF LANGUAGES FACULTY OF PERFORMING
& VISUAL ARTS FACULTY OF SOCIAL SCIENCES
BACHELOR OF ARTS**

8.1 The duration of the Bachelor of Arts Course shall be three years. There shall be an examination at the end of each academic year ordinarily in the months of March/April on the dates to be notified by the Controller of Examinations.

8.2:A candidate shall be required to take communicative/functional English (General English) compulsory for all students of B.A.-I, II and III and Hindi/ Sanskrit (General qualifying subjects in Ist and IInd year only of 50 marks in each year) and any two of the following elective subjects:-

1. English Literature (Elective English).
2. Sanskrit/German/French/Russian.
3. Hindi.
4. Economics.
5. Political Science.
6. History.
7. Public Administration.
8. Sociology.
9. Philosophy.
10. Psychology.
11. Mathematics.
12. Geography.
13. Home Science.
14. Music.
15. Sculpture/Commercial Art/Painting.
16. Education.
17. Statistics.
18. Dance.

19. Physical Education.
20. Insurance.
21. Rural Marketing.
22. Communicative English (Vocational).
23. Functional Hindi (Vocational)

NOTE: No students will be eligible for B.A. degree if he/she studies four languages only.

8.3. The syllabus of studies in each course shall be as prescribed by the concerned Faculty from time to time.

8.4. The medium of examination shall be as under:

(a) Question papers shall be set in English and Hindi except in the case of Sanskrit, in which case the questions shall be set in Sanskrit/Hindi in the case of Modern Indian Languages, the questions shall be set in the language concerned; and in the case of Modern Foreign Languages, questions shall be set in the language concerned and/or English

(b) The candidates shall write their answers:-

(i) In English-in the case of English, Mathematics, Statistics, Elementary Mathematics and Elementary Biology;

(ii) in Sanskrit or Hindi-in the case of Sanskrit;

(iii) in the language concerned-in the case of Modern Indian Languages;

(iv) in the language concerned and/or English as required-in the case of Modern Foreign Languages;

(v) in English, Hindi or Urdu-in the case of other subjects.

The technical terms may be written in English.

8.5. The pass marks in each subject shall be 35% (Separately in Theory and in Practical or Oral Test, if any). While appearing in the examination within the available chances, the candidate placed in compartment may be exempted from appearing in paper(s) and/or the practicals in which he has already obtained the required pass marks.

8.6. A candidate is required to pass in all courses (compulsory, elective and core).

A candidate shall be required to attend 75% of the theory and practical classes.

8.7. To pass the B.A. examination, a candidate shall be required to obtain at least 35 percent marks in each of the courses prescribed for the six semesters, except the courses in the additional optional subjects.

8.8. A candidate failing only in one subject will be given compartment in that subject and will be eligible for promotion to the next class while he will take the examination in the subject in which he/she has got compartment along with the examination in the regular subjects of the next year and will have two chances (one at the supplementary stage and one at the annual stage), available to him/her to clear his/her compartment subject of first year or of second year upto his/her consequent regular examination to be held at the end of his/her third year. He/she will not be given degree until he/she clears all his/her courses within six years from the date of his/her admission to a particular course.

8.9. The aggregate marks obtained by a candidate in the B.A. examination shall be the sum total of the marks obtained by him in each course.

8.10. The successful candidates shall be classified in three divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks, |
| (ii) Second Division | Those who obtain 50% or more, but less than 60% of the aggregate marks, |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

8.11 A candidate who fails to obtain the Bachelor of Arts degree in seven years including the time allowed as late college student, shall cease to be a candidate;

Provided that this condition shall not apply to the private candidates and students of Correspondence Courses.

8.11-A: (Colleges for Centre of excellence)

a) A candidate shall also be required to fulfill the following conditions to appear in the annual examinations:-

- (i) 75% attendance is compulsory in theory and practical.
- (ii) 75% attendance is mandatory in seminars and submission of assignments.
- (iii) It shall be compulsory to score minimum 50% marks in aggregate in house examination.
- (iv) It shall also be mandatory to participate in activities of subject societies.
- (v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria as mentioned above for appearing

in annual examination is fulfilled by the candidate and a certificate to this effect is received from the Principal of the concerned College for Centre of Excellence, at least 15 days prior to the start of annual/practical examination.

(b) Apart from compulsory subjects, the subject combinations and number of seats shall be decided by the College concerned.

B.A. (HONOURS) EXAMINATIONS

8.12. Minimum percentage of marks for admission to B.A. (Hons) shall be 50% in aggregate or 55% in the subject concerned in any one of the following examination.

+2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects, including English.

Provided that a candidate eligible to appear as a private candidate in B.A. examination, may be allowed to take B.A. (Hons.) Examination if he/she fulfils other conditions.

8.13. In B.A. Honours courses, the pass percentage will be 40% and for subsidiary courses, the qualifying marks will be 35%.

8.14 A student will be required to take a main subject and subsidiary subjects according to the following:-

Main Subject	Subsidiary subjects	Additional subjects	subsidiary
	Two papers of any one of the following	subjects	
1 Economics	History/Mathematics/ Sociology/Pol.Sc./Geo- graphy/Psychology.	English and Hindi	One paper One paper
2 English	History/Philosophy/Pub. Admn/Psychology/ Economics/Sanskrit/ Pol.Sc.	Hindi (General Hindi) in Part-II	One paper and any elective subject of B.A. (other than the main subsidiary subject) one paper in Part-I

3 Hindi	Economics/Pol.Sc./ Sanskrit/Sociology/ Philosophy.	English	One paper and any elective subject of BA (other than the main subsidiary subject).
4 History	Economics/Pol.Sc/ Sanskrit/Psychology/ Geography/Sociology/ Philosophy	English Hindi	One paper One paper
5 Geography	Economics/Pol.Sc./His- tory/Psychology/Socio- logy/Maths	English Hindi	One paper One paper
6 Sanskrit	Economics/History Philosophy/Pol.Sc/ Maths/Sociology.	English	One paper and any elective subject of BA (other than the main subsi- diary subject).
7 Pol. Sc.	Economics/History/ Philosophy/Psychol- ogy/Geography/Sanskrit.	English Hindi	One paper One paper
8 Sociology	-do-	-do-	-do-
9 Psychology	Philosophy/Geography/ Sociology/Economics/ History/Maths.	-do-	-do-
10 Philosophy	Philosophy/Geography/ Sociology/Economics/ History/Maths	English Hindi	One paper One paper
11 Pub. Admn.	-do-	-do-	-do-
12 Education	Economics/History/ Mathematics/Sociology/ Political Science/Geo- graphy/Hindi/Psychology/ Public Administration/ Sanskrit/Philosophy/ English/Home Science/Music.	English Hindi	One paper One paper

8.15 (a) A Candidate who secures 40% marks in each course of Honours and 35% marks in subsidiary and additional subsidiary courses shall be awarded the Honours degree.

A candidate failing only in one subject/paper will be given compartment in that subject/paper and will be eligible for promotion to the next class while he will take the examination in the subject/paper in which he/she has got compartment along with the examination in the regular subjects/papers of the next year and will have two chances (one at the supplementary stage and one at the annual stage), available to him to clear his/her compartment subject/paper of first year or of II year up to his/her consequent regular examination to be held at the end of his/her third year. He/She will not be awarded the degree until he/she clears all his/her courses within six years from the date of his/her admission to a particular course.

(b) The successful candidates will be classified on the combined results of the Part-I,II& III examinations as follows:-

First Division:	60% marks or more in the aggregate.
Second Division:	50% marks or more in the aggregate.
Third Division:	All others.

BACHELOR OF ARTS ANNUAL SYSTEM

8.16. The duration of the Bachelor of Arts course shall be three academic years. The examination shall be held in three parts i.e. B.A. part-I at the end of the first year, B.A. part-II at the end of second year, and B.A. Part-III at the end of third year, ordinarily in the month of March/April on the dates to be notified by Controller of Examinations.

8.17. (a) A candidate shall be required to take in each year English as a compulsory subject and any two out of the following elective subjects:

1. Hindi/Urdu
2. Sanskrit/French/German/Russian
3. History or Ancient Indian History and Culture
4. Geography
5. Economics
6. Mathematics
7. Statistics
8. Political Science

9. Sociology
10. Music (Instrumental or Vocal)
11. Drawing and Painting
12. Psychology
13. Philosophy
14. Public Administration
15. Home Science
16. Computer Science.

(b) A candidate may also be required to take in each Part an additional subject as follows:-

B.A. Part-1:

One out of the following:-

1. Hindi
2. Urdu
3. Sanskrit
4. French
5. German
6. Russian
7. Elementary Mathematics
8. Elementary Biology
9. Military Training (For N.C.C. cadets and Military personnel only):

Provided that a candidate shall not be permitted to take the same subject both as an elective subject and as an additional optional subject.

B.A. Part II:-

Religion and Culture

B.A. Part III:-

Himachal Pradesh - Past, Present and Future.

***8.18.** A candidate who has passed the B.Sc. part-I examination or B.Com. Part-I examination may join the B.A. Part-II class, and a candidate who has passed the B.A. Part-I examination may change one or both of his elective subjects for the B.A. Part-II and part-III examinations.

8.19. The syllabus of studies in each subject shall be as prescribed by the concerned Faculty from time to time.

8.20. The medium of examination shall be as under:-

(a) Question papers shall be set in English, except in the case of Sanskrit in which case the questions shall be set in Sanskrit/Hindi; in the case of Modern Indian Languages, the questions shall be set in the language concerned; and in the case of Modern Foreign Languages questions shall be set in the language concerned and/or English.

(b) The candidates shall write their answers:-

(i) in English-in the case of English, Mathematics, Statistics, Elementary Mathematics and Elementary Biology.

(ii) in Sanskrit or Hindi-in the case of Sanskrit.

(iii) in the language concerned-in the case of Modern Indian Languages;

(iv) in the language concerned and/or English, as required-in the case of Modern Foreign Languages:

(v) in English, Hindi or Urdu-in the case of other subjects.

The technical terms may be written in English.

***(Note:- The provision under ordinance 8.18 become infructuous with the introduction of 10+2+3 pattern)**

8.21. A person on rolls of a college affiliated to or maintained by the University shall, ordinarily, be admitted to the examination only on production of a certificate from the Principal of his college showing that he has obtained:-

(i) 33% marks in each subject (except in additional optional subject) in the house examination; or

(ii) 25% of the aggregate marks of all the compulsory and elective subjects:

Provided that the Principal of the college may hold a special house examination for those students who for one reason or the other, may not have been able to sit in the regular house examination:

Provided further that a student who fails to qualify in the house examination of his College may be admitted to the University examination as a Private candidate on the recommendation of the Principal of the concerned College.

8.22. The pass marks of each subject shall be 35 per cent (separately in Theory and in Practical or oral Test, if any). While reappearing in the examination within two available chances, the candidate may be exempted from reappearing in paper(s) and/or the practicals in which he has already obtained the required pass marks.

8.23. A candidate shall not be declared successful in any Part of the B.A. examination, unless he obtains pass marks in each of the subject except the additional optional subjects.

8.24. (a) In any part of the B.A. examination, a candidate, who fails in one subject only (compulsory or elective shall be placed in compartment and may be admitted to an examination in that subject only in the supplementary examination to be held ordinarily in the month of September of the same year. If such a candidate obtains pass marks in that subject he shall be deemed to have passed the examination of the Part. If he fails to obtain pass marks or fails to appear in the supplementary examination, he shall be given another opportunity to appear again in the subject, in which he was placed in compartment, at the next annual examination either as a regular student or as a private candidate.

(b) A candidate, who appears in the subject in which he is placed in compartment shall be required to pay admission fees as for the whole examination and shall not be eligible for the grant of a scholarship, prize or medal.

(c) The Executive Council may in the case of a member of the regular armed forces, who is unable to avail himself of the chance to appear in the September supplementary examination or in the next annual examination on account of military exigencies, grant additional chances to appear in the subject in which he was placed in compartment:

(d) A candidate who is placed in compartment may be permitted to join provisionally the next higher class except in the case of a professional course, if otherwise eligible. However, a candidate who is placed in compartment in B.A. Part III examination, shall not take admission in the Master's degree class in the subject in which he has been placed in compartment. His admission shall retrospectively stand cancelled if he fails to obtain the marks in the subject of compartment in the Supplementary (Sept.) or the ensuing Annual examination. He shall have no claim to the declaration of the result of the higher class for which he was a provisional candidate. He shall have no claim against the institution, he had joined or University fees paid.

(e) A candidate, who is placed in compartment may at his option apply for the cancellation of the result of the whole examination and may appear in the supplementary examination in all the subjects instead of appearing only in the subject in which he is placed in compartment. Such a candidate shall not be allowed to withdraw his option at any stage and shall not be eligible to join provisionally the next higher class, as provided in sub-paragraph (d) above.

(f) The examination in Part III shall be held twice a year in the months of April and September or on such other dates as may be fixed by the Executive Council .

8.25. The aggregate marks obtained by a candidate in any Part of the B.A. examination shall be the sum total of the marks obtained by him in each subject (including the marks in the additional optional) subject in which he had passed.

Provided that the marks obtained in the additional optional subject will be shown on the marks sheet but shall not count towards merit and division.

8.26. The successful candidates in the B.A. examination shall be classified in three divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks in the Part II and Part III examinations taken together. |
| (ii) Second Division | those who obtain 50% or more but less than 60% of the aggregate marks in the Part-II and Part-III examinations taken together. |
| (iii) Third Division | those who obtain less than 50% of the aggregate marks in the Part-II and Part-III examinations taken together. |

8.27. A candidate who fails to obtain the Bachelor of Arts degree in Seven Years including the time allowed as late college students, shall cease to be a candidate.

Provided that this condition shall not apply to the private candidates and students of Correspondence Courses.

(The amendment is applicable w.e.f Academic Session 1986-87).

B.A. (HONOURS) EXAMINATION (ANNUAL SYSTEM)

8.28. A candidate, who secures at least 45% marks in the subject in which he wants to take Honours Course or 50% marks in the aggregate of all the compulsory and elective subjects prescribed for the B.A. Part-I examination, may be allowed to take the Honours Course in B.A. Part II and III. He shall be required to take four additional papers from the list of papers prescribed by the Faculty of Arts for the purpose. Only two such additional papers may be offered for examination in Part II and Part III each.

A candidate shall be permitted to take Honours in Psychology only if he has already taken Elementary Mathematics or Elementary Biology as an additional optional subject; or Mathematics or Statistics as an elective subject.

A candidate eligible to appear as a private candidate in B.A. examination may also offer Honours paper in any of the subjects offered for pass course.

8.29. A candidate who secures in aggregate 40% marks in pass and 40% in Honours papers be awarded the Honours Degree. An Honours student who clears his pass papers in Part-II but is placed in compartment in Honours papers may be allowed to proceed to Part-III and to re-appear in Part-II papers along with Part-III papers. The result of an Honours student who appears in B.A. Part II or III Annual Examination but fails in pass course may be declared if he qualifies the pass course in the subsequent supplementary examination.

8.30. If a candidate fails to secure the Honours degree either because of his being placed in the Third Division in his pass course or on account of his securing less than 50 per cent marks in the aggregate of the Honours papers, grace marks equivalent to 25 per cent of the marks obtained by him in the aggregate of Honours papers shall be added to the aggregate marks of the pass course to enable him to improve his division in the pass course; provided that he has obtained not less than 35 per cent marks in the aggregate of the Honours papers. The improvement of division by the addition of these grace marks shall not, however, entitle him to earn the Honours degree.

8.31. A person, who has already passed the B.A. examination in the Second Division, may be permitted to take the Honours course as a regular student in a college or institution affiliated to or maintained by the University. Such a candidate, if otherwise eligible, may take the examination for the Honours papers, prescribed for the Part II and Part III examinations, simultaneously or separately. The candidate, however, shall not be entitled to the award of any grace marks referred to in paragraph 8.30 above to improve his division in the B.A. examination.

MASTER OF ARTS

8.32. The duration of the Master of Arts course shall be two academic years, spread over four semesters. There shall be an examination at the end of each semester and examination of all semesters for re-appear candidates, ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations.

8.34. A candidate may take any of the following as his subject of study for the Master of Arts degree:-

1. A language, viz. English, Sanskrit, Hindi or Urdu
2. History
3. Economics

4. Political Science
5. Mathematics
6. Statistics
7. Philosophy
8. Psychology
9. Sociology
10. Music (Instrumental or Vocal).
11. Visual Arts (Painting or applied art or Sculpture)
12. Journalism & Mass Communication.
13. Business Economics.
14. Applied History.
15. Rural Development

8.35. A candidate shall be required to take, in each semester two or more courses in the subject of his study.

8.36. Except in the subjects of Mathematics, Statistics, Geography & Psychology, a student may be admitted to the Course even in the second semester, but he/she shall also complete the course in four semesters.

8.37. (a) The courses and the syllabus of studies in each course shall be as prescribed by the concerned Faculty from time to time.

(b) The Faculty of Arts may order the inter-change of any course from one semester to another or the substitution or addition or dropping of any course for study and examination.

8.38. The medium of examination shall be as under:-

- (a) The language concerned-in the case of English, Hindi or Urdu
- (b) Sanskrit or Hindi-in the case of Sanskrit
- (c) English, Hindi or Urdu-in the case of Music
- (d) English or Hindi-in the case of other subjects

8.39. The pass marks in each course shall be 36 per cent (separately in Theory and in Practical or Dissertation or Project Report etc. if any; 45 per cent marks in the Practical in the subject of Music); and a candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the Master of Arts examination as a whole.

8.40. A candidate required to pass in all the courses in each semester:-
Provided that;

(a) A candidate who appears in the examination of first semester and fails to obtain pass marks in any course may be permitted to proceed to second semester 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 semesters i.e. second to third, third to fourth and fourth to first where students sought admission direct in second semester.

(b) At the time of third semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the first semester and also in all the courses prescribed for the third semester.

(c) At the time of the fourth semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the second semester and also in all the courses prescribed for fourth semester.

The Pro-Vice-Chancellor/Vice-Chancellor may, however, permit a candidate who is otherwise eligible to appear at the examination, to proceed from one semester to another without appearing at the examination, if to the satisfaction of the Pro-Vice-Chancellor/Vice-Chancellor the candidate was prevented from appearing in the examination on account of serious illness, or other unforeseen circumstances beyond his/her control provided that intimation to the effect, accompanied by documentary proof thereof, is communicated to the University within a week of the expiry of the concerned examinations.

8.41. A candidate shall not be declared successful in the Master of Arts examination, unless he obtains at least pass marks in all the courses prescribed for all the four semesters.

8.42. A candidate, who is unable to pass the Master of Arts examination on account of his having obtained less than the pass marks in any course, or who joined the course in the second semester, may re-appear, or appear, as the case may be in the corresponding semester examinations of the following year in the courses in which he failed to obtain pass marks or in which he did not appear earlier.

8.43. The successful candidates shall be classified in three divisions as under:-

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|--------------------|---|
| (i) First Division | those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination 'with Distinction.' |
|--------------------|---|

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|----------------------|--|
| (ii) Second Division | those who obtain 50% or more but less than 60% of aggregate marks. |
| (iii) Third Division | those who obtain less than 50% of the aggregate marks. |

8.44. A candidate who fails to obtain the Master of Arts degree in six years including the time allowed as late college student, shall cease to be a candidate;

Provided that this condition shall not apply to private candidates and the students of Correspondence Courses.

(The amendment is applicable w.e.f. Academic Session 1986-87).

8.45. A candidate passing the Master's degree examination in the subject of Mathematics or Statistics, after passing the B.A. examination, shall be awarded the M.A. degree; and a candidate passing the master's degree examination in any of these subject, passing the B.Sc. examination shall be awarded the M.Sc. degree.

8.46. A candidate, who obtains the Master's degree in Agricultural Economics, after obtaining the B.A. degree shall be awarded the Master of Arts degree and a candidate, who does so after obtaining the B.Sc. (Agr) degree shall be awarded the Master of Science (Agr.) degree.

CERTIFICATE COURSE IN MODERN FOREIGN LANGUAGES (FRENCH, GERMAN AND RUSSIAN)

8.47. The duration of certificate course shall be one year and the examination shall be held once a year ordinarily in the month of May on the dates to be notified by the Controller of Examinations.

8.48. There shall be two written papers and an oral test. The syllabi of studies shall be as prescribed by the Faculty of Arts from time to time.

8.49. The medium of examination shall be the concerned Modern Foreign Language or English, as required.

8.50. The minimum marks required to pass the Certificate Course examination shall be 40% separately in each written paper and in the oral test.

8.51. The successful candidates shall be classified in two divisions as under:-

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|--------------------|--|
| (i) First Division | those who obtain 60% or more of the aggregate marks-those obtaining 75% or more of the aggregate marks shall be shown to have passed the examination 'with Distinction.' |
|--------------------|--|

- (ii) Second Division those who obtain 45% or more but less than 60% of the aggregate marks.

**DIPLOMA COURSE IN MODERN FOREIGN LANGUAGES
(FRENCH, GERMAN AND RUSSIAN)**

8.52. The duration of the Diploma Course in Modern Foreign Languages shall be one year and the examination shall be held once a year ordinarily in the month of May on the dates to be notified by the Controller of Examinations.

8.53. There shall be two written papers and an oral test. The syllabi of studies shall be as prescribed by the Faculty of Arts from time to time.

8.54. The medium of examination shall be the concerned Modern Foreign Language or English, as required.

8.55. The minimum marks required to pass the Diploma examination shall be 40% separately in each written paper and in the oral test.

8.56. The successful candidates shall be classified in two divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | those who obtain 60% or more of the aggregate marks. Those obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction. |
| (ii) Second Division | those who obtain 45% or more, but less than 60% of the aggregate marks. |

**ADVANCED DIPLOMA COURSE IN MODERN FOREIGN LANGUAGES
(FRENCH, GERMAN AND RUSSIAN)**

8.57. The duration of the Advanced Diploma Course and Post-Graduate Diploma in German shall be one Year and the examination shall be held once a year ordinarily in the month of May on the dates to be notified by the Controller of Examinations.

8.58. The examination shall consist of two written papers and an oral test, and Post-Graduate Diploma Course in German shall consist of four written papers and an oral test. The syllabi of studies shall be as prescribed by the Faculty of Languages from time to time.

8.59. The medium of examination shall be the concerned Modern Foreign Language or English, as required.

8.60. The minimum marks required to pass the Advanced Diploma examination shall be 40% separately in each written paper and in the oral test..

8.61. The successful candidates shall be classified in two divisions as under:-

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|----------------------|--|
| (i) First Division | those who obtain 60% or more of the aggregate marks-those obtaining 75% or more of the aggregate marks shall be shown to have passed the examination 'with Distinction.' |
| (ii) Second Division | those who obtain 45% or more, but less than 60% of the aggregate marks. |

EXAMINATION IN MODERN INDIAN LANGUAGES

8.62. The examination for Proficiency, High Proficiency and Honours in modern Indian Languages shall be held once a year ordinarily in the month of May on the dates to be notified by the Controller of examinations.

8.63. The syllabi of studies for each examination shall be as prescribed by the Faculty of Arts from time to time.

8.64. The medium of examination shall be as under:-

- (a) Hindi, in the case of Proficiency, High Proficiency and Honours in Hindi.
 (b) Urdu, in the case of Proficiency, High Proficiency and Honours in Urdu.

8.65. The examination shall consist of six written papers in the case of each examination.

8.66. A candidate for Proficiency, High Proficiency and Honours examinations in Hindi or Urdu may offer an optional subject as under:-

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|--|---------------------------------|
| Proficiency, High Proficiency
and Honours in Hindi. | One paper in Sanskrit |
| Proficiency, High Proficiency
and Honours in Urdu. | One paper on Persian
Arabic. |

The marks obtained by the candidate in the additional optional subject shall be added to the aggregate marks obtained by him, and shall count towards his division only if he obtains 33% or more marks in the additional optional subject.

8.67. The minimum number of marks required to pass the examination shall be 33% in each paper in the case of Proficiency and High Proficiency in Hindi and Urdu and in the case of honours examinations in Hindi and Urdu 36 per cent in each paper.

Provided that a candidate, who obtains at least 50% marks in the aggregate in the Honours examination in Hindi or Urdu shall be deemed to have passed the examination, even if he fails in one or more papers of that examination.

8.68. (a) A candidate, who has obtained 40% marks in the aggregate but has failed in one paper only shall be permitted to appear in the supplementary examination to be held ordinarily in October of the same year, and in the next annual examination, in that paper only and if he passes that paper in either of these examinations, he shall be deemed to have passed the Proficiency, High Proficiency, or the Honours examinations as the case may be.

(b) A candidate, who is placed in compartment may, at his option apply for the cancellation of the result of the whole examination and may appear in the supplementary examination in all the papers instead of appearing only in the paper in which he is placed in compartment. Such a candidate shall not be allowed to withdraw his option at any stage.

8.69. The successful candidates shall be classified in three divisions as under:-

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|----------------------|--|
| (i) First Division | those who obtain 60% or more of the aggregate marks (including the marks in the additional optional subject wherever provided). |
| (ii) Second Division | those who obtain 50% but less than 60% of the aggregate marks (including the marks in the additional optional subject, wherever provided). |
| (iii) Third Division | those who obtain less than 50% of aggregate marks (including the marks in the additional optional subject wherever provided). |

EXAMINATION IN SANSKRIT LANGUAGE

8.70 The University will conduct the following examinations in Sanskrit:-

- i) Prak Shastri, Part-I.
- ii) Prak Shastri, Part-II.
- iii) Shastri/ Vashista Shastri

8.71. The duration of Prak Shastri Part – I and Prak Shastri Part-II will be one year each. The duration of Shastri/Vashista Shastri will be three years.

- a) The duration of Acharya will be two years.
- b) A candidate who fails to obtain the Shastri/ Vashista Shastri/Acharya degree within five years shall cease to be a candidate.

There shall be an examination at the end of each academic year on the dates to be notified by the competent authority.

However, the candidates will appear in non-Sanskrit subjects in the equivalent examination of the Board/ University as and when they are held.

8.72. The syllabi of studies shall be as prescribed by the Faculty of languages from time to time.

8.73. The medium of examination shall be Hindi and Sanskrit in case of Prak Shastri Part –I & II. The medium shall be Sanskrit in case of Shastri/ Vashista Shastri and Acharya.

8.74. The minimum number of marks required to pass the examination shall be 36% in each paper, in case of Prak Shastri Part – I & II, Shastri/ Vashista Shastri Part-I, II and III. In case of Acharya examination the pass percentage shall be 45 in each paper.

8.75. (a) A candidate who has obtained 45% of the aggregate marks (50% of the aggregate marks in case of Acharya examination) but has failed in one paper only (including non -Sanskrit papers) shall be placed in compartment and shall be permitted to appear in the supplementary examination to be held ordinarily in October of the same year, on the next annual examination in that paper only and if he passes in that paper, he shall be deemed to have passed the part of the examination.

(b) The examination in Shastri/ Vashista Shastri Part-III and Acharya Part-II shall be held twice a year in the months of April and October or on such other dates as may be notified by the competent authority.

8.76. A candidate who is placed under compartment in the lower class may be allowed to appear simultaneously in compartment paper and next higher examination. But if he fails to clear compartment of lower class, his result of the next higher examination shall stand cancelled.

8.77. A candidate who is placed under compartment in Shastri/ Vashista Shastri Part-III examination, may be allowed to join Acharya Part-I and to appear simultaneously in Shastri/ Vashista Shastri Part-III examination and Acharya Part-I examination, but if he fails to clear Shastri/ Vashista Shastri Part-III examinations, his result of Acharya Part-I shall stand cancelled.

8.78. In case of Shastri/ Vashista Shastri the result of examinations shall be declared on the basis of combined result of Parts-I, II and III and in case of Acharya on the basis of combined result of Parts-I & II and the successful candidates shall be classified in the three divisions as under:-

- (i) First Division those who obtain 60% or more of the aggregate marks.
- (ii) Second Division those who obtain 50% or more but less than 60% of the aggregate marks.
- (iii) Third Division those who obtain less than 50% of the aggregate marks.

B.A. DEGREE AFTER PASSING IN SANSKRIT OR MODERN INDIAN LANGUAGES

8.79. A candidate, who has passed the High Proficiency examination in Sanskrit or in a Modern Indian Language (Hindi or Urdu and also the High School Examination in full or in the subject of English only in the Pre-University examination).

8.80. A candidate who has passed the Honours in Sanskrit, Hindi or Urdu examination and also the Pre-University examination in full or in the subject of English only may appear in the subject of English only in B.A. examination in six successive semesters in the case of the semester system or three successive years in the case of annual system. If the candidate passes, he shall be awarded a certificate to this effect.

8.81. (i) A candidate who has passed the Honours in Hindi or Urdu examination and also the Pre-University and B.A. Part-I examination in the subject of English only, may appear in four successive semesters in the case of semester system or two successive years in the case of annual system simultaneously in subject of English and one elective subject according to his choice, but other than the language in which he passed his honours examination. Such a candidate shall be eligible for the award of the B.A. degree, if he passed in English and one elective subject prescribed for the B.A. examination. He shall not, however, be awarded any division.

(ii) A candidate who passes the B.A. examination in the subject of English only under the provisions of Ordinance 8.80 may be allowed to appear in one elective subject of the choice other than the subject in which he has passed the honours examination, in B.A. part-II and part-III examination simultaneously. Such shall also be eligible for the award of B.A. degree which shall not however, be awarded any division.

(iii) A candidate who is eligible to appear in an examination under ordinance 5.3 as also under Ordinance 8.80 and 8.81 may be permitted to change his/her option within 30 days of the declaration of the relevant results and consequential rectification of such results shall be done by the Controller of Examinations.

(The amendment is applicable, w.e.f. Academic Session 1986-87).

DIPLOMA IN YOGA STUDIES

8.82. The duration of the Diploma in Yoga Studies shall be one academic year, and examination shall be held at the end of the year ordinarily in the month of May/June on the dates to be notified by the Controller of Examinations.

8.83. The examination shall consist of two written papers and one practical examination including oral examination. The syllabi shall be as prescribed by the Faculty of Arts from time to time.

8.84. The medium of examinations shall be English and Hindi.

8.85. A candidate shall be required to attend 75% of the theory and practical classes.

8.86. The minimum marks required to pass the Diploma examination shall be 45% separately in each of the written papers and the practical examination. The successful candidates shall be classified in Divisions as under:-

- (i) First Division those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinctions.
- (ii) Second Division those who obtain 45% marks and above but less than 60% of the aggregate marks.

MASTERS OF ARTS IN BUDDHIST STUDIES

8.87. The Duration of the M.A. in Buddhist Studies shall be two academic years spread over four semesters. There shall be an examination at the end of each semester ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations. The medium of instructions and examination shall be Hindi or English. The pass marks in each paper shall be 36% other conditions i.e. classification of division etc. shall be the same as for other M.A. Classes.

CERTIFICATE COURSES IN BHOTI/PALI/CHINESE/ JAPANESE

8.88. The duration of the certificate courses shall be one year in each language and the examination shall be held once a year with other certificate courses of the University.

The medium of instruction and examination shall be Hindi or English. There will be two written papers and one oral test according to the syllabi prescribed by the faculty from time to time. The minimum marks required to pass the certificate course shall be 40% in each written paper as well as oral test.

8.88(A) Certificate Course in Himachali Pahari Language and Culture

The duration of Certificate in Himachali-Pahari Language and Culture is one year. This is a part-time course and can be taken along with any full time course such as M.A./M.Sc./ M.Com and M. Phil/Ph.D in H.P. University. The medium of instruction and examination shall be either Hindi or English.

The examination shall be held once in a year in the month of June on such dates as may be notified by the Controller of Examination. There will be three papers in Certificate course in which two will be theory papers, according to the syllabi prescribed by the Faculty from time to time. The third paper will be of short Dissertation. The topic of Short dissertation will be given by the Department concerned in consultation with the course teacher from the prescribed syllabus. For this dissertation, the student will have to write a short dissertation having minimum of 30 pages and maximum 50 pages. The student will have to submit this dissertation within three months after the theory examination. This short dissertation will be evaluated either by the faculty of department or will be sent to outside experts.

Each of these two papers will carry 100 marks out of which 80 marks will be for written examination and 20 marks will be for internal examination assessment. The internal assessment of 20 marks will be divided into two segments:

5 marks for attendance and 15 marks for presentation to be allotted by a class teacher.

The third paper which is a short dissertation will also carry 100 marks in which 75 marks will be for dissertation and 25 marks will be for Viva-voce examination of dissertation. Minimum Pass marks for each paper will be 40%.

A student, who does not appear in the examination or has failed, may be permitted on the recommendation of the Chairman of the Himachali-Pahari Language and Culture Department to appear in the examination as a late candidate upto a period of three years.

The successful candidates in above Certificate course shall be classified as under:-

1. First Division:

Those students who obtain 60% or more of the aggregate marks.

A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction.

2. Second Division:

Those who obtain 50% marks or more but less than 60% of the aggregate marks.

3. Third Division:

Those students who obtain 40% or more but less than 50% of the aggregate marks.

Admission and Examination fee:

The Admission and Examination fee will be the same as prescribed by the department concerned from time to time.

DIPLOMA COURSES IN BHOTI/PALI/CHINESE/JAPANESE

8.89. The duration of the Diploma Courses shall be one year in each language and the examination shall be held once a year with other diploma course of the University.

The medium of instruction and examination shall be in Hindi or English. There shall be two written papers and one oral test according to the syllabi prescribed by the Faculty from time to time. The minimum marks required to pass the Diploma Courses shall, be 40% in each written paper as well as oral test.

8.89(A) Diploma Course in Himachali-Pahari Language and Culture

The duration of Diploma in Himachali-Pahari Language and Culture is one year. This is a part-time course and can be taken along with any full time course such as M.A./M.Sc./M.Com and M.Phil/Ph.D in H.P. University.

The medium of instructions and examination shall be either Hindi or English.

The examination shall be held once in a year in the month of June or on such dates as may be notified by the Controller of Examination. There will be three papers in diploma course in which two will be theory papers, according to the syllabi prescribed by the Faculty from time to time. The third paper will

be of short dissertation given by the Department concerned in consultation with the course teacher from the prescribed syllabus. For this dissertation, the student will have to write a short dissertation having minimum of 30 pages and maximum 50 pages. The student will have to submit this dissertation within three months after the theory examination. This short dissertation will be evaluated either by the faculty of department or will be sent to outside experts.

Each of these two papers will carry 100 marks out of which 80 marks will be for written examination and 20 marks will be for internal assessment. The internal assessment of 20 marks will be divided into two segments:

5 marks for attendance and 15 marks for presentation to be allotted by a class teacher.

The third paper which is a short dissertation will also carry 100 marks in which 75 marks will be for dissertation and 25 marks will be for Viva-voce examination of dissertation. Minimum Pass marks for each paper will be 40%. A student, who does not appear in the examination or has failed, may be permitted on the recommendation of the Chairman of the Himachali-Pahari Language and Culture Department to reappear in the examination as a late candidate upto a period of three years.

The successful candidates in above Diploma Course shall be classified as under:-

1. First Division:

Those students who obtain 60% or more of aggregate marks.

A candidate obtaining 75% or more of aggregate marks shall be shown to have passed the examination with distinction.

2. Second Division:

Those who obtain 50% marks or more but less than 60% of the aggregate marks.

3. Third Division:

Those students who obtain 40% marks or more but less than 50% of the aggregate marks.

Admission and Examination fee:

The admission and Examination fee will be the same as prescribed by the department concerned from time to time.

ADVANCED DIPLOMA COURSES IN BHOTI/PALI/CHINESE/JAPANESE.

8.90. The duration of the Diploma Courses shall be one year in each language and the examination shall be held once a year with other Advanced Diploma Courses of the University.

The medium of instruction and examination shall be Hindi or English. There shall be three written papers and one oral test according to the syllabi prescribed by the Faculty from time to time. The minimum marks required to pass the Advanced Diploma Courses shall be 40% in each written papers as well as oral test.

8.90(A) Post Graduate Diploma in Buddhist Studies.

The duration of Post Graduate Diploma in Buddhist Studies is one year. This course is part-time course and can be taken along with any full time course such as M.A./M.Sc/M.com and M.Phil/Ph.D in H.P. University.

The medium of instruction and examination shall be either Hindi or English. The examination shall be held once a year in the month of June or on such dates as may be notified by the Controller of Examination. There will be four papers in which three will be theory, according to the syllabi prescribed by the faculty from time to time and fourth paper will be of dissertation. The topic of dissertation will be given by the Centre concerned in consultation with the course teacher from the prescribed topics in the syllabus. For this dissertation, the student will have to write a short dissertation having minimum of 25 pages or maximum 50 pages. The students will have to submit this dissertation within three months after the theory examination. This short dissertation will be evaluated either by the faculty of Centre of Buddhist Studies or will be sent to outside experts.

Each of these three papers will carry 100 marks out of which 80 marks will be for written examination and 20 marks will be for internal assessment. The internal assessment of 20 marks will be divided into two segments:

5 marks for attendance and 15 marks for presentation to be allotted by a class teacher.

The fourth paper which is a short dissertation will also carry 100 marks in which 70 marks will be for Dissertation and 30 marks will be for viva-voce examination. Minimum Pass marks for each paper will be 35%.

A student, who does not appear in the examination or has failed, may be permitted on the recommendation of the Chairman of the Centre for Buddhist Studies to appear in the examination as a late candidate up to a period of three years.

The successful candidates in above course shall be classified as under:

1. First Division:

Those who obtain 60% or more of aggregate marks.

A candidate obtaining 75% or more of aggregate marks shall be shown to have passed the examination with distinction.

2. Second Division:

Those who obtain 50% marks or more but less than 60% of the aggregate marks.

3. Third Division:

Those who obtain 35% marks or more but less than 50% of the aggregate marks. The candidate who could not secure 35% marks will be treated failed.

Admission and the Examination fee:

The Admission and Examination fee will be charged as per other P.G. Diploma course already running in H.P. University.

**DIVISIONS IN CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA COURSES IN
BHOTI/PALI/CHINESE/JAPANESE LANGUAGES.**

8.91. The successful candidates in above courses shall be classified as under:-

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|----------------------|--|
| (i) First Division | Those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain 40% or more but less than 50% of the aggregate marks. |

**BACHELOR'S DEGREE IN JOURNALISM AND MASS
COMMUNICATION**

8.92. The duration of Bachelor's Degree in Journalism and Mass Communications shall be one year spread over two semesters. There shall be an examination at the end of each semester and an examination for re-appear candidates ordinarily in the month of November and May, on the dates to be notified by Controller of Examinations.

8.93. The examination shall consist of three written papers in 1st Semester and two written papers in 2nd Semester. The third paper in the second semester will be of practical journalism which will be evaluated by the Department along with external experts. The date will be fixed and announced by the Department after the teaching programme for the second semester is over. Practical training with any media organisation for eight weeks will be compulsory any time before obtaining the degree.

8.94. The medium of instruction and examination will be English or Hindi.

8.95. The other academic rules such as semester examination, date of admission, lecture attendance, completion of degree, etc. will be similar to those for corresponding examinations.

8.96. The minimum number of marks required to pass the examination shall be 40% in each paper and internal assessment. The successful candidates shall be classified in Divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction. |
| (ii) Second Division | those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | those who obtain 40% or more but less than 50% of the aggregate marks. |

P.G. DEGREE IN TRANSLATION

8.97. The duration of Post-Graduate Degree in Translation shall be two years spread over four semesters. However, after successful completion of the course for four semesters a candidate shall be eligible for the award of degree. There shall be an examination at the end of each semester ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations. The examination in each semester shall consist of two written papers (in total seven written papers plus one dissertation as eighth paper to be evaluated by the external examiner). A candidate will submit his dissertation before the commencement of fourth semester examination.

The minimum number of marks, required to pass the examination shall be 40% marks in each paper. The successful candidates shall be classified in Divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examinations with distinction. |
| (ii) Second Division | those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain 40% or more but less than 50% of the aggregate marks. |

- 8.98. (a) PG Diploma in Population Studies.**
(b) PG Diploma in Tribal Studies.
(c) PG Diploma in Human Resource Development.
(d) PG Diploma in Development Planning & Evaluation.
- (i) The duration of each (a) PG Diploma in Population Studies (b) PG Diploma in Tribal Studies (c) PG Diploma in Human Resource Development, and (d) PG Diploma in Development Planning & Evaluation shall be of one year spread over two semesters. The examination of each diploma shall consist of four papers in all, two papers in each semester. There shall be internal assessment and viva-voce, if prescribed. The medium of examination shall be English or Hindi.
- (ii) The Courses of Studies shall be as prescribed by the Board of Studies/Faculty from time to time.
- (iii) The minimum pass marks for these diplomas shall be 40% in each course and 50% in aggregate. The successful candidates shall be classified into First Division (those who obtain 60% or more marks in aggregate) and Second Division (those who obtain less than 60% or aggregate marks.)
- (iv) The other academic rules will be similar to those as for other corresponding examinations of the University.

PG DIPLOMA IN DEEN DAYAL UPADHAYA STUDIES

8.99.(i) The duration of the PG Diploma in Deen Dayal Upadhaya Studies shall be one academic year, Examination shall be held at the end of the year ordinarily in the month of May/June. The dates are to be notified by the Controller of Examinations.

(ii) The examination shall consist of four papers. The syllabi shall be as prescribed by the Faculty of Social Sciences from time to time.

(iii) The medium of instructions of examinations shall be English or Hindi or Sanskrit.

(iv) The minimum number of marks required to pass the examination shall be 40% in each paper and 45% marks in aggregate in all the papers.

(v) The candidates shall be required to attend 75% of the classes.

(vi) The pass candidates shall be classified as under;-

- | | |
|---------------------|--|
| (a) First Division | those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction. |
| (b) Second Division | those students who obtain 50% or more marks but less than 60% of the aggregate marks. |
| (c) Third Division | all those students who pass the examination obtaining 45% or less than 50% marks out of the aggregate will be classified in third Division. |

PG Diploma in Organizational Psychology

PG Diploma in Environmental Psychology

PG Diploma in Clinical Psychology

8.100. The duration of Post-Graduate Diploma courses shall be one academic year, spread over two semesters and an examination shall be held at the end of each semester on the dates notified by the Controller of Examinations.

The syllabi of the studies shall be as prescribed by the Board of Studies from time to time.

The medium of examination shall be English.

The Viva-voce examination for the Diploma courses shall be conducted by a Board consisting of three members which shall be consisted of Chairman, one member of faculty, and third shall be the External Examiner.

The minimum pass marks in each written paper, internal assessment and in viva-voce shall be 50% separately and 50% in aggregate shall be required to pass the Diploma course examination.

A candidate shall not be permitted to proceed from the first semester to second semester unless he/she obtains pass marks in 50% of the courses, prescribed for the first semester examination.

The successful candidates shall be classified in the two divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | those who obtain 60% or more of the aggregate marks. |
| (ii) Second Division | those who obtain less than 60% of the aggregate marks. |

A candidate who passes in both the semesters examinations at the first attempt and obtains 75% or more of the total aggregate marks shall be declared to have passed with distinction.

PG DIPLOMA IN WOMEN'S DEVELOPMENT STUDIES

8.101. (a) The duration of the PG Diploma in Women's Development Studies shall be one academic year spread over two semesters. The date of examinations for each semester shall be as may be notified by the Controller of Examinations.

(b) The Medium of instruction and examination shall be English or Hindi.

(c) The minimum number of marks required to pass the examination will be 40% in each paper. The pass candidates shall be classified as under:-

- | | |
|----------------------|--|
| (i) First Division | those students who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction. |
| (ii) Second Division | those students who obtain 50% marks or more but less than 60% of the aggregate marks. |
| (iii) Third Division | those students who obtain 40% or more but less than 50% of the aggregate marks. |

MASTERS IN JOURNALISM AND MASS COMMUNICATION

8.102. (i) The duration of Master in Journalism and Mass Communication shall be one academic year, spread over two semesters. The total number of seats will be 15 (Self Finance 10 and NRI 5).

(ii) There shall be an examination at the end of each semester ordinarily in the months of November and May on the dates to be notified by the Controller of Examinations.

(iii) The examination shall consist of three compulsory written papers each of 100 marks for the first semester examinations. In the second semester there will be one theory paper of 100 marks in addition to a research based project study of 100 marks and practical assignments of 100 marks. Thus the total marks for the entire course would be 600. The project study and practical assignments will be evaluated by the internal as well as external examiners.

(iv) The students should obtain approval of the Departmental Council of the project study proposal before the first semester examination and do their field work during the winter vacation of the University.

(v) The syllabi shall be as prescribed by the Faculty of Social Sciences from time to time.

(vi) The medium of examination shall be English and Hindi.

(vii) A candidate shall be required to attend 75% of the theory and practical classes.

(viii) The pass marks in each course shall be 40% separately in theory and in practical assignments and dissertation/project report.

(ix) Visits and study tours to media organizations and development related institutions will be part of the course.

(x) The candidate who has not appeared in the first semester examination shall not be allowed to appear in the second semester. The successful candidates shall be classified in three divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more marks in aggregate shall be shown to have passed the examination with distinction. |
| (ii) Second Division | those who obtain 50% or more but less than 60% of aggregate marks. |
| (iii) Third Division | those who obtain less than 50% of the aggregate marks. |

BACHELOR DEGREE IN FINE ART(B.F.A.):

8.103: The four year full time BFA degree course is divided into two parts:-

- | | |
|--------------------|---------|
| (A) Foundation | 1 Year |
| (B) Specialization | 3 Years |

(A) Foundation:

The foundation course shall be compulsory to all students. This shall provide basic instructions related to all disciplines of Visual Arts subject.

(B) Specialization

- a) Painting
- b) Sculpture/Plastic Art
- c) Applied Art/Communication Media.
- d) Graphic/Print Making.

- (i) These specializations will be of three years duration and shall provide intensive and advanced training both in Theory and Practical.
- (ii) The B.F.A. Course will be degree oriented course based on Annual System. In the degree specific of the mention specialization shall be mandatory viz. BFA (Painting), BFA (Sculpture) etc.

(iii) **Norms:**

1. The total duration of the B.F.A. shall be four years including one year of Foundation Course;
2. Foundation Course(FC) shall have two papers: (i) Compulsory Language paper in general English and general Hindi both. (ii) In later; three years language will be compulsory. For first year General Hindi and General English language. For next two years the course content shall be as per the syllabus of B.A. Courses of Himachal Pradesh University.
3. The minimum number of marks required to pass the examination shall be 35% in each paper.
4. However, if a candidate gets compartment in FC, he will be given one chance to qualify FC.
5. The students can select one elective other than their specialization. The elective are to be project oriented. India is known for various skill and traditions, some are living and some are dying. The students by taking a project and learning the skills from the experts would open up new areas. The experts need to be from the University or academic set up. They can be master craftsmen and artist or traditional artists.
6. While conducting practical assignment, attention will be focused on the overall development of students capacity as good professional apart from academic excellence.
7. Visits to Museums, Gallerics, Studios, Professional set up, art and crafts workshop will be a regular feature. This will be called as Educational Tour.

(iv) **Minimum required infrastructure:**

Practical Labs or Studios	- 6 halls minimum size of 25'x25'
Theory Rooms Library	- 3 big class rooms.
Computer Class	- 25'x25'hall
Art Gallery	- 35'x35' hall
Teachers Room	- As needed
Director/Principal's Office/Office Room	

Canteen
 Seminar-cum Workshop Hall - 30'x30'
 Dark Room for Photography - 4 Rooms
 Auditorium

(v) Minimum staff required for the first year:

Director/Principal	
Lecturer in Painting	2
Lecturer in Sculpture	2
Lecturer in Applied Arts	2
Lecturer in Graphics/Printmaking.	2
Lecturer in Art History	1
Librarian	
Computer Instructor	
Lab/Studio Attendants	4
Office Staff	As per requirement
Models	(On payment basis)

In the second year more teaching staff will be required.

MASTERS IN RURAL DEVELOPMENT

- 8.104:** (a) The duration of the Master in Rural Development shall be two academic years, spread over four semesters. The examination shall be held at the end of each semester on the dates notified by the Controller of Examinations.
- (b) The medium of instructions and examination shall be English or Hindi.
- (c) The minimum number of marks required to pass the examination will be 36% in each paper . The candidates shall be classified as under : -
- (i) First Division : Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more marks in aggregate shall be shown to have passed the examination with distinction.
- (ii) Second Division : Those who obtain 50% or more but less than 60% of aggregate marks.
- (iii) Third Division : Those who obtain less than 50% of the aggregate marks.
- (d) The total number of seats will be 20 under Self financing.

MASTERS IN FINE ARTS (PAHARI MINIATURE PAINTING):

8.105: Masters in Fine Arts (Pahari Miniature painting) shall be two years degree course spread over four semesters of six months each, the course contents shall be as under :-

COURSE NO.	TITLE OF COURSE	MARKS
SEMESTER-I		
MFA -101	Introduction to the fundamentals of Visual art	80+20=100
MFA-102	Philosophy Indian & Western Arts	80+20=100
MFA-103	Sketching from Life & Nature	60+10+10+20=100
MFA-104	Sketching from Old Pahari Master	60+10+10+20=100
	1. Theory 2. Practical Examination 3. Viva-voce / sessional submission 4. Internal assessment	
	Note: MFA 101 to 102 will be of 100 marks (Theory-80, Internal assessment-20 marks) The practical/ viva-voce will be conducted by Internal/ External Examiners	
SEMESTER-II		
MFA-201	History of Ancient Indian Art	80+20=100
MFA-202	History of Indian Miniature Painting	80+20=100
MFA-203	Study of Basic in Pahari Miniature Painting	$60+10^2+10^3+20^4=100$
MFA-204	Study of Composition in Pahari Miniature Painting	$60^2+10^2+10^3+10^4=100$
	1. Theory 2. Practical Examination 3. Viva-voce/ sessional submission 4. Internal assessment	
	Note: MFA 201 to 202 will be of 100 Marks (Theory-80, Internal Assessment-20 marks) The practical / viva-voce will be conducted by Internal/ External Examiners	
SEMESTER-III		
MFA -301	History & Basics of Miniature Painting	80+20=100
MFA-302	Artists of Pahari Miniature	80+20=100
MFA-303	Study of old masters in line-work	$60^1+10^2+10^3+20^4=100$
MFA-304	Study of old master in color	$60^1+10^2+10^3+20^3=100$

	1. Theory 2. Practical Examination 3. Viva-voice / sectional submission 4. Internal assessment	
	Note: MFA 301 to 302 will be of 100 Marks (Theory-80, Internal Assessment-20 marks) The practical / viva-voice will be conducted by Internal/ External Examiners Educational trip/ field study: Field study will be carried out of the Art Galleries/ Museums of Himachal Pradesh as decided by the Institute. The students will submit a report after the field visit). Students will be given the topic for the project to be completed and submitted by the end of the semester.	
SEMESTER-IV		
MFA-401	Copy from Old masters in detail Part-I	60*+10+10+20=100
MFA-402	Copy from Old masters in detail Part-2	60*+10+10+20=100
MFA-403	Original Composition	60*+10+10+20=100
MFA-404	Project, Seminar and Viva-voce	100
	1. Theory 2. Practical Examination 3. Viva-voce/ sessional submission 4. Internal assessment	
	Note: The project (100 Marks) completed and submitted will be sent for evaluation and the student will make power-point presentation during the seminar. The viva-voce and the presentation will be conducted by the external/ internal examiners). <u>INTERNAL ASSESSMENT MARKS</u> Internal assessment for theory papers would be assessed through, class Tests, conducted by the institute, class, tests, seminars, attendance and overall conduct of student.	
(C) Diploma in Pahari Miniature Paining shall be one year diploma course spread over two semesters. The course contents shall be as under.		
Course No.	Course title	Marks
Semester I		
Course 1	Sketching of Human Figure(50 sessional + 50 [Practical)	100
Course 2	Study of Human Anatomy (50 sessional+ 50 practical)	100
Course 3	Copy of Old Masters (50 sessional +practical)	100
Course 4	Basic Visual Arts(Theory)	100

Semester 2		
Course 5	Color study of Pahari Miniature Painting & its composition	100
Course 6	History of Pahari Miniature Paintings	100
Project Work	Copy of old masters from Pahari miniature paintings	100

8.106: MASTER IN HUMAN RESOURCE DEVELOPMENT

- (i) Masters in Human Resource Development shall be two years degree course spread over four semesters and examination shall be held at the end of each semester on the dates notified by the Controller of Examinations.
- (ii) **Examinations:** The medium of examination shall be in English
- (iii) The syllabi of the study shall be as prescribed by the Board of Studies from time to time.
- (iv) There shall be total 16 courses (including project work and viva-voce) i.e. four courses each semester carrying 100 marks each (80 theory+ 20 internal assessment / viva-voce respectively). Thus total marks for the entire course would be 1600. Internal assessment of 20 marks in each theory paper will be based on attendance, assignments and viva-voce conducted by the department concerned.
- (v) Course XII shall be project report based on the topic related to the Human Resource Development only. The students will be attached to some organization for eight weeks field study during the winter vacation i.e. after 3rd semester examinations.
- (vi) The project report written by the students will be evaluated by the external examiner and viva-voce shall be conducted by board of examiners consisting of Chairman of the Department Supervisor of the candidate and one external examiner.
- (vii) The viva-voce examination of 100 marks in course xvi based on entire syllabi shall be conducted by the board of examiners consisting of Chairman of the department, two senior Professors of the department and one external examiner.
- (viii) The candidate shall be required to attend 75% of the theory and 100% field training.
- (ix) The pass marks in each course shall be 40% separately in theory and in internal assessment/Viva-voce/project report.

- (x) The candidate who has not appeared in first semester shall not be allowed to appear in second semester.
- (xi) The successful candidates shall be classified into three divisions:-
 - 1) First division: those who obtain 60% or above of the aggregate marks.
 - 2) Second division: those who obtain less than 60 % of the aggregate marks.
 - 3) Third division: those who obtain less than 50% of the aggregate marks.
- xii) A candidate shall not be permitted to proceed from first semester to second semester, second to third and from third to fourth semester unless he/she obtains pass marks in 50% of the courses in first, second and third semester respectively.
- xiii) The other Academic rules shall be similar to those as for other corresponding examination of the University.

CHAPTER-IX
FACULTY OF PHYSICAL SCIENCES

Bachelor of Science (Pass Course):

9.1: The duration of the Bachelor of Science Course shall be three academic years. The examination shall be held in three parts i.e. B.Sc Part-I at the end of the first year, B.Sc. Part-II at the end of the second year and B.Sc. Part-III at the end of the third year, ordinarily in the month of March/April, on the date to be notified by the Controller of Examinations.

9.2: A candidate shall be required to take three elective subjects out of the following subjects in B.Sc. (Pass Course) in accordance with the combination of subjects allowed under Ordinance 9.3:-

1. Biotechnology
2. Botany
3. Chemistry
4. Computer Applications
5. Computer Science
6. Economics
7. Electronics
8. Food Science and Quality Control
9. Geography
10. Geology
11. Home Science
12. Industrial Chemistry
13. Information Technology
14. Mathematics
15. Mining and Metallurgy
16. Physical Anthropology
17. Physics
18. Sericulture
19. Statistics
20. Zoology

9.3: A candidate shall be required to choose any of the following combination of elective subjects of B.Sc. (Pass Course):-

List of Elective subject combinations allowed in B.Sc. First Year:

- i) Chemistry, Botany, Zoology.
- ii) Chemistry, Home Science, Botany/Zoology.
- iii) Chemistry, Sericulture, Botany/ Zoology.
- iv) Chemistry, Geography, Botany/ Zoology.
- v) Chemistry, Home Science, Food Science and Quality Control
- vi) Chemistry, Mathematics, Biotechnology
- vii) Chemistry, Physics, Mining and Metallurgy.
- viii) Electronics, Mathematics, Chemistry.
- ix) Electronics, Mathematics, Computer Science.
- x) Electronics, Mathematics, Information Technology
- xi) Geology, Geography, Chemistry.
- xii) Mathematics, Economics, Computer Science.
- xiii) Mathematics, Economics, Information Technology.
- xiv) Physics, Bio-Technology, Mathematics.
- xv) Physics, Chemistry, Physical Anthropology.
- xvi) Physics, Chemistry, Botany/ Zoology.
- xvii) Physics, Chemistry, Biotechnology.
- xviii) Physics, Chemistry, Geography.
- xix) Physics, Chemistry, Geology.
- xx) Physics, Chemistry, Home Science.
- xxi) Physics, Chemistry, Mathematics.
- xxii) Physics, Chemistry, Statistics.
- xxiii) Physics, Computer Science, Mathematics.
- xxiv) Physics, Economics, Mathematics.
- xxv) Physics, Information Technology, Mathematics.
- xxvi) Physics, Mathematics, Geography.
- xxvii) Physics, Mathematics, Industrial Chemistry.
- xxviii) Physics, Statistics, Botany/Zoology.
- xxix) Chemistry, Biotechnology, Botany/Zoology.
- xxx) Chemistry, Geology, Botany/Zoology.
- xxxi) Physics, Chemistry, Computer Science.
- xxxii) Maths, Chemistry, Computer Science.

9.4: A candidate shall also be required to take besides the elective subjects following subjects during his /her studies of B. Sc (Pass Course):-

- a) Communication and personal skill in English in B. Sc Part-I.
- b) Hindi/Sanskrit (General qualifying subjects in Ist and IInd year only of 50 marks in each year).

OR

Any one of the foreign languages i.e. French, Russian, German only in case of foreign students.

- c) Environmental Science/Study in B. Sc Part-III.

9.5: The syllabus of studies for B.Sc (Pass Course) shall be as approved by the Academic Council from time to time.

9.6: The medium of instruction/ examination shall be as under:-

- a) In English for all elective subjects.
- b) In the Language concerned in the case of Indian/ Foreign Languages.
- c) In English for Environmental Science/ Study.

9.7: The pass marks in each course/ subject shall be 40% in both theory and practical separately.

9.8: A candidate shall not be declared successful in any part of B.Sc(Pass course) examination, unless he/she obtains pass marks in each of the subjects/ course.

9.9: A candidate failing in only one subject will be given compartment in that subject/ course and will be eligible for promotion to the next higher class of the B.Sc (Pass course) degree course. Such candidates will be allowed two chances one in the supplementary examination to be held in the month of September and other in the next annual examination to clear/ pass his/ her compartment subject/ course failing which he/ she shall be reverted back. The total duration for completing the B.Sc. (Pass Course) degree shall be seven years from the date of admission to the course.

9.10: A candidate who appears in the subject in which he is placed in compartment shall be required to pay admission/ examination fees prescribed for the whole examination and shall not be eligible for the grant of a scholarship, prizes or medal.

9.11: The Vice-Chancellor may in the case of a member of the regular armed forces who is unable to avail himself of the chance to appear in the September supplementary examination or in the next annual examination on account to military exigencies, grant additional chance(s) to appear in the subject in which he was placed in compartment.

9.12: A candidate who is placed in compartment may at his option apply for cancellation of the result of the whole examination and may appear in the supplementary examination in all the subjects instead of appearing only in the subjects in which he is placed in compartment. Such a candidate shall not be allowed to withdraw his option at any stage and shall not be eligible to join provisionally the next higher class, as provided in Ordinance 9.9 above.

9.13: The examination in B.Sc. Part-III shall be held twice a year in the months of April and September or on such dates as may be fixed by the Executive Council.

9.13-A: (Colleges for centre of excellence)

- (a) A candidate shall also be required to fulfill the following conditions to appear in the annual examinations : -
- (i) 75% attendance is compulsory in theory and practical.
 - (ii) 75% attendance is mandatory in seminars and submission of assignments.
 - (iii) It shall be compulsory to score minimum 50% marks in house examination.
 - (iv) It shall also be mandatory to participate in activities of subject societies.
 - (v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is received from the Principal of the concerned College/ Centre of Excellence, at least 15 days prior to the start of annual/ practical examination.
- (b) Apart from compulsory subjects, the subject combinations and number of seats shall be decided by the College concerned.

9.14: The aggregate marks obtained by a candidate in B.Sc. (Pass Course) examination shall be the sum of marks obtained by him/her in each subject in which he/she has passed in 1st year, 2nd and 3rd year taken together.

9.15: The successful candidate shall be classified in three divisions as under:-

First Division :	Those who obtain 60% or more of the total aggregate marks;
Second Division:	Those who obtain 50% or more but less than 60% of the total aggregate marks;
Third Division:	Those who obtain 40% or more but less than 50% of the total aggregate marks.

Bachelor of Science (Honours) Course:

9.16: Bachelor of Science (Honours Course): The duration of the Bachelor of Science (Honours course) shall be three academic years. The examination shall be held in three parts i.e. B.Sc. Honours Part –I at the end of the first year, B.Sc. Honours Part –II, at the end of the second year, and B.Sc. Honours Part-III at the end of third year, ordinarily in the month of March/ April, on the date to be notified by the Controller of Examinations.

9.17: A candidate can offer any one of the following subjects taken by him of the B.Sc Pass course for award of B.Sc. Honours degree provided he has taken any one of the elective subjects as shown in the brackets:

- i. Bio-Technology (Botany/Zoology).
- ii. Botany (Zoology)
- iii. Chemistry (Botany/Zoology/Mathematics).
- iv. Computer Science (Mathematics/ Physics).
- v. Electronics (Mathematics).
- vi. Geography (No restriction on the other subject).
- vii. Information Technology (Mathematics/ Physics/ Electronics).
- viii. Mathematics (no restriction on the other subject).
- ix. Physics (Mathematics)
- x. Zoology (Botany)

9.17-A: (Colleges for centre of excellence)

- (a) A candidate shall also be required to fulfill the following conditions to appear in the annual examinations : -
- (i) 75% attendance is compulsory in theory and practical.
 - (ii) 75% attendance is mandatory in seminars and submission of assignments.
 - (iii) It shall be compulsory to score minimum 50% marks in house examination.
 - (iv) It shall also be mandatory to participate in activities of subject societies.
 - (v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is received from the Principal of the concerned College/ Centre of Excellence, at least 15 days prior to the start of annual/ practical examination.

(b) Apart from compulsory subjects, the subject combinations and number of seats shall be decided by the College concerned.

9.18: A B.Sc. Honours candidate shall be required to pass one additional paper in his/her honours subjects of studies in Part I, Part II and Part III respectively besides all courses of Pass Course syllabus to be eligible for the award of Honours degree.

9.19: A candidate who secures 40% marks in each course (Pass +Honours course) and 50% in aggregate will be awarded the B.Sc. Honours degree. A candidate who has passed in all the courses of his studies but fails to secure 50% of aggregate marks will be awarded B.Sc. Pass course degree only.

9.20: A candidate failing in only one subject will be given compartment in that subject and will be eligible for promotion to the next higher class of the B.Sc (Honours) degree course. Such candidates will be allowed two chances one in the supplementary examination to be held in the month of September and other in the next annual examination to clear/ pass his/her compartment subject failing which he/she shall be reverted back. The total duration for completing the B.Sc. (Honours) degree shall be seven years from the date of admission to the course.

9.21: The successful candidate shall be classified in following divisions:-

- (i) **First Division:** Those who obtain 60% or more of the total aggregate marks.
- (ii) **Second Division:** 50% or more but less than 60% of the total aggregate marks.

9.22: A person who has already passed the B.Sc Pass course examination in second division, may be permitted to take Honours course as a regular student in a college or institution affiliated to or maintained by the University. Such a candidate, if otherwise eligible, may take the examination for the Honours papers, prescribed for Part-I, Part-II and Part-III examinations simultaneously or separately.

Ordinance 9.24 to 9.35 deleted.

MASTER OF SCIENCE

9.36. The duration of the Master of Science course shall be two academic years, spread over four semesters. There shall be an examination at the end of each semester, and examination of all semesters for re-appear candidates ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations.

9.37. A candidate may take any of the following as his subject of study for the Master of Science degree :-

- (1) Physics
- (2) Chemistry
- (3) Mathematics
- (4) Statistics
- (5) Geology
- (6) Geography
- (7) Computer Science

9.38. A candidate shall be required to take in each semester two or more courses in the subject of his study;

Provided that the candidate who had not offered Physics and basic Mathematics at B.Sc. level, taking Chemistry as the subject of his study, shall also be required to take a course in basic Physics and a course in basic Mathematics. Examination in these courses shall be of compulsory natures and marks so obtained shall count towards division.

Provided that there shall be one paper in basic Mathematics in 1st Semester and one paper in Basic Physics in 2nd Semester Examination each carrying 50 marks.

9.39. (a) The syllabus of studies in each course shall be as prescribed by the Faculty of Science from time to time.

(b) The Faculty of Science may order the inter-change of any course from one semester to another or the substitution, addition or dropping of any course for study and examination.

9.40. The medium of instruction and examination shall be English.

9.41. (a) In each course (theory and practical) evaluation will be external for Term End Examination to the extent of 80% of the total marks.

(b) (i) 15% of the total marks will be based on two periodical tests to be held in the middle and end of the semester for which the respective chairpersons will draw a time schedule for the conduct of periodical tests. A record of the result will be maintained by the teacher teaching the course. A consolidated record of these tests will be kept in a periodical test register maintained in the office of the respective department.

- (ii) 5% of the aggregate marks will be kept for attendance as detailed below:
 - (a) 75% to 80% attendance 1/5.
 - (b) 81% to 85% attendance 2/5.
 - (c) 86% to 90% attendance 3/5.
 - (d) 91% to 95% attendance 4/5.
 - (e) 96% to 100% attendance 5/5.
- (iii) Periodical examination answer sheets will be shown to the candidates after evaluation by the concerned teacher and returned back to the teacher.
- (c) For project if any, distribution of the marks will be as follows:
 - (i) Viva Voce (External Examiner) 30% of the total marks.
 - (ii) Project report/thesis/dissertation (External Examiner) 30% marks.
 - (iii) Open seminar 40% of total marks (Internal evaluation) by a committee of three teachers chaired by Chairperson or his nominee.
- (d) The pass marks in each course shall be 40% separately in theory and in practical or dissertation/project/thesis or viva-voce/oral test. A candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the Master of Science examination as a whole.
- (e) For getting master's degree in science even if candidate has passed in all papers minimum aggregate marks required will be 50% of the total marks.

9.42. A candidate is required to pass in all the courses in each semester, provided that:-

(a) a candidate, who appears in the examination and fails to obtain pass marks in any course in the first semester, may be permitted to join the second semester but he shall not be permitted to proceed from the second semester to the third semester without appearing in the examination;

(b) at the time of third semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the first semester and also in all the courses prescribed for the third semester. But he shall not be permitted to proceed from the third to the fourth semester without appearing in the examination.

(c) at the time of the fourth semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the second semester and also in all the courses prescribed for the fourth semester.

(d) The Pro-Vice-Chancellor/Vice-Chancellor may, however, permit a candidate who is otherwise eligible to appear at the examination, to proceed from one semester to another without appearing at the examination if to the satisfaction of the Pro-Vice-Chancellor/Vice-Chancellor the candidate was prevented from appearing in the said examination on account of serious illness, or other unforeseen circumstances, beyond his/her control provided that intimation to the effect, accompanied by documentary proof thereof, is communicated to the University within a week of the expiry of the concerned examination.

9.43. A candidate shall not be declared successful in the Master of Science examination, unless he obtains at least pass marks in all the courses prescribed for all the four semesters.

9.44. A candidate, who is unable to pass the Master of Science examination on account of his having obtained less than the pass marks in any course, may re-appear in the corresponding semester examinations of the following year in the courses in which he failed to obtain pass marks.

9.45. (a) The successful candidates shall be classified in two divisions as under:-

- (i) First Division: Those who obtain 60% or more of the aggregate marks.
- (ii) Second Division: Those who obtain 50% or more but less than 60% of the aggregate marks.

(b) Candidates obtaining 80% or above in first attempt will be given Honours in respective master's degree.

9.46. A candidate who fails to obtain the Master of Science degree in six years including the time allowed as late college student shall cease to be a candidate.

(The amendment is applicable w.e.f. Academic Session 1986-87).

9.47. A candidate passing the Master's degree examination in the subject of Mathematics, Statistics, Geography after passing the B.A. Examination, shall be awarded the M.A. degree & candidate passing the Master's degree examination in any of these subjects, after passing the B.Sc. examination, shall be awarded the M.Sc. degree.

9.47(A) Candidates, who have passed BCA/B.Sc.(IT)/Graduation (with Computer Science as full subject as elective in all the three years)/ B. Tech./ BE from a recognized University in Computer Science/ Application/ Information Technology / Electronics with 50% marks (45% marks for SC/ST category).

OR

Any Examination of foreign University, recognized as equivalent for the above purpose by equivalence committee of its own or on recommendation of Association of Indian Universities with 50% marks (45% marks for SC/ST).

Mode of Selection

The admission to M.Sc. (Computer Science) will be through an entrance test conducted by H.P. University, Shimla. The entrance test shall be of 150 MCQ type questions of one mark each, comprising of the following components:

Mathematics of Graduation level	40 questions
Logical Ability	40 questions
English and General Awareness	20 questions
Computer Ability	50 questions
Minimum qualifying marks in the entrance test are 35%.	

Medium of Instruction

English will be the medium of instruction as well as examination.

Scheme of the Examination

In 4th Semester, the student has to develop one project, which will be evaluated on the following basis:

Project Report Documentation	50
System Analysis & Design	200
Log Book and Interim Report	50
Seminars(two)	100
Viva-Voce	200

BACHELOR IN INFORMATION TECHNOLOGY (BIT)

(FOUR YEARS)

9.48. The duration of Bachelor in Information Technology (BIT) course shall be 4 years spread over eight semesters. The admission shall be made on the basis of entrance test. There shall be continuous evaluation through out the academic year on dates to be notified from time to time.

9.49. The basis of evaluation will be continuous assessment and terms and examination. The ratio of internal and external assessment will be 50:50 in theory papers as well Laboratory Courses.

CONTINUOUS EVALUATION:- It will be based on internal assessment, based on short tests, guided Library assignments, tutorials, Seminar & mid

semester examination. The Head of Institution/Department shall forward these marks to the Controller of Examinations at least two weeks before the semester Examination, and shall preserve the record on the basis of which internal assessment awards have been prepared, six months after the date of declaration of the result, for inspection by the University if so required.

TERM AND EXAMINATION:-

PROJECT:- Project shall be evaluated by a team consisting of the following:-

- (a) Director/Chairman of the Institute/Department.
- (b) External examiner to be appointed by the Pro-Vice-Chancellor/ Vice Chancellor.
- (c) Internal examiner who has taught the respective course.

- 9.50.** (a) A candidate shall be required to take the courses of study as decided by the Faculty of Physical Science.
- (b) The syllabus of study in each course shall be as prescribed by the Faculty of Physical Science from time to time.

9.51. The medium of instruction/examination shall be English and the candidates will write their answers in English only.

9.52. (a) The pass marks in each subject shall be 40% (separately in theory and in Practical or oral test, if any) in internal and external examination/evaluation.

(b) A candidate shall be required to pass in 50% of the papers including theory and Practicals to be eligible for promotion to the next semester. The candidate has to clear the re-appear papers in two chances in odd or even semesters, on the dates to be notified by the Controller of Examinations. The candidate who fails to clear his/her re-appear paper(s) in two available chances, he/she will be declared as fail in that semester in all the papers and his/her result of the next semester(s) stand cancelled.

(c) A candidate who has got re-appear in a subject (s) and also allowed to proceed to the next semester(s) shall not be allowed to attend classes and appear in semester examinations(s) mentioned in column (a) below, unless he/she passed completely the semester examinations mentioned in column (b) below:-

- | | |
|--------------------------|------------------|
| (a) 4th Semester onwards | (b) 1st Semester |
| 5th Semester onwards | 2nd Semester |
| 6th Semester onwards | 3rd Semester |
| 7th Semester onwards | 4th Semester |
| 8th Semester | 5th Semester |

9.53. The maximum time to complete the Bachelor in Information Technology Course (BIT) degree shall be 6 years from the date of admission to the course.

ATTENDANCE

9.54. No student shall be allowed to appear in the examination unless he/she has completed 75% of the total attendance in each paper/practical. However, under special circumstances, short fall of 5% can be condoned by the Chairperson/Director of the Department/Institute and a further short fall of 10% can be condoned by the Pro-Vice-Chancellor/Vice Chancellor.

9.55. (a) A student who after having appeared at the main examination and declared fail/re-appear may be allowed to appear at the examinations in which he has failed without attending fresh course of lectures, tutorials and practicals. The Sessional/project/practical of declared pass marks of the students shall be carried over. In case a failed student seeks a fresh admission in regular class, he/she shall have to fulfil all the requirements of that class including course work, practicals and theory examination.

(b) A candidate who appears in the examination but fails in one subject (written, practical, sessional or viva-voce) shall be given grace marks up to 1% of the aggregate of the VIII Semester subjects and shall be awarded only in VIII semester. These grace marks shall not be counted for awarding of distinction or any other award.

9.56. In order to determine the division in which a candidate should be finally placed, the total marks obtained by the candidate in each semester examination will be taken into account.

9.57. Candidates who pass in all the examinations and obtain 60% or more of the total aggregate marks shall be placed in the first division, those who obtain 50% or more but less than 60% of the total aggregate shall be declared to have passed in second division and those who obtain less than 50% but more than 40% of the total aggregate shall be declared to have passed in third division.

Candidates passing any examination through re-appear examination shall not be entitled for position in the merit list/Gold Medal/Fellowship/Scholarship, etc.

MASTER IN INFORMATION TECHNOLOGY (MIT)

9.58. The duration of Master in Information Technology (MIT) course shall be five years spread over 10 semesters. The admissions shall be made on the basis of entrance test. There shall be continuous evaluation throughout the academic year on dates to be notified from time to time.

NOTE:- The candidates who are admitted for the Master in Information Technology (Five years integrated course) will also be awarded degree of Bachelor of Information Technology after completing eight semesters i.e. four years.

9.59. The basis of evaluation will be continuous assessment & term and examination. The ratio of internal and external assessment will be 50:50 in theory papers as well as laboratory courses.

CONTINUOUS EVALUATION:- It will be based on internal assessment based on short tests, guided library assignments, tutorials, seminars and mid semester examination. The Head of Institution/Department shall forward these marks to the Controller of Examinations at least two weeks before the semester examination, and shall preserve the record on the basis of which internal assessment awards have been prepared for six months after the date of declaration of the result, for inspection by the University, if so required.

TERM AND EXAMINATION:-

PROJECT:- Project shall be evaluated by a team consisting of the following:-

- (a) Director/Chairman of the Institute/Deptt.
- (b) External examiner to be appointed by the Pro-Vice- Chancellor/ Vice Chancellor.
- (c) Internal examiner who has taught the respective course.

9.60. (a) A candidate shall be required to take the course of study as decided by the Faculty of Physical Sciences.

(b) The Syllabus of study in each course shall be as prescribed by the Faculty of Physical Sciences from time to time.

9.61. The medium of instructions/examination shall be English and the candidate will write their answers in English only.

9.62. (a) The pass marks in each subject shall be 40% (Separately in Theory and in Practical or oral test, if any) in internal and external examination/ evaluation.

(b) A candidate shall be required to pass in 50% of the papers including theory and practicals to be eligible for promotion to the next semester. The candidates has to clear the re-appear papers in two chances in odd or even semester, on the dates to be notified by the Controller of Examinations. The candidate who fails to clear his/her re-appear paper(s) in two available chances, he/she will be declared as fail in that semester in all the papers and his/her result of the next semester(s) stand cancelled.

(c) A candidate who has got re-appear in a subject(s) and also allowed to proceed to the next semester(s) shall not be allowed to attend classes and appear in semester examination(s) mentioned in column (a) below, unless he/she passed completely the semester examinations mentioned in column (b) below:-

(a)	4th Semester onwards	(b)	1st Semester
	5th Semester onwards		2nd Semester
	6th Semester onwards		3rd Semester
	7th Semester onwards		4th Semester
	8th Semester onwards		5th Semester
	9th Semester onwards		6th Semester

9.63. The maximum time to complete the Master in Information Technology Course(MIT) degree shall be 7 years from the date of admission to the course.

9.64. No student shall be allowed to appear in the examination unless he/she has completed 75% of the total attendance in each paper/practical. However, under special circumstances, short fall of 5% can be condoned by the Chairperson/Director of the Department/Institute and a further short fall of 10% can be condoned by the Pro-Vice-Chancellor/Vice Chancellor.

9.65. (a) A student who after having appeared at the main examination and declared fail/re-appear may be allowed to appear at the examination in which he/she has failed without attending fresh course of lectures, tutorials and practicals. The sessional/project/practical of declared pass marks of the students shall be carried over.

In case a failed student seeks a fresh admission in regular class, he/she shall have to fulfil all the requirements of that class including course work, practicals and theory examination.

(b) A candidate who appears in the examination but fails in one subject (written, practical, sessional or viva-voce) shall be given grace mark(s) up to 1% of the aggregate of the VIII semester subjects and shall be awarded only in 10th semester. These grace marks shall not be counted for awarding of distinction or any other award.

9.66. In order to determine the division in which a candidate should be finally placed, the total marks obtained by the candidate in each semester examination will be taken into account.

9.67. Candidates who pass in all the examination and obtain 60% or more of the total aggregate marks shall be placed in the first division those who obtain 50% or more but less than 60% of the total aggregate shall be

declared to have passed in Second Division and those who obtain less than 50% but more than 40% of the total aggregate shall be declared to have passed in third division. Candidates passing any examination through re-appear examination shall not be entitled for position in the merit list/Gold Medal/Fellowship/Scholarship, etc.

BACHELOR OF COMPUTER APPLICATION(BCA)

9.68. Bachelor of Computer Application (BCA) Scheme of Examination:-

- (a) The Duration of BCA shall be three years split over six semesters.
- (b) There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Examinations.
- (c) The courses of study and syllabi shall be as pre-scribed by the Board of Studies/ Faculty from time to time. Other rules will be similar to those for the corresponding examinations in the University.
- (d) Pass percentage of marks: The pass marks in each paper shall be 40%.
- (e) A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd Semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 1st & 2nd year shall determine the eligibility for admission to 5th semester of 3rd year.
- (f) A candidate obtaining pass marks in any course shall not be required to re-appear in that course again, however, the candidate shall be required to complete his BCA Degree within a maximum of five years.
- (g) The successful candidates shall be classified in three divisions as under:-
 - (i) First Division: Those who obtains 60% or more of the aggregate marks.
 - (ii) Second Division: Those who obtains 50% or more but less than 60% of the aggregate marks.
 - (iii) Third Division: Those who obtains less than 50% of the aggregate marks.

Eligibility

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-5, with 40% Marks(35% marks for SC/ST category), shall be eligible.

Maximum age limit for admission to BCA course is 21 years for general category and 24 years for SC/ST category and 23 years for girls candidates, as on the 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to maximum of three months.

Mode of Selection

The admission to BCA course will be made on the basis of merit of the qualifying examination.

As per H.P. University rules 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

BCA is three years degree course based on Semester of examination.

9.69: (Colleges for Centre of Excellence):

A candidate shall also be required to fulfill the following conditions to appear in the annual examinations:-

- i. 75% attendance is compulsory in theory and practical
- ii. 75% attendance is mandatory in seminars and submission of assignments.
- iii. It shall be compulsory to score minimum 50% marks in house examination.
- iv. It shall also be mandatory to participate in activities of subject societies.
- v. The University annual examination form shall be treated as provisional unless and until the eligibility criteria for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is received from the Principal of the concerned college/ Centre of Excellence, at least 15 days prior to the start of annual/ practical examination.

CERTIFICATE IN COMPUTER APPRECIATION

9.70. The duration of the certificate in Computer Appreciation will be 2 to 4 weeks.

9.71. Mode of examination.

Each candidate will be examined on the contents of the course and on his assignments orally by a panel of two examiners. The panel will award either of the following two grades;

- (a) Pass
- (b) Fail

CERTIFICATE IN COMPUTER PROGRAMMING

9.72. Duration:- The duration of the Certificate in Computer Programming will be four months

9.73. Mode of Selection:- The selection will be on merit. The merit will be determined by the average of the percentages of Marks secured by

the candidates in all the examinations from high school or equivalent onwards on the basis of which any degree or certificate was awarded to him/her at the time of application.

9.74. There will be three courses and a project work. The courses of study will be prescribed by the Faculty from time to time.

9.75. Mode of Examination:- The mode of examination in each of the formal courses will be a comprehensive examination of three hours duration consisting of short answer and multiple choice questions as well as a few problems. The performance in the project will be handled in a manner similar to the M.Sc. classes of the University.

The approval of the Project Report will be compulsory for the award of Certificate.

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

9.76. The duration of the course shall be one year spread over two semesters.

BASIS OF ADMISSION:

9.77. The selection will be made strictly on merit. The merit is to be determined on the basis of marks obtained in the written test. The competitive examination (written test) will consist of 100 marks and of 1½ hours duration and shall include two sections viz. Section A will consist of questions of general Aptitude and B will consist of questions on Mathematics of +2 level.

9.78. There will be five courses and a Project work (practical). The courses of study will be prescribed by the Faculty from time to time.

9.79. Mode of Examination:- The mode of examination in each of the formal courses will be a comprehensive examination of three hours' duration consisting of short answers, multiple choice questions as well as a few problems. The performance in the project will be evaluated by a panel of two examiners including one internal examiner who will hold a viva-voce test before awarding the marks.

The award of division, pass marks and all other matters will be on the pattern of M.Sc. examinations of the University.

MASTER IN COMPUTER APPLICATION

9.80. The duration of the Master in Computer Applications course shall be 3 years, spread over six semester. There shall be an examination at the end of each semester and examination of all semesters for re-appear candidates, ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations.

9.81. Basis of Admission:-

The admission to MCA course will be made on the basis of merit of the Entrance Examination (written test) conducted by H.P. University.

Written Test	130 Marks
Duration	2:00 hours

The written test will consist of one paper of 130 marks and of 2 hours duration and shall include the following four sections:

Section	Contents	Marks
A	General logical ability & aptitude	40
B	Mathematics of + 2 level	50
C	Basics of Computers and its Awareness	25
D	General English	15
	Total	130

The minimum qualifying marks in the Entrance Examination (written test) for subsidized and non-subsidized seats will be 35% i.e. 46 marks out of total of 130 Marks.

9.82. Except in the course in Basic Mathematics, the pass marks in each course shall be 40% in each written paper and in the internal assessment separately, and 40% in viva-voce, project work and semester course and 50% in the aggregate subject to the conditions that the aggregate shall be determined at the end of the examination i.e. at the time of the result of the fourth semester examination, and a candidate obtaining pass marks in any course shall not be required to appear in that course, even though he may have failed in the Master of Computer Application course.

9.83. CERTIFICATE COURSE IN HUMAN RESOURCE DEVELOPMENT PROGRAMME IN COMPUTERS

ELIGIBILITY & BASIS OF ADMISSION:-

In the affiliated Colleges, all final year students with at-least 50% marks in the first and second year shall be eligible. In the P.G. Centre all students of third semester with 50% marks in Graduation shall be eligible. Only those in service and other candidates shall be admitted to either affiliated College or P.G. Centre, for condensed course who are graduates with at least 45% marks. The admission shall be on the basis of the merit of the student as per his/her past academic record considering the marks obtained in the foregoing years in the institution. The responsibility for conducting this admission will lie with the institution where this course is to be run.

9.84: BASIS OF ADMISSION:

The basis of admission to M.Tech (Computer Science) 2 years course shall be as under:-

The competitive examination (written test) will be conducted by the H.P. University. The entrance test shall be of 200 MCQ type questions of one marks each, comprising of the following components:

- i) Mathematics of graduation level: 40 questions
- ii) Logical ability: 40 questions
- iii) English and General Awareness: 20 questions
- iv) Computer Ability: 100 questions

Minimum pass marks in the entrance test are 35%.

9.85. MODE OF EXAMINATION:- The examination shall be held for both these categories once a year at the end of each academic year ordinarily in the months of March/April on the dates notified by the Controller of Examinations. There shall be three written papers and a practical test. The syllabi of studies shall be as prescribed by the Faculty of Science from time to time. The medium of examination shall be English.

The minimum marks required to pass the Certificate Course examination shall be 45% separately in each written paper and the practical test. The successful candidates shall be classified in two divisions as follows.

- (i) First Division: those who obtain 60% or more of the aggregate marks, those obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction.
- (ii) Second Division: those who obtain 45% or more, but less than 60% of the aggregate marks.

9.86:

- (i) **Post Graduate Diploma in Applied Analytical Chemistry**
- (ii) **Post Graduate Diploma in Polymer Sciences**

(a) (i) DURATION OF THE COURSE:-

Duration of the courses shall be one year spread over two semesters.

- (a) (ii) **Admission:-** Candidates will be admitted on the basis of merit obtained in the qualifying examination. Merit will be determined as follows:-

% age of marks obtained.

= Total aggregate marks in B.Sc.

+ Total marks in Chemistry/Maximum Marks in B.Sc.

+ Chemistry X 100

- (b) **EXAMINATION:-** Examination will be held at the end of each semester on the dates to be notified by the Controller of Examinations.
- (c) **SYLLABI:-** The Syllabi of Studies in these courses shall be as prescribed by the Faculty of Physical Sciences.
- (d) **MEDIUM OF EXAMINATION:-**
- (a) The question paper shall be set in English.
 - (b) The candidates shall write their answer in English.
- (e) **PASS MARKS:-** The pass marks shall be 40% (separately in theory and practicals) and a candidate obtaining pass marks in any course shall not be required to re-appear in that course even though he may have failed in the other courses.
- (f) **DIVISION:-** A successful candidate who obtains 60% or more of the aggregate marks shall be placed in the first division, a candidate who obtains 50% or more but less than 60% of the aggregate marks shall be placed in the second division and a candidate who obtains less than 50% of the aggregate marks shall be placed in the third division.
- (g) **RE-APPEAR:-** A candidate failing to pass a course in first attempt will be allowed to reappear as per University norms for post graduate classes in Faculty of Physical Sciences.
- (h) **The fees and other dues:**
- The fees and other dues prescribed for MCA course shall be charged from the students of M.Tech (Computer Science) on the main cash counter of H.P. University, Shimla- 5.
- In addition to above Rs. 15,000/- shall also be charged by the department itself which shall be in the shape of demand draft payable in favour of the Chairman, Department of Computer Science, H.P. University, Shimla – 5.

CHAPTER IX-A**FACULTY OF LIFE SCIENCE
BACHELOR OF SCIENCE (MICROBIOLOGY)****B.Sc. (Microbiology)**

9-A-1. The Duration of the Bachelor of Science (Microbiology) shall be three academic years spread over to six semesters.

9-A-2. There shall be an examination at the end of each semester ordinarily in the month of November and May on the dates to be notified by the Controller of Examinations.

9-A-3. (a) The syllabus of studies in each course shall be as prescribed by the Faculty from time to time.

(b) The Faculty may order the inter-change of any course from one semester to another or the substitution or addition or dropping of any of the courses for study and examination.

9-A-4. The medium of examination shall be English.

9-A-5. (a) Half of the marks in each course shall be assigned to internal assessment, based on short tests, library assignments, practical record and mid-semester examination. The Head of the Institution shall forward these marks to the Controller of Examinations at least two weeks before the semester examination and shall preserve the record, on the basis of which internal assessment awards have been prepared for six months after the date of declaration of the result for inspection by the University, if so required.

(b) The pass marks in each course shall be 40% (separately in theory and in practical or oral test, if any) both in the internal assessment and the semester examination; and a candidate obtaining pass marks in any course shall not be required to re-appear in that course even though he may have failed in the examination as a whole.

9-A-6. A candidate is required to pass in all courses in each semester, provided that:-

(a) a candidate, who obtains pass marks in Microbiology and one other course in the first semester may be permitted to proceed to the second semester but he shall not be permitted to proceed from the second semester to the third semester, unless he obtains at least pass marks in Microbiology and at least one other course prescribed for the second semester.

(b) in the third semester, the candidate shall be required to appear in the course in which he may have failed to obtain pass marks in the first semester and also the courses prescribed for the third semester;

(c) in the fourth semester, the candidate shall be required to appear in the course in which he may have failed to obtain pass marks in the second semester and also the courses prescribed for the fourth semester;

(d) A candidate shall not be permitted to proceed from the fourth to the fifth semester, unless he has obtained at least pass marks in all courses prescribed for all the first four semester.

(e) A candidate who has obtained at least pass marks in all the courses of the first and the second semester but has failed to obtain pass marks in any of the courses of the third and the fourth semester, shall be allowed one more chance to re-appear in those courses in the corresponding semester examination of the following year. If he fails even than to obtain pass marks in these courses, he shall cease to be a candidate;

(f) A candidate, who fails to obtain pass marks in any of the courses of the fifth or the sixth semester shall be allowed one more chance to appear in the corresponding semester examination of the following year. If he fails even then to obtain pass marks in these courses, he shall cease to be a candidate.

9-A-7. To pass the B.Sc. (Microbiology) examination, a candidate shall be required to pass in each of the courses prescribed for the six semesters.

9-A-8. The aggregate marks obtained by a candidate in the B.Sc. (Microbiology) examination shall be the sum total of the marks obtained by him in each course in which he has passed in the six semesters.

9-A-9. The successful candidate shall be classified in three divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

MASTER OF SCIENCE (MICROBIOLOGY)**M.Sc. (Microbiology)**

9-A-10: The duration of the Master of Science (Microbiology) course shall be two academic years spread over four semesters. There shall be an examination at the end of each semester, on the dates to be notified by the Controller of Examinations.

9-A-11: A candidate shall be required to take in each of the first three semesters all the prescribed courses, and in the fourth semester he/she shall be required to submit a Project Report.

9-A-12: The syllabus of the studies in each course shall be recommended by the Board of Studies in Microbiology, and the same shall be approved by the Faculty of Life Sciences from time to time.

9-A-13: The medium of instructions as well as the examinations/internal assessments/assignments shall be in English language.

9-A-14. (a) Half of the marks in each course shall be assigned to internal assessment, based on short tests, library assignment, practical record, mid-semester examination and seminars, and the candidate shall be required to pass both in the internal assessment and the semester examination. The head of the institution shall forward these marks to the Controller of Examinations at least two weeks before the semester examination, and shall preserve the record on the basis of which internal assessment awards have been prepared for six months after the date of declaration of the results for inspection by the University, if so required.

(b) The pass marks in each course shall be 40% (separately in theory and in practical and in project report), prescribed for the fourth semester both in the internal assessment and the semester examinations; and a candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the examination as a whole.

9-A-15: A candidate is required to pass in all courses in each semester as well as the Project Report prescribed for the fourth semester. Provided that:-

- (a) A candidate, who appears in the examination and fails to obtain pass marks in any course in the first semester, may be permitted to proceed to the second semester, but he/she shall not be permitted to proceed from the second semester to the third semester without appearing in the examination.

- (b) In the semester examinations, a candidate may appear simultaneously in the course(s) in which he/she might have failed in the previous semester (s). However, the candidate shall not be permitted to proceed from the third to the fourth semester without appearing in the examinations.
- (c) At the time of fourth semester examination, the candidate may appear in the course(s) in which he/she might have failed to obtain pass marks in the second or/and third semester and also in all the courses prescribed for the fourth semester, and has submitted the Project Report.
- (d) The Vice-Chancellor may, however, permit a candidate who is otherwise eligible to appear at the examination to proceed from one semester to another without appearing in the examination if to the satisfaction of the Vice-Chancellor the candidate was prevented from appearing in the said examination on account of serious illness or any other unforeseen circumstances beyond his/her control provided that intimation to this effect accompanied by documentary proof thereof is communicated to the University within a week of the expiry of the concerned examination.

However, such a case shall require approval of the Academic Council as well as the Executive Council of the University.

9-A-16: A candidate shall not be declared successful in the M.Sc. (Microbiology) examination, unless he/she obtains at least pass marks in the courses prescribed for the first three semesters and also in the Project Report prescribed for the fourth semester.

9-A-17: A candidate who is unable to pass the Master of Science (Microbiology) examination on account of his/her having obtained less than pass marks in any course or in the Project Report, may re-appear in the course or/ and re-submit the Project Report in the corresponding semester examination of the following year.

9-A-18: The aggregate marks obtained by a candidate shall be sum total of the marks obtained by him/her in each course and the Project Report prescribed for the fourth semester in which the candidate has passed.

9-A-19: The successful candidate shall be classified in three categories as under:-

- (i) First Division: Those who obtain 60% or more of the aggregate marks.
- (ii) Second Division: Those who obtain 50% or more, but less than 60% of the aggregate marks.

A candidate who passes in all the four semesters examination in which he/she was due to appear at the first attempt and obtain 75% of the total aggregate marks shall be declared to have passed with distinction.

9-A-20: A candidate, who fails to obtain the Master's of Science (Microbiology) degree in five years including the time allowed as late/private college student, shall cease to be a candidate.

MASTER OF SCIENCE

9-A-21. The duration of the Master of Science course shall be two academic years, spread over four semesters. There shall be an examination at the end of each semester, ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations

9-A-22. A candidate may take any of the following as his/her subjects of study for the degree of Master of Science:-

- (i) Biochemistry
- (ii) Biotechnology
- (iii) Botany
- (iv) Microbiology
- (v) Zoology

9-A-23. (a) The syllabus of studies in each course shall be as prescribed by the Faculty from time to time.

(b) The Faculty may order the inter change of any Course from one semester to another or the substitution, addition or dropping of any course for study and examination.

9-A-24. The medium of instruction and examination shall be English.

9-A-25. The pass marks in each course shall be 36% (separately in theory and in practical or Dissertation or oral Test, if any) and a candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the Master of Science examination as a whole.

9-A-26. A candidate is required to pass in all the courses in each semester, provided that:-

- (a) A candidate, who appears in the examination and fails to obtain pass marks in any course in the first semester, may be permitted to join the second semester but he shall not be permitted to proceed from the second semester to the third semester without appearing in the examination.

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

9-A-27. A candidate shall not be declared successful in the Master of Science examination, unless he obtains at least pass marks in all the courses prescribed for all the four semesters.

9-A-28. A candidate, who is unable to pass the Master of Science examination on account of his having obtained less than the pass marks in any course, may re-appear in the corresponding semester examinations of the following year in the courses in which he failed to obtain pass marks.

9-A-29. The successful candidates shall be classified in three divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

9-A-30. A candidate who fails to obtain the Master of Science degree in six years including the time allowed as late College Student, shall cease to be a candidate.

B.SC (HONS.) BIO-TECHNOLOGY)

9-A-31: Minimum percentage of marks for admission to B.Sc.(Hons.) shall be 50% in aggregate or 55% in the subject concerned in any of the following examination. 10+2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects including English.

9-A-32: The duration of B.Sc(Hons.) Biotechnology course shall be three academic years. There shall be an examination at the end of each academic year ordinarily in the months of March/ April on the dates to be notified by the Controller of Examinations.

- a) A Student shall be required to take the courses as approved by Board of Studies in Biotechnology from time to time. The paper/course of Environmental Studies (common with B.Sc. pass course) may be opted in 1st, 2nd or 3rd year.
- b) A candidate has to secure at least 35% marks to pass a course/ subject. The candidate shall secure an aggregate of at least 50% (in all subjects) for the award of B.Sc (Hons.) Degree in Biotechnology.
- c) A candidate who fails/ remains absent in three papers only but has passed all the remaining papers with an aggregate of 40% marks shall be placed under compartment and shall be permitted to appear in those papers only in the next consecutive examinations (one at the supplementary stage and one at the annual stage), and if he/she passes those papers at either of these examinations he/she shall be deemed to have passed the examination.
- d) A candidate who is placed in compartment under regulation (c) above may join provisionally the next higher class, if he/she is otherwise eligible under the rules relating to the concerned examination. If he/she fails to qualify in the compartment paper(s) at the supplementary examination, he/she shall be eligible to appear again at the next annual examination in those paper(s) along with the examination for the next higher class, which he/she has provisionally joined. If he/she fails to qualify even at the annual examination, his/her candidature for the higher class shall stand automatically cancelled. As a consequence he/she shall have to appear in all the papers/ courses as a regular or a private candidate for that class for which he/she was placed under compartment provided

he/she is otherwise eligible under the relevant Statutes/ Rules and Regulations etc. However, to clear the compartment paper(s), one extra chance on payment of an additional special fee of Rs. 1000/- (one thousand) only per paper (or as decided/ amended by Board of Studies in Biotechnology from time to time) shall be granted by the Vice-Chancellor to that candidate who could not clear the compartment paper(s) after availing the two admissible chances, but had appeared and passed the next higher examination simultaneously of this University.

- e) The candidate shall be required to complete his B.Sc (Hons.) Biotechnology Degree with in a maximum period of six years. A candidate shall be required to simultaneously pass each of the theory and concerned practical examination.
- f) The successful candidates shall be classified on the combined results of the Part-I, II and III examinations as follows:
 - (i) **First Division:** 60% marks or more of the aggregate.
 - (ii) **Second Division:** 50% marks or more marks but less than 60% of the aggregate.
 - (iii) **Third Division:** Not Applicable.
- g) A candidate who appears in the compartment paper(s) shall be required to pay admission fee prescribed for the whole examination and shall not be eligible for the award of a scholarship or a prize or a medal.
- h) These rules shall also be applicable to the ongoing students admitted under B.Sc. (Hons.) Biotechnology Degree programme in 2005-06.

9-A-33 Post Graduate Diploma

A candidate may take any of the following for Post Graduate Diploma:

- (i) Post Graduate Diploma in Bioinformatics
- (ii) Post Graduate Diploma in Food & Fermentation Technology.

Duration of Diploma courses shall be one year spread over two semesters.

- (a) **Eligibility:** Bachelor's degree in sciences, Engineering, Technology, Medicine or Pharmacy.
- (b) **Admission:** Candidates will be admitted on the basis of merit obtained in the qualifying/ entrance examination as decided by the University from time to time.
- (c) **Examination:** Examination will be held at the end of each semester on the dates to be notified by the Controller of Examinations.

- (d)** Syllabi: The Syllabi of studies in these courses shall be as prescribed by the Faculty of Life Sciences.
- (e)** Medium of examination:
 - (i) The question paper shall be set in English language.
 - (ii) The candidate shall write their answer in English language.
- (f)** Pass marks: The pass marks shall be 40%(separately in theory and practicals.)
- (g)** Division: A successful candidate who obtains 60% or more of the aggregate marks shall be placed in the first division, a candidate who obtains 50% or more, but less than 60% of the aggregate marks shall be placed in the second division and a candidate who obtains less than 50% of the aggregate marks shall be placed in the third division.
- (h)** Re-appear : A candidate failing to pass a course in first attempt will be allowed to reappear as per University norms for post graduate classes in Faculty of Life Sciences.

CHAPTER-X**FACULTY OF COMMERCE AND MANAGEMENT STUDIES****BACHELOR OF COMMERCE**

10.1 The duration of Bachelor of Commerce course shall be three academic years. There shall be an examination at the end of each academic year, ordinarily in the months of March/April on the dates to be notified by the Controller of Examinations.

10.2 A student will have to study 12 papers in all spread over a span of three years with tentative details as under:-

I YEAR

- (i) Business Organisation and Management
- (ii) Financial Accounting
- (iii) Economics I (Economics Systems & Macro Economic Theory)
- (iv) Humanities Group-Hindi (One Paper)

II YEAR

- (v) Business Law
- (vi) Office Management and Secretarial Practice
- (vii) Economics II (Micro Economics Analysis & Policy)
- (viii) English

III YEAR

- (ix) Costing & Statistics
- (x) Auditing, Income Tax and Sales Tax
- (xi) Economics III (Economic Development & Planning in India)
- (xii) Humanities Group-History/Political Science/Pub.Admn./Sociology/ Sanskrit/ (One Paper)

Provided that a candidate shall be required to take Hindi/ Sanskrit (General qualifying subjects in Ist and IInd year of 50 marks in each year).

10.3 (a) The syllabus of studies in each course shall be as prescribed by the concerned Faculty from time to time.

(b) A candidate who secures 40% marks in each course of Honours and 35% marks in subsidiary and additional subsidiary courses shall be awarded the Honours degree.

10.4 The medium of examination shall be as under:-

- (a) Question papers shall be set in English and Hindi.
- (b) The candidates shall write their answers:-
 - (i) **in English** - in the case of English, Basic Mathematics and Statistics.
 - (ii) **in English, Hindi or Urdu**- in case of other subjects.

The technical terms may be written in English.

10.5 The pass marks for each course shall be 35% (separately in Theory and in Practical or Project Report or Oral Test, if any) and a candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the Bachelor of Commerce examination as a whole.

10.6 The pass marks in each subject shall be 35%. While appearing in the examination within two available chances, the candidate placed in compartment may be exempted from appearing in paper(s) and/or the practicals in which he has already obtained the required pass marks.

10.7 The aggregate marks obtained by a candidate in the B.Com. examination shall be the sum total of the marks obtained by him in each course, in which he has passed.

10.8 The successful candidates shall be classified in three divisions as under:-

- (i) First Division those who obtain 60% or more of the aggregate marks.
- (ii) Second Division those who obtain 50% or more but less than 60% of the aggregate marks.
- (iii) Third Division those who obtain less than 50% of the aggregate marks.

10.9 A candidate failing only in one subject will be given compartment in that subject and will be eligible for promotion to the next class while he/she will take the examination in the subject in which he/she has got compartment alongwith the examination in his/her regular subjects of the next year and will have two chances (one at the supplementary stage and one at the annual stage), available to him/her to clear his/her compartment subject of first year/or second year upto his/her consequent regular examination to be held at the end of his/her third year. He/She will not be awarded the degree until he/she clears all his/her courses within six years from the date of his/her admission to particular class.

B.COM. (HONS.) EXAMINATION

10.9.A (a) The duration of Bachelor of Commerce (Honours) course shall be three academic years. There shall be an examination at the end of each year, ordinarily in the months of March/April, on the dates to be notified by the Controller of Examinations.

(b) A student will have to study 15 papers in all spread over a period of three years as under:-

I YEAR

- (i) Business Organisation
- (ii) Financial Accounting
- (iii) Business Mathematics
- (iv) Business Laws
- (v) Economics

II YEAR

- (i) Principles of Management
- (ii) Business Statistics
- (iii) Financial Accountancy-II (Company Accounts)
- (iv) Company Law
- (v) Management Accounting

III YEAR

- (i) Indian Economy, Resources, Trade and Development
- (ii) Money, Income and Financial Institutions
- (iii) Cost Accounting
- (vi) Auditing and Income Tax
- (v) Principles of Financial Management

Subsidiary Papers

PART-I**I Year MIL Hindi**

Paper II-One of the following:

- (i) Political Science
- (ii) History
- (iii) Mathematics
- (iv) Geography

PART-II**II Year**

English

- (c) A candidate who secures 40% marks in each course of Honours and 35% marks in subsidiary courses shall be awarded the Honours degree.
- (d) A candidate failing only in the subject/paper will be given compartment in that subject/paper and will be eligible for promotion to the next class while he/she will take the examination in the subject/paper in which he/she has got compartment along with the examination in the regular subjects/papers of the next year and will have two chances (one at the supplementary stage and one at the annual stage), available to him/her to clear his/her compartment subject/paper of first year or of II year upto his consequent regular examination to be held at the end of third year. He/She will not be awarded the degree until he/she clears all his/her courses within six years from the date of his/her admission to a particular course.
- (e) The successful candidates will be classified on the combined results of the Part-I, II and III examinations as follows:-
 - (i) First Division 60% marks or more in the aggregate.
 - (ii) Second Division 50% marks or more in the aggregate.
 - (iii) Third Division All others.

10.9. B College for Centre of Excellence:

(1) A candidate shall also be required to fulfill the following conditions to appear in the annual examinations:-

- (i) 75% attendance is compulsory in theory and practical.
- (ii) 75% attendance is mandatory in seminars and submission of assignments.
- (iii) It shall be compulsory to score minimum 50% marks in house examination.
- (iv) It shall also be mandatory to participate in activities of subject societies.
- (v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is received from the Principal of the concerned college/ Centre of Excellence, at least 15 days prior to the start of annual/practical examination.

(2) Apart from compulsory subjects, the subject combinations and number of seats shall be decided by the College concerned.

BACHELOR OF COMMERCE
(Annual System)

10.10 The duration of Bachelor of Commerce Course shall be three academic years. The examination shall be held in three parts i.e. B.Com. Part-I at the end of the first year, B.Com. Part-II at the end of the second year and B.Com. Part-III at the end of the third year, ordinarily in the month of March/April on the dates to be notified by the Controller of Examinations.

10.11 A candidate shall be required to take the following subjects:-

B.COM. PART-I

- (1) English and Current Affairs
- (2) Business Organisation and Management
- (3) Economics
- (4) Basic Mathematics
- (5) Accountancy

B.COM. PART-II

- (1) English and Current Affairs
- (2) Higher Accountancy
- (3) Money, Banking and International Trade
- (4) Statistics
- (5) Industrial and Commercial Law

B.COM. PART-III

- (1) Cost Accounting
- (2) Business Management
- (3) Company Law
- (4) Taxation Law and Accounts
- (5) Indian Economic Problems
- (6) Secretarial Practice

or

Co-operation

or

Insurance

10.12 The syllabi of studies in each subject shall be as prescribed by the concerned Faculty from time to time.

10.13 The medium of examination shall be as under:-

- (a) Question papers shall be set in English
- (b) The candidates shall write the answers
 - (i) **in English**- in the case of English, Basic Mathematics and Statistics;
 - (ii) **in English, Hindi or Urdu**- in the case of other subjects.

The technical terms may be written in English.

10.14 A person on rolls of a college affiliated to or maintained by the University shall, ordinarily, be admitted to the examination on production of a certificate from the Principal of his College showing that he has obtained:-

- (i) 33% marks in each subject (except the additional optional subject) in the house examination ; or
- (ii) 25% of the aggregate marks of all the compulsory and elective subjects;

Provided that the Principal of the College may hold a special house examination for those students, who for one reason or the other, may not have been able to sit in the regular house examinations.

Provided further that a student who fails to qualify in the house examination of his College may be admitted to the University examination as a Private Candidate on the recommendation of the Principal of the concerned College.

10.15 The minimum number of marks required to pass the examination in each Part shall be 35% (separately in Theory and in Practical, Project Report or Oral Test, if any).

10.16 A candidate shall not be declared successful in any Part of the B.Com. examination, unless he obtains pass marks in each of the subjects.

10.17 (a) In any part of the B.Com. examination, a candidate who fails in one subject only (compulsory or elective), shall be placed in compartment and may be admitted to an examination in that subject only, in the supplementary examination to be held ordinarily in the month of September of the same year. If such a candidate obtains pass marks in that subject he shall be deemed to have passed the examination of that Part. If he fails to obtain pass marks or fails to appear in the supplementary examination, he shall be given another opportunity to appear again in the subject, in which he was placed in compartment, at the next annual examination either as a regular student or as a private candidate.

- (b) A candidate who appears in the subject in which he is placed in compartment shall be required to pay admission fees as for the whole examination and shall not be eligible for the grant of a scholarship, prize or medal.
- (c) The Executive Council may in the case of a member of the regular armed forces, who is unable to avail himself of the chance to appear in the September supplementary examination or in the next annual examination on account of military exigencies, grant additional chances to appear in the subject in which he was placed in compartment.
- (d) A candidate who is placed in compartment may be permitted to join provisionally next higher class, except in the case of a Professional course if otherwise eligible. However, a candidate who is placed in compartment in B.Com. Part-III examination shall not take in the Master's Degree class the subject in which he has been placed in compartment. His admission shall retrospectively stand cancelled if he fails to obtain the pass marks in the subject of compartment in the supplementary (September) examination or the ensuing Annual examination. He shall have no claim to the declaration of the result of higher class for which he was a provisional candidate. He shall have no claim against the institution he had joined or University fees paid.
- (e) A candidate who is placed in compartment may at his option apply for the cancellation of the result of the whole examination and may appear in the supplementary examination in all the subjects instead of appearing only in the subject in which he is placed in compartment. Such a candidate shall not be allowed to withdraw his option at any stage and shall not be eligible to join provisionally the next higher class, as provided in sub-paragraph (d) above.
- (f) The examination in B.Com. Part-III shall be held twice a year in the months of April and September or on such dates as may be fixed by the Executive Council.

10.18 The aggregate marks obtained by a candidate in any Part of B.Com. examination shall be the sum total of the marks obtained by him in each subject in which he had passed.

10.19 For determining the division of the successful candidates in the B.Com. examination, the total aggregate marks obtained by them in B.Com. Part-I, B.Com. Part-II and B.Com. Part-III examinations shall be added together.

The successful candidates shall be classified in three divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

Provided that in the case of candidates who are permitted to join the Part-II of the Bachelor of Commerce course, the division shall be determined on the results of Part-II and Part-III examinations only.

10.20 A candidate who fails to obtain the bachelor of commerce degree in seven years including the time allowed as late college student, shall cease to be a candidate.

(The amendment is applicable w.e.f. Academic Session, 1986-87).

MASTER OF BUSINESS ADMINISTRATION

10.21 The duration of the Master of Business Administration course shall be two academic years, spread over four semesters. There shall be an examination at the end of each semester and examination of all semesters for re-appear candidates ordinarily in the months of November and June, on the dates to be notified by the Controller of Examinations.

10.22 A candidate shall be required to take a course each in the following subjects in the different semesters as under:-

FIRST SEMESTER

- (1) Managerial Economics
- (2) Organisation- Theory and Behaviour-I
- (3) Quantitative Methods-I
- (4) Management Accounting
- (5) Basic Mathematics

SECOND SEMESTER

- (1) Business and Government
- (2) Organisation-Theory and Behaviour-II
- (3) Marketing
- (4) Finance

THIRD SEMESTER

- (1) Quantitative Methods-II
- (2) Personnel
- (3) Production
- (4) Management of Financial Institutions

or

International Business

FOURTH SEMESTER

- (1) Business Policy
 - (2) Capital Market
- or
- Marketing Research
- (3) Portfolio Management
- or
- Advertising
 - (4) Seminar in Financial Management

or

Seminar in Marketing Management

Beside the above courses, during the fourth semester a candidate shall also be required to submit a Project Report, a Field Work Report and shall also be required to appear in a Viva-Voce Test, which shall be conducted by a Board consisting of three members, two of whom shall be the senior most members of the Faculty and the third shall be the External Examiner.

10.23 (a) The course in Basic Mathematics, prescribed for the first semester, shall be a qualifying compulsory course, and a candidate who has passed the Bachelor's degree examination with Mathematics or Statistics as one of the elective subjects or the B.A./B.Sc. Part-I (first and second semesters) examination with Elementary Mathematics as an additional optional subject, shall be exempt from qualifying in this course.

(b) A candidate is required to obtain at least 40% marks to qualify in the course in Basic Mathematics:

Provided that a candidate who fails to qualify in the first semester examination, shall be allowed another opportunity to appear and qualify in this course in the second semester examination.

10.24 (a) The syllabus of studies in each subject shall be as prescribed by the concerned Faculty from time to time.

(b) The Faculty of Commerce and Business Administration may order the substitutions addition or dropping of any of the subjects for study and examination.

10.25 The medium of examination shall be English.

10.26 Except for the course in Basic Mathematics, 20% marks in each course shall be assigned to internal assessment, which shall be based on periodical tests, written assignments, case discussions, quizzes, seminar papers, etc. The Chairman of the Department shall forward these marks to the Controller of Examinations at least two weeks before the commencement of the semester examination, and shall preserve the record, on the basis of which internal assessment awards have been prepared, for six months after the date of declaration of the results, for inspection by the University, if so required.

10.27 Except in the course in Basic Mathematics, the pass marks in each course shall be 40% in each written paper and in the internal assessment separately and 40% in the Viva Voce. Project work and Semester Course, and 50% in the aggregate subject to the condition that the aggregate be determined at the end of the examination i.e. at the time of declaration of the result of the fourth semester examination, and a candidate obtaining pass marks in any course shall not be required to appear in that course, even though he may have failed in the Master of Business Administration Course.

10.28 A candidate is required to pass in all the courses in each semester: Provided that:-

- (a) a candidate, who appears in the examination and fails to obtain pass marks in any course in the first semester may be permitted to proceed to the second semester but he shall not be permitted to proceed from the second semester to the third semester without appearing in the examination or unless he qualifies in the course in Basic Mathematics, as the case may be:-
- (b) at the time of the third semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the first semester and also in all the courses prescribed for the third semester. But he shall not be permitted to proceed from the third to the fourth semester without appearing in the examination.
- (c) at the time of the fourth semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the second semester and also in all the courses prescribed for the fourth semester.

- (d) The Pro-Vice-Chancellor/Vice-Chancellor, may, however, permit a candidate who is otherwise eligible to appear at the examination to proceed from one semester to another without appearing in the examination if to the satisfaction of the Pro-Vice-Chancellor/Vice-Chancellor the candidate was prevented from appearing in the said examination on account of serious illness, or other unforeseen circumstances beyond his/her control provided that intimation to the effect, accompanied by documentary proof thereof, is communicated to the University within a week of the expiry of the concerned examination.

10.29 A candidate shall not be declared successful in the Master of Business Administration examination, unless he obtains at least pass marks in all the courses prescribed for all the four semesters, and 50% in aggregate of all the four semesters.

10.30 A candidate who is unable to pass the Master of Business Administration examination on account of his having obtained less than the pass marks in any course, may re-appear in the corresponding semester examination of the following year in the courses in which he failed to obtain pass marks.

10.31 The aggregate marks obtained by a candidate shall be the sum total of marks obtained by him in each course prescribed for the four semesters (except the course in Basic Mathematics) in which the candidate has passed.

10.32 The successful candidate shall be classified in two divisions as under;-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. |
| (ii) Second Division | Those who obtain less than 60% of the aggregate marks. |

A candidate who passes in all the four semester examination, in which he was due to appear, at the first attempt and obtains 75% or more of the total aggregate marks (including the marks in Basic Mathematics), shall be declared to have passed with Distinction.

10.33 A Candidate who fails to obtain the master of Business Administration Degree in six years including the time allowed for late college student, shall cease to be a candidate.

(The amendment is applicable w.e.f. Academic Session, 1986-87).

**POST GRADUATE DIPLOMA IN PERSONNEL
MANAGEMENT AND LABOUR WELFARE**

10.34 The admission to the courses shall be on the basis of competitive examination as per norms to be proposed by the Academic Council and Executive Council from time to time to be conducted by the University ordinarily in the month of July on the dates to be notified by the Dean of Studies.

10.34-A The duration of Post-Graduate Diploma course shall be one academic year, spread over two semesters and an examination shall be held at the end of each semester and an examination for re-appear candidates ordinarily in the months of November and June on the dates to be notified by the Controller of Examinations.

10.35 The syllabus of studies shall be as prescribed by the Faculty from time to time.

10.36 The medium of examination shall be English.

10.37 The Viva-Voce Examination for the Diploma course shall be conducted by a Board consisting of three members two of whom shall be the senior-most members of the Faculty and the third shall be the External Examiner.

10.38 The minimum pass marks in each written paper, internal assessment and in viva voce shall be 40% separately, and 50% in aggregate shall be required to pass the Diploma course examination.

10.39 A candidate shall not be permitted to proceed from the first semester to the second semester unless he obtains pass marks in fifty per cent of the courses prescribed for the first semester examination.

10.40 The successful candidate shall be classified in two divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. |
| (ii) Second Division | Those who obtain less than 60% of the aggregate marks. |

A candidate who passes in both of the semester examination at the first attempt and obtains 75% or more of the total aggregate marks shall be declared to have passed with Distinction.

MASTER OF COMMERCE

10.41 The examination for the degree of Master of Commerce shall be conducted in four semesters spread over two years. There shall be an examination at the end of each semester and an examination of all semester for re-appear candidates ordinarily in the month of November & June, on the dates to be notified by the Controller of Examinations.

10.42 A candidate can pass this examination through Correspondence Courses also. No candidate shall be allowed to appear in the examination as a private candidate.

10.43 A student may be admitted to the course even in the second semester but he shall also complete the course in four semesters.

10.44 A candidate who desires to appear at the examination through Distance Education shall get himself registered in the International Centre for Distance Education and Open Learning, H.P. University, Shimla. For Distance Education Students, submission of 75% assignments in each course shall be compulsory in all the Semesters.

10.45 M.Com. Distance Education students shall be allowed to appear in a semester examination(s) only if they submit at least 75% of the assignments.

10.46 The pass marks in each course shall be 36%.

10.47 A candidate shall not be declared successful in the Master of Commerce examination unless he obtains at least pass marks in all the courses prescribed for all the four semesters.

10.48 The successful candidates shall be classified in three divisions as under:-

(i) First Division	Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction.
(ii) Second Division	Those who obtain 50% or more, but less than 60% of the aggregate marks.
(iii) Third Division	Those who obtain less than 50% of the aggregate marks.

MASTER OF TOURISM ADMINISTRATION

10.49 The duration of M.T.A. degree shall be two years spread over four semesters. There shall be an examination at the end of each semester and examination of all semesters for re-appear candidate ordinarily in the month of November and June on the dates to be notified by the Controller of Examinations.

10.50 The basis of admission to M.T.A. Course shall be as under:-

(a)	Written Test	50 marks
(b)	Past records	30 marks
(c)	Group Discussion	10 marks
(d)	Personal interview	10 marks
	TOTAL	100 marks

The break-up of the 30 marks for past records will be as under:-

- | | |
|--|---|
| (i) Matric/Hr. Sec. & or any other equivalent examination | 10% of the percentage of marks obtained by a candidate. |
| (ii) B.A./B.Sc./B.Com./ (Pre-Engineering/Pre-Medical) or any other equivalent examination. | 10% of the percentage of marks obtained by a candidate. |
| (iii) B.A./B.Sc./B.Com. or any other equivalent examination | 10% of the percentage of marks obtained by a candidate. |
| Total 30 marks | |

10.51 No candidate shall be allowed to appear in the examination as a private candidate.

10.52 The pass marks in each course shall be 40% in each written paper and in the internal assessment separately; and 40% in the viva-voce, project work and semester course; and 50% in the aggregate subject to the condition that the aggregate be determined at the end of the examination i.e. at the time of declaration of the result of the fourth semester examination, and a candidate obtaining pass marks in any course shall not be required to appear in that course, even, though he may have failed in the Master of Tourism Administration.

10.53 The successful candidate shall be classified in two divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks |
| (ii) Second Division | Those who obtain less than 60% of the aggregate marks. |

A candidate who passes in all the four semester examinations, in which he was due to appear, at the first attempt and obtains 75% or more of the total aggregate marks shall be declared to have passed with distinction.

BACHELOR OF BUSINESS ADMINISTRATION

10.54 (1) The duration of Bachelor of Business Administration Course shall be three years split over six semesters.

(2) **Examination Schedule:-** There shall be an examination at the end of each semesters in the month of April and October on the dates to be notified by the Controller of Examinations.

(3) **Basis of Admission:-**The admission is based on competitive examination which comprises application ratings, written test (comprising, of four parts i.e. General English, General Mathematics, General Knowledge and General management Group Discussion and Interview) the weightage assigned in computing merit is as follows:-

(i) **Application Ratings:-** **30 marks**

(15 marks each for matric & +2 examination levels on the basis of percentage scored in the examination. While computing merit a candidate having commerce or mathematics as a subject at +2 level will be given additional weightage of 10% of the percentage of aggregate marks obtained in +2 examination).

(ii)	Written Test	50 marks
(iii)	Group Discussion	10 marks
(iv)	Interview	10 marks

The Written test is also used for screening the candidates for group discussions & interview.

Normally, three candidates for each seat are called on the basis of written test for further procession for selection. The Pro-Vice-Chancellor/ Vice-Chancellor may enhance the fee structure from time to time.

10.55 The syllabus of studies in each course/paper shall be as prescribed by the Board of Studies/Faculty concerned from time to time.

The medium of examination shall be as under:-

- Question of examination shall be set in English.
- the candidates shall write the answers in English only.
- The total marks in each paper will be 100 consisting of 75 marks for theory and 25 marks for Internal Assessment.

Eligibility For Promotion:

A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd Semester to get admission to 3rd Semester of 2nd year and pass in 50% papers of 1st & 2nd year shall determine the eligibility for admission to 5th semester of 3rd year (the amendment is applicable w.e.f. academic session 1996-97).

10.56 The pass marks in each subject shall be 40% while appearing in the examination within two available chances. The candidates placed in compartment may be exempted from appearing in paper(s) in which he has already obtained required pass marks.

10.57 The aggregate marks obtained by the candidate in B.B.A. examination shall be the sum total of the marks obtained by him in which he has passed.

10.58 The successful candidates shall be classified in three Divisions as under:-

- | | |
|----------------------|--|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

10.59 A candidate obtaining pass marks in any course shall not be required to re-appear in that course again. However, the candidate shall be required to complete his B.B.A. degree within a maximum period of five years.

P.G. DIPLOMA IN E-COMMERCE

10.60 The duration of the course shall be one year spread over two semesters. There shall be an examination for first semester at the end of November and 2nd semester at the end of June on the dates to be notified by the Controller of Examinations:-

- (i) The candidate shall be required to complete the diploma within a period of three years.
- (ii) The syllabus of studies shall be as prescribed by the faculty from time to time.
- (iii) The medium of examination and instruction shall be English.

10.61 The admission to P.G. Diploma in E-Commerce shall be made on the basis of entrance examination of 100 marks.

10.62 No candidate shall be allowed to appear in the examinations as a private candidate.

10.63 The pass marks in the each course shall be 40% in each written paper and in the internal assessment/practical separately; and 50% marks in aggregate of semester 1st and 2nd taken together at the time of declaration of the result of 2nd semester.

10.64 A candidate shall not be permitted to proceed from 1st Semester to 2nd semester unless he obtains pass marks in 50% of the courses prescribed for 1st semester examination.

10.65 The successful candidate shall be classified in two divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. A candidate who passes the examination with more than 75% marks will be shown to have passed the examination with distinction. |
| (ii) Second Division | Those who obtain less than 60% of the aggregate marks. |

DIPLOMA IN TOURIST GUIDE

DIPLOMA IN MULTI SKILLING HOTEL OPERATION

10.66: (1) The duration of one year diploma in Tourist Guide and One year diploma in Multi Skilling Hotel Operation shall be one year split over two semesters.

- (2) **EXAMINATION SCHEDULE:** There shall be an examination at the end of each semester ordinarily in the month of November and June of the dates to be notified by the Controller of Examinations.
- (3) **BASIS OF ADMISSION:** The admission is based on merit in qualifying examination.

10.67: The syllabus of the studies in each course/ paper shall be as prescribed by the Board of Studies/ Faculty concerned from time to time. The medium of examination shall be as under:-

- a) Question of examination shall be set in English and Hindi both.
- b) The candidates shall write the answers in English/Hindi.

Eligibility for Promotion: A candidate should have to appear at least in one paper to get admission in second semester. A candidate obtaining pass marks in any course shall not be required to reappear in that course again.

10.68: The pass marks in each subject shall be 40%. The aggregate marks obtained by the candidate in DTG and DMSH examination shall be the sum total of the marks obtained by the candidate in which he/ she have passed.

10.69: The successful candidate will be classified in three divisions as under:-

- | | |
|-----------------|---|
| First Division | Those who obtain 60% or more of the aggregate marks. |
| Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks |
| Third Division | Those who obtain less than 50% of the aggregate marks. |

BACHELOR IN HOTEL MANAGEMENT:

10.70: Institute of Vocational Studies will conduct three years regular degree course of Bachelor in Hotel Management which will be run on semester basis. The course will comprise of 6 semesters, viz semester I to VI.

10.71: There shall be an examination at the end of each semester and an examination of all semester for re-appear candidates, on the dates to be notified by the Controller of Examinations.

10.72: Each theory and practical subject will have examination of 100 marks, comprising of 75 marks of written examination and 25 marks of internal assessment.

10.73: A candidate is required to obtain at least 40% marks to pass the examination (separately in theory and practical, Project Report or Oral Test).

10.74: A candidate should have passed at least 50% papers of 1st year, i.e. 1st & 2nd semester to get admission to 3rd semester of 2nd year. The candidate should further pass in 50% papers of 1st & 2nd year to determine the promotion eligibility for admission to 5th semester of 3rd year.

10.75: No candidate shall be allowed to appear in the examination as a private candidate.

10.76: The successful candidate shall be classified as under:-

- (i) **Passed with Distinction:** Those who pass in all the six semester examination at the first attempt and obtained 75% or more of the total aggregate marks.
- (ii) **First Division:** Those who obtain 60% or more of the aggregate marks.
- (iii) **Second Division:** Those who obtain 50% or more of the aggregate marks.

BACHELOR IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY:

10.77: Institute of Vocational Studies will conduct four year regular degree course of Bachelor in Hotel Management and Catering Technology which will be run on semester basis. The course will comprise of 8 semesters, viz. semester I to VIII.

10.78: There shall be an examination at the end of each semester and examination of all semester for re-appear candidates, on the dates to be notified by the Controller of Examinations.

10.79: Each theory and practical subject will have examination of 150 marks, comprising of 100 marks of external examination and 50 marks of internal assessment.

10.80: A candidate is required to obtain at least 40% marks to pass the examination (separately in theory and practical, project report or oral test.).

10.81: A candidate should have passed at least 50% papers of 1st year, i.e. 1st & 2nd semester to get admission to 3rd semester of 2nd year. The candidate should further pass in 50% papers of 1st & 2nd year to determine the promotion eligibility for admission to 5th semester of 3rd year and further pass in 50% papers of 1st, 2nd and 3rd year to be eligible for admission to 7th semester of the final year.

10.82: No candidate shall be allowed to appear in the examination as a private candidate.

10.83: The successful candidate shall be classified as under:-

- (i) **Passed with Distinction:** Those who pass in all the six semester examination at the first attempt and obtained 75% or more of the total aggregate marks.
- (ii) **First Division:** Those who obtain 60% or more of the aggregate marks.
- (iii) **Second Division:** Those who obtain 50% or more of the aggregate marks.

FIVE YEARS INTEGRATED COURSE(MASTER)IN TOURISM ADMINISTRATION:

10.84: Institute of Vocational Studies will run **Five Years Integrated Course (Master) in Tourism Administration** which will be run on semester basis. The course will comprise of 10 semesters.

The first part of FYICTA will comprise three years of six semesters of undergraduate study, after which a Bachelor Degree in Tourism Administration (BTA) will be awarded.

The second part of FYICTA will comprise two years of four semesters of post graduate study, after which a Five Year Integrated Course (Master) in Tourism Administration will be awarded.

10.85: There shall be an examination at the end of each semester and an examination of all semester for re-appear candidates, on the dates to be notified by the Controller of Examinations.

10.86: Each theory and practical subject will have examination of 100 marks, comprising of 75 marks of written examination and 25 marks of internal assessment.

10.87: A candidate is required to obtain at least 40% marks to pass the examination (separately in theory and practical, Project Report or Oral Test).

10.88: A candidate should have passed at least 50% papers of 1st year, i.e. 1st & 2nd semester to get admission to 3rd semester of 2nd year. The candidate should further pass in 50% papers of 1st & 2nd year to determine the promotion eligibility for admission to 5th semester of 3rd year.

10.89: No candidate shall be allowed to appear in the examination as a private candidate.

10.90: The successful candidate shall be classified as under:-

- (i) **Passed with Distinction:** Those who pass in all the six semester examination at the first attempt and obtained 75% or more of the total aggregate marks.
- (ii) **First Division:** Those who obtain 60% or more of the aggregate marks.
- (iii) **Second Division:** Those who obtain 50% or more of the aggregate marks.

ONE YEAR DIPLOMA IN HOTEL MANAGEMENT AND ONE YEAR DIPLOMA IN TRAVEL AND TOURISM MANAGEMENT:

10.91: Institute of Vocational Studies will conduct ONE YEAR DIPLOMA IN HOTEL MANAGEMENT AND ONE YEAR DIPLOMA IN TRAVEL AND TOURISM MANAGEMENT which will be run on semester basis. Each course will comprise of two semesters, viz. semester I to II.

10.92: There shall be an examination at the end of each semester and an examination of all semester for re-appear candidates, on the dates to be notified by the Controller of Examinations.

10.93: Each theory and practical subject will have examination of 100 marks, comprising of 75 marks of written examination and 25 marks of internal assessment. In case of Diploma courses run through correspondence, no internal assessment and theory and practical subject will be of 100 marks.

10.94: A candidate is required to obtain at least 40% marks to pass the examination (separately in theory and practical, Project Report or Oral Test).

10.95: The successful candidate shall be classified as under:-

- (i) **Passed with Distinction:** Those who pass in all the six semester examination at the first attempt and obtained 75% or more of the total aggregate marks.
- (ii) **First Division:** Those who obtain 60% or more of the aggregate marks.
- (iii) **Second Division:** Those who obtain 50% or more of the aggregate marks.

CHAPTER-XI**FACULTY OF EDUCATION
BACHELOR OF EDUCATION**

11.1 The duration of Bachelor of Education course shall be one academic year for regular students and two years for the distance education mode.

There shall be an examination ordinarily in the month of April and supplementary examination in the month of September on the dates to be notified by the Controller of Examinations.

11.2 A candidate shall be required to take the following courses:-

- | | |
|--------------|---|
| Paper – I: | Education in Emerging Indian Society. |
| Paper – II: | Development of Learner and Teaching – Learning Process. |
| Paper – III: | Development of Educational System in India. |
| Paper-IV: | Essentials of Educational Technology. |
| Paper-V: | Education for Values, Environment and Human Rights. |
| Paper-VI: | School Management. |

The student will opt two courses according to the ones studied at graduation level:-

- | | |
|----------------|-------------------------------------|
| VII(A): | Teaching of Physical Sciences. |
| VII(B): | Teaching of Life Sciences. |
| VII(C): | Teaching of Mathematics. |
| VII (D): | Teaching of Social Sciences. |
| VII (E): | Teaching English. |
| VII(F): | Teaching Hindi. |
| VII(G): | Teaching Sanskrit. |
| Paper-VIII(A): | Work Education and Work Experience. |
| Paper-VIII(B): | Work Education and Work Experience. |
| Paper-IX(A&B): | Skill in Teaching. |

11.3 A candidate shall also have to take an examination in Practical skill in Teaching at the end of the Course.

11.4 (a) The syllabus of studies in each course shall be as prescribed by the Faculty of Education from time to time.

(b) The Faculty of Education may order change or substitution, addition or dropping of any of the courses for study and examination.

11.5 The medium of examination shall be as under:-

- (a) The question papers shall be set in the English except for the teaching of languages.
- (b) The candidate shall write their answers in Hindi in case of Teaching of Hindi and Teaching of Sanskrit, in English in case of Teaching of English and in English or Hindi in case of rest of the courses.

11.6 The pass percentage in each course of study will be 35% (separately in theory and in practical skill of teaching) and 40% in aggregate.

11.7 A candidate is required to pass in all the courses, provided that a candidate who appears in an examination and fails in not more than 50% of the courses shall be declared as re-appear and shall be required to appear only in those courses, and will have two chances (one at supplementary stage and one at the annual stage) available to him/her to clear his/her re-appear. The candidate who fails in more than 50% courses shall be declared fail and shall be required to appear in all the courses as a private candidate at the time of annual examination.

11.8 A candidate shall not be declared successful in the B.Ed. examinations unless he obtains pass marks in each of the prescribed courses.

11.9 The aggregate marks obtained by a candidate in the Bachelor of Education examination shall be shown separately for theory, Skill in Teaching and Work Education and Work Experience.

11.10 The successful candidates shall be classified in three divisions as under:-

- (i) First Division Those who obtain 60% or more of the aggregate marks.
- (ii) Second Division Those who obtain 50% or more, but less than 60% of the aggregate marks.
- (iii) Third Division Those who obtain less than 50% of the aggregate marks.

The division shall be shown separately in Theory and in the Practical skill in teaching sessional work and socially useful productive work. A candidate obtaining 75% marks of the aggregate shall be shown to have passed the examination with distinction.

11.11 A candidate who does not pass the Bachelor of Education Examination in five years including the time allowed as late college student, shall cease to be a candidate.

(The amendment is applicable, w.e.f. Academic Session 2004-2005).

MASTER OF EDUCATION

11.12 The duration of Master of Education Course shall be one academic year for regular students and two years for the Distance Education Mode. There shall be an examination ordinarily in the month of April and Supplementary in the month of September on the dates to be notified by the Controller of Examinations.

11.13 A candidate shall be required to take the following courses:

- Paper I: Philosophical and Social Foundations of Education.
- Paper-II: Psychological Foundations of Education.
- Paper-III: Methodology of Educational Research.
- Paper-IV: Educational Technology.

Any three of the following courses:

- Paper-V(A): Educational Measurement & Evaluation.
- Paper-V(B): Guidance and Counselling.
- Paper-V(C): Teacher Education.
- Paper-V(D): Special Education.
- Paper-V(E): Curriculum Development.
- Paper-V(F): Value Education and Human Rights.
- Paper-V(G): Comparative Education.
- Paper-VI: Practicum.
- Paper-VII: Dissertation.

11.14 (a) The syllabus of studies in each course shall be as prescribed by the Faculty of Education from time to time.

(b) The Faculty of Education may order the substitution, addition or dropping of any course for study and examination.

11.15 The medium of examination shall be English.

11.16 The pass marks in each course shall be 40% and atleast Grade 'C' in Practicum.

11.17 A candidate is required to pass in all the courses in each semester.

Provided that a candidate who appears in an examination and fails in not more than 50% of the courses shall be declared as re-appear and shall be required to appear in only those courses and will have two chances (one at supplementary stage and one at the annual stage) available to him/her to clear his/her re-appear. The candidate who fails in more than 50% courses shall be declared fail and shall be required to appear in all the courses as a private candidate at the time of annual examination.

11.18 A candidate shall not be declared successful in the M.Ed. Examination, unless he obtains pass marks in each of the prescribed courses.

11.19 The aggregate marks obtained by a candidate in the Master of Education examination shall be the sum total of marks obtained by him in each theory course in which he has passed and dissertation.

The grade obtained in course VI shall be shown separately and shall not be added in the aggregate marks.

11.20 The successful candidates shall be classified in three divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction. |
| (ii) Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| (iii) Third Division | Those who obtain less than 50% of the aggregate marks. |

11.21 A candidate who does not pass the Master of Education Examination in five years including the time allowed for late college student, shall cease to be a candidate.

(The amendment is applicable w.e.f. Academic Session, 2004-2005)

11.22 Deleted.

11.23 Diploma in Physical Education:

- (a) The duration of the Diploma shall be one academic year spread over two semesters. There will be an examination at the end of each semester.
- (b) A candidate shall be required to take the courses in the two semesters. The scheme of the courses is given hereunder:-

FIRST SEMESTER

- PART-I:**
- Paper-I (A) History and Principles of Physical Education.
- Paper-II (A) Kinesiology.
- Paper-III (A) Anatomy, Physiology.
- Paper-IV (A) Methods, Organisation and Administration of Physical Education.
- Paper-V (A) Techniques of officiating and coaching.
- Paper-VI (A) Educational Psychology, Counselling & Guidance with reference to Physical Education.
- PART-II:** Practice of Teaching & officiating Gymnastic lesson/Action song/Motion story.

SECOND SEMESTER:

- PART-I**
- Paper-I (B) History and Principles of Physical Education.
- Paper-II (B) Kinesiology.
- Paper-III (B) Anatomy, Physiology
- Paper-IV (B) Methods, organisation and Administration of Physical Education.
- Paper-V (B) Techniques of Officiating & Coaching.
- Paper-VI (B) Educational Psychology, Counselling and guidance with special reference to physical education.
- Paper-VII (B) One of the following:

(a) Recreation or	Theory
(b) Health Education or	
(c) Yoga	
(a) Recreation	Practical
(b) Health Education or	
(c) Yoga	

Part-II: Practice of Teaching & Officiating.

- (a) Athletic Lesson.
- (b) Games Lesson.
- (c) The medium of examination will be Hindi or English.
- (d) The pass percentage in each paper of the Diploma shall be 40% and the successful candidates shall be classified in three divisions as under:-
 - (i) First Division Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction.
 - (ii) Second Division Those who obtain 50% or more but less than 60% of the aggregate marks.
 - (iii) Third Division Those who obtain less than 50% of the aggregate marks.

11.24: Master of Physical Education (M.P.Ed.):

Basis of Admission: The admission will be made on merit to be determined on the basis of total percentage of marks in qualifying examination + the weightage of the overall achievement in different sports games given as under:-

- (i) National award holder :75 points

Any candidate who represented India in International tournament recognized by the respective federations:

- 1st place :70 points
- 2nd place :65 points
- 3rd place :60 points
- Representation :55 points
- (ii) National record holder :55 points

II Senior National/All India Inter University:

- 1st Position :50 points
- 2nd Position :45 points
- 3rd Position :40 points
- Participation :30 points

III Inter University(on zonal basis):

- 1st Position :45 points
- 2nd Position :40 points
- 3rd Position :35 points
- Participation :30 points

IV Junior National/ National School Games:

1 st Position	:35 points
2 nd Position	:30 points
3 rd Position	:25 points
Participation	:20 points

V. State Level/ University Level:

1 st Position	:25 points
2 nd Position	:20 points
3 rd Position	:15 points
Participation	:10 points

Note: (i) Sports weightage will be given to only those candidates who participated in the sports and games which are recognized by the H.P. University sports and co-curricular activity council.

- (ii) Original certificates issued by the concerned National Federations/ Associations will only be entertained at the time of personal interview.
- (iii) Two additional points shall be awarded for each additional participation/ position at Inter National, Sr. National [Inter University, Junior National and National School games level upto a maximum 6 points). One additional point shall be awarded for each additional participation/ position at state level and University level upto a maximum 3 points.
- (iv) Weightage of marks for National/ Inter University participation will be given to those candidates only who produces the certificates of inter college/ inter University/ inter district participation in the same game at the time of personal interview. The certificate of participation in Inter-National, Sr. National and Jr. National will be considered only, if the candidate has secured one of the top three positions i.e. 1st, 2nd, 3rd in Inter-College/State.
- (v) In case, any doubt regarding the certificate produced by the candidates is raised, it will be decided by the committee constituted by the Chairman, Department of Physical Education and his/her admission will be cancelled, if found guilty.
- (vi) Weightage of International position/participation will be given in case candidate produces certificate of national participation/position.
- (vii) In case of doubt about participation of any candidate Committee constituted by the Chairman can have trial.
- (viii) The decision of the selection committee regarding admission will be final.

(ix) Any candidate who has appeared in qualifying examination/Physical efficiency test and qualify the entrance test but his/her candidature shall not be considered for admission if the candidate cannot produce the qualifying examination original certificate at the time of personal interview in addition to other academic/sport certificate.

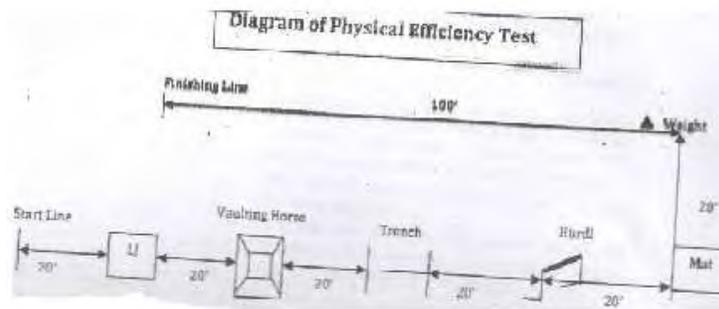
Provided further that the candidate who does not qualify the Physical efficiency test shall not be eligible for admission to M. P. Ed Course.

The details of the Physical Efficiency test are given as under:

Item	Men	Women
Long Jump	11'	8'6"
Vaulting Horse	5'-6"	4'-6"
Trench 7 time	5'-6"	4'-6"
Hurdle	3'-3"	2'-6"

Front Roll on the mat for all Boys and Girls

(Report against the finishing Line with in 35 seconds, Carrying weight equal to half of his/her own body weight in bucket.)



(The candidate will start racing from the starting line and cover the distance as per the requirements of the chart. In case, the candidate does not cover the required distance within 35 seconds, he/she will be declared unfit for qualifying the physical efficiency test. Not more than two chances will be given to clear Physical Efficiency Test).

In service candidates above the age of 35 years will be exempted from Physical Efficiency Test.

11.25. (Master of Physical Education) M. P. Ed. Examinations:

1. The duration of M. P. Ed Course will be of two academic years. There shall be examination at the end of each academic year and examination for compartment candidates in the month of September every year.

2. The candidates having attended 75% lectures in theory and practicals shall be allowed to appear in final examination.
3. Medium of examination shall be English and Hindi and the question papers shall also be set both in Hindi and English.
4. Pass percentage in each course of study shall be 40% separately in theory and practical and 40% in aggregate. Candidate is required to pass all the courses.
5. There shall be at least 200 working days in each academic year exclusive of period of examinations and admission etc.
 - a) A candidate who has been placed under compartment having failed in one subject shall be required to pass that subject in supplementary or annual examinations in two chances only. Otherwise, he/ she shall be declared failed and will have to appear in all theory papers and practicals in the next annual examination as a regular student.
 - b) In case a candidate fails in any practical he/she shall be declared failed and he/she will have to take regular admission in the same class.
6. Marks obtained in theory and practical shall be shown separately in Marks list. However total percentage of aggregate marks shall be taken into consideration for classifying a candidate in three divisions as under:-
 - (i) First Division: 60% or More (aggregate theory and practical)
 - (ii) Second Division: 50% or more(aggregate theory and practical).
 - (iii) Third Division: Less than 50%(aggregate theory and practical).
 - (iv) Distinction: 75% and above(aggregate theory and practical).
7. A candidate should pass M.P.Ed. course within a period of five years from the date of his/her admission in this course, otherwise he/she shall cease to be a candidate and he/she shall have to take regular admission in first year in case he/she is eligible.
8. A candidate after having passed in all the courses shall be awarded a post graduate degree in (M.P.Ed.) Master in Physical Education.

CHAPTER-XII**FACULTY OF LAW****BACHELOR OF LAWS(LL.B.) THREE YEAR AND BACHELOR OF
ARTS & BACHELOR OF LAW (HON'S) (B.A. LL.B.HON'S)
FIVE YEAR COURSE.**

12.1 The duration of the Bachelor of Laws (LL.B) courses shall be three academic years, spread over six semesters.

12.1(A): The duration of Bachelor of Arts & Bachelor of law (B.A. LL.B. Hon's) course shall be five academic years, spread over ten semesters. However, after successful completion of the courses for the first six semesters, a candidate shall be eligible for the award of the degree of Bachelor of Arts in Law (B.A) which shall only be an academic degree and shall not entitle the recipient be enrolled as an Advocate.

12.2 There shall be an examination at the end of each semester and examination of all semesters for re-appear candidates, ordinarily in the months of November and June, on the dates to be notified by the Controller of Examinations.

12.3 A candidate shall be required to take the following courses in the six semesters as under:-

FIRST SEMESTER:

- Contract-I (General Principles of contract-Section 1 to 75 and specific Relief).
- (2) Law of Crimes.
- (3) Legal Language/Legal Writing including General English.
- (4) Labour Law.
- (5) Law of Torts and Consumer Protection Act.

SECOND SEMESTER:

- (1) Constitutional law-I (Articles 1 to 51-A) and Human Rights.
- (2) Administrative Law.
- (3) Family Law-I
- (4) Contract-II (Indian Contract Act, Indian Partnership Act, Sale of Goods Act and other specific contracts).
- (5) Environmental Law

THIRD SEMESTER:

- (1) Jurisprudence.
- (2) International Law.
- (3) Family Law-II
- (4) Arbitration, Conciliation and Alternate Dispute resolution system.
- (5) Constitutional Law-II.

FOURTH SEMESTER:

- (1) Transfer of Property Act and Easement.
- (2) Interpretation of Statutes.
- (3) Land Laws.
- (4) Criminal Procedure code.
- (5) Intellectual Property Law.

FIFTH SEMESTER

- (1) Company Law.
- (2) Taxation Laws.
- (3) Evidence.
- (4) Civil Procedure case and Limitations.
- (5) Banking Law including Negotiable Instrument Act.

SIXTH SEMESTER

Practical Training.

PAPER-I: Moot Court, Pre-Trial preparations and participation in Trial proceedings

This paper will have three components of 30 marks each and viva for 10 marks.

- (a) Moot court (30 marks) Every student will do at least three moot courts in a year with 10 marks for each. The moot court work will be on assigned problems and it will be evaluated for 5 marks for written submissions and 5 marks for oral advocacy.
- (b) Observance of Trial in two cases, one Civil, and one Criminal (30 marks).

Students will attend two trials in the course of the last 2 or 3 years of LL.B, studies. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment. This scheme will carry 30 marks.

(c) Interviewing techniques and pre-trial preparations (30 Marks).

Each student will observe two interviewing sessions of clients at the Lawyers' office/Legal Aid office and record the proceedings in a diary which will carry 15 marks. Each student will further observe the preparation of documents and court papers by the advocate and the procedure for the filling of the suit/petition. This will be recorded in the diary which will carry 15 marks.

(d) The fourth component of this paper will be viva-voce examination on all the above three aspects. This will carry 10 marks.

Paper-II Drafting, Pleading and conveyancing.

This course will be taught through class instructions and simulation exercises, preferably with assistance of practicing lawyers/retired judges. Apart from teaching the relevant provisions of Law, the course will include 15 exercises in drafting carrying a total of 45 marks and 15 exercises in convincing carrying another 45 marks (3 marks for each exercise).

NOTE:- (a) **Drafting:-** General principles of drafting and relevant substantive rules shall be taught.

(b) Pleading:- (1) Civil: (i) Complaint (ii) Written Statement (iii) Interlocutory Application (iv) Original petition (v) Affidavit (vi) Execution Petition and (vii) Memorandum of Appeal and Revision (viii) Petition under Article 226 and 32 of the Constitution of India.

(2) Criminal: (i) Complaints (ii) Criminal Miscellaneous Petition (iii) Bail Application and (iv) Memorandum of Appeal and Revision.

(c) **Conveyancing:-** (i) Sale Deed (ii) Mortgage Deed (iii) Lease Deed (iv) Gift Deed (v) Promissory note (vi) Power of Attorney (vii) Will.

The remaining 10 marks will be given in viva-voce examination which will test the understanding of legal practice in relation to Drafting, Pleading and conveyancing.

Paper-III:- Professional Ethics, Accountancy for lawyers and Bar Bench Relations.

This course will be taught in association with practicing lawyers on the basis of the following materials:-

- (i) Mr. Krishnamurthy Iyear's Book on "Advocacy";
- (ii) The contempt Law and Practice;
- (iii) The Bar Council Code of Ethics;
- (iv) 50 selected opinions of the Disciplinary Committees of Bar Councils and 10 major judgements of the Supreme Court on the subject.

The written examination on the paper will have 80 marks and the viva-voce will carry 20 marks.

In lieu of the written examination, Colleges may be encouraged wherever appropriate to give the students, Seminars and Projects where they are expected to research and write persuasive memoranda on topics identified in the above subjects.

Paper-IV: Public Interest Lawyering, Legal Aid and Para-Legal services.

This course carrying 100 marks will have to be designed and evaluated according to local conditions by the Colleges in consultation with the Universities and State Bar Councils. It can be taught partly through class room instructions including simulation exercises and partly through extension programmes like Lok Adalat, Legal Aid Camp, Legal Literacy and Para-legal Training. The course should also contain lesson on Negotiations and Counselling, use of Computer in legal work, Legal research in support of Public Interest Litigation, Writing of case comments; editing of law journals and law office management. The marks may be appropriately divided to the different programmes that each University might evolve for introduction in the Colleges under its control.

The Board of Studies in Law Faculty shall evolve a detailed procedure for implementation of the practical Training courses.

The identification of the content and nature of each paper in the prescribed courses shall be determined by the Board of Studies in Law from time to time.

12.3(A): A candidate shall be required to take the following courses in the ten semesters:-

Course No.	Subject
SEMESTER - I	
I.	English and Legal Language – I
II.	Political Science – I
III.	History – I.
IV.	Legal Methods, Materials and Processes.
SEMESTER – II	
V.	English and Legal Language – II
VI.	Political Science – II
VII.	History – II
VIII.	Law of Torts and Consumer Protection

SEMESTER –III

- IX. Economics – I
- X. Sociology – I
- XI. Law of Contract-I (General Principles and Specific Relief).
- XII. Constitutional Law-I.

SEMESTER – IV

- XIII. Economic – II
- XIV. Sociology – II
- XV. Law of Contracts – II
- XVI. Constitutional Law-II

SEMESTER- V

- XVII. Jurisprudence
- XVIII. Family Law-I
- XIX. Law of Crimes (IPC)
- XX. Labour Law
- XXI. Corporate Law

SEMESTER- VI

- XXII. Family Law – II
- XXIII. Law of Evidence
- XXIV. Criminal Procedure Code, Juvenile Justice Act and Probation of Offenders Act.
- XXV. Human Rights and Internal Law.
- XXVI. Practical Training – I.

SEMESTER – VII:

- XXVII. Civil Procedure Code and Limitation Act.
- XXVIII. Administrative Law
- XXIX. Interpretation of Statutes.
- XXX. Arbitration, Conciliation and Alternative Dispute Resolution System.
- XXXI. Practical Training – II.

SEMESTER VIII:

- XXXII. Property Law including Transfer of Property Act.
- XXXIII. Environmental Law and Protection of Wild Life.
- XXXIV. Intellectual Property law.
- XXXV. Banking Law and Negotiable Instrument Act.
- XXXVI. Practical Training – III.

SEMESTER – IX:

XXXVII. Taxation Law

XXXVIII. Trust Equity and Fiduciary Obligation (Opt.) or Law Relating to Co- operative Societies (Opt.)

XXXIX. Land Laws including Ceiling and Other Local Laws.

XL. Conflict of Laws.

XLI. Practical Training – IV.

SEMESTER – X:

XLII. Law, Poverty and Development.

XLIII. Insurance law

XLIV. Criminology and Penology (Opt. or Cyber Law (Opt.).

XLV. Practical Training – V.

12.4 (a) The syllabus of studies in each course shall be as prescribed by the Faculty of Law from time to time.

(b) The Faculty of Law may order the inter-change of any course from one semester to another or the substitution or addition or dropping of any of the courses for study and examination.

12.5 The medium of instruction and examination shall be English.

12.6 A candidate, who has already passed as a regular student the Bachelor of Law (academic or Non-Professional) examination of the University or an equivalent examination of any other University, established by law in India, may be admitted in the fifth semester. But he shall be required to take such additional courses as may be deemed necessary to complete the number of courses required for the Bachelor of Laws (LL.B.) degree of the University.

12.6(A): A candidate who has already passed as a regular student the Bachelor of Arts in Law (BA) academic examination of the University or an equivalent examination of any other University, established by law in India may be admitted in the VIIth Semester. But he/ she shall be required to take such additional courses as may be deemed necessary to complete the number of courses required for the integrated five years degree of B.A. LL.B. Hon's of the University.

12.7 The pass marks in each course shall be 45% and a candidate obtaining pass marks in any course shall not be required to re-appear in that course, even though he may have failed in the examination as a whole.

12.8 A candidate is required to pass in all the courses in each semester:

Provided that:-

- (a) a candidate who appears in the examination and fails to obtain pass marks in any course in the first semester, may be permitted to proceed to the second semester but he shall not be permitted to proceed from the second to the third semester without appearing in the examination;
- (b) at the time of the third semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the first semester and also in all the courses prescribed for the third semester. But he shall not be permitted to proceed from the third semester to the fourth semester without appearing in the examination;
- (c) at the time of the fourth semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the second semester and also in all the courses prescribed for the fourth semester. But he shall not be permitted to proceed from the fifth to the sixth semester without appearing in the examination:
- (d) a candidate shall not be permitted to proceed from the fourth semester to the fifth semester without appearing in the examination.
- (e) at the time of fifth semester examination a candidate may appear in the courses in which he may have failed to obtain pass marks in the third semester and also in all the courses prescribed for the fifth semester; but he shall not be permitted to proceed from the fifth to the sixth semester without appearing in the examination;
- (f) at the time of sixth semester examination the candidate may appear in the courses in which he may have failed to obtain pass marks in the second and fourth semesters and also in all the courses prescribed for the sixth semester;
- (g) The Pro-Vice-Chancellor/Vice-Chancellor may, however, permit a candidate who is otherwise eligible to appear at the examination, to proceed from one semester to another without appearing at the examination if to the satisfaction of the Pro-Vice-Chancellor/Vice-Chancellor the candidate was prevented from appearing in the said examination on account of serious illness, or other unforeseen circumstances beyond his/her control provided that intimation to the effect, accompanied by documentary proof thereof, is communicated to the University within a week of the expiry of the concerned examination.
- (h) a candidate shall not be declared successful in the Bachelor of Laws (LL.B.) examination, unless he obtains at least pass marks in all courses prescribed for all the six semesters, and also successfully completes the practical training for the sixth semester.

- (i) a candidate shall not be declared successful in the B.A. LL.B. (Hons.) examination unless he obtains atleast 45% marks in each course and 50% marks in aggregate of all the courses prescribed for all the ten semesters including practical training courses.

12.8(A) : A candidate is required to pass in all the courses of B.A. L.L.B. (Hon's) in each semester provided that : -

- i) A candidate who appears in the examination and fails to obtain pass marks in any course in the first semester, may be permitted to proceed to the second semester but shall not be permitted to proceed from the second to the third semester without appearing in the examination and having qualified 50% of the total number of courses prescribed for first and second semester taken together.
- ii) At the time of third semester examination the candidate may appear in the course in which he/she may have failed to obtain pass marks in the first semester and also in all the courses prescribed for the third semester. But, he/ she shall not be permitted to proceed from the third semester to the fourth semester without appearing in the examination.
- iii) At the time of fourth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the second semester and also in all the courses prescribed for the fourth semester but he/ she shall not be permitted to proceed from the fourth semester to the fifth semester without appearing in the examination and having qualified 50% of the courses of first to fourth semesters taken together.
- iv) At the time of fifth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the third semester and also in all the courses prescribed for the fifth semester. But, he/ she shall not be permitted to proceed from the fifth to the sixth semester without appearing in the examination.
- v) At the time of sixth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the fourth semester and also in all the courses prescribed for the sixth semester. But he/she shall not be permitted to proceed from the sixth to seventh semester without appearing in the examination and having qualified 50% of the courses prescribed for the first to sixth semesters taken together.
- vi) At the time of seventh semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in

the fifth semester and also in the entire course prescribed for the seventh semester. But he/she shall not be permitted to proceed from the seventh semester to the eighth semester without appearing in the examination.

- vii) At the time of eighth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the sixth semester and also in all the courses prescribed for the eighth semester. But he/ she shall not be permitted to proceed from the eighth semester to ninth semester without appearing in the examination and having qualified 50% of the courses prescribed for the first to eighth semesters taken together.
- viii) At the time of ninth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the seventh semester and also in all the courses prescribed for the ninth semester. But he/ she shall not be permitted to proceed from the ninth semester to tenth semester without appearing in the examination.
- ix) At the time of tenth semester examination a candidate may appear in the courses in which he/she may have failed to obtain pass marks in the eighth semester and also in all the courses prescribed for the tenth semester.

12.9 A candidate who is unable to pass the Bachelor of Laws (LL.B.) examination on account of his having obtained less than the pass marks in any course or having been unsuccessful in the practical training prescribed for the sixth semester, may re-appear in the corresponding semester examination of the following year in the courses in which he may have failed to obtain pass marks or complete the training prescribed for the sixth semester, which he could not successfully do earlier.

12.9(A):- A candidate who is unable to pass the B.A. LL.B. (Hon's) examination on account of his having obtained less than the pass marks in any course or having been unsuccessful in the prescribed practical training courses, may re-appear in the corresponding semester examination of the following year in the courses in which he may have failed to obtain pass marks or complete the practical training prescribed for the relevant semester which he could not successfully do earlier.

12.10 A candidate who obtains pass marks in all the courses prescribed for the first four semesters, shall be eligible for the award of degree of Bachelor of Law (B.L.) (Academic or Non-Professional). A candidate who is unable to obtain this degree on account of his having obtained less than the pass marks in any course, may re-appear in the corresponding semester examination of the following year in the course in which he failed to obtain pass marks earlier.

12.10(A): A candidate who obtains pass marks in all the courses prescribed for the first six semesters, shall be eligible for the awards of Bachelor of Arts Degree in law (Academic). A candidate who is unable to obtain this degree on account of his having obtained less than the pass marks in any course, may reappear in the corresponding semester examination of the following year in the course in which he failed to obtain pass marks earlier.

12.11 The successful candidates shall be classified in two divisions as under:-

- | | |
|----------------------|---|
| (i) First Division | Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with Distinction. |
| (ii) Second Division | those who obtain less than 60% of the aggregate marks. |

The division of a candidate who is admitted in the fifth semester after having passed the Bachelor of Law (B.L.) (Academic or Non-Professional) or an equivalent examination from another University, shall be determined on the basis of his result for the fifth and sixth semesters only.

12.12 A candidate who does not obtain the B.L. degree in five years or LL.B. degree in six years including the time allowed as late college student, shall cease to be a candidate.

(the amendment is applicable, w.e.f. Academic Session, 2004-2005).

12.12(A): A candidate who does not obtain the B.A. Degree in Law in five years or B.A. LL.B. (Hon's) degree in the eight years including the time allowed as late college student shall cease to be a candidate.

MASTER OF LAWS

12.13 The duration of Master of Law (LL.M.) course shall be two academic years spread over four semesters. There shall be an examination at the end of each semester and examination of all semesters for re-appear candidates, ordinarily in the months of November and June on the date to be notified by the Controller of Examinations.

12.14 (i) Admission will be open to the Law graduates of the Himachal Pradesh University, Shimla who have obtained LL.B. (Professional) Degree as well as Law Graduates of other Universities in India, whose Law Degrees have been recognised as equivalent to the LL.B. Degree of Himachal Pradesh University, Shimla on reciprocal basis.

- (ii) Ordinarily the admission will be open to law graduates obtaining not less than 55% marks at the LL.B. examination. Provided further that in the case of SC/ST candidates the minimum per centage shall be 50%.
- (iii) In order to be eligible to sit in the examination a candidate shall be required to attend 75% lectures of the total number of lectures delivered, But the Dean, Faculty of Law may condone shortage upto 9% if the candidate has attended 66% of the lectures delivered in each course.
- (iv) LL.M. classes shall be whole time classes.
- (v) The courses for first two semesters shall be called as LL.M. (Part-I) and the courses in Third and Fourth semesters shall be called as LL.M. (Part-II). In First and Second semesters the candidates shall take two compulsory papers in each semester and in LL.M. Part-II, in the third semester the candidates shall select any group and appear in two papers of that group. In the Fourth semester a candidate shall write a thesis and appear at Viva-voce.
- (vi) There shall be no re-evaluation in case of the thesis and viva voce of LL.M. examination.
- (vii) The scheme of papers will be as follows:
 - (a) **LL.M. (Part-I)**
First Semester: Two compulsory papers.
 - (1) British and Indian Legal History (50 marks each)
 - (2) Jurisprudence
 Second Semester : two compulsory papers.
 - (1) Constitutional Law of India (including Constitution Developments since 1935).
 - (2) Principles and Methods of Legislation and Interpretation of Statutes (including General Clauses Act).
 - (b) **LL.M. (Part-II)**

The course of LL.M. Part-II shall consist of two papers falling in any group of specialisation in which a candidate will appear at the end of third semester, a thesis comprising 75 marks to be prepared in the fourth semester and viva-voce comprising 25 marks in which a candidate will appear at the end of fourth semester after qualifying in the thesis. The viva-voce will be conducted primarily with reference to the field covered by the thesis.

- (viii) A candidate in LL.M. examination of Part-I and Part-II shall be required to secure 45% marks in each paper, thesis as well as viva-voce and 50% marks in aggregate.
- (ix) The name of a student shall be sent for examination (both in Part-I and Part-II) only when the head of the department is satisfied.
- (x) Each paper which the candidate will take up in First, Second, Third or Fourth semester shall consist of 100 marks out of which eighty marks shall be assigned for the written examination and twenty marks for the subject seminar/viva-voce to be fixed by the Chairman in consultation with the subject teacher.
- (xi) Number of questions to be attempted by a candidate in the examination will be four out of a total of seven or eight questions set in the said paper.

12.15 The syllabus and scheme of courses of reading for LL.M. Part-I examination will be as follows:

(1) First Semester.

British and Indian Legal History.

Books Recommended:

- (1) Potter: English Legal History
- (2) Redcliff and Cross: English Legal System.
- (3) Jain M.P.: Outlines of Indian Legal History.

Books for reference:

- 1 Cowell: History and Constitution of Courts and the Legislative Authorities in India.
- 2. Maitland: English Legal History

II Jurisprudence:

Book Recommended:

- (1) Paton: Jurisprudence.
- (2) Priedman: Legal Theory.
- (3) Maine Henry: Ancient Law.
- (4) Allen: Law in the Making

Books for reference:

- (1) Kelsen: General Theory of Law.
- (2) Stone: Social Dimensions of Law and Justice.
- (3) Stone Julius: Province and Function of Law Evolution of Law.

Second semester:

I. Constitution Law of India (including Constitutional developments since 1935).

Books recommended:

- (1) Jain M.P.: Constitutional Law.
- (2) Basu. D.D.: Constitutional Law.
- (3) Sukla, V.N. Commentary on the Constitution.
(Revised by
Dr. D.K. Singh)
- (4) Seervai, H.M.: Constitutional Law of India: A Critical Comment.
- (5) Pylee, M.V.: Constitutional History of India.

II. Principals and Methods of Legislation and Interpretation of Statutes (including general Clauses Act).

Books Recommended:

- (1) Benthan J.: Theory of Legislation.
- (2) Dicey, A.C.: Law and opinion in England in 19th and 20th Century.
- (3) Maxwell: On Interpretation of Statutes.
- (4) Craise, W.P.: Statute Law.
- (5) Bindra. Interpretation of Statutes.

Books for reference:

- (1) Friedman W.: Law in Changing Society.
- (2) Jagdish Swarup: Interpretation of Statutes.

12.16 GROUPS FOR LL.M. (PART-II) EXAMINATION

NOTE: Books to be recommended by the Dean, Faculty of Law.

(a) Third semester: (A candidate must select any one of the following Groups)

Group I JURISPRUDENCE GROUP

Paper-I: Historical Jurisprudence(including Hindu Jurisprudence).

Paper-II: Sociological Jurisprudence (including contemporary Problems of Law and Society in India).

Group II INTERNATIONAL GROUP

Paper-I: Public International Law (excluding International Organisations.)

Paper-II: International Organisation.

Group III	CONSTITUTIONAL LAW GROUP
Paper-I	Constitutions of U.S.A., Switzerland and U.S.S.R.
Paper-II	Administrative Law of India.
Group IV	CRIMINAL LAW GROUP
Paper-I	Criminal Law and Procedure in India.
Paper-II	Criminology and Penology.
Group V	CONTRACTS AND TORTS GROUP
Paper -I	Law of Contract (General Principles) Sec. 1-75 of Indian Contract Act),
Paper-II	Law of Torts.
Group VI	FAMILY LAW GROUP
Paper-I	Hindu Law.
Paper-II	Mohammendan Law and Special Marriage Act.
Group VII	COMMERCIAL LAW GROUP
Paper-I	Company Law.
Paper-II	Law of Taxation (Income Tax and Estate Duty).

OR

- (i) Labour Law.
- (ii) Industrial Disputes Act.
- (iii) Trade Union Act.

Group VIII	HUMAN RIGHTS GROUP
Paper-I	Protection of Human Rights and World Order.
Paper-II	Protection of Human Rights and Indian Legal Order.
(b)	Fourth Semester

- (i) **Thesis:** With the approval of the Chairman of the Department of Laws each candidate shall select a topic for a thesis in the beginning of Fourth semester. The subject for the thesis shall be related to the group of specialization selected by the candidate in Third Semester.
- (ii) Each candidate shall prepare the thesis under a Teacher Supervisor appointed by the Chairman of the Department.
- (iii) At the time of preparation for the thesis for the purpose of attendance a candidate shall meet a Teacher Supervisor at least twice a week.

- (iv) A candidate shall submit three typed copies of the thesis, accompanied by a certificate of the Supervisor to the effect that the thesis has been written by the candidate himself under his guidance and supervision and the same is fit for being submitted, through the Chairman of the Department of Laws, to the Registrar, at the end of Fourth of semester, namely, at the end of May in the concerned year. With the permission of the Dean, Faculty of Law extension in time for submission of the thesis may be given for a period upto three months beyond which such extension shall not be possible except with special permission of the Pro-Vice-Chancellor/Vice Chancellor.
- (c) Every student shall pay a sum of Rs. 150/- at the time of submission of dissertation in the Evaluation Section.

12.17 (a) The syllabus of studies in each course shall be as prescribed by the Faculty of Law from time to time.

(b) The Faculty of Law may order the inter-change of any course from one semester to another or the substitution or addition or dropping of any course for study and examination.

12.18 The medium of examination shall be English.

12.19 Promotion Rules:

- (a) A candidate who appears in the Examination in the First semester may be permitted to proceed to the Second semester even if he fails to obtain pass marks in any course in the first semester.
- (b) A candidate who fails to obtain pass marks in papers of First and Second Semester may re-appear in those papers when the next semester examination is held.
- (c) In order to be promoted from second semester to third semester a candidate must have cleared in three papers out of four papers of first and second semester together by obtaining 45% marks in each paper, 50% marks in the aggregate of 3 papers.
- (d) A candidate who appears in Third Semester examination may be allowed to proceed to the Fourth Semester even if he fails to obtain pass marks in any of the two courses of the Third Semester. A candidate who fails to obtain pass marks in the Third Semester examination may re-appear in those papers when the next Semester examinations are held.
- (e) The Pro-Vice-Chancellor/Vice-Chancellor may, however, permit a candidate who is otherwise eligible to appear at the examination to proceed from First semester to Second semester and Third semester to

Fourth semester, as the case may be, without appearing in the examination if to the satisfaction of the Pro-Vice-Chancellor/Vice-Chancellor the Candidate was prevented from appearing in the examination on account of serious illness, or other unforeseen circumstances beyond his/her control provided that intimation to the effect, accompanied by documentary proof thereof is communicated to the University within a week of the expiry of the concerned examination.

12.20 At the time of declaration of result of LL.M. Part-II, a candidate must have secured 45% marks in each of the individual papers of Third semester and 45% marks in thesis as well as viva-voce and further 50% in the aggregate of the papers of Third semester and thesis as well as viva-voce taken together. Besides, he must have cleared LL.M. Part-I by obtaining 45% marks in each paper and 50% marks of the aggregate of the four papers of First and Second semesters taken together before his result of LL.M. Part-II is declared.

12.21. (a) The candidate who secures either less than 45% marks in a paper/s or equal to or more than 45% but less than 50% marks in a paper/s and fails to secure 50% marks in the aggregate of four papers of First and Second semesters taken together (of LL.M. Part-I) or aggregate of two papers of Third semester and thesis and viva-voce taken together (of LL.M. Part-II), as the case may be, shall have to appear in the said papers again in order to qualify that paper/s as well as to obtain 50% marks in the aggregate of papers etc. of LL.M. Part-I or Part-II, as the case may be.

(b) A candidate, who fails to qualify in the thesis, may be permitted to resubmit his thesis in revised form on the same subject or another thesis on a different subject within the field of specialization.

12.22. The successful candidates shall be placed in two divisions as under:-

- | | |
|-------------------------|---|
| (i) First Division... | Those who obtain 65% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with 'Honours'. |
| (ii) Second Division... | Those who obtain less than 65% of the aggregate marks. |

12.23. A candidate who fails to obtain the Master of Laws Degree in three years shall cease to be a student unless specially permitted by the Pro-Vice-Chancellor/Vice-Chancellor to do so in four years. Such a candidate may however be permitted to appear in the examination or submit the thesis as a late college student, provided he clears LL.M. Part-I and Part-II examination taken together within a period of five years.

12.24(a): The thesis shall be evaluated by an external examiner to be appointed by the Vice-Chancellor out of a panel of six names to be submitted by the Chairman of the Department.

(b) The viva-voce will be conducted by Board consisting of the Chairman of the Department concerned and the two external experts (other than the Examiners who have evaluated the thesis of the respective candidates).

LL.B (Honours) Three Years Degree Course:

12.25: The duration of the Bachelor of Laws (Honours) Three Years Degree Course shall be three academic years, spread over tri semester.

12.26: There shall be four courses in each semester as shall be prescribed by the Departmental Council keeping in view the syllabus prescribed by the Bar Council of India. The Departmental Council is authorized to invite subject experts for their guidance from time to time.

12.27: The syllabus of the studies in each course shall be as prescribed by the Departmental Council from time to time. The Departmental Council may interchange/ substitute/ delete/ add any course in any semester, subject to the requirements of the Bar Council of India.

12.28: There shall be an ongoing internal examination in each course of each semester on the dates notified by the Department Council. There shall be no successive examination.

12.29: The examination shall be open to any regular student who fulfills all the requirements of the course/ subject which may be prescribed by the Departmental Council from time to time including 75% attendance.

12.30: The Departmental Council is authorized to make promotion rules from one semester to another subject to approval of the Vice-Chancellor.

12.31: The pass marks in each course shall be 50%.

12.32: The examination and evaluation shall be carried out by the Departmental Council subject to control by the University as per rules.

12.33: The marks obtained by the Candidates shall be forwarded to the Controller of Examinations for declaration of result and issue of details marks card.

12.34: There shall be no re-evaluation in any course.

12.35: The successful candidates shall be classified as under:

- (i) First class with distinction, if a candidate obtains at least 75% of aggregate marks.
- (ii) First class, if a candidate obtained at least 60% of aggregate marks.

12.36: A candidate who does not obtain the LL.B. (Honours) (Three years Degree course) degree in five years shall cease to be a candidate.

12.37: The departmental council is authorized to prescribe the fee structure for the course from time to time subject to approval of the finance Committee/ Executive Council.

12.38: There shall be co-ordinator who shall assist the Departmental Council in coordinating examination, and forwarding the awards etc. to the Controller of Examinations for further necessary action.

12.39: The Departmental Council may fix the remuneration for various kinds of works regarding the conduct of examination/ practical etc. subject to availability of funds in self financing schemes/ fees prescribed for such activities subject to the approval of Finance Committee/ Executive Council.

12.40: The eligibility and procedure for admission to LL.B (Honours) Three Year Degree Course shall remain the same as in the case of LL.B.

FACULTY OF ENGINEERING & TECHNOLOGY
BACHELOR OF TECHNOLOGY (B.TECH)
BACHELOR OF ARCHITECTURE (B.ARCH)
BACHELOR OF PHARMACY (B.PHARMA)
MASTER OF TECHNOLOGY (M.TECH)
MASTER OF ARCHITECTURE (M.ARCH)

General

13.1 (a): There shall be following course leading to the grant of degree Technology/Architecture (B.Tech/ B.Arch) and Master of Technology/ Architecture (M.Tech./ M.Arch) in the different branches of Engineering Sciences:

- i) Civil Engineering.
 - ii) Electrical Engineering
 - iii) Mechanical Engineering
 - iv) Electronics and Communication Engineering
 - v) Computer Science and Engineering.
 - vi) Information Technology
 - vii) Architecture.
 - viii) Bachelor of Pharmacy (B. Pharma)
- (b)** The duration of the course of instructions for Bachelor of Technology in any of (i) to (vi) will be four years. The teaching period will be divided in eight semesters of 16 weeks each.
- (c)** The duration of the course of instructions for Bachelor of Architecture (B.Arch) will be five years. The teaching period will be divided in ten semesters of 16 weeks each. The duration of the course of instructions for Masters of Technology/ Architecture will be two years. The teaching period will be divided in four semesters of 16 weeks each.
- (d)** The duration of course of instruction for Bachelor of Pharmacy (B.Pharma) will be 4 years. The teaching period will be divided in 8 semesters of 14 weeks each.

13.2 : QUALIFICATION FOR ADMISSION:

(i) FOR B.TECH.:

- (a) FRESH ENTRY:** The admission to the first semester course in B.Tech. in any branch will be through an Entrance Test. It will be open to a candidate who has passed the 10+2 examination of the H.P. Board of Secondary Education Dharamshala or its equivalent with Physics and Mathematics

as compulsory subject and one science subject out of Chemistry, Computer Science, Biology, Biotechnology (Engg. Design in case the admission is sought to B. Arch course):

Provided that in case no candidate out of AIEEE merit is available after providing sufficient opportunity then the vacant seats shall be filled up on the basis of merit of qualifying examination i.e. 10+2 examination as per eligibility conditions prescribed by AIEEE.

- (b) LATERAL ENTRY:** For being eligible to seek lateral entry to an Engineering Degree programme at the second year/third semester level, a student should have acquired a diploma of 3 years (after matric) of H.P. State Board of Technical Education or equivalent. Lateral entry for diploma holders will be allowed at the second year/ third semester level and the total number of seats reserved for such students will be 10 percent of the sanctioned intake of first year level in each branch over and above. Out of the allowed intake of 10% of the sanctioned seats under lateral scheme 20% of this intake by admitted under the category of sponsored candidates be made other eligibility conditions remaining the same. The candidates seeking admission against seats reserved for lateral entry must have passed diploma course with a minimum of 60% marks in the aggregate. Such candidates can be admitted to any of the Engineering branches available in the college of B.Tech. 2nd year (3rd semester) on the basis of common merit list of the qualifying examination. Common merit list of various applicants will be drawn through normalization of merit list of various branches of diploma on the basis of which admission will be made;

Provided that the vacant seats in the 2nd year/ 3rd semester level of Under Graduate course in the field of Engineering & Technology and Architectural course in addition to 10% ceiling prescribed over and above of sanctioned intake of first year level shall be filled up from the common merit list drawn for filling the lateral entry seats;

Provided further that the vacant seat, if remained unfilled from the bonafide Himachali candidate shall be filled up from the candidates who have passed the prescribed diploma at least 60% marks (Aggregate) from other University/ Board after exhausting all possibilities of filling these seats from bonafide Himachal students.

ii) FOR M.TECH/M.ARCH:

- a) The admission to the first semester course in M.Tech in any branch will be based on the merit determined with 70% weightage for valid GATE score and 30% for B.Tech marks. It will be open to a candidate who has passed B.Tech examination of H.P. University or its equivalent.

- b) SPONSORED:** To encourage Faculty of Technical Institutes in the State to improve their qualifications and to meet the acute shortage of M.Tech/ Ph.Ds. among the faculty involved in teaching and research in M.Tech. Programmes being run in the State, a maximum of twenty percent seats for faculty members of H.P. University/ Engg. Institutes, duly sponsored by the Institutes, may be admitted in each of such M.Tech courses being run in the affiliated technical colleges/ institutes of the Himachal Pradesh University. This facility will also be extended to the personnel from industry to enhance their qualifications.
- c) PART-TIME IN HOUSE FACULTY DEVELOPMENT PROGRAMME:** M.Tech (Part –time) programme will be offered for regular or contractual faculty, and will be provided alongwith regular teaching of M.Tech. Its duration will be of 3 years. These seats will be supernumerary and will be decided by the Director/ Principal of Institute/ College.
- d) M.Tech.(Mechanical Engineering):** The candidates should have passed with minimum 55% marks in aggregate (50% marks in case of SC/ST) or CGPA of 6.25 at 10 point scale in B.Tech./B.E. in Mechanical Engineering/ Production Engineering/Automobile Engineering/Industrial Engineering and Management/Aeronautics Engineering /Mechatronics/Mining Engineering/Product Design/Product Design and Development/ Metallurgy Engineering or its equivalent examination from any recognized University/Institution.
- e) M.Tech.(Electronics and Communication Engineering):** The candidate should have passed with minimum 55% marks in aggregate (50% marks in case of SC/ST) or CGPA of 6.25 at 10 point scale in B.Tech./B.E. in Electrical and Electronics Engineering/Electronics and Communication Engineering/Electronics and Telecommunication Engineering/Electronics Engineering or its equivalent examination or B.Tech. in any branch from any recognized University/Institution.

REGULATIONS FOR B.TECH IN VARIOUS BRANCHES WITH REGARD TO CONDUCT OF TEACHING EXAMINATION AND AWARD OF DEGREE.

13.3(a): The subjects to be studied in each semesters will be as per scheme of examination indicating the minimum number of lectures to be delivered, distribution of marks in written examination, practical examination, viva-voce examination, internal assessment sessionals etc. for each subject. The medium of instruction and examination will be English.

Provided in the case of Bachelor of Pharmacy (B.Pharma) the subjects to be studied in each semester will be as per the scheme of examination.

Sessional examination in each paper shall contribute 20% of total marks allocated to the paper in case of theory subjects where as there will be 20% internal assessment for practical assessment based on day to day performance. The semester examination shall contribute the remaining 80%. The College shall conduct 2 sessional examination in theory subjects and average of these two shall contribute to the final result. Internal assessment in practical examination shall be based on day to day performance/ viva and lab record etc. Marks obtained by the students in sessional examination shall remain unchanged and no chance of improvement of sessional marks can be given. The medium of instruction and examination will be English.

(b) 1st, 3rd, 5th and 7th semester examinations will be held in the month of December/January and 2nd, 4th, 6th and 8th semester examination will be held in the month of May/June every year or on such other dates as may be fixed by the University. Besides for 7th and 8th semester an additional examination shall be conducted ordinarily in the month of August/September every year.

(c) For every hour per week of subject shown in the schedule of teaching, there shall be at least ten (lectures+ tutorials)/ practicals/ drawing classes during the semester. A student shall be eligible to appear in the examination only if he has attended at least 7.5 (Lectures + Tutorials)/ practice drawing classes during the semester of the classes held as mentioned above. The attendance shall be certified by the Director, University Institute of Information Technology/ Principal of the Engineering College concerned.

Provided in the case of Bachelor of Pharmacy (B. Pharma) no regular student shall be permitted to appear in semester examination unless he or she has regularly attended not less than 75% classes in aggregate of all the subjects. The Principal of the Bachelor of Pharmacy College will certify the attendance. The attendance will be recorded every month on the last day in an academic year.

(d) Director of Institute of Information Technology/ Principal of the Engineering Colleges as the case may be, will have the power to condone the shortage of attendance upto 10 percent only per subject on the merit of the case.

Provided in the case of Bachelor of Pharmacy the Principal of Bachelor of Pharmacy College may however condone not more than 10% of attendance per subject on the merit of the case. Further, such relaxation can be granted only on submission of certificate/ evidence from appropriate authority.

- (e) A candidate who does not fulfill the attendance requirements in any subject will have to repeat the course of instruction in that subject.
- (f) A candidate shall be allowed to join the next higher semester provided he has undergone a regular course of studies in all the previous semesters in a sequential order by registering himself at the beginning of each semester.

Provided in the case of Bachelor of Pharmacy (B.Pharma) candidate shall be allowed to join the next higher semester provided he/she has undergone a regular course of studies in all the previous semesters in a sequential order by registering him/herself in the beginning of each semester. A candidate who has failed to complete the main semester examination shall be eligible to appear for odd or even semester examination in the carry over subjects (including theory and practicals). For the purpose of passing an examination, theory and practical of each subject shall be considered as separate papers and an examinee has to pass theory and practical.

- 13.4 (a):** In addition to the regular paper prescribed for the semester a candidate appearing in a particular semester examination for the first time will be allowed to appear in a maximum of 6 subjects of lower semester/ semesters.
- (b) A candidate will be required to pass in all the subjects of B.E/B.Tech/ B.Pharma course where minimum pass marks are prescribed in a maximum duration of 8 academic years counted from academic session in which candidate is admitted in B.E. first semester, if a candidate fails to pass the examination in the period of eight years his/her candidature will stand cancelled automatically. This period/ eight academic years will also include the entire period during which he/she has suspended his/ her studies on his/her own or has failed in the examination or debarred by University from taking any examination.
 - (c) Notwithstanding anything contained in the Ordinances to the contrary a student may complete the entire Bachelor of Pharmacy (B.Pharma) course in not more than 16 semester examination starting from the semester of his/her admission to the course. Failure to complete the course in 16 semester examinations shall render the student unfit for the course and his/ her admission shall automatically be cancelled at the end of 16 semesters without any notice. The students who are unlikely to satisfy this condition shall not be allowed to further continue his or her studies from that stage onwards.

13.5(a): A candidate will be deemed to have passed in a subject if he obtains 40% marks in the aggregate of the subject (after including marks for together). Provided further that the candidate must obtain a minimum of 40% marks in the theory subject in the examination conducted by the University also.

EXPLANATION: No pass marks are required for internal assessment/ sessional marks of theory paper, However, pass marks are required for internal assessment/ sessional marks for Non-Theory papers as explained below.

(I) NON THEORY PAPERS:

(A) A candidate will be deemed to have passed in a non-theory subject (practical seminar/project/ vocational training etc.) if he/ she obtains the following minimum marks, if not specified in the scheme otherwise:

- i) 40% in the examination marks (if the University examination is prescribed); and
- ii) 50% in the internal assessment/ sessional marks. However, a candidate will be required to pass the sessional assessment, before appearing in the University examination, if any.

(B) If a candidate fails in the University examination part of a subject he will have to re-appear in that part in a subsequent examination. If a candidate fails in internal assessment/ sessionals he will be required to improve his internal assessment/ sessional marks by doing extra work to the satisfaction of the Head of Department and concerned faculty member who will assess the candidate for award of internal assessment/ sessional marks.

(II). THEORY PAPERS:

If the candidate fails in a subject, he/she will have to re-appear in the subsequent University examination. The candidate who fails in the internal assessment/sessionals will be allowed to be re-examined in the next semester for internal assessment/sessionals in B.Tech. courses.

(b) In order to pass an examination an examinee shall have to obtain : -

- i) 50% marks in each theory paper including the marks obtained in sessional examination.
- ii) 50% in each practical paper including the internal assessment of the same.

In order to be declared successful in Bachelor of Pharmacy (B.Pharma.) examination a candidate shall have to prepare educational tour reports/ project report. 6th semester students will have to submit industrial training report after visiting various Pharma industries so as to get acquainted with modern technology in the field of medicine.

13.6(a): If an error is detected in the sessional marks despite every possible care having been exercised, the teacher-incharge of the sessional awards will bring the fact to the notice of the Principal for its being placed before the Board of Moderators. If the Board of Moderators approves the change, then revised awards shall be submitted to the University duly countersigned by the members of the Board of Moderators and Principal of that college, for consideration;

(b) The internal assessment and sessional marks submitted by the teacher concerned will be scrutinized by a committee which will have the powers to moderate the marks before submitted to the University. The committee shall be appointed by the University on the recommendations of the Conveners of the various Boards of Studies in Engineering.

13.7: A detailed marks card will be issued for each semester. A candidate obtaining minimum 50% in aggregate will be awarded the Degree of Technology/ Bachelor of Pharmacy on passing all the subjects prescribed for the Degree.

Provided a candidate who could not obtain minimum 50% marks aggregate in the ordinary course will be allowed to improve his score in the paper(s) of his choice within the stipulated time frame under the rules.

13.7-A. (i) Inter college/ University migration shall be allowed provided the curriculum followed by the two Colleges/ Universities is the same.

(ii) Inter College/University migration will be allowed only if the Principals/ Directors of the two colleges agree for migration.

(iii) Migration shall not be allowed in the middle of any year and in no case before the completion of the 1st year of the B.Tech examination. It will be allowed only within 15 days after declaration of result of B.Tech courses in H.P. University and not after that, subject to the condition that the number of migrations shall not exceed 5% of the total intake and will be subject to the availability of vacancy.

(iv) No candidate will be allowed migration if the candidates merit percentage in the entrance test is below the merit percentage of the last admitted candidate in that category/ branch in the institute where the candidate is migrating. In case for a vacant seat more than one candidate apply for migration, candidate higher in merit will be allowed migration.

13.8: The divisions will be awarded as follows:

- | | |
|----------------------------------|---|
| a) Those who obtain 70% or more: | First Division with Honours provided each subject has been cleared at the first attempt (i.e. first time a candidate has actually sat for the subject in the University examination). |
|----------------------------------|---|

- b) Those who obtain First Division.
60% and above:
- c) Those who obtain Second Division
less than 60% of
the aggregate marks:

13.8 (i) Examinees declare successful in all 8 semester of Bachelor of Pharmacy (B.Pharma) examinations shall be placed in the divisions on the basis of aggregate of marks obtained in the examinations of all the 8 semesters. The successful candidate shall be classified in two divisions as under:-

1. First Division: 60% and more of aggregate marks.
2. Second Division: Less than 60% of aggregate marks.

The candidate obtaining 75% of more aggregate marks in Bachelor of Pharmacy (B.Pharma) will be awarded first division with Honours.

13.9: Fee for appearing in each semester examination will be as prescribed by H.P. University from time to time. A candidate on re-appearing shall pay admission fee as prescribed by H.P. University from time to time.

MASTER OF TECHNOLOGY/ ARCHITECTURE (M.TECH/M.ARCH):

Regulations for M.Tech/M. Arch. in various branches with regard to conduct teaching, examination and award of degree.

13.10(a): The subjects to be studied in each semester will be as per scheme of examination indicating the minimum number of lectures to be delivered or marks in written examination, practical examination, viva-voice examination, internal assessment, sessionals etc. for each subject. The medium of instruction and examination will be English.

- (b) 1st and 3rd semester examinations will be held in the month of December/ January and 2nd & 4th semester examinations will be held in the month of May/June every year or on such other dates as may be fixed by the University.
- (c) For every hour per week of subject shown in the schedule of teaching there shall be atleast ten (lectures + tutorials)/ drawing classes during the semester. A student shall be eligible to appear in the examination only if he has attended atleast 8 (lectures + tutorials)/ practicals/ drawing classes during the semester of the classes held as mentioned above. The attendance shall be certified by the Director, University Institute of Information Technology/ Principal of the Engineering College concerned.
- (d) Director of Institute of Information Technology/ Principal of the Engineering Colleges as the case may be, will have the power to condone the shortage of attendance upto 10 percent only per subject on the merit of the case.

- (e) A candidate who does not fulfil the attendance requirements in any subject will have to repeat the course of instruction in that subject.
- (f) A candidate shall be allowed to join the next higher semester provided he has undergone a regular course of studies in all the previous semesters in a sequential order by registering himself/ herself at the beginning of each semester.

13.11(a): In addition to the regular papers prescribed for the semester; a candidate appearing in a particular semester examination for the 1st time will be allowed to appear in a maximum of 3 subjects of lower semester/ semesters.

- (b) A candidate will be allowed a maximum of 2 attempts to appear in any semester examination. These attempts will be spread over four successive University examinations for odd semesters in December/ January and for even semester in May/ June if a candidate does not avail any chance to appear in any examination, whatever may be the reason, he/ she will not be allowed the relaxation in duration of four years.
- (c) A candidate will be required to pass in all the subjects of M.Tech/ M.Arch course, where minimum pass marks are prescribed in a maximum duration of four academic years counted from academic session in which candidate is admitted in M.Tech/M.Arch. first semester. If a candidate fails to pass the examination in the period of four years, his/ her candidature will stand cancelled automatically. This period of four academic years will also include the entire period during which he/she has suspended his/ her studies on his/ her own or has failed in the examination or debarred by University from taking any examination.

13.12: A candidate will be deemed to have passed in a subject if he obtains 40% marks in the aggregate of the subject (after including marks for University examination and internal assessment put together). Provided further that the candidate must obtain a minimum of 40% marks in the theory subject in the examination conducted by the University also.

EXPLANATION:

No pass marks are required for internal assessment/ Sessional marks. However, pass marks are required for internal assessment/ sessional marks for Non-Theory papers as explained below:

(I) NON THEORY PAPERS:

- (a) A candidate will be deemed to have passed in a non-theory subject (practical seminar/ project/ vocational training etc.) if he/ she obtains the following minimum marks, if not specified in the scheme otherwise;

- i) 40% in the examination marks (if the University examination is prescribed); and
- ii) 50% in the internal assessment/ sessional marks.

However, a candidate will be required to pass the sessional and assessment before appearing in the University examination, if any.

- (b) If a candidate fails in the University examination part of a subject he will have to re-appear in that part in a subsequent examination. If a candidate fails in internal assessment/ sessionals he will be required to improve his internal assessment/ sessional marks by doing extra work to the satisfaction of the Head of Department and concerned faculty member who will assess the candidate for award of internal assessment/ sessional marks.

(II) THEORY PAPER:

If the candidate fails in a subject he/ she will have to re-appear in the University examination part only in the subsequent examination. However, there will be no improvement in the internal assessment/ sessionals for theory papers.

13.13 (a): If an error is detected in the sessional marks despite every possible care having been exercised, the teacher incharge of the sessional awards will bring the fact to the notice of the Principals for its being placed before the Board of Moderators. If the Board of Moderators approves the change, then revised awards shall be submitted to the University duly countersigned by the members of the Board of Moderators and Principal of that college, for consideration.

(b) The internal assessment and sessional marks submitted by the teacher concerned will be scrutinized by a Committee which will have the powers to moderate the marks before submitting to the University. The committee shall be appointed by the University on the recommendations of the Conveners of the various Boards of Studies in Engineering.

13.14: A detailed marks card will be issued for each semester. A candidate obtaining minimum 50% in aggregate will be awarded the degree of Master of Technology of passing all the subjects prescribed for the degree.

13.15: The divisions will be awarded as follows:

- a) Those who obtain 75% more of the aggregate marks First Division with Distinction provided each subject has been cleared at the first attempt (i.e. first time a candidate has actually sat for the subject in the University examination.
- b) Those who obtain 60% and above. First Division
- c) Those who obtain less than 60% of the aggregate marks Second Division

13.16: Fee for appearing in each semester examination will be prescribed by H.P. University from time to time. A candidate on re-appearing shall pay admission fee as prescribed by H.P. University from time to time.

CHAPTER-XIV**FACULTY OF MEDICAL SCIENCES
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY**

14.1 Admission to the Course-(a) The admission to the M.B.B.S. course shall be on the basis of a competitive examination to be conducted by the University, ordinarily in the month of June, on the dates to be notified by the Controller of Examinations.

(b) (i) The examination shall consist of one MCQ type written paper containing questions from the subjects of Biology, Chemistry and Physics in accordance with the syllabi prescribed for these subjects for 10+2 (+1& +2 classes taken together) as prescribed by the HP Board of School Education.

(ii) The medium of examination shall be English.

(iii) Merit shall be determined on the basis of aggregate marks obtained in the entrance test by the candidates and a merit list shall be prepared by the COE keeping in view the detailed instructions on the subject and made available to the Principal of Medical College in the State.

(iv) The Inter-se-ranking of the candidates obtaining equal aggregate marks shall be according to the marks obtained by the candidates in Biology, Chemistry and Physics in that order in entrance test and in case of tie still remaining unresolved, the candidate older in age shall rank higher.

14.2 (a) (i): The commencement of the course of study of the 1st year M.B.B.S. will be ordinarily from the month of August every year.

(ii) The duration of the course shall be 4½ academic years from the month of admission followed by one year compulsory rotating internship.

(iii) The practical and Practical Training examination system etc. and internship training will be according to the criteria laid down by the Medical Council of India duly approved by the Faculty of Medical Sciences from time to time.

(iv) The examination shall be held in three parts i.e. Phase-1 , 1st Professional MBBS (pre-clinical), after one year in second Semester (Annual) in the month of July/August followed by a supplementary examination in the month of November/ December. Phase II, 2nd Professional M.B.B.S. examination after completion of 18 months training of Phase-I (Annual) in 5th

semester in the month of March/April followed by a supplementary examination in the month of September/ October. Phase III (Third Professional Part-I after 12 months of passing phase II examination in seventh semester in the month of March/April followed by a supplementary examination in the month of September/October and 3rd professional part-II examination after 12 months of passing part-I MBBS examination in ninth semester in the month of March/ April and followed by a supplementary examination in the month of September/ October.

14.3 The syllabi of study shall be as prescribed by the Faculty of Medical Sciences from time to time.

14.4 A candidate shall be required to study the following subjects:-

(a) Phase-I One year duration consisting of two semesters First Professional Examination (Pre-Clinical)

- (i) Human Anatomy
- (ii) Human Physiology
- (iii) Biochemistry
- (iv) Environment Studies

(b) Phase II:- One and half year duration consisting of three Semesters (Post Clinical) examination shall be conducted in fifth semester in the subject of:-

- i) Pathology
- ii) Microbiology
- iii) Pharmacology
- iv) Forensic Medicine

(c) Phase –III Part-I (Seventh semester) in the subject of:-

- i) Ophthalmology
- ii) Oto-rhino-Laryngology
- iii) Community Medicine

(d) Phase-III Part-II (at the end of 9th semester in the following subjects:-

- (i) Medicine
- (ii) Surgery
- (iii) Obstetrics and Gynecology
- (iv) Pediatrics

14.5 The medium of examination shall be English.

14.6 (a) There shall be external and internal examiners for each subject of examination, to be appointed by the Pro-Vice-Chancellor/Vice-Chancellor on the recommendations of the Dean, out of the panel of names suggested by the concerned Head of the department.

(b) There shall be four examiners (two internal and two external) and in exceptional cases atleast three for the main examinations (Annual).

Provided further that in any subject where only one teacher qualifies to be an internal examiner, there shall be one external examiner as well.

(c) No person will be appointed as an examiner in any of the subject of the Professional examination leading to and including Final Professional examination for the award of M.B.B.S. degree unless he/she has atleast five years of teaching experience in the subject concerned or in the allied subject in an affiliated college of a recognised University after a post-graduate degree or an equivalent qualification in the particular subject as per communication of the Council on the teachers eligibility qualifications.

Non-Medical teachers entrusted with the teaching of medical students may be appointed as examiners in their concerned subjects in case they possess requisite qualifications and five years teaching experience to medical students after obtaining their post-graduate qualifications.

(d) One of the internal examiners shall always be Head of the Department of the subject concerned.

(e) All teachers (Associate Professors and onwards) with requisite qualifications and experience be appointed as second internal examiner by rotation, in their subjects.

Provided that where there are no posts of Associate Professors, an Assistant Professor with requisite qualifications and experience with five years standing as Assistant Professor, may be considered for appointment as an examiner.

(f) Selection of examiners both internal and external will be such that all fields of the subject are covered proportionately for examinations both in annual and supplementary.

(g) The senior internal examiner should be the Chairman/Co-ordinator of the board of examiners who will act as the Moderator also.

(h) The external and internal examiners will be required to set their respective parts and send them to Senior Internal Examiner for Moderation who will then submit both internal and external paper to the University.

NOTE:- In case of three examiners, the work of the fourth examiner will be done by the Chairman of the Board of Examiners.

14.7 (a) In each part of the M.B.B.S. Examination, marks of internal assessment based on periodical/terminal examinations, practical, clinical tests day to day assessment, Laboratory Manuals, case notes as prescribed by the Faculty of Medical Sciences from time to time keeping in view the criteria laid down by the Medical Council of India, shall be submitted to the Controller of Examinations by the Principal prior to the commencement of the University Examination.

(b) For the purpose of internal assessment the Principal of the Medical College concerned shall arrange at least three periodical examinations in each part of the course, and the internal assessment awards shall be submitted to the Registrar at least two weeks before the commencement of the University examination.

(c) The Principal shall preserve for six months after the declaration of the results, the record on the basis of which the internal assessment is made. This record shall be made available to the University for inspection, if so required.

14.8 (a) A candidate will be required to pass in all the subjects in each part of the Professional MBBS examination. The minimum number of marks required to pass shall be 50% in theory including oral and 50% in practical/clinical examinations separately.

(b) The candidate who has passed in one subject need not appear in that subject again in any subsequent examination.

(c) (i) A candidate shall not be promoted to the Phase-II of (Second Professional) M.B.B.S. unless he has passed the Phase-I (First Professional) examination. However, candidate failing in the annual examination may be allowed to attend the next higher class till supplementary examination. But this concession will not be given to the candidate failing in the supplementary.

(ii) Candidates failing in the annual examination of Phase-II (Second Professional) shall be allowed to attend their classes of Phase-II subject (Second Professional). They however, will not be allowed to appear in Phase-III (Final Professional) examination till they have passed examination of Phase-II (Second Professional).

14.9 (a) A candidate who passes in any part of the Professional M.B.B.S. examination obtaining 75% of the aggregate marks in any subject, shall be declared to have obtained 'Distinction' in that subject.

(b) A candidate who obtains 75% or more of the maximum marks in each of the three Professional M.B.B.S. examinations, shall be declared to have passed the M.B.B.S. examination with 'Honours'.

Provided that no candidate shall be declared to have passed with 'Distinction' or with 'Honours' unless he passes in all the subjects in the first regular examination in which he was due to appear.

14.10 A candidate after passing the Phase-III (Final Professional) M.B.B.S. examination shall be granted only provisional certificate, entitling him to get a provisional registration with State Medical Council, but he shall not be

awarded the M.B.B.S. degree, unless he satisfactorily completes the prescribed rotating internship training for a period of 12 months. Such a candidate may, however, at the discretion of the Principal be allowed to take and complete the Internship training in any other hospital recognised by the Medical Council of India for the purpose of internship training.

(b) 12 months rotating internship training programme will be according to the criteria laid down by Medical Council of India from time to time.

(c) The intern shall maintain a record of work which is to be verified and certified by the Medical Officer under whom he works. Apart from scrutiny record of work, assessment and evaluation of the training may be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the each training. Based on the record of work and date of evaluation the Principal will issue certificate of satisfactory completion of training and the grade awarded.

14.11 In the matters not dealt here with the decision of the Dean Faculty of Medical Science duly based up on the recommendations of the Medical Council of India, after due consideration by the Pro-Vice-Chancellor/Vice Chancellor of the University will be taken as final.

14.12 There shall be following Post-graduate degree courses (MD/MS).:-

(1) Doctor of Medicine

- (a) Anesthesiology
- (b) Community Medicine
- (c) Medicine
- (d) Obst. & Gynecology
- (e) Pharmacology
- (f) Physiology
- (g) Radio-Diagnosis
- (h) Pediatrics
- (i) Pathology
- (j) Forensic Medicine
- (k) Microbiology
- (l) Biochemistry
- (m) Psychiatry
- (n) Pulmonary Medicine

(2) Master of Surgery (M.S.)

- (a) Surgery
- (b) Orthopedics
- (c) Oto-rhino-Laryngology
- (d) Ophthalmology
- (e) Obstetrical & Gynecology

(3) Diploma Courses

There shall be following Post Graduate Diploma Courses:

- Post-graduate diploma in Anesthesiology (DA)
- Post-graduate diploma in Clinical Pathology (DCP)
- Post-graduate diploma in Forensic Medicine (DFM)
- Post-graduate diploma in Ophthalmology (DO)
- Post-graduate diploma in Oto-rhino-Laryngology (DLO)
- Post-graduate diploma in Pediatrics (DCH)
- Post-graduate diploma in Radio-diagnosis (DMRD)
- Post-graduate diploma in Orthopedics (D.Ortho)

14.12(A): Provided that there shall be following degree course in super specialities:-

- (a) D.M.Cardiology
- (b) M.ch(CTVS)

14.13 Duration of Course(s): The duration of the degree course(s) i.e. M.D./M.S. shall be 36 months and Post graduate diploma course(s) shall be 24 months.

14.14 Admissions:- The admission for the course(s) will be made by conducting an entrance test as per schedule prescribed by the DGHS Govt. of India time to time.

14.15 Eligibility for Admission:- The admission to the M.D. and M.S. course shall be on the basis of a competitive examination to be conducted by the University on the dates to be notified. The following shall be the requirements for admissions:-

- (a) Candidate must possess M.B.B.S. degree of H.P. University or any other University recognised by Medical Council of India.
- (b) Candidate must have completed satisfactorily one year of compulsory rotatory internship after passing M.B.B.S. examination.

- (c) Candidate must have full registration with the State Medical Council of India.

14.16 Syllabus and method of Training:- The courses and syllabus of studies shall be such as prescribed by the Board of Studies/Faculty from time to time.

14.17 Examination:- Examination shall be held in the month of April/May and supplementary in the month of September/October and that will consist of two parts:-

PART-A: Thesis

PART-B: Theory, clinical, Oral and Practical.

PART-A Thesis

- (a) Thesis shall be compulsory and shall comprise the candidates' own work under a qualified supervisor as recommended by the Medical Council of India.
- (b) The protocols of the subjects shall be submitted to a committee consisting of 3 members to be appointed by the Dean from time to time within first three months of second year of residency.
- (c) After approval of the plan of the thesis three copies of thesis shall be submitted to the university after one year of approval of protocol and before 6 months from the scheduled date of completion of course.
- (d) The acceptance of the thesis shall be a precondition for appearing in the final examination (Part-B). In case the thesis is neither rejected nor approved and revision is suggested the same may be submitted after appearing in Part-B but where the thesis is rejected, the candidate will not be allowed to appear in Part-B till the outcome of fresh thesis.
- (e) The thesis shall be examined by a minimum of three examiners one internal and two external examiners who shall not be the examiner for theory and clinical examination and on the acceptance of the thesis by two examiners, the candidate shall appear for the final examination.
- (f) The thesis shall be accepted after unanimous approval of the examiners. If the thesis is rejected, the candidate will have the option to take up another subject. In case of revision the examiner shall point out in writing the defects and make suggestions for improvement and modifications.
- (g) The report of examiners on the thesis will be sent by the Controller of Examinations at least one month before the actual commencement of Part-B (Final examination).

PART-B:

Examination: written papers, Theory, Clinical, Practical/Oral. The examination shall be organized on the basis of marking system to evaluate and to certify candidate's level of knowledge and competence at the end of training and to obtain 50% marks in theory as well as in practical shall be mandatory for passing the whole examination.

Post Graduate Degree Course

There shall be following four theory papers of 100 marks each in Degree courses:

- (i) Basic Medical Sciences
- (ii) Concerned Speciality
- (iii) Concerned Speciality
- (iv) Recent Advances; and

Practical examination:

Practical/ Clinical Examination 350 marks.

Internal Assessment 50 marks

Post Graduate Diploma Course

There shall be three theory papers of 100 marks each in Diploma:-

Basic Sciences

Concerned Specialty

Concerned Specialty including Recent advances

Practical/ Clinical Examination 250 marks

Internal Assessment 50 marks.

The examination of MS/MD shall be held at the end of three academic years (six academic terms) and for the diploma at the end of two academic years (four academic terms). The academic term shall mean six months training period. The candidates shall be allowed to appear in the examination only after completing the 36 months training in case of degree course and 24 months in diploma courses.

14.18 Appointment of Examiners:- The minimum number of examiners shall be four, out of which at least two (50%) shall be external examiner, who shall be invited from other recognized Universities from outside the State. Two sets of internal examiners shall be appointed one for MD/MS and one for the Diploma. There shall be a Chairman of the Board of paper setters who shall be an internal examiner and shall moderate the question papers under

the exceptional circumstances. Examinations shall be held with three examiners provided two of them are external and Medical Council of India is intimated the justification of such action prior to publication of result for approval. Under no circumstances, result shall be published in such cases without the approval of Medical Council of India.

Leave: Only 30 days leave in calendar year will be allowed to a candidate for curricular activities which shall not be carried forward in any case to the direct candidates. In case any candidate avails more than the prescribed leave, his/her tenure of training will be extended to complete the 36 months training in case of Degree and 24 months in case of Diploma courses to become eligible to appear in the examination.

14.19 Declaration of Result:-

- (a) The result of the Post Graduate Degree Courses shall be declared by showing their marks in the gazette notification and detailed marks cards shall be issued to the candidates thereafter accordingly.
- (b) If the candidate fails in Part-B of M.D./M.S. Examination he/she can re-appear at the subsequent examination of Part-B without requiring to submit a fresh thesis.
- (c) The M.D./M.S. degree shall be conferred on the candidate only after the candidate has passed both in Part A and B examination.

B.Sc. NURSING:-

14.20: Admission Criteria: Admission to the B.Sc. Nursing Course shall be based on the merit of the entrance examination held by the University or competent authority in which candidates securing less than 50% marks shall not be admitted.

14.21: Eligibility: A candidate who has attained the age of 17 years and is an Indian national and has passed 10+2 (12 years course of the Board of School Education or equivalent with Science (Physics, Chemistry, Biology & English) with minimum 50% aggregate marks shall be eligible for admission to the B.Sc. Nursing Course. Candidate should be medically fit.

14.22: Duration: Duration of the course shall be four years including Internship.

Duration:-

Course duration	4 years
Weeks Available per year	52 weeks
Vacation	8 weeks

Gazetted holidays	3 weeks
Examination(including preparatory)	4 weeks
Available weeks	37 weeks
Hours per week	40
Practical	30 hours per week
Theory	10 hours per week
Internship practical	48 hours per week
Hours available per academic year	1480(37 weeks x 40 hours)

14.23: EXAMINATIONS:(i) Maximum five grace marks may be allowed for one academic year in theory paper only, however, these maximum marks shall not be permitted in one subject; Provided that maximum 5(Five) grace marks may be awarded to a candidate who has failed in one or more subjects if it enables him to pass the entire examination.(ii) The number of attempts for examination has been waived off. However, to appear for the final examinations, the candidate must have cleared all the previous examinations.

14.24: A candidate shall be required to take course in the following subjects:-

Course of instruction

First year:

Subject 1.	Theory (In hrs) Class and Lab 2.	Practical (In Hrs) (Clinical) 3.	In Hou 4.
1. English	60	-	-
2. Anatomy	60	-	-
3. Physiology	60	-	-
4. Nutrition	60	-	-
5. Biochemistry	30	-	-
6. Nursing Foundation	265+200	450	-
7. Psychology	60	-	-
8. Microbiology	60	-	-
9. Introduction to Computers	45	-	-
10. Hindi Regional Language	30	-	-
11. Library work/Self study	-	-	50
12. Co-curricular activities.	-	-	50
Total Hours	930	450	100
Total Hours 1480 hrs.			

Second year:

1. Sociology	60	-	-
2. Pharmacology	45	-	-
3. Pathology	30	-	-
4. Genetics	15	-	-
5. Medical- Surgical Nursing (Audit including geriatrics)-I	210	720	-
6. Community Health Nursing-I	90	135	-
7. Communication and Educational Technology	60+30	-	-
8. Library Work/Self Study	-	-	50
9. Co-curricular activities	-	-	35
Total Hours	540	855	85

Total Hours=1480 hrs.**Third Year:**

1. Medical-Surgical Nursing(Audit including geriatrics)-II	120	270	-
2. Child Health Nursing	90	270	-
3. Mental Health Nursing	90	270	-
4. Midwifery and Obstetrical Nursing	90	180	-
5. Library Work/Self Study	-	-	50
6. Co-Curricular activities	-	-	50
Total Hours:	390	990	100

Total Hours=1480 hrs

Internship (integrated practices)

Sr. No.	Subject	Theory	Practical (in hrs.)	In Weeks		Theory (in hrs) Class and Lab.	Practical (in hrs) (Clinic)
1.	Midwifery and Obstetrical Nursing	145	240	5			
2.	Community Health Nursing-II	95	195	4			
3.	Medical Surgical Nursing (Audit and geriatric)	-	430	9			
4.	Child Health	-	-	-			
5.	Mental Health	-	-	-			
6.	Research Project	-	45	1		45	-
	Total Hours	-	1150	24		60+30	-
Total :1690(including Fourth Year)							
Project will be carried out during internship						225	315
Note:- (i) Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night duties are included.							
(ii) Internship should be carried out as 8 hours per day @ 48 hours per week.							
(iii) Students during internship will be supervised by nursing teachers.							
(iv) Fourth year final examination to be held only after completing internship.							

14.25(a): The syllabus prescribed by the Indian Nursing Council for B.Sc. Nursing as approved by the Board of Studies & Faculty of Medical Sciences from time to time.

(b) The faculty of Medical Sciences may order interchange of any course from one year semester to another or the substitution, addition or dropping of any of the courses for study and examination.

14.26: The course is designed to enable students to enhance ability to comprehend spoken and written English(and use English) required for effective communication in their professional work. Students will practice their skills in verbal and written English during clinical and classroom experiences.

14.27: The practical training examination and internship training shall be according to the criteria laid down by the Nursing Council of India duly approved by the Faculty of Medical Sciences.

14.28: The pass marks in each course shall be 50% (separately in theory and in practical) both in the internal assessment and the year examination, and a candidate obtaining pass marks in any course shall not be required to re-appear in that course even though he may have failed in the examination as a whole. Minimum pass marks shall be 40% for English only.

14.29: A candidate shall be required to pass in all courses in each year according to the Scheme of examination:-

Scheme of Examination

First Year :

Assessment

Subject	Hours	Internal	External	Total
1	2	3	4	5
Theory				
1. Anatomy & Physiology	3	25	75	100
2. Nutrition and Biochemistry	3	25	75	100
3. Nursing Foundations	3	25	75	100
4. Psychology	3	25	75	100
5. Microbiology	3	25	75	100
6. English	3	25	75	100
7. Introduction to Computer	-	25	75	100
Practical and Viva Voce				
1. Nursing Foundations	-	100	100	200
Second Year :				
Theory				
8. Sociology	3	25	75	100
9. Medical Surgical Nursing-1	3	25	75	100
10. Pharmacology, Pathology, Genetics	3	25	75	100

11. Community Health Nursing-1	3	25	75	100
12. Communication and Education Technology	3	25	75	100
Practical and Viva Voce				
2. Nursing Foundations	-	100	100	200
Third Year				
Theory :				
13. Medical Surgical Nursing-II	3	25	75	100
14. Child Health Nursing	3	25	75	100
15. Mental Health Nursing	3	25	75	100
Practical and Viva Voce				
3. Medical Surgical Nursing-II	-	50	50	100
4. Child Health Nursing	-	50	50	100
5. Mental Health Nursing	-	50	50	100
Fourth Year				
Theory				
16. Midwifery and Obstetrical Nursing	3	25	75	100
17. Community Health Nursing – II	3	25	75	100
18. Nursing Research & Statistics	3	25	75	100
19. Management of Nursing Services and Education	3	25	75	100
Practical and Viva Voce				
6. Midwifery and Obstetrical Nursing	-	50	50	100
7. Community Health Nursing	3	50	50	100

14.30: To pass the B.Sc. Nursing examination, a candidate shall be required to pass in each of the courses prescribed for the four years.

14.31: The aggregate marks obtained by candidate in the B.Sc. Nursing examination shall be the sum total of the marks obtained by him/her in each course in which he/she has passed in the four years.

14.32: The successful candidates shall be classified in three divisions as under:-

(i) **First Division:** Those who obtain 60% or more of the aggregate marks. A candidate obtaining 75% or more of the aggregate marks shall be shown to have passed the examination with distinction.

(ii) **Second Division:** Those who obtain 50% or more but less than 60% of the aggregate marks.

14.33: Provided that the total duration of the course is 4 years'. The fourth year will have integrated internship of 24 weeks. A candidate after passing all the examinations shall be granted only provisional certificate but shall not be awarded the B.Sc. Nursing Degree unless she completes the internship training of six month (24 weeks) duration in the fourth year.

14.34 There shall be following Para Medical Under Graduate Degree courses:-

1. B.Sc. Medical Technology (Laboratory).
2. B.Sc. Medical Technology (Radio diagnosis & Radiotherapy).
3. B.Sc. Medical Technology (Anesthesia Operation Theatre Techniques).

14.35: DURATION OF COURSES:

The duration of courses shall be three academic years (36 months) and the examination shall be held/ conducted on annual basis in the month of July/ August followed by supplementary examination to be held in November/ December for which the dates are to be notified by the Controller of Examinations of the Himachal Pradesh University, Shimla – 5.

14.36: NUMBER OF SEATS & ADMISSION:

i) Ordinarily the admission for regular session will be held in the month of July/ August. There will be total 10 seats in each concerned speciality. Eight seats shall be filled up on merit on the basis of competitive entrance test/ examination to be conducted by the agency to be notified by the Government of Himachal Pradesh. The remaining two seats in each concerned course shall be filled up from amongst the in-service candidates of the Department of health Services of the Govt. of Himachal Pradesh for which the criteria shall be determined by the Govt. of Himachal Pradesh (Health Department) and other reservation of seats shall be as per H.P. Govt. instructions.

ii) ELIGIBILITY:

Candidates must have passed in 10+2 examination of any recognized Board with Science (Medical Group) with 50% marks in aggregate including English and 40% marks in case of SC/ST candidates.

Provided that for in-service candidates they must have passed 10+2 examination of any recognized Board with Science.

iii) AGE:

A candidate should have attained minimum age of 17 years and maximum age of 25 years as on 1st July of the concerned year.

Provided further that the maximum age limit shall not be applicable in case of in-service candidates.

14.37: SYLLABUS AND METHOD OF TRAINING:

The courses and syllabus of studies shall be such as prescribed by the Board of Studies/ Faculty from time to time.

14.38: Examination shall be held twice in a year, annual in July/ August and Supplementary in November/December. It will consist of :-

Theory	100 marks for each paper
Part A	40 marks
Part B	40 marks
Internal Assessment	20 marks
Practical	100 marks for each paper
Internal Assessment	20 marks
Day to Day Assessment	10 marks
Viva-Voce	20 marks
Practical	50 marks

14.39: Medium of examination shall be English.

14.40: There will be four examinations:

- a) Two Internal & two External in each speciality.
- b) No person shall be appointed examiner in any of the subjects unless he/ she has five years teaching experience in the concerned speciality.
- c) Senior Internal Examiner will be Co-ordinator of the Examiners and he/ she will also act as Moderator.
- d) 1st and 2nd paper will be set by External Examiners and 3rd & 4th paper will be set by Internal Examiners.

14.41: 50 marks will be for internal assessment and these marks will be added to the final practical examinations in each academic session. For the purpose of internal assessment Head of the concerned Department will arrange periodical tests in Theory and Practical after every 3 months.

14.42 Candidates will be required to pass in all the papers in every academic session obtaining 50% minimum marks in each individual subject and separately in total theory and total practical.

14.43 Candidates who fail to qualify in the annual examination will be permitted to appear in the supplementary examination. During this period he/ she will be provisionally allowed to join the higher class. However, if he/ she fail to qualify all the papers in supplementary examination he/ she will not be promoted to the next academic year.

14.44: Result will be declared by H.P. University after each academic session.

14.45: Examination Scheme

The annual examination for the first, second and third year courses shall be held by H.P. University during July/ August. For those candidates who do not pass this examination, a supplementary examination will be held in November/ December every year.

14.46: The students shall submit his/ her application for admission to the examination to Registrar, H.P. University on the prescribed form with the required fee and certificates regarding the satisfactory completion of training by the candidate duly signed by Head of the Department of the concerned Discipline. The examination for the first, second and third year of B.Sc. medical Technology course, would be held according to the prescribed syllabus.

The medium of examination shall be English.

The examination for each session will consist of four theory papers carrying 50 marks each.

Each theory paper will have 12 questions of which the candidates will have to attempt 10 including compulsory questions.

INTERNAL ASSESSMENT:

It will be of 50 marks in each academic year which will be added to the marks of practical examination in the final examination of each year.

PRACTICAL AND VIVA-VOCE EXAMINATION:

The practical and viva-voce examinations will be held for all three academic years. The practical and viva-voce examination in each year will carry 150 marks (100 for practical + 50 for viva). It will be comprehensive and will cover the whole course.

During all three annual examination the candidate shall have to obtain 50% separately in theory and practical plus viva-voce+ internal assessment.

The successful candidates shall be classified, as under on the aggregate marks obtained in the first, second and third year examinations taken together:

- a) Those who obtain 60% or more in aggregate: First Division
- b) Those who obtain 50% or more but below 60% of the aggregate marks: Second Division.

Board of Examiners:

The Board of Examiners for each discipline (including subjects) will consist of two external and two internal examiners. The external examiners will set the 1st and 2nd question papers and also evaluate the answer sheets and conduct the practical and viva-voce examinations, the co-coordinator/ Head of Department of concerned course will also be the Convener Cum-Senior Internal Examiner. No person shall be appointed as an examiner in any of the papers/ subjects unless he/ she has atleast 5 years teaching experience in concerned speciality.

SUPPLEMENTARY EXAMINATIONS:

A student will have to obtain 50% marks in each individual paper, if he fails to obtain 50% marks in any of the papers he will be permitted to appear in supplementary examination. During this period he will be provisionally allowed to join the higher class.

However, in case he fails to qualify all the papers in supplementary examination he will not be promoted to the next academic year.

A failed student appearing in the supplementary or annual examination shall be required to pay examination fee as for the whole examination. A student must have attended 75% theory and 75% of practical demonstration for making him/ her eligible to appear in the examination in each year otherwise students will be detained. Candidates should have 50% marks in internal assessment for making him eligible to appear in the examination.

The Degree of B.Sc Medical Technology will be awarded to the candidates only after he/ she has completed the following:-

- a) Has passed all the three annual examinations.
- b) Has satisfactorily completed the full period of training of three years, and
- c) His/ her work and conduct during the period of training have been satisfactory.

The Registrar shall publish the result of the examination as soon as possible after the examination has been held.

B.Sc.Nursing (Post Basic)

14.47: ADMISSION CRITERIA: Admission to the B.Sc. Nursing (Post Basic) shall be made on the basis of merit of marks obtained in the entrance test to be conducted by the Himachal Pradesh University in the month of July/August every year. In case of candidates securing equal marks in the entrance test, their inter-se merit will be determined as under:-

- Higher percentage of aggregate marks upto 3 decimal points.
- Then, the candidate, older in age.
5% relaxation of marks for SC/ST candidates may be given. In case, the candidate is in service, the application should be routed through the employer.

Candidate should be a bonafide resident of Himachal Pradesh.

14.48: ELIGIBILITY : (a) Candidate should be registered as Registered Nurse and Registered Midwife (RN/RM) with the State Nursing Council

OR

A male Nurse, trained before the implementation new integrated course besides being registered as trained Nurse with State Nurses Registration, shall produce evidence of having been trained in any one of the following requisite training courses approved by Indian Nursing Council for a similar duration in lieu of Midwifery i.e. OT Techniques, Ophthalmic Nursing, Leprosy Nursing, T.B. Training Psychiatric Nursing, Neurological Nursing, Neurosurgical Nursing, Community Health Nursing and Orthopedics Nursing.

(b) The candidate seeking admission for the Post Basic B.Sc. Nursing courses must have passed 10+2 and its equivalent examination from any recognized Board/University with aggregate of 45% marks (40% marks in case of SC/ST/OBC candidates).

(c) The candidate must have obtained 50% marks in General Nursing and Midwifery from an institution recognized by the Himachal Nursing Registration Council.

14.49: AGE: Candidate should not have attained maximum of 53 years of age as on 31st December of the year of admission.

14.50:Duration: The duration of the course of B.Sc. Nursing (Post Basic) shall be two academic years (subject to rules of Indian Nursing Council).

14.51: Syllabus and method of training: (a) The syllabus and method of training shall be as per Indian Nursing Council norms.

(b) Course of Study: First Year:**14.52: EXAMINATION SCHEME:**

(a) Examination shall be held twice in a year. The annual examinations for each year shall ordinarily be held in the month of July/August or on such dates as may be fixed by the University.

(b) For failed/re-appear candidates, supplementary examinations will be held in the month of November/December or on such other dates that may be fixed by the University.

(c) To be eligible to appear for annual examination, candidates must have attended not less than 80% of lectures and 100% hours in practical in each of the subjects in which she/he wishes to be examined.

(d) 50% of minimum qualifying marks in each theory and practical paper is required separately.

(e) The medium of examinations shall be English.

Sr. No.	Subject	Hrs. Theory	Hrs. Pra
1.	Nursing Foundation	45	-
2.	Nutrition and Dietetics	30	15
3.	Biochemistry and Biophysics	60	-
4.	Physiology	60	15
5.	Material of July/August or on such dates as may be fixed by the University.	60	24
6.	Community Health Nursing	60	24
7.	Microbiology	60	30
8.	Medical and Surgical Nursing	90	27
9.	English(Qualifying)	60	-
	Total.	525	81
	Second Year:		
10.	Sociology	60	-
11.	Community Health Nursing	60	24
12.	Mental Health Nursing	60	24
13.	Introduction to Nursing Education.	60	75
14.	Introduction to Administration.	60	18
15.	Introduction to Nursing Research and Statistics.	45	12
	Total Hours	345	85

14.53: EXAMINATIONS:**FIRST YEAR:**

Paper/subject	Hrs.	Intern. Assess	Extn. Marks.	Total Marks
1. Nursing Foundation.	2	15	35	50
2. Nutrition and Dietetics	2	15	35	50
3. Biochemistry and Biophysics.	3	25	75	100
4. Physiology.	3	25	75	100
5. Maternal Nursing	3	25	75	100
6. Child Health Nursing	3	25	75	100
7. Microbiology.	3	25	75	100
8. Medical and Surgical Nursing.	3	25	75	100
9. English*(Qualifying)	3	25	75	100
Practical				
1. Maternal Nursing	-	50	50	100
2. Child Health Nursing	-	50	50	100
3. Medical and Surgical Nursing.	-	50	50	100
SECOND YEAR:				
10. Sociology.	3	25	75	100
11. Community Health Nursing.	3	25	75	100
12. Mental Health Nursing.	3	25	75	100
13. Introduction to Nursing Education.	3	25	75	100
14. Introduction to Administration	3	25	75	100
15. Introduction to Nursing Research and Statistics.**	2	50	-	50
Practical				
1. Community Health Nursing.	-	50	50	100
2. Mental Health Nursing	-	50	50	100
3. Research Project**	-	50	50	100

Note: * Qualifying Examination .

** College Examination (Not University examination).

Provided that a candidate who fails to appear in or to pass the first year B.Sc. Nursing (Post Basic) examination in four consecutive attempts commencing with the first examination of his/her own class (Post Basic) shall not be allowed to continue his/her studies in the B.Sc. Nursing (Post Basic) course.

- (ii) Maximum five grace marks may be allowed for one academic year in theory paper only, however, these maximum marks shall not be permitted in one subject;

Provided that maximum of 5(five) grace marks may be awarded to a candidate who has failed in one or more subjects, if it enables him to pass the entire examination.

- (iii) The number of attempts for examination has been waived off. However, to appear for final examination, the candidate must have cleared all the previous examinations.

14.56: RESULT: Successful candidate shall be classified as under on the aggregate marks obtained in all the examinations **taken** together:-

(a)	Those who obtain 75% or more marks in the subject or aggregate .	Distinction in the sub or aggregate.
(b)	Those who obtain 60% or more of the total marks.	First Division.
(c)	Those who obtain less than 60% marks of the total marks.	Second Division

14.57:BOARD OF EXAMINERS:

The Board of Examiners for each discipline will consist of two examiners i.e. one internal and one external.

The external examiner will set the question paper and evaluate the answer sheet and conduct practical and viva-voce examinations. The Co-ordinator/ Head of Department of concerned course will also be the convener-cum-senior internal examiner.

No person shall be appointed as examiner with less than three years of teaching experience after M.Sc. Nursing.

14.58: MIGRATION: Migration from one Nursing College to another is not the right of a student, but in exceptional cases, University may affect the migration as per rules and regulations framed by it.

The degree of B.Sc. Nursing (Post Basic) will be awarded to the candidates only after she/he has completed the following:-

- (a) Has passed all the examinations.
- (b) Has satisfactorily completed the full period of training of two years; and
- (c) His/her work and conduct during the period of training have been satisfactory.

The Registrar shall publish the result of the examination as soon as possible after the examination has been held.

M.SC. NURSING:

14.59: Admission Criteria:

Admission to the M.Sc. Nursing shall be made on the basis of merit of marks obtained in the entrance test to be conducted by the Himachal Pradesh University in the month of July/August every year.

In case of candidates securing equal marks in the entrance test, their inter-se-merit will be determined as under:-

- * Higher percentage of aggregate marks upto 3 decimal points.
- * Then, the candidate having more experience.
- * Then, the candidate older in age.

5% relaxation of marks for SC/ST candidates may be given. In case, the candidate is in service, the application should be routed through the employer.

Candidates should be a bonafide resident of Himachal Pradesh.

14.60: BRANCHES/SPECIALITY:

Candidates may choose any one of the branches of study at the time of admission:-

Branch-I: Medical Surgical Nursing.

Branch-II: Community Health Nursing.

Branch-III: Pediatric Nursing.

Branch-IV: Obstetrics and Gynecological Nursing.

Branch-V: Psychiatric Nursing.

No change of branch of study shall be permitted after a candidate joins the course.

14.61: ELIGIBILITY:

- (a) Candidate should be registered as registered Nurse and registered Midwife or equivalent with the State Nursing Registration Council.

- (b) The Minimum education requirements shall be the passing of B.Sc. Nursing/B.Sc. Hon's Nursing/B.Sc. (Post Basic) Nursing with minimum of 55% aggregate marks.
- (c) The candidate should have undergone the training of B.Sc. Nursing/ B.Sc. Hon's Nursing/B.Sc.(Post Basic) Nursing from an institution which is recognized by Indian Nursing Council.
- (d) Minimum one year of work experience after Basic B.Sc. Nursing. OR
- (e) Minimum one year of work experience prior or after Basic/Post Basic B.Sc. Nursing.

14.62: Age: Candidate should not have attained maximum of 53 years of age as on 31st December of the year of admission.

14.63: Duration: The duration of the course of M.Sc. Nursing shall be two academic years.

14.64: Planning of the course:

ANNUALLY:

Available	: 52 weeks
Vacation	: 4 weeks
Examinations	: 2 weeks
Gazette holidays	: 3 weeks
Total weeks available	: 43 weeks
40 hours per week	: 1720 Hrs.

Total hours for two years 3440 hrs.

14.65: Course of Instruction:

First Year:

	Theory	Practical
Nursing Education	150	150
Advance Nursing Practice	150	150
Nursing Research and Statistics	150	100
*Clinical Speciality-I	150	650
Total	600	1050

Second Year:

Nursing Management	150	150
Nursing Research(Dissertation)	-	300
*Clinical Speciality	150	950
Total	300	1400

Educational visit 2 weeks:

* Clinical Specialty- Medical Surgical Nursing (Cardio Vascular and Thoracic Nursing, Critical care Nursing, Oncology Nursing, Neurosciences Nursing Nephro Urology Nursing, Orthopedics Nursing, Gastroenterology Nursing, Obstetrics and Gynecological Nursing, Child Health Pediatrics Nursing, Mental Health(Psychiatrics) Nursing, Community Health Nursing, Psychiatric (Mental Health) Nursing etc.

14.66: EXAMINATION SCHEME:

- (a) The annual examinations for each year shall ordinarily be held in the month of July/August or on such dates as may be fixed by the University.
- (b) Candidate with re-appear in subject shall be permitted to continue the studies in to the second year. However, the candidate shall not be allowed to appear in the second year examinations till such time, she/ he passes all the subjects of the first year M.Sc. Nursing examinations.
- (c) Supplementary examinations will be held in the month of November/ December or on such other dates that may be fixed by the University.
- (d) To appear for annual examinations, candidates must have 80% attendance in theory and practices. However 100% attendance of practices before the award of degree is required.
- (e) Medium of examination shall be English.

Practicals:

- * 4 hours of practical examination per student.
- * Maximum number of 10 students per day per speciality.
- * The examination should be held in clinical area only for clinical specialities.

14.67: DISSERTATION:

Evaluation of the dissertation should be done by the examiner prior to viva.

Duration: Viva-voce –Minimum 30 minutes per student.

14.68:GUIDELINES FOR DISSERTATION:

Note: Administrative approval and ethical clearance should be obtained.

14.69:RESEARCH GUIDES:

Qualification of Guide(Main Guide):

- (a) Nursing Faculty/Nursing expert in the same clinical speciality holding Ph.D/M. Phil/M.Sc. Nursing with a minimum 3 years experience in teaching in the post graduate programme in Nursing.
- (b) Guide: Students Ratio: Maximum of 1:4(including as Co-guide).

14.70: RESEARCH COMMITTEE:

There should be a research committee in each college comprising of minimum 5 members chaired by the Principal, College of Nursing.

14.71: RESULT: Results will be declared by the Himachal Pradesh University after each academic session.

- 50% pass in each of the theory and practical separately.

- 75% and above is distinction.

- 60-74.95%

- 50-59.95%

- For declaring the rank aggregate of 1st and 2nd years marks shall be considered.

Sr. No.	Activities	Schedule Time
1	1 st Division Submission of the Research proposal	End of 9 th month of 1 st y
2	2 nd Division Submission of dissertation –Final	End of 9 th month of 2 nd y

If the candidate fails in either practical or theory paper he/she has to re-appear for both the papers (Theory and practical).

Maximum number of attempt per subject is three (3) inclusive of first attempt.

The maximum period to complete the course successfully should not exceed 4 years.

Candidate who fails in any subject shall be permitted to continue the studies into the second year. However, the candidate shall not be allowed to appear for the second year examination till such time that she passes all the subjects of the first year M.Sc. Nursing examinations.

14.72: BOARD OF EXAMINERS: The Board of examiners for each discipline will consist of two examiners i.e. one internal and one external. The external examiner will set the question paper and evaluate the answer sheets and

conduct practical and viva-voce examinations. The Coordinator/Head of Dept. of concerned of the course will also be the convener-cum-senior internal examiner. No person shall be appointed as examiner with less than three years of teaching experience after M.Sc. Nursing. One internal and one external examiner should jointly conduct practical examination.

The degree of M.Sc. Nursing will be awarded to the candidates only after she/he has completed the following:-

- (a) Has passed all the examinations.
- (b) Has satisfactory completed the full period of training of two years and his/her work and conduct during the period of training have been satisfactory.

The Registrar shall publish the result of the examinations as soon as possible after the examination has been held.

FACULTY OF AYURVEDA AND HOMOEOPATHY
AYURVEDACHARYA
BACHELOR OF AYURVEDIC MEDICINE & SURGERY
BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY

14.A-I (a) Admission to the Course:- (i) The admission to First professional of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) shall be made on the basis of competitive examination to be conducted by the University ordinarily in the month of June/July on the date to be notified by the Controller of Examinations.

- (ii) The examination shall consist of one MCQ type written paper containing questions from the subjects of Biology, Chemistry and Physics in accordance with the syllabi prescribed for these subjects for 10+2 (+1 & +2 Classes taken together) as prescribed by the H.P. Board of School Education.
 - (iii) the medium of examination shall be English.
 - (iv) Merit shall be determined on the basis of aggregate marks obtained in the entrance test by the candidates and a merit list shall be prepared and made available by the COE to the Principal of the Ayurvedic College.
 - (v) the Inter-se-ranking of the candidates obtaining equal aggregate marks in the entrance test shall be determined in the manner that the candidates having passed Sanskrit in Matric shall be placed above a candidate who has not studied Sanskrit and a candidate with higher percentage of marks in the subject shall rank senior and in case the tie still remains unresolved, the candidate older in age shall be given preference. The inter se-ranking of the candidates not having passed Sanskrit in Matric obtaining equal aggregate marks in the entrance test shall be according to the marks obtained by the candidates in Biology, Chemistry and Physics in that order in the entrance test and in the case of tie still remaining un-resolved, the candidate older in age shall rank higher.
- (b) Minimum qualification for admission.

12th Standard with Science or any other equivalent examination recognized by concerned State Government and Education Boards; provided the candidate passes the examination with 50 % aggregate marks in the subjects of Physics, Chemistry and Biology.

For foreign students any other equivalent qualification to be approved by the University will be allowed.

(c) Age limit for Admission:-

The candidate should have completed the age of 17 years but must not have completed 25 years of the age as on 1st October of the year of the admission.

14.A-2 Duration of Course:- The duration of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) Course shall be as under:-

- (i) Duration of Course
 - Degree courses 5 1/2 years, comprising
 - a. I professional -12 months
 - b. II professional-12 months
 - c. III professional - 12 months
 - d. Final professional - 18 months
 - e. Compulsory Rotatory-12 months Internship.
- (ii) Compulsory Rotatory intership-12 months
- (iii) DEGREE TO BE AWARDED

Ayurvedacharya (Bachelor of Ayurvedic and Surgery- B.A. M. S.).

The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing the final examination after completion of prescribed course of study extending over prescribed period and there after satisfactorily completing the compulsory rotatory internship extending over twelve months.

14.A-3 Syllabus:- The syllabi of study shall be as prescribed by the Faculty of Ayurveda from time to time.

14.A-4 Course of Study:

FIRST PROFESSIONAL EXAMINATION:

- i) The first professional examination shall be at the end of one academic year of First professional session. The professional session will ordinarily start in July.
- ii) The first professional examination shall be held in the following subject:-
 - 1. Padarh, Vigyan avam Ayurved It has
 - 2. Sanskrit
 - 3. Kriya Sharir (Physiology)
 - 4. Rachnasharir (Anatomy)
 - 5. Maulik Siddhant avam Ashtang Hridaya (Sutra Sthan).

- iii) A Student failed in not more than two subjects shall be held eligible to keep the terms for the second professional Course. However he/ she will not be allowed to appear in the second professional examination unless he/ she passes in all the subjects of the first professional.

SECOND PROFESSIONAL EXAMINATION:

- i) The second professional Session shall be started every year in the month of July following completion of the First professional. The second professional examination shall be ordinarily held and completed by the end month of May/ June every year after completion of one year of second professional session.
- ii) The Second professional examination shall be held in the following subjects:
1. Dravyaguna Vigyan (Pharmacology and Muteria Medica)
 2. Rassashastra- Bhasihajya Kalpana (Pharmaceutical Science)
 3. Agad Tantra Vyavhar Ayurved evam Vidhi Vaidyaka (Toxicolgy and Medical Jurisprudence)
 4. Chanrak-Purvardh
- iii) A student failed in not more than two subjects shall be held eligible to keep the terms for the third professional examination. However He/ She will not be allowed to appear in the third professional examinations, unless he/she passes in all the subjects of second professional examination.

THIRD PROFESSIONAL EXAMINATION

- (i) The second professional session shall be started every year in the month of July following completion of the second professional examination. The third professional examination shall be ordinarily held and completed by the end of month of May/ June every year after completion of one year of Third professional session. The third professional examination shall be ordinary held on following subject:-
1. Roga Nidan Vikriti Vigyan (Pathclogy & Micorbiology)
 2. Charak Samhita- Uttaradh
 3. Swastha Virtta & Yoga (Preventive and Social Medicine & Yoga)
 4. Parsuti & Strioga (Gynaecology & Obstetrics)
 5. Bal Roga (Paediatrics)

- (ii) A student failed in more than two subjects shall be held eligible to keep the terms for the final professional examination. However, he/she will not be allowed to appear for final professional examination unless he/she passes in all subjects of 3rd professional examination.

FINAL PROFESSIONAL EXMINATION:

- i) The final professional session will be of I and 1/2 year duration and shall start every year in the month of July following completion of third professional examination. The final examination shall be ordinarily held and completed by the end of month of Oct./ Nov. every year after completion of one and half year of final professional session.
- ii) Final professional examination shall comprise of the following subjects:-
1. Shalya Tantra (General Surgery).
 2. Shalakyia Tantra(Diseases of head & neck including) Ophthaimology, ENT and Dentistry.
 3. Kayachikitsa (Internal Medicine-including Manas Roga Rasayan & Vajikarana).
 4. Panchakarma.
 5. Research Methodology & Medical Statistics.

NOTE: The candidate should attend not less than 75% of the theory lectures and practical classes and not less than 85% of clinical classes. In all clinical subjects, questions shall also be set on the preventive & social aspect of Roga (Disease).

14.A-5 Medium of Examinations: Sanskrit, Hindi any recognized regional Language or English.

14.A-6 Examiners:- (a) There shall be External and Internal Examiners for each subject of examination, to be appointed by the Vice-Chancellor on the recommendations of the Dean out of the panel of names suggested by concerned Heads of Departments. In case Paper-A is set by the External Examiner, Paper-B shall be set by the Internal Examiner and Vice-versa. However, the entire paper will be set by the External Examiner only, in case there is no eligible Internal examiner in the subject.

(b)(i)No person other than Regular/ Retired teacher with eight years teaching experience in the concerned subject shall be eligible for an examiner.

(ii) The internal examiner in theory paper shall be the Head of the Department/senior most teacher of subject concerned.

(c) Internal Examiner shall always be the Head of the Department of the subject concerned and in case there is no eligible Internal Examiner in the concerned subject, there will be two External Examiners. The internal examiner shall also act as Co-ordinator.

(d) Appointment of examiners(both internal and external) will be made in such a manner that all fields of the subject are covered proportionately for examinations both in annual and supplementary.

(e) **Tenure of Examiners:-**The Examiners (both Internal and External) shall ordinarily be appointed for a term not exceeding two years but shall be eligible for re-appointment.

(f) **Appointment to be made by name:** Examiners shall be appointed from the approved panel by name and not by designation, but in the event of an examiner vacating the teaching appointment by virtue of which he was appointed as examiner before the expiry of his/her tenure as examiner, he shall be deemed to have resigned from the examinership.

(g) All regular/ contractual/ Honorary Faculty in Govt. as well as Private colleges shall be the faculty of Ayurveda(HPU) for all provision w.e.f. 3-10-2012.

14.A-7 (a)The Principal of Ayurveda College shall arrange one periodic examination i.e. house test in each part of the course. It shall be compulsory to appear in house test and to secure at least 30% marks for being given permission to appear in annual examination in addition to minimum required lectures.

(b) The concerned faculty shall preserve the result of the house test for a period of six months from the date of declaration of the results.

14.A-8 EXAMINATION:

- I. Theory examination shall be minimum 20 % short answer question having maximum mark up to 40% & minimum 4 questions for long explanatory answer having maximum marks up to 60 %. These question shall cover entire syllabus of subject.
- II. A candidate obtaining 75% marks in the subject shall be awarded distinction in the subject.
- III. The minimum marks required for passing the examination shall be 50 % marks in theory and practical separately in each subject.
- IV. The supplementary examination will be held within 6th month of regular examination and failed students shall be eligible for appearing in its supplementary, as the case may be.
- V. Minimum 75% required attendance of the student in each subject separately in theory and practical shall be essential for appearing in the examination. In this regard, class attendance card shall be maintained for each student for the different subjects. The Principal shall arrange to

obtain the signature of student, teachers at the end of each courses of lectures and practical instruction and send the card to each head of the department for the final completion before the commencement of the each examination.

- VI. In case the student fails to appear in the regular examination for the cognitive reason, he/ she will appear in the supplementary examination as a regular student. In the such cases his/her non-appearance in the regular examination will not be treated as an attempt. Such student after passing examination will join the studies with regular students and appear for the next professional examination after completing required period of study.
- VII. The following facts may be taken in to consideration in the determining class work in the subject:-
 - I. regularity in attendance
 - II. periodical tests
 - III. practical copy

14-A-9, 14-A-10 & 14-A-11 deleted.

14.A-12 A candidate shall not be promoted to 2nd Professional B.A.M.S. unless he/she has passed the First Professional examination. However, candidate failing in the annual examination may be provisionally allowed to attend the next higher class till supplementary examination. But this concession will not be given to candidates failing in supplementary and provisional permission to second professional will be cancelled.

14.A-13(a) A candidate who passes in any part of the Professional B.A.M.S. examination obtaining 75% of the aggregate marks in any subject, shall be declared to have obtained 'Distinction' in that subject.

(b). A candidate who obtains 75 % or more of the maximum marks in each of the four profession "Honours"

Provided that no candidate shall be declared to have passed with 'Distinction' or with 'Honours' unless he/she passes in all the subjects in the first regular examination in which he/she was due to appear.

14.A-14 COMPULSORY INTERNSHIP

A. Duration of Internship- One year.

The student will join the compulsory internship programme after passing the final Professional examination the intership programme after the declaration of the result of final professional examination. The period of the internship will be of one year:

Internship Programme and time distribution will be as follows:

1. The intern will receive an orientation regarding Programme details of internship Programme along with the rules & regulations. In an orientation workshop, which will be organized during the first three days of the beginning of internship Programme a workbook will be given to each intern. The intern will enter date wise details of activities undertaken by him/ her during his/ her training.
2. Every Intern will provisionally register himself with the concerned state Board/ Council and obtain a certificate to this effect before joining Internship programme.
3. Daily working hours of intern will not be less than eight hours.
4. Normally one year internship Programme will be divided into clinical training of six months in the Ayurvedic hospital attached to the college and six months in PHC/CHC/Rural hospital/ District Hospital/ Civil Hospital or any Govt. Hospital of modern medicine. But where there is no provision/permission of the State Government for the allowing the Graduate of Ayurveda in the hospital/ dispensary of Modern Medicine, the one year internship will be completed in the hospital of Ayurvedic college.

A Clinical Training of Six/ Twelve months in case may be conducted as follows:-

Department	Ayurvedic hospital	Distribution of twelve months
1. Kayachikitsa	2 Months	4 Months
2. Shalya	1 Month	2 Months
3. Shalalya	1 Month	2 Months
4. Parsuti and Strioga	1 Month	2 Months
5. Kaumarbhritya	15 Days	1 Month
6. Panchkarm	15 Days	1 Month

- B. Six months training of interns will be carried out with an object to orient and acquaint the intern with national health programme. The intern will have to join in one of following institute for undertaking such training.
- a) Primary Health Care.
 - b) Community Health Centre/ District Hospital
 - c) Any Hospital of modern medicine
 - d) Any Ayurveda hospital or dispensary

All the above centres (a,b,c and d) will have to be recognized by the concerned University and concerned Govt. designated authority for taking such a training.

Details Guideline for Training Programme:

Guidelines for conducting the internship clinical Training of 06/12month in the Ayurveda Hospital attached to the college. The intern will undertake following activities in respective departments as shown below:-

1. Kayachikitsa Duration: 2 Months/ 4 months
 - I. All routine work such as case taking, investigation, diagnosis and management common disease by ayurvedic medicine.
 - II. Routine clinical pathological work i.e. hemoglobin estimation complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination etc. Mutra evam mata pariksha by ayurvedic method. Interpretation of laboratory of data and clinical finding and arriving at a diagnosis.
 - III. Training in routine ward procedures and Supervision of patients in respect of their diet. habits and verification of medicine schedule.
2. Panchkarma- duration : 15 days / 1 month
 - I) Panchkarma procedures and techniques regarding poorva karma Pradhan karma and paschat karma.
3. Shalya Duration : 1 Month/ 2 Months:

Intern should be trained to acquaint with

 - I. Diagnosis and management of common surgical disorders according to ayurvedic principles.
 - II. Management of certain surgical emergencies such as fractures and dislocations. Acute abdomen etc.
 - III. The practical training of aseptic and antiseptic techniques, sterilization etc.
 - IV. Intern should be involved in pre-operative and post-operative management.
 - V. Practical use of anesthetic techniques and use of anesthetic drugs.
 - VI. Radiological procedure, clinical interpretation of X-ray, IVP Barium meal, Sonography etc.
 - VII. Surgical procedures and routine ward techniques such as:-
 - i. Suture of fresh injuries.
 - ii. Dressing of wounds, burns, Ulcers etc.
 - iii. Incision of abscesses.
 - iv. Excision of cysts.
 - v. Venesection etc.
 - vi. Application of Ksharasutra in ano rectal diseases.

4. Shalaky Duration : 1 month / 2 month:

Intern should be trained to acquaint with

- a) Diagnosis and management of common surgical disorder according to Ayurvedic principles.
- b) Intern should be Involved in pre-operative and post-operative managements.
- c) Surgical procedures in Ear, Nose, Throat, dental problems ophthalmic problem.
- d) Examination of Eye, Ear, Nose throat and refractive error etc. with the supportive instrument in OPD.
- e) Procedure like Ajnana Karma, nasya Raktamokshan, Karnpuran, Shirodhara, putapak, Kawal, Gandush etc. at OPD level.

5. Prasuti & Striroga Duration : 1 month

Intern should be trained to acquaint with:

- a) Antenatal and post-natal problem and their remedies, Antenatal and post-natal care.
- b) Management of normal and abnormal labours.
- c) Minor and major obstetric surgical procedures etc.

6. Balroga Duration: 15 day 1 month

A. Intern should be trained to acquaint with.

- a) Antenatal and post-natal problems and their remedies, Antenatal and post-natal care also by ayurvedic principles and medicine.
- b) Antenatal and Post-natal emergencies.
- c) Care of new born child along with immunization Programme.
- d) Important pediatric problem and their ayurvedic managements.

B. PHR/ Rural Hospital/ District Hospital/ Civil Hospital or any Govt. Hospital of Modern Medicine.

Guidelines for conducting six months internship training in Primary Health Centre, community Health Centre/ District Hospital, any hospital of modern medicine, any Ayurvedic hospital or dispensary.

Intern should get acquaint with:-

- I. Routine of PHC and maintenance of their records.
- II. They should be acquainted with the routine working of the medical, non-medical staff of PHC and be always in contact with the staff in this period.

- III. They should be familiar with work of maintaining the register e.g. daily patients register, family planning, register, surgical register and take active participation in different Government health Schemes/ Programme.
- IV. They should participate actively in different National Health Programmes of Government of State/ District.

C. Casualty Section: of any recognized hospital of modern medicine. Identification of casualty and Trauma cases and their first aid treatment. Also procedures for referring such cases to the identified hospital.

D. Rural Ayurvedic dispensary/Hospital:

Diseases more prevalent in rural and remote areas and their management. Teaching of health care method to rural population and also various immunization Programmes.

- I. **Assessment:** After completing the assignment in various sections, they have to obtain a certificate from the head of the section in respect of their devoted work in the section concerned and finally submit to principal/ Head of the institute so that completion of successful internship can be granted.
- II. **Migration of Internship:** Migration of internship will be only with the consent of the both College & University, In case migration is between two different University & College. In case migration is only college to college but University is not changed only the consent of both the colleges will be required. The Migration will be accepted by the University on the production of character certificate issued by the institute and application forwarded by the college and university with NOC, as the case may be.
- III. Teaching faculty appointment as per CCIM norms in Govt. as well as Private College will be under faculty of Ayurveda(HPU).

14.A-15 Migration:- Migration of a student shall be made subject to the following conditions:-

- (a) Migration shall only be permissible during the course of study in the Second Professional (Para-Clinical).
- (b) Application should be submitted on the form prescribed for the purpose by the University which should be accompanied with the fee prescribed from time to time.
- (c) He/She must have passed the First Professional (Pre-Clinical) Examination and applied for migration within three months of passing the said examination.
- (d) He/She is a bonafide resident of Himachal Pradesh.

- (e) He/She has passed the qualifying examination with at least the minimum required marks in the Science subjects for admission to the First Professional Class of B.A.M.S. Course.
- (f) The Ayurvedic College from which he/she has sought migration is a recognized institution by the Central Council of Indian Medicine.
- (g) He/She has obtained permission of the Principals of the two Ayurvedic Colleges concerned and that the University from which he/she wants to migrate is prepared to grant the migration/transfer certificate.
- (h) All other conditions if any, laid down by C.C.I.M. are satisfied.
- (i) The student may be allowed to take migration to continue his/her study in another college after passing the first year examination. Failed students' transfer and mid-term migration will not be allowed. For migration, the students shall have to obtain the mutual consent of both college and university and will be against the vacant seat after obtaining NOC from CCIM.

14-A-15(A): NUMBER OF PAPERS AND MARKS FOR THEORY/ PRACTICAL:

Name of the Subject	Number of hours of teaching			Details of Maximum Marks			
	Theory	Practical	Total	No. of papers	Theory	Practical	Total
1st Professional							
1. Padarth Vigyan evam ayurved ka itihās	100	100	Two	200	100
2. Sanskrit	200	200	One	100	100
3. Kriya Sharir	200	200	400	Two	200	100	300
4. Rachna Sharir	300	200	500	Two	200	100	300
5. Maulik Siddhant evam Asthanga Hridayaya (Sutra Sthana)	150	150	One	100	100
2nd Professional							
1. Dravyaguna Vigyan	200	200	400	Two	200	200	400
2. Agadtantra vyavhar Ayurved evam vidhi vaidyak	200	100	300	One	100	50	150
3. Rasashastra Evam Bhaishjya Kalpana Part-1	200	200	400	Two	200	200	400
4. Charak Samhita (Purvardh)	200	200	One	100	100

b) Shalya (Kshar & Anushastra Karma)	03 months (atleast one month in OT)
c) Ksharsuna	02 months
d) Anaesthesia	15 days
e) Radiology	15 days
iii. Shalakya Tantra(In door & Out door)	04 months (atleast one month in OT)
iv) Prasuti Tantra Avam Strigora	03 months (Out door & In door)
v) Kaumar Bhritya (Out door & In door)	01 month
vi) Atyayik(casually)	02 months

14-A-15(B): Minimum Qualification & Experience for teaching staff of Govt. and Private colleges for UG teacher):

(Applicable for direct recruitment but age will be relaxed in case of promotion)

(i) ESSENTIAL:

- A degree in Ayurved from a University established by law or a statutory Board/Faculty/ examining Body of Indian Medicine or its equivalent as recognized under Indian Medicine Central Council Act,1970.
- A post-Graduate qualification in the subject/ Speciality included in the schedule to Indian Medicine Central Council Act, 1970.

ii) Experience:

a) For the post of Professor:

Total teaching experience of ten years in concerned subject is necessary out of which there should be five years teaching experience as Associate Professor in concerned subject.

b) For the post of Associate Professor:

Teaching experience of Five years in concerned subject, (Associate Professor).

c) For the post of Asstt. Professor (age not exceeding 40 years)

No teaching experience is required. Lecturer will be treated as Asstt. Professor.

d) qualification for the post of Head of the Institution (Principal/Dean/ Director);

e) The qualification and experience prescribed for the post of professor shall be essential for these posts.

- f) The Private college Faculty will be considered as Faculty of University subject to NOC from State Govt. and letter of consent from University w.e.f. their joining on regular basis.

Note: In absence of the candidate of Post-Graduate qualification in concerned subject the candidate of the following subject as mentioned against them shall be eligible for the post of Assistant Professor:

Speciality required	Name of the allied subject
1. Swastha Vritta	1. Kayachikitsa
2. Agadtantra	2. Dravyaguna/ Rasashastra
3. Rog Vigyan	3. KAYACHIKITSA
4. Rachana Sharir	4. Shalya
5. Kriya Sharir	5. Santhita Siddhant
6. Shalakya	6. Shalya
7. Panchkarma	7. Kayachikitsa
8. Balroga	8. Prasuti & Striyoga/ Kayachikitsa
9. Kayachikitsa	9. Manasroga
10. Shalya	10. Nischetana evam Ksha-Kirana

- a. The above provision of allied subject will be allowed for five years.

The Teacher(s) who had been considered eligible in the past on basis of previous regulation shall not be considered eligible on the basis of amendment.

14.A-16 The Post Graduate degrees may be allowed in following specialities:-

Sr No.	Name of Specialty	Abbreviation
1.	Ayurveda Vachaspati-Ayurveda Samhita & Principles of Ayurveda.	M.D. -Ayurved Samhita & principles of Ayurveda.
2.	Ayurveda Vachaspati-Rachna Sharir.	M.D.-Ayurved (Anatomy)
3.	Ayurveda Vachaspati- Kriya Sharir.	M.D.-Ayurved (Physiology).
4.	Ayurveda Vachaspati-Dravya Guna Vgyanada	M.D.-Ayurved Materia Medica & Pharmacology.
5.	Ayurveda Vachaspati-Ras Shastra & Bhaishajyada.	M.D.Ayurveda (Pharmaceuticals)
6.	Ayurveda Dhanvantri-Prasuti awam Stri Roga.	M.S.-Ayurveda Gynecology & Obstetrics.
7.	Ayurveda Vachaspati-Kaumarbhritya- Bala Roga.	M.D.-Ayurveda Pediatrics.

	8.	Ayurveda Vachaspati-Kayachikitsa.	M.D.-Ayurveda Medicine.
	9.	Ayurveda Vachaspati- Swasthvaritta & Yoga.	M.D.-Ayurveda Preventive Medicine and Yoga.
	10.	Ayurveda Vachaspati- Rog Nidan awam Vikriti Vigyan.	M.S. Ayurveda, Pathology Diagnostic Procedure.
	11.	Ayurveda Vachaspati-Shalay-Samanya.	M.S.-Ayurveda General Surgery
	12.	Ayurveda Dhanvantiri- Kshar Karma avam Anushastra Karma.	M.S. Ayurveda Surgery in Karma and Para surgical measures.
	13.	Ayurveda Dhanvantri- Netra Roga.	M.S.Ayurveda Ophthalmology
	14.	Ayurveda Dhanvantri- Shalakya: Karna, Nasa, Kantha & Shiro Roga.	M.S.- Ayurveda ENT & Head.
	15.	Ayurveda Dhanvantri-Danta avam Mukha Roga.	M.S. Ayurveda Dentistry and disease.
	16.	Ayurveda Vachaspati-Manovigyan Avam Manas.	M.D.-Ayurveda (Psychiatry).
	17.	Ayurveda Vachaspati-Panchakarma.	M.D.Ayurveda Panchakarma.
	18.	Ayurveda Vachaspati Agad Tantra Avam Vidhi Vadyaka.	M.D.-Ayurveda Toxicology Forensic Medicine.
	19.	Ayurveda Vachaspati-Sangyaharia.	M.D.-Ayurved Anaesthesiology
	20.	Ayurveda Vachaspati-Chhaya avam Vikiran Vaaigyan.	M.D.-Ayurved Imaging and Diagnosis.
	21.	Ayurveda Dhanvantri-Asthi Sandhi & Marmagar Roga.	M.D.-Ayurved Orthopedics Marma.
	22.	Ayurveda Vachaspati-Rasayan & Vajikaran.	M.D.-Ayurved Rasayan Vajikaran.

14.A-17 Period of Study and attendance:

- (1) The student shall have to undergo a study for a period of three years after the admission.
- (2) The student shall have to attend at least seventy five percent of total lectures, practical and clinical tutorials or classes to become eligible for appearing in the examination.
- (3) The students shall have to attend the hospital and other duties as may be assigned to them during the course of study.

- (4) The students of clinical subject shall have to do Resident duties in their respective departments and student of non-clinical subject shall have duties in their respective departments like Pharmacy, herbal Garden-Laboratory during entire period.
- (5) The students shall have to attend special lectures demonstrations, seminars, study tours and such other activities as be arranged by the teaching departments.

14.A-18 Admission:- Ordinarily the admission for regular session will be held in the month of July. Number of students to be admitted in each session will be according to the approval of the Central Council of Indian Medicine.

14.A-19 Mode of Admission:- (1) A Person possessing the degree in Ayurveda of a University or Board or medical institution specified in the Second Schedule to the Act shall be eligible for admission in the post graduate degree course.

- (2) The University or any other committee to be constituted by Government concerned shall conduct the admission process.
- (3) Selection of candidates shall be made strictly on the basis of final merit under calculated out of total of 100 marks based on written test.
- (4) The written test of 100 Marks shall consist of one common written test of MCQ.
- (5) The minimum eligibility marks of the entrance test for admission in the case of general candidates shall be fifty percent of the total marks and in the case of candidates belonging to the scheduled Castes and Scheduled Tribes and Regular Government service candidate shall be forty percent.
- (6) The sponsored candidates shall also be required to possess the percentage of marks specified in sub-regulations (5) except foreign nationals.
- (7) Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned Department.

Facilities for post-graduate Students:

The stipend and contingency shall be provided at the rates prevailing in the State for other Medical post-graduate students.

Guide Students ratio:-

The teacher student ratio shall be such that the number of post-graduate teachers to be number of post-graduate students admitted per year be maintained at 1:3 in case of Professor, 1:2 in case of Associate Professor and 1:1 in the case of Assistant Professor having minimum 5 years experience. The maximum number of students per year speciality shall not exceed six and this provision shall not be applicable to the existing PG seats.

Hospital/Clinical Training Facilities: 1:10 Student: Bed ratio shall be provided in each P.G. Programme.

Student: Teacher ratio 1:1 per year shall be maintained and 6 students in each speciality shall be admitted per year.

Stipend will be provided by the College to all students at the rates prevailing in the State for Medical P.G. students of Medical College of the State from time to time.

14.A-20 Syllabus and method of training: The courses and syllabus of studies shall be such as prescribed by the Board of Studies/Faculty of Ayurveda from time to time keeping in view CCIM norms.

14.A-20(i) Method of training:-

- (1) Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective speciality.
- (2) The emphasis shall be given on intensive applied and hand on training.
- (3) The students shall have to acquire the knowledge about the method and techniques of research in the respective fields making use of Information Technology.
- (4) In clinical subjects the students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.
- (5) The student shall have to undertake training in teaching technology and research methods and shall have to participate in the teaching and training programs of Under Graduate students or interns in the respective subjects during the course of studies.
- (6) The first year students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda.
- (7) In the clinical training the students shall have to acquire the knowledge of Independent work as a specialist.

In the specialities of Shalya, Shalaky and Prasuti & Stri Roga the student shall have to undergo training of investigate procedures techniques and surgical performance of procedure and management in the respective speciality.

14.A-21 Examination and Assessment:

- (1) The P.G. degree course shall have two examinations in the following manners:-
 - (a) The preliminary examination shall be conducted at the end of one academic year after admission.

- (b) The final examination shall be conducted on completion of three academic years after the admission of PG course.
 - (c) Examination shall ordinarily be held in the month of June or July and November or December every Year.
 - (d) For being declared successful in the examination student shall have to pass all other subjects separately in preliminary examination.
 - (e) The student shall obtain minimum 50% marks in Practical and theory subjects separately to be announced as pass.
 - (f) If a student fails in preliminary examination he/she shall have to pass before appearing in the final examination.
 - (g) If the student fails in theory or practical in the final examination he/she can appear in the subsequent examination without requiring to submit a fresh dissertation.
 - (h) The post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.
- (2) The examination shall be aimed to test the clinical acumen ability and working knowledge of the student in the practical aspect of the speciality and his/her fitness to work independently as a specialist.
 - (3) The clinical examination shall aim at a careful assessment of the competence of the student, so that his/her familiarity with ayurveda and scientific literature in the speciality could be judged.
 - (4) The viva-Voce part of the practical examination shall involve extensive discussion on any aspect of subject/ speciality:

Subjects of examination:-

- (1) The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects:-
 - Paper-I
 - Part-A. Research Methodology
 - Part-B. Bio Medical Statistic
 - Paper-II
 - Part-A- Applied aspects of fundamentals regarding concerned subjects.
 - Part-B- concerned subject
- (2) The student shall have to undergo training in the department concerned and shall maintain month wise record of the work done during the last two years of study in the speciality opted by him/ her as under:-

- i. Study of literature related to speciality.
 - ii. Regular clinical training in the hospital for student of clinical subject.
 - iii. Practical training of research work carried out in the department for students of non clinical subject.
 - iv. Active participation in various seminars, symposia and discussions.
 - v. Finalization of topic of dissertation and synopsis.
 - vi. The assessment of the work done during the first year on the above points shall be done at the time of preliminary examination.
- (3) The final examination(a) dissertation(b) written papers and (c) clinical/ practical and oral examination as the case may be.
 - (4) There shall be four theory papers in each speciality and one practical or clinical and viva-voce examination in the concerned speciality or group of sub- specialities selected by the student for special study.
 - (5) The student shall have to publish/ accepted at least one Research paper on the basis of his research work in one Journals based on his dissertation and one paper presentation in Regional level Seminar.

Dissertation:-

- 1) The title of the dissertation along with the synopsis with approval of the ethics Committee constituted by the Institute as per Regulations of concerned University shall be submitted to the University within a period of six months from the date of admission to PG course.
- 2) If the student fails to submit the title of dissertation and synopsis within the period specified under sub regulation(1) his terms for final PG course will be extended for six months or more in accordance with the time of submission of the synopsis to the University.
- 3) The Synopsis of the proposed scheme of work should indicate the familiarity of the student with the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide, if any. The University should approve the synopsis not later than three months after submission of the synopsis.
- 4) For approving the title a Scrutiny Committee shall be constituted by the University.
- 5) The University should display the approved synopsis of dissertation on their website.
- 6) The subject of every dissertation shall be research, practical oriented, innovative and helpful in the development of Ayurveda. The subject of the dissertation shall have relation with matter of the specialty.

- 7) Once the title for dissertation is approved by the Scrutiny Committee of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.
- 8) No student shall be allowed to submit the dissertation before six months of final year. However, the student shall continue his or her regular study in the institution after submission of dissertation to complete three years.
- 9) The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the teacher approved by the University.
- 10) The dissertation shall consist critical review of literature, methodology, result of the research, discussion on the basis of research, findings of the study summary conclusion and references cited in the dissertation should be suitable for publication.
- 11) The dissertation shall consist of not less than forty thousand words.
- 12) The dissertation shall contain at the end a summary of not more than one thousand five hundred words and the conclusion not exceeding one thousand words.
- 13) The guide or supervisor shall be a person of status of Professor or Associate Professor, Assistant Professor with five years University approved teaching experience in the subject or three years' as co-guide.
- 14) Five copies of the bound dissertation along with a certificate from the supervisor or guide should reach the office of the Registrar of the University four months before the final examination.
- 15) The dissertation shall be assessed by two external and one internal examiners appointed by the University.
- 16) The dissertation shall be accepted only after the approval of the examiners appointed under sub-regulation(17) and in case of disapproval by one external examiner the dissertation shall be referred to third examiner.
- 17) If the dissertation is not accepted by two external examiners. The same shall be returned to the student with the remarks of the examiners and the student can resubmit the dissertation after making necessary improvement in the light of examiners report to the University within a further period of six months.
- 18) The students shall be permitted to appear in the final examination of Post-graduate degree course only after examiners appointed for the purpose have approved the dissertation.

14.A-22 Appointment of Examiners:-

The preliminary examination and final examination will be held in practical clinical and oral examination. The final examination shall be conducted by a team of two Examiners (Retired or Serving) out of which one should be external. The examiners should be minimum of Associate Professor Level or should have minimum 8 years PC teaching experience/ senior most HOD teacher will be the internal examiner and act as moderator.

14.A-23 Declaration of Result:-

- (a) If the candidate fails in final examination of MD Ay./M.S. Ay. Examination, he/ she can re-appear at the subsequent examination of final without requiring to submit a fresh thesis.
- (b) The M.D. Ay./ M.S. Ay. Degree shall be conferred on the candidate only after the candidate passed both the preliminary and final examinations.

14-A-23(i) Minimum requirement for post-graduate teaching centre:-

- (1) The Post-Graduate, education Center shall satisfy the entire minimum requirements of under Graduate training as prescribed by the council.
- (2) Facilities regarding training in basic science in Ayurveda and other supporting subject as specified by the council shall be provided by the center.
- (3) All facilities of ancillary department shall be made available by the center.
- (4) The Center shall have adequate equipment and research facilities required for the training in the related speciality and subject.
- (5) The minimum additional teaching staff required Post-Graduate Course shall be one professor/ Associate Professor and one Assistant Professor in concerned subject in addition to the teacher stipulated for under-Graduate teaching. The especially which does not exit as independent department for under-Graduate that shall have minimum one Professor/ Associate and one Assistant Professor for starting PG.
- (6) All the teacher of Govt./ Private college will be considered Ayurveda Faculty member of HPU for all provision w.e.f. 3/10/12 subject to fulfill CCIM norms.
- (7) The center shall have a fully equipped hospital consisting of at least one hundred beds with speciality-wise-adequate facilities in all departments. The PG subject in non-clinical subject shall be admissible on the basis of Bed strength as specified for UG Norms. But for the PG in clinical subject additional beds in the students bed ratio 1:4 shall be provided.

- (8) The annual average bed-occupancy in the hospital shall be more than 50%.
- (9) In clinical department one Registrar or Senior resident shall be appointed for every twenty beds.
- (10) Institution which has not completed minimum 4 ½ years UG teaching shall not be eligible for applying for PG permission.

14-A-23(ii):

If any MD/MS(Ay.) student remains on leave during the course, period of that maternity leave be extended at the end of the course.

14-A-24: BACHELOR OF HOMOEOPATHY MEDICINE AND SURGERY (B.H.M.S. 5 ½ YEARS) Degree Course.**(A) Admission to the Course**

- (i) The admission to first professional of Homoeopathy (Bachelor of Homoeopathic Medicine & Surgery) shall be made on the basis of competitive examination to be conducted by the university ordinarily in the month of June/July.
- (ii) The examination shall consist of an MCQ type written paper containing questions from the subjects of Biology, Chemistry and Physics in accordance with the syllabi prescribed for these subjects in accordance with the classes taken together as prescribed by the H.P. Board of School Education.
- (iii) The medium of Examination shall be English.
- (iv) Merit shall be determined on the basis of aggregate marks obtained in the entrance test by the candidates and a merit list shall be prepared and made available by the COE to the Principal of the Homoeopathic College.
- (v) The inter-se-ranking of the candidates obtaining equal aggregate marks in the entrance test shall be according to the marks obtained by the candidates in Biology, Chemistry and Physics in that order in the entrance test and in the case of tie still remaining un-resolved the candidate will be admitted according to the merit of +2 (bio., Chem., Phy.)

(B) Minimum Qualification for Admission:

The eligibility conditions for admission to the course shall be that a candidate should have passed 10+2 from H.P. Board of School Education or from recognized board or equivalent degree/ examination passed with Science (Medical Group with Physics, Biology and Chemistry) of the University/ H.P. Board of School Education in Science Subjects.

(C) Age Limit For Admission

The candidate should have completed the age of 17 years but must not have completed 25 years of the age as on 31st December of the year of the admission.

14-A-25: Duration of Course:

The duration of Homoeopathic course (Bachelor of Homoeopathic Medicine and Surgery) shall be as under:-

(i) Main Course: 4 ½ years: There shall be four examinations viz. First Professional, Second Professional, Third Professional and Fourth Professional. The first Professional examination will be held at the end of 18 months, the Second Professional Examination at the end of 30 months, Third Professional examination at the end of 42 months and Fourth Professional Examination at the end of 54 months from the date of admission. This examination shall ordinarily be held in the months of July and December respectively.

(ii) Internship: 12 Months

The internship training shall be regulated by the Principal in consultancy with concerned Heads of departments and R.M.O. as under:-

- 1) Each internee student shall be asked to maintain a record of work, which is to be constantly monitored by the Head of concerned Department and/ or Resident Medical Officer under whom the internee is posted. The scrutiny of record shall be done in an objective way to update the knowledge skill and aptitude of internee.
- 2) The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation of the case and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted wherein interns in rotation be given a chance to present their cases for discussion and concerned teachers/ RMO shall assess performance of each of interns.
- 3) Rotation of intern student shall be as under:-
 - a) Practice of Medicine -8 months wherein internee will be rotated in each Psychology, respiratory, gastrointestinal, Endocrinology, Skin and V.D. Loco-motor, cardiology, Pediatrics sections.
 - b) Surgery -1 month.
 - c) Obstetrics & Gynecology-2 Months (1 month each, including reproductive & Child Health Care).

- d) Community Medicine (including PHC/CHC)-1 month.
- 4) Each internee shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood examination, blood smear for parasites, sputum examination. Urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
- 5) Each internee shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G. Spiro meter and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
- 6) Each internee student shall be given adequate knowledge about issuing of medico legal certificates including medical and fitness certificate, Death certificates, birth certificates, court procedures and all of such legislations be discussed which were taught in curriculum of Forensic Medicine & Toxicology.
- 7) Each internee shall maintain records of 40 acute and 25 chronic cases complete in all respects including follow up in Practice of Medicine, record of 5 antenatal check ups and 3 delivery cases attended by him/her in Department of Obstetrics and 3 cases of Gynecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in surgery department and records of knowledge gained in primary health centres, community health centres and various health programs.
- 8) It shall be compulsory for each intern student to prove at least one drug during the period of internship.
- 9) Each internee shall be given liberty to choose an elective assignment on any subject and complete output shall be furnished in writing by the internee in respect of elective assignment to the Principal of the College within internship duration.
- 10) Each intern shall be posted on duty in such a manner that each of them attends at least 15 days in O.P.D. and 15 days in I.P.D. at least in each month (except for duty in community medicine) and attempt the other parts of duty including self preparation in library.
- 11) Each intern shall be made to learn importance of maintaining statistics and records, intern student shall also be familiarized with research methodology.

14-A-26: Syllabus: The syllabus of study shall be as prescribed by Board of Study in Homoeopathy (Faculty of Ayurveda and Homoeopathy) and approved by Academic Council from time to time.

14-A-27: Course of Study: A candidate shall be required to study the following subjects:

BHMS 1st PROFESSIONAL

1. Homoeopathic Pharmacy
2. Anatomy, Histology & Embryology
3. Physiology including Biochemistry
4. Homoeopathic Materia Medica
5. Organon of Medicine, Principles of Homoeopathic Philosophy & Psychology.

BHMS 2nd PROFESSIONAL

1. Pathology & Microbiology.
2. Forensic Medicine & Toxicology.
3. Homoeopathic Materia Medica.
4. Organon of Medicine.

BHMS 3rd PROFESSIONAL

1. Surgery including ENT, Ophthalmology, Dental and Homoeopathic Therapeutics.
2. Obstetrics & Gynecology, Infant care & Homoeopathic Therapeutics.
3. Homoeopathic Materia Medica.
4. Organon of Medicine.

BHMS 4th PROFESSIONAL

1. Practice of Medicine
2. Homoe. Mat. Medica
3. Organon of Medicine
4. Case taking & Repertory.
5. Community Medicine.

In order to be eligible to appear at BHMS University examination, a candidate should have put in minimum 75% attendances in each Prof. in theory as well as practical. Principal/ Dean of Faculty may for reasons to be recorded in writing condone shortage of lectures delivered in each of the Prof. upto a maximum of 10% lecturers in theory and practicals.

14-A-28: Medium of Examination:

The medium of examination shall be English.

14-A-29: General Rules for the Examinations:

- (i) The College/Univ. shall ensure that the minimum number of hours for lecture/demo./pract./seminar etc. in the subjects in each BHMS exam as specified in respective regulation are followed before allowing any student of Homoeopathic Medical College to send the examination form to the University.
- (ii) The college will not allow any student to the University examination who does not fulfill the lectures conditions as per Homoeopathic regulation.
- (iii) Each theory paper shall be of three hours' duration.
- (iv) The Practical examination will be conducted after the theory examination.
- (v) There shall be two examinations in a year. One regular examination and other supplementary examination. The Supplementary examination may be conducted within six months of the regular examination. No student shall be permitted to join para-clinical group subjects until he has passed in all the pre-clinical subjects of First BHMS for which he will be permitted not more than four chances including the original examination.

14-A-30: Examiners: (a) There shall be external paper setter for each theory examinations to be appointed by the Vice-Chancellor on the recommendation of the Dean out of the panel of the names suggested by the Principal of the concerned Homoeopathic college.

(b) (i) No such person shall be appointed as examiner unless he/she has at least 3 years continuous regular teaching experience in subject concerned, gained in a degree level Homoeopathic Medical College.

(ii) Oral and Practical examinations shall as a rule be conducted by the respective internal and external examiners with mutual co-operation. They shall each have 50% of the maximum marks out of which they shall allot marks to the candidate appearing at the examination according to their performance and the mark sheet/award list, so prepared shall be signed by both the examiners. Either of the examiners shall have the right to prepare, sign and send marks sheet separately to the University together with his comments. The University shall have due note of such comments but it shall declare results on the basis of the marks sheet/award list. Distribution of marks in practical examinations shall be as under:-

- (1) Identification, Practical Work and Presentation – 30%
- (2) Practical Records – 10%
- (3) Internal Viva-30%
- (4) External Viva-30%

(iii) The external examiners shall have the right to communicate to the University his view and observation about any shortcoming or deficiencies in facilities provided by the concerned college.

14-A-31:(A) Promotion Rules from one Prof. to the next Prof.:

First Professional B.H.M.S. examination (to be held at the end of 1 ½ year).

Scheme of Examinations:

(1) The first professional period shall ordinarily start from 1st week of July and ends in December next year. The examination shall ordinarily be completed by the end of December. The supplementary examination of first professional shall ordinarily be held within six months of declaration of result of main examination. The candidates shall be allowed four chances including the first professional examination.

However, a student failing in one or more subjects of first professional examination may be allowed to continue in second professional course and be allowed to appear in supplementary examination. In case student is not able to clear the subject/ subjects of 1st professional and then he will be reverted to 1st Prof.

(2) Pass marks in all subjects both Homoeopathic & allied medical subjects shall be 50% in each part (written & practical including oral).

Second professional B.H.M.S. examination (to be held at the end of 2 ½ years of admission to B.H.M.S. 1st prof.)

(1) The second professional course shall ordinarily start in January following the first professional examination & the examination shall be held ordinarily in December at the end of 2 ½ years.

(2) The supplementary examinations of second professional shall be held ordinarily in May/June and those who remain failed in one or more subjects in supplementary examination shall be eligible to appear only in the failing subjects in the subsequent second professional examination.

(3) Pass marks in all subjects both Homoeopathic and allied medical subjects shall be 50% in each part (written and practical including oral).

Third Professional B.H.M.S examination (to be held at the end of 3 ½ years of admission to B.H.M.S. 1st prof.)

(1) The third professional course shall ordinarily start in January following the second professional examination and the examination shall be held ordinarily in December at the end of 3 ½ years.

(2) The supplementary examination to third professional shall be held ordinarily in May/ June and those who remain failed in one or more subjects in supplementary examination shall be eligible to appear only in the failing subjects in the subsequent third professional examination.

(3) Pass marks in all subjects both Homoeopathic and allied medical subjects shall be 50% in each part (written & practical including oral).

Fourth Professional B.H.M.S. examination (to be held at the end of 4 ½ years of admission to B.H.M.S. 1st prof.).

(1) The fourth professional course shall ordinarily start in January following the third professional examination and the examination shall be held ordinarily in December at the end of 4 ½ years.

(2) The supplementary examination to fourth professional shall be held ordinarily in May/June and those who remain failed in one or more subjects in supplementary examination shall be eligible to appear only in the failing subjects in the subsequent fourth professional examination.

(3) Pass marks in all subjects both Homoeopathic and allied medical subjects shall be 50% in each part (written and practical including oral). A candidate obtaining pass marks in any subject shall not be required to re-appear in that subject.

(B) RESULTS AND RE-ADMISSION TO EXAMINATION:

- i. University will ensure that the result of the examination are published in time so that the student who successfully completes the course in 5 1/2 years after admission.
- ii. Candidate who have passed in one or more subjects need not appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- iii. **Facility to Keep Term:** Notwithstanding with foregoing regulations, the students shall be allowed the facility to keep term on following conditions:
 - a. The candidates must pass the first B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the second B.H.M.S. examination.

- b. The candidates must pass the second B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the third B.H.M.S. examination.
 - c. The candidates must pass the third B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the fourth BHMS examination.
 - d. No candidate shall be given more than four chances to appear in B.H.M.S. examination in the same subject.
- (3) A candidate who appears at second or third B.H.M.S. examination but fails to pass in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However, candidates shall be allowed to keep term as provided in (iii) above.
- (4) Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be compulsory.
- (5) If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the Head of the colleges and appearing for examination in all the subjects. Provided that if a student appearing for the fourth B.H.M.S. examination has only one subject to appear at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.
- (6) The examination body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- (7) Grace marks may be awarded to the students at the discretion of the University/ examining body on exceptional circumstances.

14-A-32: MIGRATION

Migration of a student shall be made subject to following conditions:-

- (a) Migration shall only be permissible during the course of study in the second professional examination (Para Clinical).
- (b) Application should be submitted on the form prescribed for the purpose by the University, which should be accompanied with the fee prescribed from time to time.

- (c) He/she must have passed the first professional (pre-clinical) examination and applied for migration within three months of passing the said examination.
- (d) He/she has passed the qualifying examination with at least the minimum required marks in the Science subject for admission to the first professional class of B.H.M.S. course.
- (e) The Homoeopathic Medical College from which he/she has sought migration is a recognized institution by the Central Council of Homoeopathy.
- (f) He/she has obtained permission of the Principals of both Homoeopathic medical Colleges concerned and that the University from he/she wants to migrate is prepared to grant the migration/ transfer certificate.
- (g) All other conditions, if any, laid down by C.C.H. are satisfied.

14-A-33: Bachelor of Pharmacy in Ayurveda- B.Pharma(Ay.).

14-A-34: Objects and Scope:

1. To identify, collect and process raw materials used in Ayurvedic drugs.
2. To equip with Medicinal properties of various raw drugs/material used in Ayurvedic drugs.
3. To make them skilled for the dispensing and manufacturing of quality Ayurvedic drugs.
4. To actively participate in manufacturing of Ayurvedic formulations.
5. To be conversant with modern drug manufacturing techniques.
6. To control and maintain the quality and standard of the Ayurvedic drugs.
7. To be conversant with modern drug presentation techniques.
8. To be conversant with Drug and Cosmetic Act, good manufacturing practices and other regulations and laws associated with manufacturing, storage, sale and quality control of Ayurvedic drugs.

14-A-35: Introduction to Course:

- (i) Duration of Course: Four years(8 semester).
- (ii) Age Limit: Minimum 17 years and Maximum 24 years.
- (iii) Number of seats: 30 .
- (iv) Mode of Admission: The admission shall be made on the basis of merit obtained in the qualifying examinations i.e. + 2 with science(Medical Group-PCB).

14-A-36: Admission to the course:

- (i) The admission shall be made on the basis of merit obtained in the qualifying examination i.e. +2 with science (Medical Group-PCB).
- (ii) The examination shall consist of one MCQ type written paper containing questions from the subjects of Physics, Chemistry and Biology in accordance with the syllabi prescribed for these subjects for 10+2 (+1 and +2 classes taken together) as prescribed by the H.P. Board of School Education.
- (iii) Merit shall be determined on the basis of aggregate marks obtained in the qualifying examination (aggregate of PCB).
- (iv) The Inter-se-ranking of the candidates obtaining equal aggregate marks in the qualifying examination (aggregate of PCB), determined in the manner that the candidates having passed Sanskrit in Matric shall be placed above a candidate who has not studied Sanskrit and a candidate with higher percentage of marks in the subjects shall rank senior and in case the tie still remains unresolved the candidate older in age shall be given preference.

The inter-se-ranking of the candidate not having passed Sanskrit in Matric obtaining equal aggregate marks in the qualifying examination shall be according to the marks obtained by the candidates in Biology, Chemistry and Physics in that order in the case of tie still remaining unresolved, the candidate older in age shall rank higher.

14-A-37: Subjects for B. Pharma (Ayurveda)**SEMESTER-I****THEORY:**

1. Fundamentals of Ayurveda, including Swasthavritta.
2. Fundamentals of Physiology.
3. Fundamentals of Anatomy.
4. Fundamentals of Bhaishajya Kalpana-I
5. Fundamentals of Dravyaguna Vijnana-I
6. English
7. Computer & their Applications in Pharmaceutical Science.

Practical- (3),(4),(5) and (7)

SEMESTER-II**THEORY:**

1. Pharmaceutical Biology.
2. Pharmaceutical Chemistry.
3. Pharmacognasy-I.

4. Pharmaceutics.
(General and Dispensing Pharmacy)
5. Rasa Shastra-I
Practical (1) to (5)

SEMESTER-III**THEORY**

1. Dravyaguna Vijnana-II
2. Pharmacognosy of Ayurvedic Drugs-I
3. Pharmacognosy of Ayurvedic Drugs-II
4. Pharmacology-I
5. Pharmaceutical Statistics.
6. Rasa Shastra-II
Practical(1),(2),(3) and(6)

SEMESTER-IV**THEORY**

1. Pharmaceutical Biochemical Analysis of Ayurvedic Drugs-I
2. Applied Physiology
3. Pharmaceutics (Physical Pharmacy).
4. Pharmaceutics (Principles of Pharmaceutical operations).
5. Rasa Shastra-III
Practical (1),(2),(3) and (5)

SEMESTER-V**THEORY:-**

1. Pharmacognosy-II
2. Pharmaceutical Analysis of Ayurvedic Drugs-II
3. Pharmaceutical Technology for Ayurvedic Drugs-I
4. Dravyaguna Vijnana-III
5. Rasa Shastra-IV
Practical (2),(3),(4) and (5)

SEMESTER-VI**THEORY**

1. Pharmaceutical Engineering.
2. Pharmacology and Toxicology of Ayurvedic Drugs-I.

3. Bhaishajya Kalpana-II.
4. Pharmaceutical Microbiology.
5. Pharmacognosy-III.
6. Pharmacology-II.
Practical (2),(3) and (5)

SEMESTER-VII**THEORY**

1. Pharmacies Acts, Rules & Regulations and Pharmaceutical Management.
2. Pharmaceutical Technology for Ayurvedic Drugs-II.
3. Pharmacology & Toxicology of Ayurvedic Drugs-II.
4. Pharmaceutical Analysis of Ayurvedic Drugs-III.
5. Bhaishajya Kalpana-III.
Practical (2),(4) and (5)

SEMESTER-VIII**THEORY:**

1. Medicinal Chemistry.
2. Pharmaceutical Analysis.
3. Bhaishajya Kalpana-IV.
4. Pharmaceutics-Pharmacokinetics and Biopharmaceutics.
5. Clinical Pharmacy.
Practical(1), (2), (3) and (4)

On site practical training in the industry Ayurvedic manufacturing with three months.

One month training in the Deptt. Of Ayurveda working as pharmacist/ storekeeper.

A Project Report must be submitted by the students, one month before the final examination.

Note: The candidates should attend not less than 75% of the theory lectures and 90% practical classes.

14-A-38:EXAMINATION:

(i)The medium of examination shall be Hindi and English.

(ii) **Examiners:**

(1.)(a) There shall be external and internal examiners for each subjects of examination, to be appointed by the Vice-Chancellor on the recommendations of the Dean out of the panel of names suggested by concerned teacher. In case Paper-A is set by the external examiner, Paper-B shall be set by the internal examiner and vice-versa. However, the entire paper will be set by the external examiner only, in case there is no eligible internal examiner in the subject.

(b)(i) No person will be appointed as an examiner in any of the subjects of any examination leading for the award of B.Pharma unless he/she is a Post Graduate and has at least two years of teaching experience in the subject concerned or in any allied subject in an affiliated college of a recognized/ deemed University. However, non-medical Ayurveda teachers entrusted with the teaching of subjects may be appointed as examiners in their concerned subjects in case they possess requisite qualification and two years teaching experience.

(ii) The internal examiner in theory paper shall be from the subject concerned.

(c) Internal examiner shall always be from the department of the subject concerned and in case there is no eligible internal examiner in the concerned subject, there will be two external examiners. The internal examiner shall also act as Co-ordinator.

(d) Appointment of examiners (both internal and external) will be made in such a manner that all portions of the subject are covered proportionately for examinations both in annual and supplementary.

(e) Tenure of Examiners; The Examiners (both Internal and External) shall ordinarily be appointed for a term not exceeding two years but shall be eligible for re-appointment.

(f) Appointment to be made by name; Examiners shall be appointed for the approved panel by name and not by designation.

(1) In each part of B.Pharma examination 10% of the total marks allotted to each subject shall be reserved for internal assessment on the basis of periodical/terminal examinations practical/clinical tests, day to day assessment, laboratory manuals, case notes, etc. as prescribed by the faculty of Ayurveda from time to time.

(2) For the purpose of internal assessment, the Principal of Ayurvedic College concerned shall arrange at least two periodical examinations in each part of the course and the internal assessment awards shall be submitted to the controller of Examinations at least two weeks before the commencement of the University examination.

(3) A candidate shall be required to pass in all the subjects in each part of B. Pharma examination. The minimum number of marks required to pass in any subject shall be 50% both theory and practical.

(4) A candidate shall be allowed to join the higher semester provided he has undergone a regular course of study in all the previous semesters in a sequential order by registering himself at the beginning of each semester.

Provided in the case of B. Pharma (Ay.) Candidate shall be allowed to join the next higher semester provided he/she has undergone a regular course of studies in all the previous semesters in a sequential order by registering him/herself in the beginning of each semester. A candidate who has failed to complete the main semester examination shall be eligible to appear for odd or even semester examination in the carry over subjects (including theory and practicals). For the purpose of passing an examination, theory and practical of each subject shall be considered as separate papers and an examinee has to pass theory and practical.

(5) (a) In addition to the regular paper prescribed for the semester a candidate appearing in a particular semester examination for the first time will be allowed to appear in a maximum of six subjects of lower semester/semesters.

(b) A candidate will be required to pass in all the subjects of B.Pharma (Ay.) course where minimum pass marks are prescribed in a maximum duration of 8 Academic years counted from academic session in which candidate is admitted in B. Pharma (Ay.) First Semester. If a candidate fails to pass the examination in the period of 8 years his/her candidature will stand cancelled automatically. This period/8 academic year will also include the entire period during which he/ she has suspended his/her studies on his/her or has failed in the examination debarred by university from taking any examination.

(6) Notwithstanding anything contained in the ordinance to the contrary, a student may complete the entire Bachelor of Pharmacy(Ay.) course in not more than 16 semester's examinations starting from the semester of his/her admission to the course failure to complete this course in 16 semester examination shall render the students unfit for the course and his/her admission shall automatically be cancelled at the end of 16 semesters without any notice. The students who are unlikely to satisfy this condition shall not be allowed to further continue his/her studies from that stage onwards.

(7) A candidate will be deemed to have passed in a subject if he obtains 50% marks in the aggregate of the subjects (after including marks for together). Provided that the candidate must obtain minimum 50% marks in the theory subject in the examination conducted by the university also.

(a) If the candidate fails in the subject he / she will have to reappear in the University examination part only in the subsequent examination. In order to pass an examination an examinee shall have to obtain:

- i) 50% marks in each theory paper including the marks obtained in sessional examinations.

- ii) 50% marks in each practical paper including the internal assessment of the same. In order to be declared successful in B. Pharma (Ay.) examination a candidates shall have to prepare educational tour reports/ project reports.

(b) NON THEORY PAPERS:-

- A candidate will be deemed to have passed in non-theory subjects (practical / seminar/ projects/ vocational training etc.) if he / she obtains the following minimum marks if not specified in the scheme otherwise.
- 50% in examination marks (if the University examination is prescribed).

(8) Compulsory/Training/Internship/Apprenticeship:

3 months compulsory training in the Pharmacies/Ayurvedic manufacturing units in Government/Private Institution. One month training in the Deptt. of Ayurveda as pharmacist/ store keeper.

A project report must be submitted by the students one month before the examination.

14-A-39: MIGRATION: -

- (1) Inter College/ University migration shall be allowed provided the curriculum followed by the two Colleges/ Universities is the same.
- (2) Inter College/ University migration will be allowed only if the Principals/ Directors of the two Colleges agree for migration.
- (3) Migration shall not be allowed in the middle of any year and in no case before the completion of the 1st year of the B. Pharma (Ay.) examination it will be allowed only within 15 days after declaration of result of B. Pharma (Ay.) courses in H. P. University and no after that subject to the condition that the number of migration shall not exceed 5% of the total intake and will be subject to the availability of vacancy.
- (4) No candidate will be allowed migration if the candidate's merit % age in the qualifying examination is below the merit % age of the last admitted candidate in that category/ branch in the institute where the candidate is migrating. In case for a vacant seat more than one candidate applied for migration, candidate higher in merit will be allowed migration.
- (5) The candidate should be bonafide resident of Himachal Pradesh.

CHAPTER-XIV-B**FACULTY OF DENTAL SCIENCES****Bachelor of Dental Surgery**

14-B.1(a) Admission to the Course:- The Admission to the BDS Course shall be on the basis of a competitive examination to be conducted by the University ordinarily in the month of June, on the dates to be notified by the Controller of Examinations.

(b) (i) The examination shall consist of one MCQ type written paper containing questions from the subjects of Biology, Chemistry and Physics in accordance with the syllabi prescribed for these subjects for 10+2 (+1 & +2 classes taken together) as prescribed by the H.P. Board of School Education.

(ii) The medium of examination shall be English.

(iii) Merit shall be determined on the basis of aggregate marks obtained in the entrance test by the candidates and a merit list shall be prepared by the Controller of Examinations for free/merit seats and payment seats etc., separately keeping in view the instructions on the subject and made available to the Principals of the Dental Colleges concerned.

(iv) The inter-se-ranking of the candidates obtaining equal aggregate marks shall be according to the marks obtained by the candidates in Biology, Chemistry and Physics in that order in the entrance test and in case of tie still remaining unresolved, the candidate older in age shall rank higher.

(v) The inter-se ranking of candidates obtaining equal aggregate marks in the competitive examination shall be according to the marks obtained in Biology, Chemistry and Physics in that order in 10+2.

14-B.2 DURATION OF COURSE :

- (i) The duration of the course shall be 5 years with 240 teaching days in each academic year without internship. The commencement of the course of study of the 1st year of BDS will be ordinarily from the month of August every year.
- (ii) The oral and practical examination system will be according to the criteria laid down by the Dental Council of India and duly approved by the Faculty of Dental Sciences from time to time.
- (iii) The examination shall be held in five parts namely 1st BDS examination at the end of 1st academic year, 2nd at the end of the 2nd academic year, 3rd at the end of 3rd academic year, 4th at the end of 4th academic year and 5th at the end of 5th academic year.

- (iv) The annual examination will be conducted in the first week of August and supplementary examination in the first week of March every year and the result will be declared by the University upto 15th September and 30th April accordingly.

14-B.3 The syllabi shall be as prescribed by the Faculty of Dental Sciences from time to time.

14-B.4. A candidate shall be required to study the following subjects:-

FIRST YEAR :

1. General Human Anatomy including Embryology and Histology.
2. General Human Physiology and Biochemistry, Nutrition & Dietics.
3. Dental Anatomy, Embryology and Oral Histology.
4. Dental materials.
5. Pre-clinical Prosthodontics and Crown & Bridge.
6. Environmental Study.

SECOND YEAR:

1. General pathology and Microbiology.
2. General and Dental Pharmacology and Therapeutics.
3. Dental Materials.
4. Pre-clinical Conservative Dentistry.
5. Pre-clinical Prosthodontics and Crown & Bridge.
6. Oral Pathology & Oral Microbiology.

THIRD YEAR :

1. General Medicine.
2. General surgery.
3. Oral Pathology and Oral Microbiology.
4. Conservative Dentistry and Endodontics.
5. Oral & Maxillofacial Surgery.
6. Oral Medicine & Radiology.
7. Orthodontics & Dentofacial Orthopaedics.
8. Paediatric & Preventive Dentistry.
9. Periodontology.
10. Prosthodontics & Crown & Bridge.

FOURTH YEAR :

1. Orthodontics & Dentofacial Orthopaedics.
2. Oral Medicine & Radiology.
3. Paediatric & Preventive Dentistry.
4. Periodontology.
5. Oral & Maxillofacial Surgery.
6. Prosthodontics and Crown & Bridge.

7. Conservative Dentistry and Endodontics.
8. Public Health Dentistry.

FIFTH YEAR :

1. Oral & Maxillofacial Surgery.
2. Prosthodontics and Crown & Bridge.
3. Conservative Dentistry and Endodontics.
4. Public Health Dentistry.

SCHEME OF EXAMINATION

FIRST YEAR BDS EXAMINATION

1. General Anatomy including Embryology and Histology.
2. General Human Physiology and Biochemistry.
3. Dental Anatomy, Embryology and Oral Histology.
4. Environmental Study.

SECOND YEAR BDS EXAMINATION

1. General Pathology and Microbiology.
2. General and Dental Pharmacology and Therapeutics.
3. Dental materials.
4. Preclinical Conservative-only Practical and Viva Voce.
5. Pre-clinical Prosthodontics-only Practical and Viva Voce.

THIRD YEAR BDS EXAMINATION

1. General Medicine.
2. General Surgery.
3. Oral Pathology and Oral Microbiology.

FOURTH YEAR BDS EXAMINATION

1. Oral Medicine & Radiology.
2. Paediatric & Preventive Dentistry.
3. Orthodontics & Dentofacial Orthopaedics.
4. Periodontology.

FIFTH YEAR BDS EXAMINATION

1. Prosthodontics and Crown & Bridge.
2. Conservative Dentistry and Endodontics.
3. Oral & Maxillofacial Surgery.
4. Public Health Dentistry.

14-B.5 The medium of examination shall be English.

14-B.6

- (i) A candidate is required to pass in all the courses in each examination and shall be permitted to appear in the 2nd, 3rd and 4th and 5th year BDS examination only after he/ she has passed the lower examination.
- (ii) The written examination in each subject shall consist of one paper of three hours duration and shall have Max. Marks-70.
- (iii) In the subject of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A & B of equal marks.
- (iv) The question paper should contain different types of questions like essay, short answer and objective type/ MCQs.
- (v) The nature of questions set should be aimed to evaluate students of different standards ranking from average to excellent.
- (vi) The questions should cover as broad and an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- (vii) The University may set up a question bank.

Marks distribution of Theory and Practical :

Each subject shall have a Max. of 200 Marks.

Theory - 100	Practical/ Clinics-100	
Uni. Exam. (Written)	70	90
Viva-Voce	20	-
Int. Assessment (Written)	10	10
Total	100	100

Practical and Viva Voce only in University Examination.

Pre-clinical Prosthodontics.

Pre-clinical Conservative Dentistry.

Internal Assessment	20
Practical	60
Viva Voce	20
	100

Grace marks upto a maximum of 5 marks may be awarded to the students who have failed only in one subject but passed in all other subjects.

- 14-B.7**
- (i) There shall be external and internal examiner for each subject of examination, to be appointed by the Pro-Vice-Chancellor/Vice-Chancellor on the recommendations of the Faculty of Dental Sciences out of the panel of names suggested by the concerned Head of Department.
 - (ii) No person shall be appointed as the examiner external as well as internal unless he/she has 4 years teaching experience in the subject concerned in College/ University after MDS should be holding the post of a Reader or above in a dental Institution, approved/ recognized by the Dental Council of India for B.D.S.
 - (a) In case of Public Health Dentistry as there is acute shortage of teachers one examiner from public Health Dentistry and the second one could be from Periodontics. To be reviewed after three years.
 - (b) In case of Physiology and Biochemistry if internal examiner is from Physiology, external examiner should be from Biochemistry or vice-versa.
 - (c) In case of Pathology and Microbiology if internal examiner is from pathology External examiner should be from Microbiology or vice versa.
 - (d) In case of Dental materials, if internal is from Prosthodontics then the external should be from Conservative Dentistry and vice-versa.
 - (iii) 50% of examiners shall be external from Dental Institutions approved/recognized by the Dental Council of India.
 - (iv) Reciprocal arrangement of examiners shall not be allowed and the Internal examiner in a subject shall not accept external examinership for a College from which External examiner is appointed in his subject for the corresponding period.
 - (v) No person shall be an external examiner for more than three consecutive year.
 - (vi) One of the Internal Examiner shall always be the Head of the Department of the subject concerned.

14-B.8 (i) In each part of the BDS examinations, marks of internal assessment based on periodical terminal examinations, Practical Clinical tests, day to day assessment and case note etc. as prescribed by the Faculty from

time to time in the light of the criteria laid down for the purpose by the Dental Council of India, shall be sent to the Controller of Examinations before the commencement of the University Examination.

(ii) The continuing assessment examinations may be held frequently at least 3 times in a particular year and the average marks of these examinations should be considered 10% of the total marks in each subject for both theory, practical and clinical examination separately should be set aside for the internal assessment examinations.

14-B.9

- (i) A candidate shall be required to pass in all the subjects in each year of the BDS examination and the minimum marks required to pass shall be 50 % in theory including oral and 50 % in theory practical/ clinical examinations separately.
- (ii) In case of pre-clinical Prosthetic Dentistry and Pre-clinical conservative dentistry in 2nd year BDS where there is no written examination minimum for pass is 50 % of marks in practical and viva voce combined together in University examination including internal assessment i.e. 50/100 marks. Any student who does not clear the first BDS University examination in all subjects within 3 year from the date of admission, shall be discharged from the course.
- (iii) Candidates failing in one subject in the annual examination of 2nd year shall be allowed to attend classes in the 3rd year upto the supplementary examination and beyond that only after passing the 2nd year. Similarly, candidates failing in one subject in the 3rd year shall be allowed to attend the next higher class till supplementary examination only and failure in the supplementary examination and similarly for other examinations.
- (iv) Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appear for the subject and complete it successfully before he/she is permitted to appear for the next higher examination and if the candidate fails in two subjects he/she will not be permitted to attend the next higher classes till he/she passes the particular subjects in the supplementary examinations.
- (v) Student detained in one subject will be considered detained for all subjects and will complete the short attendance in the particular subject and it will be considered, his/her first attempt

and for absent in any examination will be considered their second attempt.

- (vi) If the candidate fails in a subject in result and marks of all passed subject should be mentioned and fail should be mentioned against the subject in which the candidate failed and when the candidate will pass that particular subject, marks of that subject should only be mentioned on the result card.

14-B.10 Successful candidates who obtain 65 % of the total marks or more shall be declared to have passed the examination in first class, other successful candidates will be placed in second class. A candidate who obtains 75 % and above is eligible for distinction, only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.

14-B.11 Deleted

14-B.12 Migration:-

- (1) Migration from one Dental College to other is not a right of the student. However, migration of the students from one Dental College to another Dental College in India may be considered by the DCI, only in exceptional cases on extreme compassionate ground, provided following criteria are fulfilled. Routine migration on other ground shall not be allowed.
- (2) Both the colleges i.e. one at which the student is studying at present and one to which migration is sought are recognized by the Dental Council of India.
- (3) The applicant candidate should have passed first professional BDS examination.
- (4) The applicant candidate submits his/her application for migration, complete in all respects, to all authorities concerned within the period of one month of passing (declaration of result) the first professional (BDS) examination.
- (5) The applicant candidate must submit an affidavit stating that he/she will pursue 240 prescribed study days before appearing at 2nd Prof. BDS examination at the transferee dental college which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

Note – 1 :

- (i) Migration is permitted only in the beginning of 2nd year BDS course in recognized institution.

- (ii) All the applications for migration shall be referred to DCI by the college authorities through Director Medical Education & Research, Himachal Pradesh. No institution/ University shall allow migrations directly without the prior approval of the Council.
- (iii) Council reserves the right not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decision where applicant has been allowed to migrate without referring the same to the Council.

Note – 2 :

Compassionate ground criteria : -

1. Death of supporting guardian.
2. Disturbed conditions as declared by Govt. in the Dental College Area.

14-B-13: Re-Evaluation : The objective of re-evaluation is to ensure that the student receives a fair evaluation in the University examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.

1. Re-totalling
2. Re-Evaluation.

Rules for MDS Courses :

14-B-14 : There shall be following Post Graduate Degree Courses (MDS)

1. Oral and Maxillofacial Surgery.
2. Periodontology.
3. Orthodontics and Dentofacial Orthodopaedics.
4. Public Health Dentistry.
5. Prosthodontics and Crown & Bridge.
6. Conservative Dentistry and Endodontics.
7. Paedodontics and Preventive Dentistry.
8. Oral Pathology and Microbiology.
9. Oral Medicine and Radiology.

14-B-15 : Duration of the course (s) : The duration of MDS Courses shall be 36 months.

14-B-16 : (a) Admission : The admission to the MDS shall be on the basis of a competitive examination to be conducted by the University as per the dates prescribed by the Dental Council of India from time to time. The following shall be the requirements for admissions :

- (b) Candidate must possess BDS degree of H.P. University or any other University recognized by Dental Council of India.
- (c) Candidate must be registered with the State Dental Council of India.
- (d) Number of students to be admitted in each session will be according to the approval by the Dental Council of India.

14-B-17: Eligibility: Attendance: Every candidate should have fulfilled the minimum attendance prescribed by Dental Council of India and respective University (80% of the attendance during each academic year of the post graduate course).

Progress and Conduct : Every candidate should have participated in seminars, journal review meetings, symposia, conferences, as presentations, clinics and didactic lectures during each year as designed by the concerned department.

Work diary and log book : Every candidate shall maintain a work diary and log book for recording his/her participation in the training programmes conducted by the department. The work diary and log book shall be verified and certified by the Head of the Department and Head of the institution. The certification of satisfactory progress is based on the work diary and log book.

14-B-18 : Syllabus and Method of Training : The courses and syllabus of studies shall be such as prescribed by the Board of Studies/ Faculty from time to time.

14-B-19: Examination : There shall be one examination at the end of three years and annual in the month of May/June and supplementary in the month of November/ December.

14-B-20: Part-A: Thesis .

Part-B: Written Papers-theory.

Part –A: Thesis :

- (a) The protocols of the subjects shall be submitted to a committee consisting of three members to be appointed by the Dean from time to time within first six months of start of the course and library assignment to be submitted at the end of first year to the Head of the institution.
- (b) After approval of the plan of the thesis one copy of thesis shall be submitted to the Dean and four copies of the thesis shall be submitted to the University through Dean, after one year of approval of protocol but not less than 6 months from the scheduled date of completion of course.

- (c) The acceptance of the thesis shall be a precondition for appearing in the final examination (Part-B).
- (d) Thesis will be examined by two examiners appointed for this purpose (one internal and one external). Internal examiner will be the one who has guided the thesis. They shall report whether the thesis is accepted or rejected or the candidate be allowed to re-submit the thesis after revision. If the examiners disagree, the third examiner (an expert in the subject of thesis) shall be appointed on the recommendations of Dean of Faculty.
- (e) The thesis shall be accepted after unanimous approval of the examiners if the thesis is rejected, the candidate will have the option to take another subject. In case of revision the examiner shall point out in writing the defects and make suggestions for improvement and modification.
- (f) The report of examiners on the thesis will be sent to the controller of examinations at least one month before the actual commencement of Part-B (Final Examination). If the report/ comment has not been received with the stipulated period from the external examiner, Dean has been empowered by the faculty to accept the thesis as deemed proper.
- (g) A candidate whose dissertation has been accepted by the examiner, who is declared to be failed at the examination will be permitted to re-appear at the subsequent examination without having to prepare a new dissertation.

Part-B (Final Examination) :

Written Examination :

The written examination shall consist of four papers, out of which two shall be pertaining to the specialty one in applied basic sciences and one shall be an essay. Each paper shall be of three hour duration.

Clinical / Practical examinations : It should aim at examining clinical skills and competence of candidates for undertaking independent work as a specialist. The actual format of the clinical examination in various specialties could be worked out by various Universities making sure that the candidate is given ample opportunity to perform various clinical procedures. The clinical desire that the actual format is made known to the students prior to the examinations well in advance by the respective Universities.

Viva Voce Examination : Viva voce examination shall make accessing depth of knowledge, logical reasoning, confidence and verbal communication skills. The Council desires that only two examiners shall conduct the viva voce at a time as two terms, each term for twenty minutes. When one examiner is conducting the viva, other examiner could make a note of the questions asked and the performance level to enable proper assessment and award of marks.

Distribution of Marks in the University Examination :

Theory : -	
Paper – I	75 Marks.
Paper – II	75 Marks
Paper – III	75 Marks
Paper – IV	75 Marks.
<hr/>	
Total	300 Marks.
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Practical and Clinical Examination	200 Marks.
Viva Voce	100 Marks.

A candidate who wishes to study for MDS in a second specialty shall have to take the full course of 3 years in that specialty.

14-B-21 : Qualification & Experience for Examiners :

1. He should possess qualification and experience not less than that recommended for a teacher for post graduate degree programme.
2. No person who is not an active post graduate teacher in the subject can be appointed as examiner.
3. 50 % of the external examiners shall be from outside the State.
4. Reciprocal arrangement of examiners should be discouraged in that the internal examiner in the subject should not accept external examiner-ship for a college from which external is appointed in his subject.
5. No person shall be an external examiner for the same institution for more than two consecutive years. However, if there is a break of one year the person can be re-appointed.

Examiners : There shall be at least four examiners in each subject, out of them two shall be external examiners. The qualification and teaching experience for appointment of an examiner shall be as laid down by the Dental Council of India and the respective University senior most internal examiner will act as moderator. The appointment of the paper setters, moderator and examiners shall be made by the Dean from the list submitted by the Head of the institution.

Examination Centre : When the PG University examination is being conducted in the same city/town having more than one PG institution under the same University, one central examination centre shall be fixed by the concerned University and all the PG students from all the PG institution of the city will take the examination in that centre only. Centre can be rotated as per the direction of the University.

Evaluation of Answer Books : All the answer books shall be evaluated by four examiners, two internal and two external and the average marks will be computed.

14-B-22 : Criteria for Declaring as Pass : To pass in the University examination, a candidate shall secure in both theory examination and in practical/ clinical including viva voce independently an aggregate of 50% of total marks allotted (150 marks out of 300 allotted for theory and 150 out of 200 for clinical & 100 for viva voce together). A candidate securing less marks as described above shall be declared to have failed in the examination. All the regulation can be modified as per the direction of Dental Council of India from time to time.

CHAPTER-XV**EXAMINATIONS****MASTER OF PHILOSOPHY (M.PHIL.)**

15.1 GENERAL:- A person desirous of pursuing the course of study for M.Phil. degree shall apply on the prescribed form, complete in all respects, along with the application fee of Rs. 200/- to the Chairman of the Department concerned in which admission is being sought. The Bank Draft/Postal Order should be made payable to the Finance Officer of the University. The applications will be examined by the departmental Council or Admission Committee constituted by the Chairman which will approve the final list of admission and the Chairman of the Department will display the list of candidates to be admitted.

M.Phil. shall be a full time regular course of study pursued by regular attendance in classes and seminars.

15.2 ELIGIBILITY:- A candidate seeking admission to the M.Phil courses must have at least 55% marks (50% marks in case of SC/ST) in the subject concerned at Master level.

Provided further that for M.Phil. in Biotechnology, the candidate with 55% marks (50% marks in case of SC/ST) in M.Sc. Biotechnology/ Microbiology/ Biochemistry will be eligible.

15.3 BASIS OF ADMISSION:- Admission shall be made on the basis of merit in the qualifying examination.

15.4 DURATION:- The duration of the M.Phil course, including the submission of dissertation, shall be two semesters from the date of admission. However, a maximum period of three months may be allowed to the candidate on the recommendations of the Supervisor for reasons to be recorded in writing, for submission of the dissertation by the Vice-Chancellor. A candidate who has attended the prescribed courses of study for both the semesters but has not appeared in the examination or having appeared has failed, may be allowed to appear in the examination as a failed candidate. However, such a candidate shall have to clear all the courses with only one more chance including dissertation within a maximum period of two years from the date of his/her admission, failing which his/her candidature shall stand automatically cancelled. Such students who do not submit their dissertation during the

prescribed period of M.Phil. course i.e. one year; a maximum period of three months may be allowed to the candidate on the recommendations of the supervisor for reasons to be recorded in writing, for submission of dissertation by the Vice-Chancellor. No further extension shall be allowed in any case. Further, the hostel accommodation for M.Phil. candidates shall be allowed for one year only from the date of admission as a regular student.

15.5 COURSES OF STUDY:- M.Phil. examination shall consist of (a) Courses (b) dissertation and Viva-Voce.

The courses of study for M.Phil. shall be as prescribed by the Board of Studies in the subject concerned and approved by the appropriate bodies from time to time.

The total marks for theory papers shall be 200 irrespective of the number of papers spread over two semesters. Where more than one options have been provided, the Departmental Council in the beginning of the semester will decide which options shall be allowed in a particular semester.

Each candidate shall be required to give one seminar on the topic of the dissertation in the Department before its submission. The Seminar will be open to all the students and Faculty members of the Department concerned.

The Departmental Council shall constitute a Committee of three members, of which one shall be supervisor, to assess the quality of the seminar and grade it as outstanding, satisfactory or poor on the basis of art of presentation and understanding of the subject and replies to the queries and that this shall be recorded on the marks card of the candidate. In case the gradation is poor, the candidates can repeat and improve the performance in seminar.

There shall be 75 marks for evaluation of dissertation and 25 marks for viva-voce test based on the dissertation. A viva-voce test shall be conducted by a Board of Examiners consisting of the Chairman, Supervisor of the candidate, and an external examiner. If the Chairman is the Supervisor of the Candidate, he shall nominate one other faculty member from the Department concerned as a member of the Board. The Board will judge the following aspects:-

- (i) that the work has been actually done by the candidate.
- (ii) candidate's understanding of the subject.
- (iii) candidate's presentation of the content of the dissertation.

15.6 DISSERTATION AND APPOINTMENT OF SUPERVISOR:

During the first semester, the Departmental Council shall allot a Supervisor.

The candidate shall decide the topic of dissertation in consultation with his/her Supervisor which shall be finally approved by the Departmental Council including the Supervisor within three months from the date of appointment of Supervisor but not later than the end of first semester.

The dissertation shall reflect his/her familiarity with the work already done on the subject and the candidate's in depth understanding of the research problem and its potential for original contribution towards knowledge.

15.7 EXAMINATION:- There shall be an examination at the end of the each semester.

Four typed copies of the dissertation shall be submitted by the candidate within a period already specified under Ordinance 15.4 above.

The dissertation shall be evaluated by an external examiner to be appointed by the Vice-Chancellor out of a panel of three examiners submitted by the Chairman of the Department concerned in consultation with the Supervisor.

The external examiner will submit the report on the dissertation and shall either approve/disapprove or recommend revision in the light of Ordinance, 15.5.

In case the dissertation is approved, the external examiner, supervisor of the candidate and the Chairman or his nominee (only in those cases where the Chairman is Supervisor) shall conduct an open viva-voce test. In case the dissertation is to be revised, it will be examined by the same examiner. In case the dissertation is rejected, it shall be sent to another examiner. If it is rejected by the second examiner also, the candidature of the candidate shall stand automatically cancelled. If the candidate qualifies in the viva-voce, the degree shall be awarded provided the candidate has cleared all the theory papers and the seminars. In case the candidate is unable to clear the viva-voce, he/she will be given one more chance to clear it and the viva-voce shall be conducted by the same external examiner.

In case the dissertation is approved, marks shall be awarded for dissertation by the external examiner and these awards along with the report will be submitted directly to the Controller of Examinations.

In order to expedite the viva-voce test of the candidate, the Vice-Chancellor may take the suitable action as may be necessary in consultation with the Chairman of the Department concerned.

Every student shall pay a sum of Rs. 500/- at the time of submission of dissertation in the Evaluation Section.

15.8 DIVISION

- (i) Pass percentage in each course, dissertation and viva-voce test shall be 50%.
- (ii) A candidate securing less than 60% marks in the aggregate shall be placed in second division.
- (iii) A candidate securing 60% or more marks in the aggregate shall be placed in the first division.
- (iv) A candidate securing 75% or more marks in the aggregate in the first attempt shall be placed in first division with distinction.

15.9 NUMBER OF ADMISSION IN EACH DEPARTMENT: - The number of seats in each department shall vary between 10 and 15 as decided by the Departmental Council. However, the number of seats for M.Phil through ICDEOL shall be as determined by the Academic Council/Executive Council from time to time. 15% and 7.5% of the seats shall be reserved for bonafide Himachali Scheduled Caste and Scheduled Tribes candidates respectively who have passed the qualifying examination from Himachal Pradesh University or H.P. Krishi Vishvavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry or from any other University established by law in India which is equivalent to the qualifying examination of H.P. University.

The 77.5% seats shall be filled as under:-

- (i) 25% of the seats for admission shall be open for all the candidates irrespective of institutions from where they have passed their qualifying examination;
- (ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh university or H.P. Krishi Vishvavidyalaya or from Dr. Y.S. Parmar University of Horticulture and Forestry.

(However, in case any of the 75% seats meant for the Graduates/ Post Graduates students of this University in M.Phil in ICDEOL remain vacant the same shall be filled up from amongst the students from outside H.P. and vice-versa arrangement be made in case of vacant seats under the 25% quota).

15.10. Medium of examination shall be English/Hindi.

CHAPTER-XVI**EXAMINATIONS****DOCTOR OF PHILOSOPHY (Ph.D.)**

16.1 A person desirous of supplicating for the degree of Doctor of Philosophy in the Faculties of Languages, Performing & Visual Arts, Social Sciences, Physical Sciences, Life Sciences, Commerce and Management Studies, Education, Law, Engineering, Ayurveda and Homoeopathy, Dental and Medical Sciences shall apply for registration to the Registrar/Chairperson/Director/Principal of all the respective departments/institutions/colleges, as the case may be, in the prescribed form accompanied by the fee as under:-

- (a) (i) for those who are already registered with this University Rs. 1000/-
 - (ii) for those who have passed qualifying examination from other University but are not registered with this University Rs. 1500/-.
 - (iii) Ph.D. scholars shall be charged a research fee of Rs.200/- per month w.e.f. the academic session 2010-2011 in addition to the registration fee as prescribed under (a)(i)& (ii) above.
- (b) The fee once deposited is not refundable.

16.2 Every application for registration shall be considered by a Standing Committee consisting of the following:-

- (i) Dean of Faculty-Chairman
- (ii) Chairman of the Department
- (iii) All Professors in the Department concerned
- (iv) One Associate Prof./Asst. Professor to be appointed by the Pro-Vice-Chancellor/Vice-Chancellor for two years by rotation on the basis of seniority.

Provided further that when a teacher appointed on the Standing Committee goes on leave for a period of more than two months, the Pro-Vice Chancellor/Vice-Chancellor may nominate the next eligible teacher concerned during the absence of leave period of the regular teacher/member as the case may be.

However, the meeting will be convened by the Chairman of the department concerned with the prior approval of the Dean of the Faculty concerned who will chair the meeting.

16.2.1: Standing Committee for the Deendayal Upadhaya Chair will be constituted, as under:-

- (i) The Dean, Faculty of Social SciencesChairman
- (ii) Chairman of the Deendayal Upadhaya Chair.
- (iii) Two Professors having Social Sciences background to be nominated by the Vice-Chancellor.

16.3 The Standing Committee may permit registration or reject the application or may order the postponement of registration, as the circumstances of the case may warrant. If the registration is accepted, the Standing Committee shall appoint a Supervisor(s) to guide the candidate. The Standing Committee can change the Supervisor(s) on the following circumstances:-

- (a) If the application is made for the change within one year from the registration;
- (b) The change may be allowed after two years of registration with mutual consent of the Supervisor and the candidate;
- (c) If the Supervisor expresses his inability to supervise the candidate;
- (d) If the Supervisor leaves the University and the candidate is not able to seek guidance from him for any reason. No change of Supervisor(s) normally be allowed after three years from the date of registration. However, the standing committee can make the change of Supervisor(s) at any time under special circumstances for reasons to be recorded in writing.

16.4 (a) Eligibility criteria for Ph.D. Supervisor: To be eligible to be appointed as supervisor a person should be a teacher in the H.P. University and must have himself obtained a research degree or must have already guided the research of Ph.D. candidate in a University established by law.

In case an outside expert is associated for supervision of the candidate he/she shall have to work under the joint supervision of maximum two persons (one member from the concerned department and the outside expert will act as Co-supervisor). In case of inter-disciplinary research the candidate has to work under the joint supervision of maximum two persons (at least one from the concerned discipline in HPU.).

A Supervisor shall not have at any given point of time, more than eight(8) Ph.D. scholars. The number of candidates to be supervised or jointly supervised shall not exceed the aforesaid number.

(b) **Allocation of Supervisor:** The allocation of the supervisor for selected student shall be decided by the department in a formal manner depending on the number of students per faculty member. The available specialization among the faculty supervisors, and the research interest of student as indicated during the interview by the students. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

16.4.1: Any teacher from Social Sciences and Languages faculty who has retired as a Professor from H.P. University services is also eligible to supervise a Ph.D. candidate in Deendayal Upadhaya Studies.

16.5 (a) The Supervisor during the period of enrolment will observe the research student closely to ascertain whether he is really capable of doing research. The Supervisor, however, will not decide the issue before 3 months from the date of enrolment. The Supervisor will submit his views in writing to the Research Degree Committee for final decision.

(b) The Supervisor shall guide a student in the selection of a suitable research problem, and in all other matters, relating to the student's academic work. The synopsis should include the details of the programme of study, plan of the research project, indicating the work already done in the subject, bibliography and the methodology of research which is proposed to be employed.

(c) **Course work:** The candidates who are admitted directly after M.A./ M.Sc. or equivalent degree to the Ph.D. programme, shall have to complete course work in the 1st semester. They shall attend regular classes for one semester alongwith the regular M.Phil. batch and are required to pass all courses of that semester. The same shall apply to candidates who have obtained their M.Phil degree without completing equivalent course work.

16.6 If the Supervisor of a candidate doing research work for the Ph.D. degree of another University joins the staff of the University the candidate doing research work under his supervision, if otherwise eligible, may be allowed to enrol himself as a candidate for the Ph.D. degree of this University under the same Supervisor, subject to the fulfilment of the requirements of this Chapter.

16.7 The Research Degree Committee for each subject shall consist of the following:-

- (i) Dean of Faculty-Chairman
- (ii) Chairman and Professors of the Department concerned, and
- (iii) Upto three experts nominated by the Pro-Vice-Chancellor/Vice-Chancellor, and
- (iv) Supervisor of the candidate concerned.

Provided, further that when a teacher appointed on the Research Degree Committee goes on leave for a period of more than two months, the Pro-Vice-Chancellor/Vice-Chancellor may appoint the next eligible teacher concerned during the absence of leave period of the regular teacher/member as the case may be.

However, the meeting will be convened by the Chairman of the department concerned at least once in six months with the prior approval of the Dean of faculty concerned who will chair the meeting.

16.7.1: Research Degree Committee for Deendayal Upadhaya Chair:

- (i) Dean of Faculty -Chairman
- (ii) Chairman, Deendayal Upadhaya Chair.
- (iii) Three experts from faculties of Social Sciences & Languages to be nominated by the Vice-Chancellor.
- (iv) Supervisor of the candidate

This constitution shall also be applicable to all other Chairs.

16.8 The Research Degree Committee shall meet as often required by the Dean of the Faculty concerned.

16.9 (a) The Research Degree Committee shall consider the plan of research of the candidate and may either approve of it, with or without modifications or require another plan to be submitted.

Provided, that a candidate, who has passed the M.Phil. or the LL.M. examination, as the case may be, permitted to continue with the Research Project/Dissertation of M.Phil/LL.M which was the basis of his thesis for that degree, with or without such modifications, the Research Degree Committee may approve.

(b) Any changes or modifications or additions, suggested by the Research Degree Committee shall be incorporated by the candidate in the plan of course work and research.

(c) Any substantial modifications or change in the research project shall require the prior approval of the Research Degree Committee.

16.10. Regularity and Progress Report: (i) The Ph.D. scholar shall submit a six monthly progress report (through the Supervisor and Chairman) to the Research Degree Committee. The approval of the report by the RDC will be required for continued registration of the candidate to the Ph.D. programme. Failure by the candidate to submit the progress report to the RDC would lead to automatic cancellation of registration.

- (ii) Within a year of registering for Ph.D. the candidate shall present the synopsis of the proposed research at an open seminar in the department, incorporate the suggestions and then submit it to the Research Degree Committee. The RDC may either accept the synopsis or recommend further changes before re-submission.
- (iii) Prior to submission of the thesis, the student shall make a pre-M.Phil/ Ph.D. presentation in the department that may be open to all faculty members and research students, for getting feed back and comments, which may be suitably incorporated into the draft thesis under the advice of supervisor.
- (iv) Scholars who are in service/employed will be required to submit a 'No Objection Certificate' to standing committee for approval of their registration to the Ph.D. programme.
- (v) Ph.D. candidate shall publish one research paper in a referred journals before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the re-print.
- (vi) On receipt of satisfactory evaluation reports, M.Phil/ Ph.D. students shall undergo a viva-voce examination which shall also be openly defended.
- (vii) All the UGC regulations published in the Gazette of India No.28 dated July, 11-July 17, 2009 part-III Section-4, as amended from time to time shall be applicable for the award of Ph.D. degree after issuing necessary notification by the University in this regard.

16.11 The candidate shall pursue his research at such place or places as may be approved by the Standing Committee of the Department.

16.12 Procedure for admission to Ph.D. programme:

- (i) Minimum qualification prescribed for admission to Ph.D. course in all faculties shall be as per Ordinance 1.4.
- (ii) Applicants for Ph.D. programme who have qualified NET/NET-JRF/ Inspire/Rajiv Gandhi National Fellowship/DBT/ICMR/DRDO Fellowship/ SLET and the candidates who were admitted to M.Phil/LL.M. programme through Entrance Test and have undertaken course work during M.Phil/ LL.M. shall be admitted to the programme directly without having to undergo an entrance test.
- (iii) For remaining seats in each department, all other applicant shall have to appear for an entrance test, additional weightage shall be given to the following applicants:

Entrance Test

- (i) The written component of the entrance test shall carry 80% of the total marks.
- (ii) The interview and discussion on the research proposal of the candidate with the departmental council / committee shall constitute 20% of the total marks.

Provided that in addition to the minimum qualification as prescribed under Ordinance 1.4, the eligibility conditions for admission to the following Ph.D. courses shall be as under:-

- I. **Tourism Administration:** For Ph.D. Tourism Administration and allied subjects for admission to Ph.D. shall be History, Geography, Sociology, Management, Anthropology, Economics and Commerce.
- II. **Biotechnology:** For Ph.D. in Biotechnology, the qualification for enrolment / registration / admission shall be Masters degree in Biotechnology / Microbiology / Biochemistry / Molecular Biology/Food Technology / Fermentation Technology / Agriculture Biotechnology and any other field of Life Sciences / Physical Sciences / Engineering and Technology / Pharmacy / Medical Sciences with 55% marks (50% marks in case of SC / ST).
- III. **Computer Science:** For Ph.D. in Computer Science: M. Tech. (Computer Science and Engineering / IT / Software Engineering / Information System / Computer Science /Computer Applications/Computer Engineering/ Computer Technology) with at least 55% marks (50% for SC /ST).

OR

MCA with at least 55% marks (with at least 50% for SC /ST) with at least one year working experience.

OR

M.Sc. (Computer Science / IT / Software Engineering/Computer Applications / Information System) with at least 55% marks (with at least 50% for SC /ST) with at least two years working experience.

Other criteria will remain same as per the H.P. University rules for Ph.D.

- IV. **Business Administration:** For Ph.D. in Management Studies, the basic qualification for registration / admission shall be Master's degree in Business Administration / Management Studies / International Business Management / Finance and Control / Personal Management / Tourism Administration / Economics / Public Administration / Psychology / Commerce / Computer Application / Information Technology /

Professionals with executive experience of 3 years or more will get 10% weightage of the marks scored in the entrance test for admission to Ph.D. For this purpose only those executives working in Government Organizations, autonomous statutory Corporations or Boards, Public or Private Sector Companies, registered as per the Companies Act would get this weightage.

V.Deendayal Upadhaya Chair: The minimum qualifications for admission to Ph.D. course in Deendayal Upadhaya Studies shall be Master Degree in any stream/faculty with minimum 55% marks (50% for SC/ST).

16.13 (a)(i) The minimum duration for the Ph.D. degree shall be three years of regular research work (two years in case of scholars who have previously obtained M.Phil. This is to be certified by the Supervisor and Chairman of the Department).

(ii) There shall be a minimum residency requirement of twelve months over the entire duration of the Ph.D. programme to be certified by the Supervisor and the Chairperson. This shall be in addition to the six months period of course work required for those candidates who have not done this course work at the M.Phil. level.

(b) The thesis must be submitted within five years of the registration, after which period the registration shall stand cancelled, but the candidate may be allowed to register himself again with some other subject, or in exceptional circumstances, such as prolonged illness, extending over several years, or exigencies of military service, on the same subject; provided that the Pro-Vice Chancellor/. Vice-Chancellor may condone delay upto two years with a fee of Rs. 10,000/- for submission of thesis on the recommendations of the Supervisor.

16.14 A thesis for the Ph.D. degree shall fulfil the following requirements:

- (a) It must consist of the candidate's own account of the research work done by him.
- (b) the greater portion of the work submitted therein must have been done after the registration of the student as a candidate for the Ph.D. degree; and in the case of a candidate who has been allowed to continue with the research project/dissertation which was the basis of his thesis for the M.Phil or the LL.M examination, after his registration for the M.Phil. or the LL.M degree as the case may be.
- (c) it must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by discovery of new facts or by the exercise of independent critical power.

- (d) its literary presentation must be satisfactory and it must be suitable for publication either as submitted or in abridged or modified form; and
- (e) it should not substantially be the same, as the one which the candidate may have already submitted for any other degree or for a degree of another University.

Provided that:-

- (i) A candidate may incorporate in his thesis contents of any work which he may have published on the subject;
- (ii) edited texts of calendars of unpublished manuscripts, critical-editions from original manuscripts of old text, records or documents, when accompanied by adequate introductions and critical apparatus, shall be given the same recognition as original dissertation on Arts or Science subjects and for the award of the Doctorate degree it shall be regarded as equally worth consideration;
- (iii) the candidate may submit in support of his thesis any printed contribution for the advancement of his subject which may be published independently or conjointly. In the latter case, the candidate shall indicate specifically his personal contribution to the conjoint work, duly certified by the supervisor.

16.15 The candidate shall submit four copies of the thesis either type-written or printed, accompanied by a certificate from his supervisor stating that the thesis represents the original work of the candidate and is worthy of consideration for the award of Ph.D. degree.

However, if a candidate is working under the supervision of more than one Supervisor, the certificate of one Supervisor/Co-supervisor will be sufficient if the other supervisor refuses to sign the certificate for any reason:

16.16 The thesis shall be written in English or in a language approved by the Research Degree Committee.

16.17 The thesis of Ph.D. shall be examined by two examiners appointed by the Pro-Vice-Chancellor/Vice-Chancellor from the panel of six or more experts drawn by the R.D.C. in the subject concerned.

16.18 Each examiner shall separately evaluate the thesis and shall recommend; either that the thesis be accepted for the award of Ph.D. degree; or that the candidate be required to re-submit his/her thesis in a revised and improved form;

or

that the thesis be rejected.

16.19 (1) The reports of the examiners will be placed before a committee consisting of the Pro-Vice-Chancellor/Vice-Chancellor, the Chairman of the Department concerned and the Supervisor of the candidate or any other person nominated by the Pro-Vice-Chancellor/Vice-Chancellor in place of the supervisor in exceptional circumstances. If it is found that both the examiners have recommended that the thesis be accepted for the award of Ph.D. Degree, the candidate shall be called for an oral test to be conducted by two examiners one of whom shall ordinarily be the supervisor of the candidate or the person nominated by the Pro-Vice-Chancellor/Vice-Chancellor who may recommend the acceptance of the thesis for the award of Ph.D. Degree. The object of the oral test shall be to find out whether the thesis of the original work of the candidate and if the examiners, comes to the conclusion that the thesis is not the work of the candidate, they shall recommend its rejection.

Provided that when the external examiner/ evaluator by reasons of illness or absence for any other cause is unable to conduct the oral test of the candidate, his / her substitute, in exceptional circumstance could be appointed by the Pro Vice-Chancellor/ Vice-Chancellor.

(2) If the examiners ask for clarification on some points on the thesis or recommend its re-submission with necessary changes, then the candidate shall be asked to do the needful, and on receipt of the required clarification/ corrected thesis the same shall be submitted to the concerned examiner(s).

(3) If one of the examiners recommends that the thesis be rejected then the thesis shall be referred to the third examiner whose recommendations shall be final and further necessary action shall be taken accordingly.

16.20 The report of the oral examination referred to in paragraph 16.19 shall be placed before the Executive Council only when the thesis is recommended for the award of the degree of Ph.D.

16.21 The Controller of Examinations shall notify the result after the formal approval of the Executive Council.

16.22 A candidate who is required to re-submit his thesis, can do so only once. He may do so not earlier than three months and not later than eighteen months of the intimation of the decision of the University to him.

16.23 The re-submitted thesis shall be examined by the same examiners, who assessed the original thesis, unless all or any of them are unable or unwilling to do so.

16.24 A candidate whose thesis is rejected, shall not be registered again for the Ph.D. degree with the same subject.

16.25. A copy of every thesis approved for the award of Ph.D. degree shall be retained in the University Library and the Library of the concerned Department of Studies or the Research Institute where the candidate worked.

16.26. Every candidate shall give an undertaking that he will not, without the permission of the University, publish his thesis except in parts to be published in scholarly journals. If permission is granted by the University to publish the thesis the candidate shall supply to the Controller of Examinations three copies of the published thesis, one copy of which will be placed in the University Department concerned and two copies in the University library.

DOCTOR OF LITERATURE (D.LIT)
IN THE FACULTIES OF LANGUAGES, PERFORMING & VISUAL ARTS, SOCIAL
SCIENCES, COMMERCE AND MANAGEMENT STUDIES AND EDUCATION

17.1 A person supplicating for the award of the degree of Doctor of Literature (D.Lit) in the Faculties of Languages, Performing & Visual Arts, Social Sciences, Commerce and Management Studies and Education shall apply to the Registrar accompanied by the fee as may be prescribed by the Executive Council from time to time. The application shall be accompanied by:-

- (i) four copies of the published and un-published work of candidate, which is to be considered for the award of degree.
- (ii) a statement in not more than five thousand words indicating in what respect the work of the candidate makes a distinct and substantial contribution to the knowledge of the subject.
- (iii) a copy each of the candidate's other publications, if any and
- (iv) a certificate from the candidate showing that the work submitted by him for the award of the degree has been produced by him independently and has not been at any time submitted for consideration to any other University for the award of a degree.

17.2. The candidate's work shall be placed before the Research Degree committee referred to in Paragraphs 16.7 of Chapter XVI, and if the Research Degree committee is of the opinion that the work makes a distinct and substantial contribution to the knowledge of the subject, it shall recommend to the Vice-Chancellor to appoint three examiners, who shall be specialists of international repute in the subject.

17.3 A copy of work of the candidate shall be referred to each of the three examiners separately and if all the three examiners unanimously acclaim his work to be a distinct and substantial contribution to learning, and recommend the award of the degree, the Executive Council shall order the award of the degree, of Doctor of Literature (D.Lit.)

17.4 The Controller of Examinations shall notify the result in accordance with the decision of Executive Council.

17.5 Two copies of every work approved for the award of the degree shall be retained in the University Library, and one copy shall be placed in the University Department concerned.

17.6 A candidate, whose work is rejected, shall not be permitted to apply a second time for the award to the degree.

CHAPTER XVIII**DOCTOR OF SCIENCE (D.Sc.)
IN THE FACULTIES OF SCIENCE**

18.1 A person supplicating for the award of the degree of Doctor of Science (D.Sc.) in the Faculty of Science shall apply to the Registrar accompanied by the prescribed fee. The application shall be accompanied by:

(i) four copies of the published and unpublished work of the candidate, which is to be considered for the award of the degree;

(ii) a statement in not more than five thousand words, indicating in what respect the work of the candidate makes a distinct and substantial contribution to the knowledge of the subject;

(iii) a copy each of the candidates other publications, if any; and

(iv) a certificate from the candidate, showing that the work submitted by him for the award of the degree has been produced by him independently and has not been at any time submitted for consideration to any other University for the award of a degree.

18.2 The candidates work shall be placed before the Research Degree Committee referred to in Paragraph 16.7 of Chapter XVI in the case of application for the award of the degree in the Faculty of Science and if they are of the opinion that the work makes a distinct and substantial contribution to the knowledge of the subject they shall recommend to the Pro-Vice-Chancellor/Vice-Chancellor to appoint three examiners, who shall be specialists of international repute in the subject.

18.3 A copy of the work of the candidate shall be referred to each of the three examiners separately and if the three examiners unanimously acclaim his work to be a distinct and substantial contribution to learning, and recommend the award of the degree, the Executive Council shall order the award of the degree of Doctor of Science (D.Sc.)

18.4 The Controller of Examinations shall notify the result in accordance with the decision of the Executive Council.

18.5 Two copies of every work approved for the award of the degree shall be retained in the University Library, and one copy shall be placed in the University Department concerned.

18.6 A candidate, whose work is rejected, shall not be permitted to apply a second time for the award of the degree.

CHAPTER XIX**DOCTOR OF LAWS (LL.D.)
IN THE FACULTY OF LAW**

19.1 A person supplicating for the award of the degree of Doctor of laws (LL.D.) in the Faculty of laws shall apply to the Controller of Examinations in the prescribed form accompanied by the prescribed fee. The application shall be accompanied by:-

- (i) four copies of the published and unpublished work of the candidate, which is to be considered for the award of the degree;
- (ii) a statement in not more than five thousand words, indicating in what respect the work of the candidate makes a distinct and substantial contribution to the knowledge of the subject;
- (iii) a copy each of the candidate's other publication, if any; and
- (iv) a certificate from the candidate showing that the work submitted by him for the award of the degree has been produced by him independently and has not been at any time submitted for consideration to any other University for the award of a degree.

19.2 The candidate's work shall be placed before the Research Degree committee referred to in paragraph 16.7 of Chapter XVI, and if the Research Degree Committee is of the opinion that the work makes a distinct and substantial contribution to the knowledge of the subject, it shall recommend to the Vice-Chancellor to appoint three examiners, who shall be specialists of international repute in the subject.

19.3 A copy of the work of the candidate shall be referred to each of the three examiners separately and if all the three examiners unanimously acclaim his work to be a distinct and substantial contribution to learning, and recommend award of the degree, the Executive Council shall order the award of the Degree of Doctor of Laws (LL.D.)

19.4 The Controller of Examinations shall notify the result in accordance with the decision of the Executive Council.

19.5 Two copies of every work approved for the award of the degree shall be retained in the University Library, and one copy shall be placed in the University Department concerned.

19.6 A candidate, whose work is rejected, shall not be permitted to apply a second time for the award of the degree.

CHAPTER-XX**EQUIVALENCE OF EXAMINATIONS OF OTHER
UNIVERSITIES**

20.1 The equivalence of an examination of any board or institution or institute or deemed University or University established by law in India or of a Foreign University or of any other examination with a corresponding examination of the University with or without any condition, shall be determined by the Vice-Chancellor on the advice of Equivalence Committee consisting of Deans of all Faculties with the Dean of Studies as the convener.

20.2 The Equivalence Committee may co-opt such additional member or members as may be necessary to determine the equivalence of a particular examination.

20.3 The Equivalence committee shall lay down the procedure to be followed at its meetings and the number of members required to form the quorum.

Chapter XXI

ADVISORY SYSTEM FOR STUDENTS

21.1. At the time of admission, the Chairman of the University Department of Studies or of a college affiliated to or maintained by the University, shall assign an Advisor to each student.

21.2. The Advisor shall help the student in planning the programme of his study and in the choice of courses. He shall also help the student in determining the load which he can safely carry and advise him in the matter of addition or withdrawal of courses, wherever necessary.

21.3. Every student shall be expected to keep constantly in touch with his Advisor, particularly so during the early days of session and after the announcement of the result of the mid-term/mid-trimester examinations.

21.4. If an Advisor finds that the student is not making satisfactory progress in any course, it shall be his duty to advise the student in consultation with the teacher teaching the course concerned, on the lines the student should work to make up the deficiency and if that be not possible, to advise the student to withdraw from that particular course.

21.5. The Advisor shall, from time to time, inform the parent/guardian about the conduct, the progress or otherwise of the student in his programme of studies and the interest taken by the student in other activities in which he may be participating.

Chapter XXII

RESIDENCE, HEALTH, PHYSICAL WELFARE, CONDUCT AND DISCIPLINE OF STUDENTS

22.1. There shall be a committee for residence, health, physical welfare, conduct and discipline of student which shall consist of the following :

1. Pro-Vice-Chancellor/Vice-Chancellor.
2. Dean of Studies.
3. Principal of the Medical College.
4. Director of Physical Education and Youth Programmes.
5. University Medical Officer.
6. Two Principals of affiliated Government Colleges to be nominated by the Executive Council.
7. One Principal of affiliated non-Government Colleges to be nominated by the Executive Council.
8. One member of the Executive Council to be nominated by the Executive Council.
9. Dean of Students Welfare - *Member Secretary*.
10. Secretary of the Students Council.

22.2. The members of the Committee other than the ex-officio, shall hold office for a term of three years and shall be eligible for re-appointment.

22.3. The Committee shall have the following function :

- a) To advise the University and the colleges admitted to its privileges on all matters relating to the residence, health, physical welfare, conduct and discipline of students and to frame rules in this behalf.
- b) To submit to the Executive Council an annual general report as regards all matters relating to the residence, health, physical welfare, conduct and discipline of students.
- c) To discharge such other duties as may be assigned to it by the Executive Council or the Pro-Vice-Chancellor/Vice-Chancellor.

RESIDENCE OF STUDENTS

22.4. Every under-graduate student, unless he is a student of Correspondence Courses, or of an evening college, or the evening classes attached to a college, not residing with his parents/guardian, shall reside during the teaching session ;

- (a) in a hostel of the college ; or
- (b) in a University hostel ; or
- (c) in a hostel of any other college ; or
- (d) in a hostel recognised by the University.

For the purpose of residence, the term guardian shall mean the legal guardian or a near relative of responsible age and position or a person declared in writing by the parent to be the students guardian, or in the absence of any of these, a person approved as guardian by the Head of the Institution;

Provided in any special case, the Head of the Institution may exempt a student from the operation of this rule.

22.5. A student studying in a post-graduate class may be permitted by the Chairman of the Department/Institution to select his own place of residence, subject to any condition which may be considered necessary in the circumstances of the case.

22.6. Every college shall provide residential accommodation for such percentage of its students, as the Executive Council may, from time to time, determine.

22.7. If no accommodation is available in a college or University hostel, a student may be permitted to live in a lodge approved by the Head of the Institution;

Provided that the keeper of lodge undertakes :

- i. to reserve the lodge for college students;
- ii. to permit inspection at any time by the Head of the Institution or any other person authorised by the Pro-Vice-Chancellor/Vice-Chancellor;
- iii. to abide by the requirements as may be laid down by the Committee for Residence, Health, Welfare, Conduct and Discipline of Students regarding the maintenance and supervision of lodges ;
- iv. to ensure that no student is required to attend religious instruction or religious observances against his wishes or the wishes of his parent or guardian;
- v. to maintain and to produce for inspection, when called for, a register of attendance;
- vi. to ensure that no student expelled or rusticated from a college or University Department is admitted in the lodge; and
- vii. to ensure that no student is admitted without the approval in writing of the Head of the Institution concerned.

22.8. Every Head of the Institution shall maintain an up-to-date register of the residences of his students.

22.9. (a) Every Head of Institution shall make suitable arrangements for the supervision of his students not staying with their parents or guardians and not living in the college or University Hostel.

(b) Within one month of the last date of admissions, every Institution shall send to the Registrar a general statement of the residence of its students, under different heads, for information of the Committee.

HEALTH OF STUDENTS

22.10. (a) Each Institution shall appoint a Medical Officer, who shall be a graduate in Medicine of an Indian or Foreign University, and registered as a medical practitioner, to look after the health of the students.

(b) It shall be the duty of the Medical Officer to visit the Institution for advice and medical assistance at least twice in a week and on such occasion as may be necessary.

(c) At least once in each academic year, the Medical Officer, assisted by the Director of Physical Education or the Assistant Professor in Physical Education of the Institution, shall conduct physico•medical examination of every student of the Institution.

(d) The physico-medical examination of women students shall be conducted by lady doctors only.

(e) After examination the Medical Officer shall :

- i) record the result of the physico-medical examination of each student;
- ii) give medical advice and assistance to each student as he may consider necessary;
- iii) invite the attention of the Head of the Institution to all cases of serious nature for necessary action at his own end and for the information of the parent/guardian of the student.

(f) A statement of the general result of the physico-medical examination, with the Medical Officers recommendations, shall be forwarded by the Head of the Institution to the Registrar for the information of the Committee.

22.11. Every student on the rolls of a college shall pay an annual medical fee of such amount as may be fixed by the Committee, provided that the Principal may exempt a student from the payment of such fee; and provided that the fee shall be utilised for the purpose of physico-medical examination and medical assistance to students and for no other purpose.

PHYSICAL WELFARE OF STUDENTS

22.12. The University shall appoint a whole-time Director of Physical Education and Youth Programmes. He shall be directly responsible to the Pro-Vice-Chancellor/Vice-Chancellor for organising games, sports, athletics, training camps and other physical activities for the students of the University Campus at Shim la.

22.13. The Director, Physical Education and Youth Programmes shall also :-

- (a) conduct the University tournaments;
- (b) act as the Secretary to the Sports and Co-curricular Activities Council;
- (c) assist the college in working out the schemes of physical training and sports;
- (d) organise the University athletics and the University games;
- (e) advise students regarding their physical development;
- (f) deliver lectures on physical education at the educational centres, according to the programme approved by the Committee.
- (g) be in charge of the gymnasias, play-grounds and physical education equipment of the University; and
- (h) perform such other duties as may be prescribed by the Executive Council, the Committee for Residence, Health, Physical Welfare, Conduct and Discipline of students or the Sports and Co-curricular Activities Council and those assigned to him by the Pro-Vice-Chancellor/Vice-Chancellor.

22.14. Every Students shall pay sports fee & Youth Welfare fees along with his admission as prescribed by the Executive Council from time to time, which shall be credited to the Sports & Co-curricular Activities Council for University and Inter-University contests.

CONDUCT AND DISCIPLINE

22.15. Except in the case of a student of a post-graduate class, the Head of each Institution shall send reports twice a year to the parent or guardian of the student regarding the following matters :

- (a) results of the house examinations;
- (b) percentage of attendance at lectures and other classes for which attendance is compulsory;
- (c) health and results or medical inspection;
- (d) any disciplinary fines and punishments imposed; and
- (e) general conduct.

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

22.17. Deleted.

RUSTICATION AND EXPULSION OF STUDENTS

22.18. Rustication shall mean the loss of one academic year *i.e.* the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of expulsion from the college or institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may, with the permission of the Head of the College or Institution concerned, rejoin his class in the same college or institution at the time of admission in the following academic year.

22.19. A student, who is expelled from a college or institution, shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next following year, and shall not thereafter be re-admitted to the same or any other college or institution without the prior sanction of the Vice-Chancellor.

22.20. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the Dean of Studies/Associate Dean/Head of the College or Institution to the effect that the student had been given adequate and reasonable opportunity to explain his position before the order was passed shall accompany the report.

22.21. (a) The Dean of Studies/Associate Dean/Head of the College or Institution, may for reasons to be recorded in writing revise or review his order within ten days of the original order. The order so passed along with reasons shall be immediately reported to the Registrar of the University.

(b) The Registrar shall bring the revised order to the notice of the Vice-Chancellor.

(c) No order of rustication or expulsion shall be revised after it has been notified under paragraph 22.22. below.

22.22. (a) The Registrar shall on expiry of a period of fifteen days from the date of the order of rustication or expulsion, enter the order in the Register of students and notify it to the Dean of Studies, and to all colleges or institutions affiliated to or maintained by the University and to the other Universities in India.

(b) As soon as rustication or expulsion of a student has been notified by the University his name shall be removed from the rolls of the University Departments of Studies, or the college or institution affiliated to or maintained by the University, as the case may be, and the student shall not pay any fees during the period of rustication or expulsion.

(c) Whenever the Vice-Chancellor is satisfied that the order rusticating or expelling a student requires revision in the light of the facts, which come to his knowledge; he may revise the order and pass such other order as may be considered necessary in the circumstances of the case. The decision of the Vice-Chancellor shall be final.

Chapter XXIII
OTHER MEMBERS AND CHAIRMEN OF DEPARTMENTS OF STUDIES

23.1. Besides the members, mentioned in the Statutes the following also shall be members of Department of Study :

- (i) Teachers appointed in an honorary capacity or on special terms. Such teacher shall be eligible to hold office in the University or be member of any authority or body there of, as if they were whole time salaried teachers.
- (ii) Part time teachers in the Department. Such teachers shall not be eligible to be members of any authority or body of the University.
- (iii) Persons appointed as Professors Emeritus on such terms and conditions as may be prescribed by the Executive Council from time to time. Such persons shall however, not be eligible to be member of any authority or body of the University.
- (iv) A person appointed as Professor Emeritus shall be provided with facilities for residence, study and research in the Libraries of the University. He shall guide research and deliver lectures on special subjects and shall be entitled to attend the convocation.

23.2. Deleted

23.3. A Chairman of Department of Study shall, in addition to any other functions or duties, assigned to him under the Act, Statutes or these Ordinances, perform the following :

- (i) Make admissions to all courses except LL.M., M. Phil. and Registration to Ph.D.
- (ii) ensure proper distribution of research scholars, funds and other facilities amongst teacher/research scholars of the Department;
- (iii) supervise, guide co-ordinate teaching and research work in Department;
However, while ensuring proper distribution of research scholars especially at the Ph.D. level the choice of the scholars regarding guide be given utmost consideration.
- (iv) ensure the smooth working of the Department including the maintenance of discipline;

- (v) submit to the Vice-Chancellor, on dates fixed by him, a general report on the academic activities of the Department and an assessment of the teaching, research and other activities of each teacher and research worker of the Department;
- (vi) help the Dean of Faculty and the Dean of Studies in the Co-ordination of inter Departmental teaching and research;
- (vii) perform such other duties as may be assigned to him from time to time, by the authorities of the University or by the Vice-Chancellor;
- (a) Provided that for performing the functions mentioned at (i) and (ii) above, and in such other matters as may involve a policy decision, the Chairman of the Department shall take the advice of the Departmental Council consisting of the members of the teaching staff in the Department;
- (b) Provided further that in case the decision, taken by the Departmental Council is not in conformity with the general policy of University and the provisions of the Act/Statutes/ Ordinances, the matter shall be referred to the Dean of the Faculty/Vice-Chancellor by the Chairman of the Department concerned.
- c) Provided further that the Council may appoint sub-committee(s) for any specific purpose.

Chapter XXIV

FACULTIES

24.1. The Dean of the Faculty shall be the Chairman at all meetings of the Faculty. In the absence of the Dean, the members present at the meeting shall elect a Chairman for that meeting. One third of the total number of the members of the Faculty shall form the quorum and all matters shall be decided by a majority of votes of the members present and voting. In case of the votes being equally divided, the chairman shall have a second or casting vote.

24.2. The Vice-Chancellor shall appoint a Deputy Registrar or an Assistant Registrar or a person of equivalent rank as the Secretary of each Faculty. It shall be the duty of the Secretary to call a meeting of the Faculty, whenever required by the Dean to do so and to send copies of proceedings of all meetings to the Registrar, who shall lay them before the Vice-Chancellor for such action as may be considered necessary.

24.3. Subject to the provisions of the Act, the Statutes and the Ordinances, each Faculty shall have the following powers, duties and functions:

- (a) to make recommendations to the Academic Council regarding;
 - (i) formulation, modification and revision of courses of study, syllabi and curricula and prescription of text books and teaching methods;
 - (ii) prescription of minimum qualifications required for admission to various examination ;
laying down the system of examination, evaluation, holding of examinations or tests;
- (b) to make recommendations to the Academic Council, who in turn shall make recommendations to the Executive Council regarding :
 - (i) starting, organising and abolition of colleges, departments, specialised centres and institutes maintained by the University; creation or abolition of teaching and research posts ; conditions for granting and conferring of degrees, academic distinctions, diplomas and certificates ;
 - (iv) drafting of Statutes and Ordinances relating to various examination assigned to the Faculty ;
- (c) to act as a co-ordinating agency between the different Boards of Studies for subjects relating to the Faculty ;

- (d) to approve programmes for teaching and research in the inter-disciplinary areas, as recommended by the Heads of Divisions ;
- (e) to perform such other duties and functions as the Executive Council and the Academic Council may from time to time assign.

24.4. No Faculty shall take any decision on any of the matters referred to in paragraph 24.3 without considering the recommendations of the concerned Board (s) of Studies. In case the Faculty does not agree with the recommendations of the Board (s) of Studies, it shall refer the matter back to the concerned Board (s) of Studies with its views for re-consideration, and in case the difference of opinion cannot be resolved even then, the matter shall be referred to the Academic Council, whose decision shall be final.

24.5. No matter affecting any Faculty shall be disposed of by the Academic Council or the Executive Council without its having been first referred to the concerned Faculty or Faculties for opinion. In case of doubt the Vice-Chancellor shall decide what matter shall be referred under this paragraph to any Faculty.

24.6. In the interest of inter-disciplinary study and research, the Vice-Chancellor may whenever he considers it necessary, call a meeting of the Deans of Faculties or a joint meeting of two or more Faculties.

Chapter XXV
BOARDS OF STUDIES

25.1. There shall be two Boards of Studies, one each for a subject or group of subjects at the undergraduate and Post-graduate level:

Provided that the Boards of Studies in Commerce and Management Studies, Education, Law, Microbiology, Medical Sciences and Ayurveda shall cover all the subject in those Faculties :

Provided further, that there may be one Board of Studies for the following group of subject:

- (i) History and Ancient Indian History and Culture.
- (ii) Mathematics and Statistics.

Provided further that there shall be one Board of Studies in each discipline of Engineering and Technology.

25.2. The composition of the Board of Studies for the subjects or groups of subjects taught in the under-graduate classes shall be as under :

- i) Chairman of the Department of the subject -- Chairman concerned in the University or if there is no such Department in the University, the Principal, if any, as per clause (ii) below or in his absence, the senior most Assistant Professor .
- ii) One Principal, if any, teaching the subject, by rotation on the basis of seniority.
- iii) Three Assistant Professors from College affiliated to the University, by rotation on the basis of seniority.
- iv) One Assistant Professor from H.P. University Evening College, Shimla by rotation on the basis of seniority.
- v) One Assistant Professor from the Directorate of Correspondence Courses, by rotation on the basis of seniority.
- vi) Not more than two experts to be nominated by the Vice-Chancellor.

Provided that the senior most person from the colleges shall be designated as the Member-Secretary of the Board of Studies concerned in each subject.

25.2.1: The composition of Board of Studies for the subject of Deendayal Upadhaya Studies shall be as under:-

1. Chairman of the Deendayal Upadhaya Chair ..Chairman
2. Two Professors from the Faculty of Social Sciences to be nominated by the Vice-Chancellor ..Members
3. One Principal of the concerned colleges where PG Diploma in Deendayal Upadhaya Studies is taught ..Member
4. Not more than two experts to be nominated by the Vice-Chancellor ...Member

25.3. The composition of Board of Studies for the subject or group of subjects taught in the Post-graduate classes, shall be as under :

- (i) Chairman of the Department of concerned subject - Chairman and where the Chairman of Deptt. is a teacher of another subject, the senior-most Associate/Assistant Professor of the subject as the case may be.
- (ii) All Professors in the subject concerned.
- (iii) Two Associate Professors in the subject concerned by rotation on the basis of seniority.
- (iv) Two Assistant Professors in the subject concerned by rotation on the basis of seniority.
- (v) Not more than two experts, to be nominated by the Vice Chancellor.

Provided further that the Vice-Chancellor shall constitute Board of Studies in the subject(s) which are not taught at University level but are being taught in any of the college(s) affiliated to/maintained by the University. The composition of Board of Studies in such subject(s) shall be as under :

- (i) Dean of the concerned faculty Chairman
- (ii) Director Regional Center(s) Member
- (iii) Principals of the concerned colleges Member
- (iv) Two Assistant Professors of the colleges in the subject concerned to be nominated by the Vice-Chancellor. Member
- (v) Not more than two experts to be nominated by the Vice-Chancellor. Member

25.4. The Boards of Studies in Law, Medical Sciences, Dental Sciences, Ayurveda, Microbiology and Post-graduate classes in Bio-Sciences, Bio-Technology and Engineering and Technology shall be as under :

LAW

- | | | |
|-------|---|----------|
| (i) | Chairman of the Department | Chairman |
| (ii) | All Professors of Law. | |
| (iii) | Two Associate Professors of Law by rotation on the basis of seniority. | |
| (iv) | Two Assistant Professors of Law by rotation on the basis of seniority. | |
| (v) | Five persons to be nominated by the Vice-Chancellor for their expert knowledge. | |

MEDICAL SCIENCES

- | | | |
|------|---|----------|
| i) | Principal of Medical College | Chairman |
| ii) | All Heads of the Departments in the Medical College not below the rank of Associate/Assistant Professor in subject in which there is University Examination. | |
| iii) | All Professors in the Medical College, if not members under (ii) above. | |
| iv) | Head of the Department in the Medical College not below the rank of Associate Professor/Assistant Professor in subjects in which there are Post-graduate Degree/Diploma examination, if not members under (ii) above. | |
| v) | Two Associate Professors and two Assistant Professors of the Medical College by rotation on the basis of seniority, if not, already covered under (ii) and (iv) above. | |
| vi) | Three persons to be nominated by the Vice-Chancellor for their expert knowledge of Medical Sciences. | |

DENTAL SCIENCES

- | | | |
|-------|---|--------------|
| (i) | Principal of Dental College | ——— Chairman |
| (ii) | All Heads of the Department of Dental Sciences, not below the rank of Associate/Asstt. Professors : | Member |
| (iii) | All Professors in the Dental Colleges if not covered under clause | Member |
| (iv) | Two Associate Professors and two Asstt. Professors of the Dental Colleges by rotation on the basis of seniority, if not already covered under (ii). | Member |
| (v) | Three experts to be nominated by the Vice-Chancellor | Member |

AYURVEDA

- i) Principal of Ayurveda College --- Chairman
- ii) All Heads of the Academic Department in the Ayurvedic College not below the rank of Associate/Assistant Professor in the subjects in which there is University Examination.
- iii) All Professors in the Ayurveda College, if not members under (ii) above.
- iv) All Heads of Academic Departments in the Ayurvedic College not below the rank of Associate/Assistant Professor in the subjects in which there are Post-graduate degree examinations, if not members under (ii) above.
- v) Two Associate Professors and two Assistant Professors of the Ayurvedic College by rotation on the basis of seniority if not already covered under (ii) and (iv) above.
- vi) three experts to be nominated by the Vice-Chancellor.

MICROBIOLOGY

- i) Chairman of the University Department offering M.Sc/M.Phil/Ph.D. programme in Microbiology **Chairman**
- ii) All Professors of the University Department offering M.Sc/.M.Phil/Ph.D. programme in Microbiology.
- iii) Two Associate Professors of the University Department offering M.Sc./ M.Phil/Ph.D. programme in Microbiology by rotation.
- iv) Two Assistant Professors of the University Department offering M.Sc./ M.Phil./Ph.D programme in Microbiology by rotation.
- v) Director of Central Research Institute, Kasauli or his nominee.
- vi) One Associate Professor/ Assistant Professor from the affiliated Colleges/ institutions offering M.Sc. programme in Microbiology.
- vii) Three experts from outside the University to be nominated by the Vice-Chancellor.

BIO-SCIENCES

- (i) Chairman of the Department. ---- Chairman
- (ii) All Professors of Bio-Sciences.
- (iii) Two Associate Professors by rotation on the basis of seniority provided that one shall be a Botanist and the other a Zoologist.
- (iv) Two Assistant Professors by rotation on the basis of seniority provided that one shall be a Botanist and the other a Zoologist.
- (v) Not more than two experts from outside the University to be nominated by the Vice-Chancellor.

BIO-TECHNOLOGY

- (i) Chairman of the Department ——— Chairman
- (ii) All Professors of Bio-Technology Department.
- (iii) Two Associate Professors by rotation on the basis of seniority.
- (iv) Two Assistant Professors' by rotation on the basis of seniority.
- (v) Three experts from outside the University to be nominated by the Vice-Chancellor.

ENGINEERING & TECHNOLOGY

- (i) Principal of College concerned. ——— Chairman
- (ii) Head of the concerned department.
- (iii) All Professors of the department concerned.
- (iv) Two Assistant Professors of the concerned department by rotation on the basis of seniority.
- (v) Two Assistant Professors of the concerned department by rotation on the basis of seniority.
- (vi) Not more than two members to be nominated by the Vice-Chancellor.

25.5. In case a member is not available in a category where rotation is involved, a person, from the category next below may be appointed in order of seniority.

25.6. The Boards of Studies in Urdu, French, German, Russian, OT/MIL, Religion and Culture, Himachal Pradesh Past, Present and Future, Military Training, Yoga Studies, Fine Arts, Persian, Bhoti, Journalism, Computer Science, Library and Information Science and Electronics and their Chairman shall be nominated by the Vice-Chancellor.

25.7. The term of office of members or the Board of Studies, other than that of the ex-officio members, shall be two years.

Provided, however, that when a teacher appointed on the Board of Studies goes on leave for a period of more than two months, the Vice-Chancellor may appoint the next eligible teacher concerned during the absence of leave period of the regular teacher member as the case may be.

Provided further that any member, other than ex-officio member, shall cease to be a member of the Board of Studies if he absents himself from more than two consecutive meetings of the Board of Studies without leave of absence from the Chairman concerned.

25.8. A person shall not be eligible to be a member of any Board of Studies, if

- (a) he is in any way involved in publication of cheap notes, guides or help books;
- (b) by himself or by any person or body of persons, in trust for him or for his benefit or on his account, he has any share or interest in a firm engaged in printing, publishing or selling books to or for the use of the University or for students of any of its courses.

25.9. (a) The Convener shall call a meeting of the Board of Studies concerned whenever required to do so by the Vice-Chancellor or the Dean of Faculty.

(b) The Vice-Chancellor, whenever he considers necessary, may call a joint meeting of two or more Boards of Studies for inter-disciplinary co-ordination.

(c) At a meeting of the Board of Studies one third of the total number of members shall form the quorum, and all decisions of the Board shall be by a majority of votes. The Convener shall have a second or casting vote in case the votes are equally divided.

(d) It shall be the duty of the Convener to forward within a week to the Vice-Chancellor and the Faculty concerned all decisions and recommendations of the Boards.

25.10. The duties and functions of each Board of Studies shall be as under :

- a) to recommend courses of studies and reading and detailed syllabi for the various courses.
- b) to recommend books for being prescribed as text-books or books for study;
- c) to recommend books and learned journals for reading and to draw up list of essential books required for a college library;
- d) to make recommendations for the publication of text-books by the University;
- e) to prepare lists of minimum apparatus and equipment required for Science laboratories in the case of Science subjects;
- f) to make recommendations about instructional methods and evaluation procedures for the subjects concerned;
- g) to suggest measures for periodical assessment of the educational standards in the subject;
- h) to suggest measures for the improvement of the standard of teaching and research.

- i) to frame model question papers and organise question banks;
- j) to act as a consultative body in regard to all Questions referred to it by the Faculty and the Academic Council,
- k) to carry out such other functions and duties as may be required by the Executive Council, the Academic Council or the Faculty;
- l) to appoint a committee, consisting of five members including the Convener, which shall recommend to the Vice-Chancellor a panel of names for appointment as Paper Setters/External Examiners/Head Examiners Co-ordinators/Internal Examiners/Examiners.

25.11. The Board of Studies shall make changes, if any, in the syllabus at least a year before the commencement of the academic year/semester to which the syllabus concerned pertains.

Provided that the syllabus once made applicable shall ordinarily continue for three years.

Chapter XXVI
PROFESSORS AND ASSOCIATE PROFESSORS OF THE
UNIVERSITY

26.1. In addition to the duties and functions of teachers of the University, mentioned in Chapter XXXV every Professor and Associate Professor of the University shall perform the following duties :

- i) conduct teaching and research and guide the research of students and research scholars working under or with him;
- ii) participate in the preparation of syllabi and curricula for the various examinations of the University.
- iii) assist in the conduct of home and University examinations, and to evaluate thesis or scripts and/or conduct practical or oral examinations, with or without payment of any remuneration, as may be decided upon from time to time;
- iv) participate in extension work;
- v) write lessons and evaluate the response sheets for the Correspondence Courses of the University, as and when required;
- vi) participate in the Advisory system for the students;
- vii) act as Warden or Superintendent of a University Hostel, if called upon to do so; participate in activities relating to students welfare and students services;
- viii) attend meetings of the University authorities and committees set up by the University to which he may be appointed ex-officio or otherwise; and
- ix) perform all duties and functions as may be assigned to him by the Vice-Chancellor or any authority of the University.

**Chapter XXVII OFFICERS OF
THE UNIVERSITY DEAN OF
STUDIES**

27.1. The Dean of Studies shall be allowed such additional allowance, as may be determined by the Executive Council at the time of appointment.

27.2. Subject to the provisions of the Act and Statutes, the Dean of Studies will function under the overall control of the Vice-Chancellor and will look after the academic and administrative matters of the University.

DEAN OF STUDENTS WELFARE

27.3. The Dean of Students Welfare shall be allowed such additional allowance, or other facilities, like free residence, as the Executive Council may determine at the time of appointment.

27.4. In addition to the other duties and functions detailed in Chapter XXXV and Chapter XXXVI, as the case may be, the Dean of Students Welfare shall also :

- i) make arrangements for the residence, messing, supervision and discipline of students residing in the University hostels;
- ii) supervise and approve boarding and lodging arrangements of the students living outside the campus;
- iii) supervise co-curricular and cultural activities of the students in the University campus at Shimla;
- iv) work in collaboration with the Director of Physical Education and Youth Programmes, in respect of the Physical welfare and N.C.C., N.S.C., N.S.O., and other co-curricular activities of the students of the University campus at Shimla;
- v) offer advice and guidance to Associate or Assistant Deans of Students Welfare.
- vi) direct a programme of student counseling and assist in the placement of graduates of the University;
- vii) arrange, as far as possible, for the part-time employment of students in accordance with a plan approved by the Vice-Chancellor,
- viii) obtain travel facilities for holidays and study tours of students;
- ix) keep in touch with the guardians of the students concerning the welfare of the students;

- x) perform such other duties and functions, as may be assigned to him by the Executive Council or the Vice-Chancellor.

CHIEF WARDEN

27.4 (A). The Chief Warden shall be allowed such additional allowance, or other facilities like free residence, as the Executive Council may determine.

27.4 (B). In addition to other duties and functions detailed in Chapter XXXV and Chapter XXXVI as the case may be the Chief Warden shall also:

- a. Make arrangement for the residence, messing, supervision and discipline of students residing in the University hostels or any other duty assigned to him by the Vice-Chancellor;
- b. The Chief Warden shall function as drawing and disbursement officers in respect of hostels;
- c. The Chief Warden shall be responsible for the smooth functioning of the hostels; and
- d. The Chief Warden shall be responsible for allocation of accommodation/ seats to the students in consultation with the Warden in accordance with the rules.

REGISTRAR

27.5. To be eligible for the selection to the post of Registrar a person must have the following minimum qualifications :

Masters degree in any faculty with five years experience as a Principal in a College affiliated to or maintained by the University.

OR

Teaching Experience as a Associate Professor in a University, with five years administrative experience.

OR

Masters degree in any Faculty with five years experience as a Deputy Registrar or in an equivalent post in a University or Board of School Education.

OR

Masters degree in any Faculty with five years administrative experience in the Central or State Government Administrative service (on deputation if necessary).

OR

Masters degree of a recognised University or its equivalent qualification with at least 10 years administrative experience in a University or an educational institution.

27.6. The Registrar shall be paid such salary as may be determined by the Executive Council at the time of appointment.

CONTROLLER OF EXAMINATIONS

27.7. (a) In addition to the Registrar, the Executive Council may appoint a person, qualified to be appointed as Registrar, to hold the office of the Controller of Examinations, either temporarily or permanently.

(b) The terms and conditions for the appointment and the salary to be paid to the Controller of Examinations shall be as determined by the Executive Council at the time of appointment.

(c) The Controller of Examinations shall perform the duties of the Registrar in regard to the arrangements for the conduct of examinations and Executive Council may also assign to him such other duties and functions as it may think proper.

(d) The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.

FINANCE OFFICER

27.8. To be eligible to be appointed as the Finance Officer, a person must have the following minimum qualifications :

Chartered Accountant of five years' standing.

OR

Experience as an Accounts Officer in the office of the Comptroller and Auditor General of India for at least ten years.

OR

Member of the Indian Audit and Accounts Service with five years experience.

OR

Ten years experience of financial administration in the Central or a State Government or in an autonomous corporation or public undertaking .

OR

Five years experience working as Deputy Registrar in a University.

27.9. The salary of the Finance Officer shall be such as may be determined by the Executive Council at the time of making the appointment.

LIBRARIAN

27.10. To be eligible for selection as the Librarian of the University, a person must have the following minimum qualifications :

- (i) Masters degree in Library Science/Information Science/Documentation with at least fifty five percent marks or its equivalent grade and a consistently good academic record;

- (ii) One year specialization in an area of information technology/Archives and Manuscript keeping Masters Degree in an area of thrust in the Institution; and
- (iii) At least ten years as a Deputy Librarian in a University Library or fifteen years experience as a College Librarian.
- (iv) Evidence of innovative Library service and organization of published work.

DESIRABLE

M. Phil/Ph.D. degree in Library Science/Information Science/Documentation/ Archives and Manuscript keeping.

27.11. The Librarian shall be under the orders and control of the Vice-Chancellor and shall be responsible for the maintenance of all the libraries of the University.

27.12. (a) The Executive Council shall frame rules for the use of the University libraries, and the Librarian shall be responsible for the strict observance of those rules and for the internal discipline and arrangements in all the libraries.

(b) The Executive Council may, from time to time, delegate to the librarian administrative and financial powers, as it may consider necessary and the Librarian shall be responsible for the proper maintenance of the accounts and records and shall produce them for audit, whenever required to do so by the Auditors.

27.13. (a) The Librarian shall be responsible for the preparation of the library budget for all the University libraries and it shall be his duty to communicate to each library in the beginning of the financial year the amount which is sanctioned by the Executive Council for the purchase of library material.

(b) The Librarian shall obtain the approval of the Executive Council to the conversion rate of foreign currency for the purchase of foreign publications and the discount rate for the Indian publications and shall communicate the same to all the libraries.

27.14. The Librarian shall also -

- (i) ensure that the purchase requisitions for all library material in all the libraries is initiated in proper time and the subscription to all the journals are renewed well in time;

- (ii) arrange for the teaching departments and for research students such collections of volumes and journals, as are in constant use of teachers and post-graduate students;
arrange for programmes designed to stimulate and encourage the use of library by the staff and the students;
- (iv) prepare a library news-letter at fixed intervals, to be determined by the Vice-Chancellor, of all library material received since the preceding news-letter and of other library news for the information of the staff and students;
- (v) arrange such library hours, as may promote the maximum use of the libraries by the staff and students;
- (vi) offer, whenever, required by the Vice-Chancellor to do so, consultancy service to the libraries of the affiliated colleges;
- (vii) perform such other duties and functions, as may be assigned to him by the Executive Council or the Vice-Chancellor.

SECRETARY TO THE VICE-CHANCELLOR

27.15. There shall be a Secretary to the Vice-Chancellor who shall be appointed by the Vice-Chancellor. The Vice-Chancellor shall have full powers in the appointment of his Secretary. The term of office of the Secretary to the Vice-Chancellor shall be co-terminus with the term of the Vice-Chancellor.

DEAN OF COLLEGES-CUM-DIRECTOR, COLLEGE DEVELOPMENT COUNCIL

27.16. The qualifications for the post of Dean of Colleges-cum-Director, College Development Council shall be the same as are prescribed for the post of Professor in the University.

27.17. The Dean of Colleges-cum-Director, College Development Council shall be appointed by the Executive Council for a period of three years in the scale of (pre-revised) plus other admissible allowances as per University rules. He may be re-appointed for another term of three years but not beyond the age of 60 years. Appointment may also be made by way of deputation.

27.18. The Dean of Colleges-cum-Director, College Development Council shall be under the orders and control of the Vice-Chancellor and shall be directly responsible to him.

DIRECTOR, PHYSICAL EDUCATION AND YOUTH PROGRAMMES

27.19 Qualifications for the post of Director, Physical Education & Youth Programmes

- i) Ph.D. in Physical Education.
- ii) Experience of at least eight years as University Deputy or 12 years as University Assistant Director, Physical Education/College DPES (Selection Grade).
- iii) Participation in at least two National/International Seminars/Conferences.
- iv) Consistently good appraisal reports.
- v) Evidence of organising competitions and conducting coaching camps of at least two weeks duration.
- vi) Evidence of having produced good performance teams/athletes for competitions like State/National/Inter University/Combined University etc.
- vii) Passed the Physical Fitness Test.

Chapter-XXVIII

RULE FOR THE RESIDENT STUDENTS

28.1: GENERAL RULES:

- 1) All Rights of Admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendations of the Wardens/ Hostel Welfare Officers Committee. All admission will be made strictly on the basis of merit in the qualifying examination.
- 2) Admission to the University hostels will be open at the beginning of the session and the students will be admitted on the basis of merit. 75% of the seats shall be reserved for the students passing their qualifying examination from H.P. University and 25% of the seats will be open to all. However, 15% and 7.5% of the seats available shall be reserved for students belonging to scheduled castes and scheduled tribes respectively.
- 3) The merit for admission to the hostel seats will be the same as forms the basis for admission in each course under different teaching departments.
- 4) A candidate who applies for admission in any reserved category, but is admitted in the general category because of his merit will be considered in the category mentioned in his/ her application form for the purpose of admission to hostel provided he/ she is eligible in that category.
- 5) All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/her regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.
- 6) Research Scholars and students of Post Graduate classes who are doing their work may be permitted to stay in the hostel during vacation on the specific recommendation of the Chairman/ Supervisor. Foreign students studying in the University Departments and who are not in the final year may be allowed to stay in the hostel during the vacation. The students belonging to the tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of the Chairman of the department concerned.
- 7) Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:

- (i) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents guardian;
 - (ii) Satisfaction of the Chief Warden/ Warden/ Hostel Welfare Officer regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents;
 - (iii) Hostel may be allowed to a student for pursuing Post Graduate Degree/Professional Course for a maximum period of two/three years depending upon the duration of course as well as availability of room in the hostel.
 - (iv) No student pursuing second Post-graduate degree/professional course will be admitted/re-admitted to the hostel.
 - (v) A student will be allowed to stay in the hostel for a maximum of three years for pursuing research degree(s). However, the admission of the boarder(s) will be cancelled the moment, he/ she gets a job in the Govt./Private/Corporation/ any other institution during the time of studies.
- 8) Admission to the hostel for the academic year will close 10 days after the close of admission to the department.
- 9) Residents shall see the Chief Warden/ Hostel Welfare Officer/ Warden for official business in the office during fixed hours. In case of emergency, the Chowkidar on duty should be sent to the Chief Warden/ Hostel Welfare Officer/ Wardens residence.
- 10) Residence should not keep cash or jewellery or other valuable in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
- 11) Smoking is strictly prohibited in the common Room, Reading Room, Dining and Kitchen Areas.
- 12) Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
- a) Expulsion from the hostel;
 - b) Forfeiture of securities; and
 - c) Imposition of fine by the Chief Warden.
- 13) In case of non-payment of dues or violation of anyone of the hostel rules by a resident, the Hostel Welfare Officer/ Warden may get his/ her room locked.

- 14) Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be removed from one room to another. Replacement of chair for canning or replacement of cot during the session may be done by paying charges as per rules. Damage to hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/ University.
- 15) The telephone is meant for office use only. However, VCC card facility has been provided to the residents in case of emergency. The VCC card facility will be available with the chowkidars/ security staff of the respective hostels to communicate the report to the warden/ Hostel Welfare Officer/ Chief Warden/ Security Officer in case of emergency for which they will be paid actual charges.
- 16) Gambling use of intoxicants and keeping of arms in the hostel premises (including room) are strictly prohibited. Residents found guilty of any such lapse in this regard will be liable to a fine of Rs. 500/- and/or expulsion from the hostel. All rooms (including almirahs and belongings) will be open for inspection by the Chief Warden/ Warden/ Hostel Welfare officer at any time.
- 17) An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any political and indisciplinary activities which harms the social, academic and congenial environment of the Hostel/ University.
- 18) Before leaving the hostel every resident shall obtain clearance from Warden/ Hostel Welfare Officer and personally hand over the charge of the room and hostel property, Repair charges for any damage to the furniture will have to be paid by the residents. During vacation all boarders will deposit their room keys with the hostel clerks/warden/ hostel welfare officer failing which the result of the defaulters will be withheld.

28.2. ALLOTMENT:

- i. Rooms will be allotted by the Warden/Hostel Welfare Officer according to the principles laid down by the Chief Warden;
- ii. Junior students shall be put up in dormitories;
- iii. Dormitory will not be allowed to a single person even on full payment. If one of resident of the dormitory leaves, either another resident would be allotted that dormitory or resident would be moved to a cubicle, if available;

- iv. Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel;
- v. No student shall be allowed to accommodate any other student in his room. If it is found at any stage that a student other than the boarder is staying in his room, the hostel admission shall be cancelled;
- vi. A student cannot shift from his/ her allotted room within the hostel without the permission of the warden/ Hostel Welfare Officer;
- vii. The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the Warden/ Hostel Welfare Officer;
- viii. The residents shall keep the Hostel Identity Card obtained from the Warden/ Hostel Welfare Officer with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph alongwith the admission form; and
- ix. Unauthorized occupation in the Hostel shall not be allowed.

(i) 28.3. VISITORS AND GUESTS:

- (i) Male visitors shall see the residents of the Girls Hostel only in the visitors room during the specific hours:
- (ii) Female visitor shall not visit male residents in their rooms and
- (iii) Guests are not permitted to stay overnight in any hostel. However, in exceptional cases, they may be put up in the room/ Guest rooms, if any, on payment of prescribed charges, but in no case beyond two nights.

28.4. ATTENDANCE AND LEAVE:

- (i) The gates of the boys hostels will be closed at 11.00 PM and opened at 5:00 AM;
- (ii) A resident shall under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for the purpose at the hostel gate; and
- (iii) The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/ Hostel Welfare Officer.

28.5. CONDUCT AND DISCIPLINES:

- (i) Students shall maintain discipline and peaceful atmosphere in hostel;
- (ii) A student may be fined or expelled from the hostel by the Chief Warden/ Warden/ Hostel Welfare officer for the following reasons:

- a) Misbehavior of any kind, which will include disrespectful conduct towards the Warden/ Hostel Welfare Officer or other teacher, employees of the hostel and other residents;
 - b) Teasing or otherwise harassing other students and/ or the use of violence;
 - c) Stealing or pilfering Hostel/ University property or the property of other students;
 - d) Unruly conduct or rowdism;
 - e) Writing on walls, sticking of posters distribution of unauthorized handbills or notices;
 - f) Making noise and/ or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders;
 - g) Convening, organizing, attending unauthorized meeting within the hostel premises; and
 - h) Breach of any of the hostel rules.
- (iii) No student shall keep gold or costly jewelery in his/her room;
 - (iv) While visiting common room/dining hall, the student should be in proper dress;
 - (v) For any willful disobedience or defiance or willful tampering with hostel property or insolvent behaviour, the student may asked by the Warden/ Hostel Welfare Officer to leave the hostel immediately in anticipation of the approval of the Chief Warden;
 - (vi) Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel welfare officer may recover the cost of repaid or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances;
 - (vii) In case of any unauthorized guest/ person is found in the rooms of the boarders, his/her room as well as the admission from the concerned department will liable to be cancelled forthwith;
 - (viii) All rooms in the hostel shall be opened for inspection by Chief Warden/ Hostel Welfare officer/ Warden at any time during day and night;
 - (ix) Students shall not abuse, maltreat or assault hostel employees;
 - (x) The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands; and

- (xi) In order to solve the problems of students from time to time and to effectively implement the hostel rules as provided in the Hand Book of Information, there will be a Disciplinary Committee consisting of the Dean of Studies, Dean Students Welfare, Chief Warden and Security Officer with Dean Students Welfare as its convener.

28.6. SPECIAL RULES (FOR GIRLS HOSTEL ONLY):

- (i) Regular roll call will be taken by the prefects of the Girls Hostel. The roll call time would usually be as under, which can be changed by the Warden from time to time, through notification;
- (ii) No girl student would stay out of the Hostel after the prescribed time;
- (iii) On Wednesday and Saturday, the girls can go to city for shopping in case the University bus facility is available for going to and coming from the city;
- (iv) The girls who are going to local guardians or to their homes must write on the register kept for the purpose, the following details:
- the address where they are going;
 - Time and date of their departure and arrival; and
 - The relaxation or the guardians of the girls can meet their wards on every Monday and Friday between 2.00 pm to 5.00 pm. No one can meet the boarders in the hostel on other days except in case of emergency, with the prior permission of the Warden, in case they are coming from outside Shimla.
- (v) No female guest can stay in any room without prior permission of the Warden;
- (vi) No Male visitor is allowed in the rooms of the Girls Hostels; and
- (vii) The girl residents are not allowed to stay overnight out of the hostel. In case there is such need, the Warden's prior permission in writing, must be obtained the address where one wants to stay and purpose of stay must be given.

28.7 The Hostel Welfare Officer/ Warden/ Chief Warden shall have the authority to punish a boarder for any act of indiscipline or violation of Hostel Rules, as under:

WARDEN/ HOSTEL WELFARE OFFICER	CHIEF WARDEN
i) Fine as would be determined from time to time.	Fine as would be determined from time to time.
ii) Recommend expulsion from the hostel .	Appeal on the issue of Rules/ Law and not on the issue of facts .

28.8. HOSTEL MESS:

- (i) The hostel shall have facilities for lunch dinner services. A resident shall have meals in his/her hostel only;
- (ii) Residents will not go in the cooking areas;
- (iii) All complaints requiring immediate action of the Warden/Hostel Welfare Officer should be made in writing through a member of the mess canteen committee;
- (iv) The facilities of co-operatives mess will be replaced by contract messes. A contract mess will be started with minimum strength of 50 members. Every member will have to give an undertaking that he/she will shoulder the responsibility and observe the rules of contract mess. Resident changing from one mess to another will have to clear the account for the first mess before being allowed to have meals in the second mess by the Warden/ Hostel Welfare Officer in writing. The change will be allowed only from the first of the month;
- (v) Ordinarily the residents will take food in the hostel;
- (vi) The charges will be calculated on the basis of actual number of diets taken by the residents;
- (vii) Each resident will contribute towards subsidy fund for the needy and deserving students of the hostel @ one diet per month alongwith the mess bill;
- (viii) Guest will also be served meals on the usual rates. However, the maximum diets that could be served to the residents guest will not be more than twenty in a month. If the number of diet exceeds twenty, additional amount will be charged for the excess diets;(ix) If mess and canteen charges are not paid by 10th of the month, meals will not be served, nor the defaulter will be allowed to take meals as a guest of other resident. For late payment, fine per day for every mess bill separately will be imposed. After 25th a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/ Warden. After 30th the room will be got vacated with the order of the Chief Warden;
- (x) Cooking in the room is strictly prohibited;
- (xi) Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of the Warden/ Hostel Welfare Officer. The residents as well as the mess servants be fined heavily for violating this rule;

- (xii) Mess servants will be entirely under the control of Warden/ Hostel Welfare Officer who can recommend their dismissal or impose any penalty on them. Residents cannot punish the servants. They can, however, report against them to the Warden/ Hostel Welfare Officer of the hostel; and
- (xiii) The messes and canteens will remain closed during the vacation. The dates for closure will be notified by the Chief Warden.

28.9. ELECTRICITY:

- i. Residents must switch off the lights while going out of the rooms or to sleep:
- ii. Residents are allowed to use in their room electrical appliances such as electric heaters only during winter i.e. from 14th November to 14th March. In case a resident is found to be in possession of any other appliances, the same will be confiscated and the boarder will be fined. In case a resident repeats this act, the amount of fine payable will also increase accordingly; and
- iii. Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.

28.10 SECURITIES AND DUES:

- a) Security and dues/other charges will be realized from the boarders of the hostel in accordance with the decision of the Executive Council or as notified by the Chief Warden from time to time.
- b) All securities are charged once at the time of admission and the dues/ fee shall be charged annually. The amount so collected from the misc. charges will be utilized by the Chief Warden in consultation with the Wardens/ Hostels Welfare Officers Committee for the purpose of minor L.P.G. repair and incidental charges etc.
- c) Concession in hostel rest may be granted on the basis of merit or sports cum poverty to the extent of 10% freeships and 15% half freeships.
- d) The hostel fees will be charged from all the residents annually at the time of admission/ continuation.
- e) In case of continuation of boarder a late fee per day after the date decided/ notified by the Hostel Welfare Officers/ Wardens Committees shall be charged.
- f) Residents getting admission into the hostel at any time during the month will be charged full fee for the month.

- g) All residents are required to clear hostel, mess, canteen and other dues and obtain no dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostels, failing which their names will be forwarded to the Controller of Examinations Chairman of the Department for withholding the declaration of result/award of degree and other disciplinary action, including forfeiture of their securities and cancellation of the degree.
- h) The Controller of Examinations, may on the report in writing of the Head of the Institution concerned, withhold the result of a candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him including hostel and mess charges, or has failed to return Library books or other articles, or in case of loss has not paid the cost thereof as assessed by the head of the institution (Ord. 6.65(a)).
- i)
 - (a) Roll number slips will not be issued by the Chairman of the teaching departments without clearance from the hostel office.
 - (b) As soon as the M.Phil/Ph.D. Research Scholar submits his/her dissertations/ thesis, he/she will have to vacate the hostel room.
 - (c) The Controller of Examinations, will not declare the result unless the M.Phil/Ph.D scholars concerned produce No Dues Certificate from the Hostel/Library (Ord.6.65(b)).
 - (d) Securities of mess, telephone as well as hostel will be refunded to a resident only after he/she cleared all the hostel dues and handed over the possession of the room and will be adjusted against the bills only in the special circumstances after the student has left the institution. Application for refund of securities will be submitted three days before the intended date of leaving the hostel (when his/her mess account will be closed and he/she will eat on cash payment). Cheque will be got ready earlier but will be given only after the charge of the room is handed over to Chowkidar (who will sign the register) and the room is locked. All security deposits shall lapse if not withdrawn one year from the date of leaving the hostel.

28.11. APPOINTMENT AND DUTIES OF PREFECT:

Prefects will be appointed by the Hostel Warden/ Hostel Welfare Officer from amongst the senior students of good standing to assist him in the administration of the hostel. Normally for every 50 students, one prefect would be appointed. Prefect will be entitled to rent free accommodation.

1. He/ she shall take the roll call at the time fixed and submit a report of absentee to the Warden/ Hostel Welfare Officer on the following day.

2. He/she shall report in writing to the Warden/Hostel Welfare Officer the names of those residents who remained absent for the whole night. Failure to report such cases will be considered gross negligence of duty and may result in his/her dismissal from prefectship.
3. He/She shall assist the Warden/Hostel Welfare Officer in checking of rooms for ensuring that:
 - a) There are no prohibited articles in the room;
 - b) Electric fittings are not tampered with;
 - c) Guests are not kept in the rooms at night; and
 - d) There is no disturbance at night during study hours.
4. He/she shall look to the general cleanliness of the Block.
5. He/She shall keep the record of leave applications.
6. He/She shall forward all complaints regarding the Block to the Warden/ Hostel Welfare Officer.

28.12. COMMITTEES:

For the proper and democratic functioning of the hostels, several committees, such as common room committee, mess committee, finance committee, discipline committee etc. will be formed in each hostel. Faculty members from the teaching departments may also be associated with these committees.

The committee will work closely in full co-operation with the Warden/ Hostel Welfare Officer to further the spirit of fraternity in each hostel. These committees will also be concerned with the making of new suggestions to the administration for further improvement in the hostels and to ensure proper discipline and decorum.

28.13. RESPONSIBILITIES OF THE RESIDENTS:

Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility on the part of the resident to:

- 1) Make every effort for peaceful co-existence and maintaining the ultimate decorum; and
- 2) To observe all hostel rules meticulously in letter and spirit.

All violations of rules and directions will be subject to strict disciplinary action which in extreme cases, may lead to expulsion, forfeiture of securities and the right for future admission.

28.14. Any notification issued from time to time by the Chief Warden will be binding on all the residents.

Chapter XXIX Deleted

Chapter XXX

**ELECTION TO THE AUTHORITIES OF THE UNIVERSITY FROM OUT OF THE
TEACHERS, THE REGISTERED GRADUATES, STUDENTS AND EMPLOYEES**

Part 1

30.1. The Registrar shall maintain the registers of voters of the various constituencies as follows ;

- (a) Register of registered graduates, showing the name, fathers name and address of each graduate enrolled as a voter.
- (b) Register of teachers of colleges affiliated to or maintained by the University, with ten years of completed service, teaching the subjects assigned to the faculty of Languages, Performing & Visual Arts and Social Sciences.
- (c) Register of teachers of colleges affiliated to or maintained by the University, with less than ten years of completed service, teaching the subjects assigned to the faculty of Languages, Performing & Visual Arts and Social Sciences.
- (d) Register of teachers of colleges affiliated to or maintained by the University with ten years of completed service, teaching the subjects assigned to the Faculty of Science.
- (e) Register of teachers of colleges affiliated to or maintained by the University, with less than ten years of completed service, teaching the subjects assigned to the Faculty of Science.
- (f) Register of students, Vice-Presidents, and Secretaries of the Students Central Associations of the University Campus at Shimla, and of the colleges affiliated to or maintained by the University.
- (g) Register of students, representing recognised subject societies, cultural societies and sports clubs in the Students Central Association of the University Campus at Shimla, and of the Colleges affiliated to or maintained by the University.
- (h) Register of Research and M. Phil. students of the University.
- (i) Register of non-teaching employees of the University.

NOTE:- For the purpose of this chapter an employee shall mean a whole time salaried employee who has put in at least one year continuous service in this University.

- (j) Register of college Assistant Professors of the affiliated colleges, maintained by the University.

NOTE:- For the purpose of this chapter college Assistant Professor mean a whole time salaried Assistant Professor (college cadre) who has put at least one year continuous service in the colleges affiliated to/maintained by the University.

30.2. (a) Whenever there is a vacancy to be filled by election from any of the above constituencies, the Registrar shall issue, to the electors concerned, a notice in writing setting forth directions if any, given by the Executive Council and intimating :

- (i) the date of election;
 - (ii) the number of vacancies to be filled; and
 - (iii) asking for relevant information in regard to the electors.
- (b) A copy of the notice shall also be affixed on the notice-board in the office of the Registrar.

30.3. All claims for entry in the register of voters and objections thereto shall be received and scrutinised by the Registrar, who shall be the revising authority and his decision, if not objected to in writing at the time of announcement, shall be final.

30.4. If any objection is taken to the decision of the Registrar it shall be decided by a Committee consisting of three members of the Executive Council to be nominated by the Executive Council for the purpose. The Committee shall elect its own Chairman and the decision by a majority of votes shall be final, the Chairman having no second or casting vote. The Committee shall decide objections, if any, on the day following the disposal of claims and objections by the Registrar or as soon as possible thereafter.

30.5. (a) No person shall be qualified to vote or to be elected unless his name is borne on the register of voters.

(b) A voters name shall not be removed from the list of voters for the reason that the voter has, subsequent to the publication of the final register, ceased to hold the capacity in which he was registered as such;

Provided that a candidate for an election must continue to hold the requisite qualification/capacity by virtue of which he is seeking election.

30.6. The Registrar shall be the Returning Officer, but in an emergency the Vice-Chancellor may depute any other person to carry out the duties of the Returning Officer, if the Registrar is unable to perform them.

30.7. The date for different operations relating to the conduct of elections shall be according to the schedule prescribed by the Executive Council; but in an emergency the Vice-Chancellor may postpone at any stage the date fixed in

the programme for the transaction of any business connected with the election for reasons to be recorded and the matter shall be reported to the Executive Council.

30.8. The Executive Council shall prescribe the forms for the following purposes :

- (i) Form of notice, intimating the date of the election and inviting particulars of electors;
- (ii) Nomination Papers;
- (iii) Ballot Papers.

30.9. The Executive Council shall direct the setting up of polling centre(s) at such place(s) as it may consider necessary. A list of polling centres and the voters entitled to vote at each polling centre shall be published at least 30 days before the election.

Part II REGISTRATION OF GRADUATES

30.10. (a) A graduate eligible for enrolment shall apply for registration on the form prescribed for the purpose by the Executive Council and obtainable from the Registrar. The application form duly completed shall be forwarded to the Registrar, accompanied by the initial fee of Rs. 5 and either :

- (i) the annual fee of Rs. 2, or
- (ii) the composite fee of Rs. 20 for life.

(b) A graduate, who has not paid the composite fee for life shall pay the annual fee of Rs. 2 with all arrears, if any, due from him, by the date prescribed by the Executive Council, and unless he has paid all the dues, he shall not be entitled to vote or to seek election.

(c) A registered graduate may at any time pay the composite fee of Rs. 20 for life, after which no further fee shall be due from him.

30.11. (a) A person, who graduated in any Faculty from the University of the Punjab at Lahore before 1948 and who is domiciled within the territorial jurisdiction of the University, shall on application made, be entitled to have his name entered in the register of graduates of the University on payment of the same fee as prescribed for the graduates of the University.

(b) A person who graduated in any Faculty from the Punjab University, Chandigarh or the Punjab Agriculture University, Ludhiana before the date on which the University started conferring its own degrees in that Faculty shall be eligible for enrolment as a registered graduate, if

- (i) he normally resides in the territorial jurisdiction of the University; and
- (ii) he graduated from any of the colleges or institutions now affiliated to or forming part of the University.

Such a person shall, on application made, be entitled to have his name entered in the register of graduates of the University on payment of same fee as prescribed for the graduates of the University.

30.12. In the application form the applicant shall enter his ordinary place of residence or business, and if there is any change afterwards it shall be communicated to the Registrar in the form and by the date prescribed for the purpose by the Executive Council. The Registrar shall verify whether the address or change in address is genuine, and if he is satisfied that it is not genuine, he shall have the authority to reject it. After the prescribed date no addition or alteration in the address shall be made in the register.

30.13. The Registrar shall issue a notice every year in such manner as may be prescribed by the Executive Council, inviting applications for enrolment as registered graduates. Such applications, accompanied by the prescribed fee, shall reach the Registrar not later than the date prescribed for the purpose. A copy of the notice shall also be pasted at a conspicuous place in the office of the Registrar. No application for enrolment shall be entertained by the Registrar after the date prescribed for the purpose.

30.14. The date on which a person has taken the degree referred to in Statute 25, shall mean the date on which the Academic Council has sanctioned his admission to such degree.

30.15. (a) After scrutiny of the information furnished in the prescribed application form and after verification of the receipt of the prescribed fee, the Registrar shall enter the names of the eligible applicants in the register of graduates.

(b) In the event of any record not being available in respect of graduates of the University of the Punjab at Lahore, the applicant may be required to file an affidavit in support of the facts stated by him in his application.

30.16. (a) A registered graduate, who defaults in the payment of his annual fee by the date prescribed for the purpose by the Executive Council, shall not be entitled to vote or stand for election.

(b) No one shall be entitled to vote or stand for election, unless he has been registered as a graduate by paying the regular dues for at least a period of one year prior to the date of election and continues to be a member on the date of voting.

30.17. Whenever an election is due to be held, the Registrar shall publish by affixing at a conspicuous place in his office a copy of the following :

- (i) the existing entries in the register of graduates;
- (ii) a list of defaulters showing the amount due from each; and
- (iii) the last date by which the defaulters may clear their dues.

After the last date mentioned in (iii) above, final list of the eligible registered graduates shall be published, and copies there of may also be made available on payment of such fee as may be fixed by the Executive Council.

Part-III ELECTION PROCEDURE

30.18. The Returning Officer shall issue a notice, in the form and in the manner prescribed by the Executive Council for the purpose, stating the number of vacancies and the date and time by which the candidate should be nominated.

30.19. Every candidate shall be required to be proposed by one voter and seconded by another voter on the form prescribed for the purpose by the Executive Council and obtainable from the office of the Registrar, or on an identical form, which shall be forwarded to the Returning Officer by name under a registered cover or delivered to him personally during office hours against a receipt in writing, so as to reach him by the date and time notified for the purpose.

30.20. In the case of an election by registered graduates every candidate shall deposit with the Registrar a sum of Rs. 100 - in cash by the date and time prescribed for receipt of nomination papers. This amount shall be forfeited in the case of a candidate who does not secure in the election, at the time of elimination, at least one fourth of the quota required to secure his return; but it will be refunded if he has withdrawn his name by communicating the fact to the Returning Officer by the date prescribed for the purpose.

30.21. The candidate proposed shall sign his nomination paper as token of his consent to stand for election.

30.22. A voter shall be entitled to nominate as many persons for election as there are vacancies.

30.23. All nomination papers shall be scrutinised by the Returning Officer on the date prescribed for the purpose.

30.24. A nomination paper shall be declared invalid :

- (i) if a proposer or a seconder has signed nomination papers of more candidates than the number of vacancies;
- (ii) if the nomination paper is not signed by the candidate or by the propose or by the seconder;

- (iii) if the nomination paper is not addressed to the Returning Officer by name, and does not reach him under a registered cover, or is not delivered to him personally, by the date and time notified for the purpose;
- (iv) in the case of an election by registered graduates :
 - (a) if the candidate or his proposer or seconder is a defaulter on the date of publication of the final register of graduates;
and/or
 - (b) if the sum of Rs. 100/- required to be deposited by the candidate is not received in the office by the prescribed date and time;
 - (c) if it does not bear the registered graduates enrolment number or the serial number of the candidate, the proposer and the seconder, or if the registered graduates enrolment number or the serial number of any one of them happens to be wrong.
- (v) if the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election.

30.25. A candidate or a representative of the candidate appointed by him in writing, may be present at the scrutiny of nomination papers. A list of candidates, whose nomination papers are declared valid, shall be published by affixing the same on the notice-board in the office of the Returning Officer on the same day and a copy of the list shall be forwarded to each of the candidates nominated for election. Any objection to the decision of the Returning Officer in regard to the entertainment or otherwise or the invalidity of a nomination paper must be made, within two days of the decision of the Returning Officer, to the Vice-Chancellor, whose decision in the matter shall be final.

30.26. A candidate may withdraw his name from contesting an election by sending a letter of withdrawal by name (duly signed by him and attested either by a First Class Magistrate or a Principal of a college affiliated to or maintained by the University or a Professor of the University), by registered post, or by delivering it personally against a receipt to the Returning Officer, so as to reach him by the date and time fixed for the purpose. A withdrawal once made shall be final.

30.27. Immediately after the time for withdrawal of nominations is over, the Returning Officer shall notify the final list of contesting candidates by affixing the same on the notice-board of his office.

30.28. If the number of contesting candidates is equal to the number of vacancies, all such candidates shall be declared to be duly elected. If the number

of such vacancies is less than the number of vacancies, all such candidates shall be declared elected and the Registrar shall issue a fresh notice, to fill the remaining vacancies. If the number of such candidates exceeds the number of vacancies to be filled, the Returning Officer shall arrange election through polling centres. The place, date and time of voting shall be notified.

In the case of a voter from the constituency of registered graduates (i) who is residing in India, but outside the State of Himachal Pradesh, or (ii) who is employed in the defence services the Returning Officer shall send a ballot paper by the prescribed date, under a registered cover, at the address given in the register. The ballot paper shall contain the names of duly nominated candidates in alphabetical order, with their academic degrees and addresses. It shall be stamped with the prescribed seal. The number of the voter on the register shall be noted on the counterfoil of the ballot paper. It shall be accompanied by a forwarding letter giving the date and hour by which both the ballot paper and the covering letter shall reach the Returning Officer in a registered cover.

30.29. (1) Votes shall be recorded on the ballot papers which shall be in the prescribed form.

(2) In the case of elections by means of single transferable vote, every voter shall have only one vote irrespective of the number of the seats to be filled and the voter in giving his vote :

- (a) shall place on his ballot paper the figure 1 in the space opposite the name of the candidate for whom he wishes to vote in the first instance; and
- (b) may, in addition, place on his ballot paper the figure 2 or the figures 2 and 3, or the figures 2,3 and 4 and so on in the space opposite the names of the other candidates in the order of his preference.
- (3) In the case of elections other than by means of single transferable vote, every voter shall have as many votes as there are vacancies to be filled, and a voter in giving his vote shall place on his ballot paper X mark in the space opposite the name of the candidate(s) for whom he wishes to vote.

30.30. (a) The recording of votes for all the constituencies shall be at polling centers except in the case of the constituency of registered graduates, in which it shall be by two methods, i.e. by post as laid down in paragraphs 30.28 and 30.30 and at polling centers.

(b) The Returning Officer shall appoint the Presiding Officers and other staff for the polling centres.

(c) The Returning Officer shall issue instructions to the Presiding Officers at the different polling centres for the conduct of the election and to ensure the safety of the ballot papers, ballot boxes and their transit.

30.31. At the polling centres, a candidate or his authorised agent (who must be a voter), may be allowed to be present at the time of polling. The person present may affix his seal, if he so desires, on the ballot box in addition to the seal of the Presiding Officer, before the polling starts. An official detailed on election duty, if he is a voter, may cast his vote at the polling centre where he is posted on duty, even though he is registered for another centre. The procedure for the issue of ballot papers to votes who have to record their votes at the polling centres, and for their collection, shall be as follows :

- (a) Each voter shall receive the ballot paper and the covering letter prescribed by the Executive Council for the purpose at the polling centre on the day of polling.
- (b) The voter after receiving the ballot paper shall not leave the room of the Presiding Officer without depositing the ballot paper in the ballot box.
- (c) The ballot box shall be closed immediately after the time fixed for polling has expired, and no voter shall be permitted to deposit his ballot paper after that time.
- (d) The ballot box shall be brought to the office of the University immediately after the polling is over.
- (e) An identity card, as per form prescribed for the purpose, shall be issued to each voter residing in a town where more than one polling booths are set up. The voter shall submit the identity card to the Presiding Officer at the polling booth, before he is allowed to record his vote.

30.32. A voter from the constituency of registered graduates residing in India, but outside the State of Himachal Pradesh, shall sign his covering letter in the presence either of the Principal of a Degree College affiliated to a University established by law in India or a Magistrate of the First or the Second Class, or a Subordinate Judge. A voter in the defence services may sign his covering letter in the presence of the Officer Commanding or Adjutant of his unit.

The Voter shall place the covering letter along with the sealed envelope containing his ballot paper in another envelope, none of the two envelopes to bear any kind of marks outside, and forward the same in a registered cover addressed to the Returning Officer, so as to reach him not later than the date

and hour notified for the closing of the poll. No account will be taken of the ballot paper in the sealed envelope, unless the covering letter which accompanies it bears on it the signature and the serial number of the voter and is countersigned and authenticated by the authority in whose presence the voter has signed his covering letter, with his signature and designation.

The Returning Officer shall, as soon as possible after the receipt of such envelopes, deposit them in the ballot box.

30.33. If any of the persons vested with the authority to countersign and authenticate the covering letters, is himself seeking election, he shall not countersign or authenticate the covering letters of the voters.

30.34. A voter who has inadvertently dealt with his covering letter and/or ballot paper in such a manner that it cannot properly be used, or who has lost his covering letter and/or ballot paper, may after delivering the spoilt covering letter and/or ballot paper to the Presiding Officer/Returning Officer, or after satisfying the latter of the loss of the covering letter and/or ballot paper, as the case may be, obtain another covering letter and/or ballot paper in place of the spoilt or lost paper; the spoilt covering letter and/or ballot paper together with their counterfoils shall be marked as cancelled. The covering letter/or ballot paper supplied instead, together with its counterfoil, shall be marked duplicate.

30.35. An envelope containing the ballot paper etc. referred to in paragraph 30.32 shall not be entertained if it is received

- (a) later than the closing of the poll :
- (b) otherwise than by registered post or unless delivered personally to the Returning Officer; and
- (c) not addressed to the Returning Officer by name.

30.36. A ballot paper cover shall be rejected if -

- (a) the envelope does not contain the covering letter outside the ballot paper cover; or
- (b) the covering letter does not bear on it the signature and the serial number of the voter, or is not countersigned and authenticated as provided in these rules; or
- (c) envelope containing the ballot paper bears any kind of mark outside; or
- (d) the ballot paper is placed outside the ballot paper cover.

30.37. The ballot boxes shall be opened on the day of the polling or on such other date as may be practicable (but not later than two days after the last day of polling), and the count shall be made under the supervision of the Returning Officer without break until it is completed. The result shall be declared immediately after the counting is complete.

The ballot papers, received by registered post for the constituency of registered graduates, shall be opened on the date of the count of the ballot papers received from the various polling centres, and shall be counted under the supervision of the Returning Officer,

30.38. (1) The Returning Officer shall decide whether a ballot paper is valid or is not valid.

2 (A) The Returning Officer shall reject a ballot paper as invalid:

- (a) on which a voter signs his name or makes any mark, by which it becomes recognisable; or
- (b) which is void for uncertainty; or
- (c) in the case of elections by means of single transferable vote
 - (i) on which the figure 1 is not marked; or
 - (ii) on which the figure 1 is set opposite the names of more than one candidate or is so placed as to render it doubtful to which candidate it is intended to apply; or
 - (iii) on which the figure 1 and some other figure are set opposite the name of the same candidate;
- (d) in the case of elections other than by means of single transferable vote -
 - (i) on which there is no 'x' mark; or
 - (ii) on which the 'x' mark is so placed as to render it doubtful to which candidate it is intended to apply; or
 - (iii) on which 'x' marks are placed opposite the names of more candidates than there are vacancies to be filled.

(B) Any defacement of the figure or the 'x' mark, as the case may be, on the ballot paper, which makes it doubtful whether the figure or the 'x' mark is, as it was originally made or there has been an attempt to alter, suppress or erase it, shall make the ballot paper invalid.

(C) On every paper so rejected, the Returning Officer shall endorse the word Rejected and shall briefly mention the ground of rejection. Such papers shall be kept in a separate bundle.

30.39. (a) A candidate or an agent, who must be a voter authorised by the candidate, shall be allowed to be present at the time of counting of ballot papers.

(b) The counting of votes for elections in accordance with the system of proportional representation by means of single transferable vote shall be in accordance with the procedure laid down in Part IV and for other elections in accordance with Part V of this chapter.

30.40. Any objection to the decision of the Returning Officer on the validity or otherwise of a ballot paper shall be made forthwith in writing, i.e. when the ballot papers are counted, and any objection pertaining to the polling shall be made to the Presiding Officer in writing on the date and during the time of polling

ELECTION PETITIONS

30.41. A petition in respect of matters brought to the notice of the Returning Officer or the Presiding Officer as mentioned in paragraph 30.40 and a petition on any of the following points in connection with the election, must reach the Registrar within 10 days of the declaration of the result, with a security deposit of Rs. 50/- which amount shall be forfeited if the election petition is dismissed

- (a) alleged failure of the Presiding Officer/Returning Officer to discharge his duties;
- (b) allegation regarding the secrecy of ballot having been infringed by the Presiding Officer/ the Returning Officer;
- (c) allegations regarding any corrupt practice having been indulged in by any party to the election either itself or by its agents, with or without the knowledge of the party concerned.

Such petition shall be heard by a Committee consisting of three members, one of whom shall be the chairman, appointed by the Executive Council. The Committee may *suo moto* summon and examine any person whose evidence appear to it to be material. At the conclusion of its proceedings the Committee shall make an order –

- (a) dismissing the election; or
- (b) declaring the election of all or any of the returned candidates to be void.

If there is difference of opinion between the members of the Committee, the decision of the majority shall prevail. Two members shall form the quorum. If only two members are present and there is difference of opinion between them, the decision of the Chairman shall prevail, or in his absence the matter shall be referred to the Chairman and his decision shall prevail. The decision of the Committee or the Chairman as the case may be, shall be final and binding.

30.42. An election shall not be invalid by reason of non-receipt of any notice, or because a voter has failed to receive the ballot paper or has not received it in time to return it to the Returning Officer by the time prescribed for the purpose, or his name has not been included in the list of voters for any reason whatsoever.

**Part IV COUNTING
PROCEDURE
(PROPORTIONAL REPRESENTATION BY MEANS OF
SINGLE TRANSFERABLE VOTE)**

30.43. Definitions:- In this part :

- (1) continuing candidate means any candidate not elected and not excluded from the poll at any given time;
- (2) Count mean :
 - (a) all the operations involved in the counting of the first preferences recorded for candidates; or
 - (b) all the operations involved in the transfer of the surplus of an elected candidates; or
 - (c) all the operations involved in the transfer of the total value of votes of an excluded candidate;
- (3) exhausted paper means a ballot paper, on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to have become exhausted whenever :
 - (a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or
 - (b) the name of the candidate next in order of preference whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures;
- (4) first preference means the figure 1 set opposite the name of a candidate; second preference means the figure 2 set opposite the name of a candidate; third preference means the figure 3 set opposite the name of a candidate, and so on;
- (5) original vote in relation to any candidate means a vote derived from a ballot paper on which a first preference is recorded for such candidate;
- (6) surplus means the number by which the value of the votes, original and transferred, of any candidate exceeds the quota;

- (7) transferred vote, in relation to any candidate, means a vote the value or the part of the value of which is credited to such candidate and which is derived from a ballot paper on which a second or a subsequent preference is recorded for such candidate; and
- (8) unexhausted paper means a ballot paper on which a further preference is recorded for a continuing candidate.

**SCRUTINY AND OPENING OF BALLOT BOXES AND PACKETS
OF POSTEL BALLOT PAPERS**

30.44. The Returning Officer shall :

- (a) first open the ballot boxes, take out from each box and count the ballot papers contained therein and record their number in a statement;
- (b) then deal with the covers containing the postal ballot papers, if any, in the manner provided in paragraph 30.36;
- (c) scrutinise the ballot papers taken out of the ballot boxes as well as the postal ballot papers taken out from the covers; and
- (d) separate the ballot papers which he deems valid from those which he rejects.

ARRANGEMENT OF VALID BALLOT PAPERS IN PARCELS

30.45. After rejecting the ballot papers, which are invalid, the Returning Officer shall

- a) arrange the remaining ballot papers in parcels according to the first preference recorded for each candidate;
- b) count and record the number of papers in each parcel and the total number; and
- c) credit to each candidate the value of the papers in his parcel.

COUNTING OF VOTES WHERE ONLY ONE SEAT IS TO BE FILLED

30.46. (1) At any election, where only one seat is to be filled, valid ballot paper shall be deemed to be of the value of 1 at each count and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :

- (a) add the values credited to all the candidates under clause (c) of rule 30.45;
- (b) divide the total by 2 ; and
- (c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

(2) If, at the end of the first or any subsequent count, the total value of the ballot papers credited to any candidate is equal to, or greater than, the quota or there is only one continuing candidate, that candidate shall be declared elected.

(3) If, at the end of any count, no candidate can be declared elected, the Returning Officer shall :

- (a) exclude from the poll the candidate who up to that stage has been credited with the lowest value;
- (b) examine all the ballot papers in his parcel and sub-parcels, arrange the unexhausted papers in sub-parcels according to the next available preferences recorded thereon for the continuing candidates, count the number of papers in each such sub-paragraph and credit it to the candidate for whom such preference is recorded, transfer the sub-paragraph to that candidate, and make a separate sub-paragraph of all the exhausted papers and
- (c) see whether any of the continuing candidates has, after such transfer and credit, secured the quota.

(4) If, when a candidate has to be excluded under clause (a) of sub-rule (3), two or more candidates have been credited with the same value and stand lowest on the poll the candidate for whom the lowest number of original votes are recorded shall be excluded, and if this number also is the same in the case of two or more candidates, the Returning Officer shall decide by lot which of them shall be excluded.

**COUNTING OF VOTES WHEN MORE THAN ONE SEAT IS
TO BE FILLED**

Ascertainment of Quota

30.47. At any election where more than one seat is to be filled every valid ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :

- (a) add the values credited to all the candidates under clause (c) of rule 30.45;
- (b) divide the total by a number which exceeds by 1 the number of vacancies to be filled; and
- (c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

General Instructions

30.48. In carrying out the provisions of rules 30.49 to 30.53 the Returning Officer shall disregard all fractions and ignore all preferences recorded for candidates already elected or excluded from the poll.

Candidates with Quota Elected

30.49. If at the end of any count or at the end of the transfer of any parcel or sub-parcel of and excluded candidate the value of ballot papers credited to a candidate is equal to, or greater than the quota, that candidate shall be declared elected.

Transfer of Surplus

30.50. (1) If at the end of any count the value of the ballot papers credited to a candidate is greater than the quota, the surplus shall be transferred, in accordance with the provisions of this rule, to the continuing candidates indicated on the ballot papers of that candidate as being next in order of the Voters preference.

(2) If more than one candidate have a surplus, the largest surplus shall be dealt with first and the others in order of magnitudes;

Provided that every surplus arising on the first count shall be dealt with before those arising on the second count and so on.

(3) Where there are more surpluses than one to distribute and two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate for whom most original votes are recorded, shall have his surplus first distributed; and if the values of their original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.

(4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to that candidate, divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon, and make a separate sub parcel of the exhausted papers.

(b) He shall ascertain the value of the papers in each sub-parcel and of all the unexhausted papers.

(c) If the value of the unexhausted papers is equal to or less than the surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.

(d) If the value of the unexhausted papers is greater than the surplus he shall transfer the sub-parcels of unexhausted papers, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Returning Officer shall re-examine all the papers in the sub-parcel last transferred to the candidate, divide the unexhausted papers into sub-parcels according to the next preference recorded thereon, and then deal with the sub-parcels in the same manner as is provided in the case of sub-parcels referred to in sub-rule (4).

(6) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

(7) All papers in the parcel or sub-parcel of an elected candidate not transferred under this rule shall be set apart as finally dealt with.

Exclusion of Candidates Lowest on the Poll

30.51 (1) If after all surpluses have been transferred as hereinbefore provided, the number of candidates elected is less than the required number, the Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded thereon; and any exhausted papers shall be set apart as finally dealt with.

(2) The papers containing the original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

(3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers which and at the value at which, he obtained them.

(4) Each of such transfers shall be deemed to be a separate transfer but not a separate count.

(5) If, as a result of the transfer of papers, the value of votes obtained by a candidate, is equal to or greater than the quota, the count then proceeding shall be completed but no further papers shall be transferred to him.

(6) The process directed by this rule shall be repeated on the successive exclusion one after another of the candidates lowest on the poll, until such vacancy is filled either by election of a candidate with the quota or as hereinafter provided.

(7) If at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are the lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom the fewest original votes are recorded shall be excluded; and if the values of their original votes are equal, the candidate with the smallest value at the earliest count at which these candidates had unequal values shall be excluded.

(8) If two or more candidates are lowest on the poll and each has the same value of votes at all counts, the Returning Officer shall decide by lot which candidate shall be excluded.

Filling the Last Vacancies

30.52. (1) When at the end of any count the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(2) When at the end of any count only one vacancy remains unfilled and the value of the papers of someone candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected.

(3) When at the end of any count only one vacancy remains unfilled, and there are only two continuing candidates and each of them has the same value of votes and no surplus remains capable of transfer, the Returning Officer shall decide by lot which of them shall be excluded; and after excluding him in the manner aforesaid declare the other candidate to be elected.

Provision for Recounts

30.53. Any candidate, or his agent, may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise), make a request in writing to Returning Officer to re-examine and recount the papers of all candidates or of any candidate (not being papers set aside at any previous transfer or finally dealt with), and the Returning Officer shall forthwith re-examine and recount the same accordingly. The Returning Officer may also, at his discretion, recount votes, either once or more often in any case in which he is not satisfied, as to the accuracy of any previous count, provided that nothing herein shall make it obligatory on the Returning Officer to recount the same votes more than once.

Illustration of the procedure as to the counting of votes under this Part

30.54. An illustration of the procedure as to the counting of votes in accordance with the provision of this Part is given in the Schedule to this Chapter.

Declaration of Result

30.55. (1) Upon the completion of counting, the Returning Officer shall declare the name or names of the candidates, who have been duly elected.

(2) The Returning Officer shall seal up in separate packets the valid and the rejected ballot papers and shall also seal up the declarations by voters and the attestations of their signatures, and record on each such packet the description of its contents and the date of election to which it refers.

30.56. The Returning Officer shall retain, until the expiry of six months from the date of election, all the papers, connected with the election in a cover (to be sealed in the presence of the candidates or by their representatives, if present) and shall than, subject to any direction to the contrary given by the Vice-Chancellor, cause them to be destroyed.

Part V COUNTING

PROCEDURE

(Other than by means of single transferable vote)

30.57. The Returning Officer shall :

- (a) first open the ballot boxes, take out from each box and count the ballot papers contained therein and record their number in a statement;
- (b) scrutinise the ballot papers taken out of the ballot boxes;
- (c) separate the ballot papers which he deems valid from those which he rejects.

30.58. After rejecting the ballot papers which are invalid, the Returning Officer shall :

- (a) from each ballot paper record in a statement the votes given in favour of each candidate; and
- (b) count the votes for each candidate and total them.

30.59. (1) At any election, where only one seat is to be filled, the candidate obtaining the highest number of votes shall be declared elected.

(2) If two or more candidates obtain the same number of highest votes, the Returning Officer shall determine by lot, which out of these candidates is to be declared elected.

30.60. (1) At any election, where more than one seat is to be filled and the number of candidates getting the highest number of votes is equal to the number of vacancies to be filled, all of them shall be declared elected.

(2) If there is a tie and the number of candidates getting the highest number of votes is more than the number of seats to be filled, the Returning Officer shall determine by lot the candidates to be declared elected.

(3) If the number of candidates getting the highest number of votes is less than number of seats to be filled and there is a tie lower down, the candidate(s) getting the higher number of votes shall always have preference over the candidate(s) getting the lower number of votes, and the Returning Officer shall draw from amongst the candidates getting the next lower number of votes, amongst whom there is a tie, in order to declare elected the requisite number of candidates.

30.61. Any candidate, or his agent, may, at any time during the counting of the votes, make a request in writing to the Returning Officer to recount the votes of all candidates or of any candidate, and the Returning Officer shall forthwith recount the same accordingly. The Returning Officer may also, at his discretion recount votes, either once or more often in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing herein shall make it obligatory on the Returning Officer to recount the votes more than once.

30.62. (1) Upon the completion of counting, the Returning Officer shall declare the name or names of the candidate(s), who have been duly elected.

(2) The Returning Officer shall seal up in separate packets the valid and the rejected ballot papers and record on each such packet the description of its contents and the date of election to which it refers.

(3) The Returning Officer shall retain, until the expiry of six months from the date of election, all the papers connected with the election in a cover, to be sealed in the presence of the candidates or by their representatives, if present, and shall then, subject to any direction to the contrary, given by the Vice-Chancellor, cause them to be destroyed.

SCHEDULE

(See rule 30.54)

Illustration of the procedure as to the counting of votes at and the declaration of the result of, an election conducted on the system of the single transferable vote in accordance with the provisions of Chapter XXX Part IV.

Assume that there are seven members to be elected, sixteen candidates, and one hundred and forty voters.

The valid ballot papers are arranged in separate parcels according to the first preference recorded for each candidate, and the papers in each parcel counted.

Let it be assumed that the result is as follows :

A	12
B	8
C	6
D	9
E	10
F	7
G	4
H	19
I	13
J	5

K	14
L	8
M	10
N	6
O	4
P	5
	140

Each valid ballot is deemed to be of the value of hundred and the values of the votes obtained by the respective candidates are as shown in the first column of the result sheet.

The values of all the papers are added together and the total 14,000 is divided by eight (*i.e.*, the number which exceeds by one the number of vacancies to be filled) and 1,751 (*i.e.*, the quotient 1,750 increased by one) is the number sufficient to secure the return of a member and is called the quota.

The operation may be shown thus :

$$\text{Quota} = \frac{14,000}{8} = 1,750 \text{ } 1,751$$

The candidate H, the value of whose votes exceeds the quota, is declared elected.

As the value of the papers in Hs parcel exceeds the quota, his surplus must be transferred. His surplus is 49 *i.e.* 1900 less 1,751.

The surplus arises from original votes, and therefore, the whole of Hs papers are divided into sub-parcels according to the next preferences recorded thereon, a separate parcel of the exhausted papers being also made. Let it be assumed that the result is as follows :

	Papers
B is marked as next available preference on	7
D is marked as next available preference on	4
E is marked as next available preference on	4
F is marked as next available preference on	3
Total of unexhausted papers	<u>18</u>
No. of exhausted papers	<u>1</u>
Total of papers	<u>19</u>

The values of the papers in the sub-parcels are as follows :-

B	700
D	400
E	400
F	<u>300</u>
Total value of unexhausted papers	1,800
Value of exhausted papers	100
Total value	<u>1,900</u>

The value of the unexhausted paper is 1800 and is greater than the surplus. This surplus is, therefore, transferred as follows:

All the unexhausted papers are transferred but at a reduced value, which is ascertained by dividing the surplus by the number of unexhausted papers.

The reduced value of all the papers when added together, with the addition of any value lost as the result of the neglect of fractions, equals the surplus. In this case the new value of each paper transferred is :

18 (the number of unexhausted papers) _____ 149 (the surplus)
the residue of the value of each paper ($100 - 8 = 92$), being received by H for the purpose of constituting his quota, i.e., one exhausted paper value 100 plus the value (1,656) of 18 unexhausted papers.

These values of the sub-parcels transferred are :

B=56 (*i.e.*, seven papers at the value of 8);

D=32 (*i.e.*, four papers at the value of 8);

E=32 (*i.e.*, four papers at the value of 8);

F=24 (*i.e.*, three papers at the value of 8).

These operations can be shown on a transfer sheet as follows:-

Transfer Sheet

Value of surplus (H's) to be transferred	=	149
Number of papers in H's parcel	=	19
Value of each paper in parcel	=	100
Number of unexhausted papers	=	10
Value of unexhausted papers	=	1,808
New value of each paper transferred		

$$\frac{\text{Surplus}}{\text{Number of unexhausted papers}} = \frac{149}{18} = \circ$$

Names of candidates marked as the next available preference	Number of papers to be transferred	Value of sub-parcel to be transferred
B	7	56
D	4	32
E	4	32
F	3	24
	18	144
Number of exhausted paper	1	-
Lose of value owing to neglect of fractions.	1	5
Total	19	149

The values of the sub-parcels, are added to the values of the votes already credited to the candidates, B,D, E and F. This operation is shown on the result sheet.

There being no further surplus, the candidate lowest on the poll has now to be excluded.

G and O both have 400.

The Returning Officer casts lots and G is chosen to be excluded.

Being original votes, Gs papers are transferred at the value of 100 each, A who was marked as next preference on two papers receives 200, while D and E were each next preference on one paper and receiving 100 each. O now being lowest is next excluded and his 400 is similarly transferred to I, B and K, I receiving 200 and B and K 100 each.

This leaves J and P lowest with 500 each and J is chosen by lot for exclusion first. His papers are transferred at the value of 100 each to A,B,D, and I, the three first named receiving 100 each, and I who had the next preference on two papers receiving 200. P is then excluded and his papers are transferred to E, L & K, the two first named receiving 100 each, and K, who had the next preference on three papers, receiving 300.

K now exceeds the quota and is declared elected.

Prior to further exclusion, Ks surplus of 49 has to be distributed.

The sub-parcel last transferred to K consisted of 3 votes transferred at the value of 100 each. This sub-parcel is examined; there are no exhausted papers and B, F and I are each next preference on one paper and one paper is transferred to each of them at a reduced value determined by dividing the surplus (49) by the number of unexhausted papers(3). B, F and I accordingly receive 16 each.

The process of exclusion is now proceeded with.

C and N have 600 each, and C is chosen by lot for exclusion first. He has 6 original votes; B, D and E are each next preference on two papers, and each receives 200. N is then excluded; A is next preference on 3 of his papers, and receives 300; F, I and L are each next preference on one paper and receive 100 each.

This brings A and I above the quota and they are declared elected. Their surpluses have now to be distributed and I's surplus which is the larger, 65 is dealt with first.

The last sub-parcel transferred to I consisted of one paper transferred at the value of 100, D is next preference on his paper, and receives the whole surplus of 65.

As surplus of 49 is then dealt with. The last sub-parcel transferred to him consisted of 3 papers transferred at the value of 100 each. B was next preference on two of these papers and E on one, and the papers are transferred accordingly. The value to be transferred is 16 per paper i.e. the surplus (49), divided by the number of the unexhausted (3). B accordingly receives 32 and E 16.

No other candidate having reached the quota, the process of exclusions is proceeded with, and F, who is now lowest with 840, is excluded.

His seven original votes are transferred first. B, D and E are next preference on three, two and two papers, respectively and receive respectively 300, 200 and 200.

The transferred votes are next transferred in the order of their transfers to F. The 3 votes received at the value of eight each at the distribution of H's surplus are transferred at the same value to L who was next preference on all 3 papers. The vote valued at sixteen received by F at the distribution of K's surplus, goes at the same value to M, who was next preference on that paper. The vote transferred at the value of 100 on the exclusion of N is then transferred at the same value to D, who thus receives a total of 300.

No continuing candidate having yet reached the surplus, N, who is now lowest with 1,016 is excluded.

His ten original votes are transferred first. B and D are first preference on three papers each, and E and L on two each. B and D accordingly receive 300 each, and E and L 200 each. This brings B, D and E above the quota, and they are declared elected. The requisite number of candidates having now been elected, the election is at an end, and it is unnecessary to proceed to the transfer of M's transferred votes.

Full details are shown in the result sheet.

Chapter XXXI**AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES**

31.1. All awards of Fellowships, Scholarships, medals and prizes including those specifically earmarked for a particular category shall be given on the basis of merit determined under the rules laid down in the Ordinances. Freeships and stipends shall, however, be awarded on the basis of poverty-cum-merit.

Provided that there shall be a trust namely "The Harvansh Lal Kailash Chander Memorial Trust in memory of Dr. Harvansh Lal Sharma (Ex-head of Hindi Department, HPU) and Dr. Kailash Chander Malhotra (Ex-Vice-Chancellor, HPU) with the primary objective of achieving the purpose to provide benefit to the deserving students of Sciences and Languages and also for the infrastructures improvement of certain key facilities of the University. The trust shall have funds of Rs.1.05 crores and pledged additional 50 lakhs for the purpose. There shall also be Chairs namely "Dr. Kailash Chander Malhotra and Dr. Harvansh Lal Sharma to conduct necessary research or lectures or seminars on non-aqueous solvents and seminars on Bhakti Sahitya respectively with a yearly grant of Rs. 1,00,000/-(Rupees one lakhs only) each. The composition membership and financial rules shall be notified duly approved by the Executive Council from time to time.

FELLOWSHIP

31.2. The Executive Council, shall from time to time determine the number of H.P.U. Research Fellowships/Scholarships to be awarded in each category and the value thereof.

31.3. The fellowships may be divided into the following categories :

- (1) H.P.U. Senior Fellowship- For Post-Doctoral Research for 2 years (it may, however, be awarded for a period of less then two years if the candidate so proposes.)
- (2) H.P.U. Junior Research fellowship Ph. D (including Ph.D. course work and LL.M.)

The Fellowship shall be awarded for a period of six months in the first instance and in case of LL.M. for two years. After passing the examinations of Ph. D course work LL.M. in the first attempt the fellowship shall be extended for a period of three years and six months from the date of Registration for Ph.D. but in case of Ph.D. in Law for 2 years.

Provided that the fellowship shall be awarded for a period of one year in the first instance and in case of LL.M. for two years. After passing the examinations of all the semesters of M.Phil./LL.M. in the first attempt, the fellowship shall be extended for a period of three years from the date of registration for Ph.D. but in case of Ph.D. in Law for two years.

- (3) U.G.C. Junior Research Fellowship- For Ph.D. including M.Phil./L.L.M. for four years.
- (4) Provided that the fellowship awarded under the Harvansh Lal Kailash Chander Memorial Trust for the pursuit of research in inorganic chemistry and Hindi shall be as per bye laws approved by the Executive Council on the recommendations of the trust from time to time.

31.4. The awards of fellowships will be decided by the authorities given below:

- (1) H.P.U. Senior Research Fellowship- Dean of Studies on the recommendation of the Deans Committee.
- (2) H.P.U. Junior Research Fellowship- Chairman of the Department concerned on the recommendations of the Departmental Council of the concerned Department and vetted by the Deans Committee.
- (3) U.G.C. Junior Research Fellowships-Dean of Studies on the recommendations of the Deans Committee.

ELIGIBILITY

31.5. (i) H.P.U. Junior Research Fellowship.

- (a) To be eligible for the award of Junior Research Fellowship a candidate must be holder of Masters Degree with at least 55% marks in aggregate in the subject concerned or the holder of the Degree of Bachelor of Laws with at least 55% marks in aggregate in case of LL.M.
- (b) The selection shall be made on the basis of merit of the percentage of marks obtained in the Masters degree in the subject concerned or the degree of Bachelor of Laws in case of LL.M.

Provided that :

- (a) If two or more candidates are bracketed for the award of fellowship both or all of them shall be awarded the fellowship.
- (b) If two or more candidates are bracketed according to the merit stated above, both or all of them will be given the H.P.U. Junior Research Fellowships.

- (c) The H.P.U. Junior Research Fellowship will be awarded to the holder of M.A./M. Sc./M. Ed./M.B.A./M.Com./LL.B. degree, from the H.P. University, Shimla or to a student who took his degree from some other University because of the non-existence of facilities in that subject in Himachal Pradesh at that time.
- (d) If a qualified candidate from the H.P. University is not available for the award of H.P.U. Junior Research Fellowship, the fellowship shall be open to all and will be awarded to the best eligible candidate in the respective class of the same department of the same session from any other University.

If a H.P.U. Junior Research Fellowship falls vacant the same may be awarded for the remaining of the term to the next student available in order of merit in the respective session of the class concerned.

The H.P.U. Junior Research Fellowships shall be awarded from the date of admission and shall further be subject to regularity in attendance, good conduct and satisfactory progress in studies to be certified by Supervisor/Chairman of the Department concerned.

The value of the H.P.U. Junior Research Fellowships and contingent expenditure will be as may be laid down by the Executive Council from time to time.

The tenure of a H.P.U. Junior Research Fellowship will be four years and no extension shall be allowed under any circumstances

If a candidate does not submit the dissertation within prescribed period or fails in any theory paper or in dissertation shall forfeit the scholarship on the ground of unsatisfactory progress in studies.

31.5. (ii) H.P.U. Senior Fellowship :

(a) To be eligible for the award of H.P.U. Senior fellowship, a person must be a holder of Doctoral degree and must have published original research work in learned journals of standing.

In case there is more than one eligible candidates the performance in the following examinations taken together and research work shall be taken into consideration:

- (i) B.A./B.Sc./B.Com./B.Ed. (in case of Education).
- (ii) Masters Degree/LL.B.
- (iii) M. Phil./LL.M., if any.
- (iv) Number of papers published in journals of repute.

31.6. Deleted.

37.7. U.G.C. JUNIOR RESEARCH FELLOWSHIP

The rules prescribed by the U.G.C. from time to time shall be followed for the award of U.G.C. Fellowships.

31.8. Every fellow shall be assigned to a Teaching Department according to the nature of the work carried out by him and will be under the administrative control of the Chairman of the Department concerned. The fellow shall submit half-yearly report of the progress of the work done by him through the Supervisor to the Chairman of the Department who, in turn, will place the report before the competent body concerned. If the progress made by a fellow during the period is considered to be unsatisfactory, the payment of his emolument for the subsequent period may be suspended and in case of two consecutive unsatisfactory reports, the fellowship shall be terminated. The suspension of emoluments or the termination of fellowship shall be ordered by the Committee competent to award the respective fellowships.

31.9. Every fellow shall be governed by the conduct rules, which are applicable to the teachers of the University.

31.10. A fellow may resign his appointment by giving three months notice to the Registrar. If he fails to give such notice, he shall pay to the University three months emoluments in lieu of three months notice or forfeit emoluments for three months.

31.11. A fellow may submit his resignation, in writing stating reasons for resignation, to the respective Committee, through the Chairman of the Department concerned.

31.12. A fellow may be required to teach University classes, including work in the correspondence courses for not more than six hours a week. He shall also be expected to deliver a course of lectures in the field concerned within the particular line of his respective research.

A fellow shall not accept or hold any appointment or otherwise receive any emoluments, salary, stipend etc. from any others source during the tenure of the award.

31.13. The result of a Himachal Pradesh University Senior Fellow or Fellows work, if considered of sufficient merit, may be published by the University.

SCHOLARSHIPS, STUDENTSHIPS AND EXHIBITIONS

31.14. The following scholarships are available at the University Centre
for Post Graduate students :-

(A) University Scholarship :

	Number	Value
(i) Subject-wise Merit Scholarships.	One scholarship per subject in which post graduate facilities exist in the University.	Rs. 200/-p.m. (for two years & in case of LL.B. three years.)
(ii) Group wise Merit Scholarships	Twelve Scholarship on the basis of aggregate of marks at graduate level examination taking admission in the various departments according to the scheme of distribution as given below:-	Rs. 200/ p.m. (for two years and in case of LL.B. and MCA three years.)
	(a) Two for the students taking admission within the Faculty of Languages.	
	(b) One for the students taking admission within the Faculty of Commerce & Management Studies.	
	(c) One for the students taking admission within the Faculty of Education.	
	(d) One for the students taking admission within the Faculty of Law.	
	(e) One for the students taking admission within the Faculty of Performing & Visual Arts.	
	(f) Two for the students taking admission within the Faculty of Physical Sciences.	
	(g) One for the students taking admission within the Faculty of Life Sciences.	
	(h) Three for the students taking admission within the Faculty of Social Sciences.	
	(i) One for the Girl students with highest merit taking Admission in any of the department.	
(iii) Subject-wise Merit Scholarships	(a) One Scholarship for subject on the basis of the result of MA/ M.Sc./ MBA/ M.Com. Part-I Examination (Semester I & II taken together).	Rs. 200/-p.m. For one year
	(b) One scholarship on the basis of the result of LL.B. Part –I examination (semester I & II taken together).	Rs. 200/-p.m. For one year

	(c) One scholarship on the basis of the result of LL.B Part –I & II examination (Semester I, II, III & IV taken together).	Rs. 200/- p.m. For one year.
(iv) Sports Scholarships	Sixteen scholarships for outstanding sportsmen at the post graduate level.	Rs. 200/- p.m. for one year.
(v) Cultural Activists Scholarships	Ten	Rs. 200/- p.m. for the full year academic session i.e. 1 st July, to 30th June.

Rule for the Award of Scholarship to the Cultural Activists of the P.G. Centre Eligibility

- (1) Those who are enrolled as students at the post graduate centre Shimla during the year for the award of scholarship.
- (2) He/She should have I/II/III position in the Inter-College/Inter-Varsity/ Inter-State Youth Festival/Competition in any item in the same Academic year of award of Scholarship.
- (3) In service candidates who are drawing salaries are not eligible for these scholarships.

Amount and Duration

In all there will be five scholarships of an amount of Rs. 200/- per month for full year/academic session- "1st July to 30 June." If a student joins the centre on a date latter than the prescribed date of admission, he/she will be paid only for the balance period till 30th June.

Selection

The award will be made on the basis of merit drawn by the Committee constituted by the Vice-Chancellor. The decision of the selection Committee will be final and no correspondence in this regard will be entertained.

Evaluation

1 Inter College Youth Festival

1st position	= 8 points
2nd position	= 6 points
3rd position	= 4 points

2 Inter-Varsity Competition

(a) Additional Points for position (Zonal level).

1st position	= 10 points
2nd position	= 8 points
3rd position	= 6 points

(b) Additional points for position (All India Level)

1st position	= 20 points
2nd position	= 16 points
3rd position	= 12 points

3 Inter State Competition held by recognised National Cultural Bodies.

	Zonal	National
I position	10 points	20 points
II position	8 points	16 points
III position	6 points	12 points

- (i) Those students who have represented the Country/Indian University in the Inter-National Cultural competition/Youth Festival recognised by National cultural bodies shall be entitled for the scholarship straightaway.
- (ii) A cultural activists shall be entitled to the award of Scholarship during particular session only on the basis of his/her performance during that very session.
- (iii) Individual items will have priority over the others.
- (iv) If there is still tie, the student studying in the higher class will be given priority over the others.
- (v) If the two students happen to be in the same class, the scholarship will be given to the student who is older in age.
- (vi) The Scholarship will be award to the outstanding cultural activists in the following items;
 1. Debate
 2. Indian Folk Dance
 3. Indian Classical Music
 4. Indian Classical Music (Instruments)
 5. Light Vocal Music
 6. Vadyavadan
 7. Group song.
 8. Indian Classical Dance
 9. One Act Play/Short Play/Skit
 10. Symposium
 11. Poetic Symposium
 12. Pantomime
 13. Indian Folk Music
- (vii) Scholarship will be disbursed after the verification and checking of the original certificates of the students.

- (viii) A student can get more than one monetary benefit (not more than two of the highest amount). In that case the total number of Scholarships be increased by that number, so that the number of scholarships is not reduced due to the above concession.
- (ix) Any student who is found to be without adequate reason, avoiding his/her cultural activities will be liable for disciplinary action leading to the cancellation of his/her scholarship.
- (x) A student who has been punished on misconduct or unfair means case shall not be eligible or if already in receipt, shall not continue to receive the award of cultural scholarship.
- (xi) All the applicants applying for the award of cultural scholarship will be required to obtain a certificate of good conduct from the Dean Students' welfare and Chairman of the department concerned.

31.14.(B) For subjectwise merit scholarship mentioned under clause (a) (i) above, aggregate of marks in the subject concerned in TDC-I, II & III examinations or any other Bachelor's degree shall be taken into consideration for award.

(C) For Groupwise merit Scholarship aggregate of marks in TDC-I, II & III examinations of the respective Bachelor's degree or any other Bachelor's degree forming the basis of admission, will be taken into consideration.

(D) If two or more candidates are bracketed for the award of a scholarship, both or all of them shall be awarded the scholarship.

(E) No scholarship shall be awarded to a candidate obtaining less than 60% marks in the subject concerned with Second Class Bachelor's Degree or 55% marks in the aggregate or an equivalent grade point average in the respective Bachelor's degree examination.

GENERAL RULES FOR MEDALS AND PRIZES, FREESHIPS, STIPENDS, SCHOLARSHIPS AND FELLOWSHIPS

FREESHIPS

31.15. (a) Freeships in tuition fee may be granted on the basis of poverty to the extent of 10 per cent full freeships and 15 per cent half freeships to the total strength of a class/course.

(b) The student younger in age will be given half freeship if his/her elder brother/sister is also studying in the University and paying full fee.

MEDALS AND PRIZES

31.16. The Executive Council shall from time to time, determine the number of examinations and subjects for which medals and prizes shall be awarded.

31.17. (a) All awards shall be made on the basis of University normal annual/semester examinations only. No award shall be made on the basis of result of the supplementary examination or on the basis of the result of a re-appear case.

(b) The award shall be made to the candidate or candidates who pass every part of the qualifying examination in the first attempt at which they were due to appear, i.e. the candidate(s) getting a re-appear in any of the semesters (they are due to appear) of the qualifying examination, will not be considered at all for the award of the fellowship.

(c) Fellowships, Scholarships, Stipends and Freeships shall be awarded for the period the students are required to pay tuition fee and shall be discontinued if the candidates does not show satisfactory attendance or fails to appear in the examination in which he was due to appear or gets a re-appear in any paper or on unsatisfactory conduct. The Fellowship so vacated shall be awarded to the next eligible candidate on the same academic session.

Provided that there should be no gap in the academic career between qualifying examination and the year in which the admission is sought for.

(d) If a fellowship, scholarship, stipend or freeship falls vacant, the same may be awarded for the remainder of the term to the next student available in order of merit in the respective session of the class concerned.

(e) A fellowship, scholarship, stipend and freeship awarded by the University shall be awarded only in the departments of the University or Institutions affiliated to or maintained by the University.

(f) The Harvansh Lal Kailash Chander Memorial Trust, the topper of the Master's Degree in the respective field of Hindi, Sanskrit, English, Chemistry, Physics and Bio-Sciences be awarded one time cash prize of Rs. 25,000/- as per bye laws notified after approval by the Executive Council on the recommendation of the trust from time to time.

31.18. For the award of medal or prize for an examination, a candidate must have passed the examination in the First Division or with an equivalent grade average. In the case of award of medal or prize for a particular subject the candidate must have obtained First Division marks or an equivalent grade point average in the subject concerned.

31.19. If two or more candidates are bracketed in the same order of merit, entitling them for the award of a medal or a prize, both or all of them shall be awarded a medal or a prize.

(e) Hostel rent concession	Dean Students' Welfare in consultation with the Wardens.	
(f) Sports Scholarships	Dean of Studies	Chairman.
	Dean, Faculty of Languages.	Member
	Dean, Faculty of Performing & Visual Arts.	Member
	Dean, Faculty of Social Sciences.	Member
	Dean, Faculty of Science	Member
	Dean, Faculty of Education	Member
	Dean, Faculty of Commerce & Management Studies.	Member
	Dean, Faculty of Law.	Member
	Dean, Students Welfare.	Member
	Director Physical Education & Youth Programmes	Convener.
(g) Groupwise Scholarships	Deans' Committee with Dean of Studies as Chairman.	

LEAVE RULES

31.23. (a) Leave for a maximum period of thirty days in a year in addition to the general holidays, may be taken by a Fellow with the approval of the Supervisor. The general holidays, however, do not include the vacation period e.g. Summer and Winter vacations. The women awardees would be eligible for maternity leave at full rates for a period, not exceeding three months, once during the tenure of their award.

(b) Fellow may, in special cases, be allowed by the Commission/ University, leave without Fellowship for a period not exceeding one year during the tenure of the award, for purposes of accepting teaching assignment on a temporary basis provided the post accepted by him/her is in the same department or in the Institution located in the same city on the recommendation of the Supervisor and the Institution concerned. The period of leave without fellowship will count towards the tenure of fellowship.

RELIGIOUS INSTRUCTION

32.1. Except for a course in 'Religion and Culture' no religious instruction shall be imparted in any University Department of Studies or in a college or institution maintained by the University.

32.2. In the colleges or institutions affiliated to or recognised by the University,

wherever religious instruction is imparted, it shall be subject to the following conditions :

- (a) attendance at such religious instruction shall be voluntary and no student shall be compelled to attend;
- (b) no teacher shall be compelled to impart religious instruction;
- (c) no disparaging remarks shall be made against any religion, and nothing shall be said or done during such religious instruction which may hurt the feelings of a student professing a religion other than the one in which the religious instruction is imparted or spreads hatred or ill-will towards persons professing any other religion;
- (d) the time spent on religious instruction shall not count towards the instructional work of the teacher;
- (e) the whole or proportionate part of the salary of a teacher employed wholly or partly, as the case may be, for imparting religious instruction, shall not be taken into account while making a claim for grant-in-aid, and the University shall keep this in view while making recommendations to the Government for grant-in-aid to the institution;
- (f) a teacher appointed solely or mainly for imparting religious instruction shall not be entitled to be elected or appointed to any authority or body of the University.

Chapter XXXIII
MANAGEMENT OF COLLEGES AND INSTITUTIONS
MAINTAINED BY THE UNIVERSITY

33.1. Subject to the provisions of the Act, the Statutes and the Ordinances, the Executive Council shall exercise its control over the management of the colleges and institutions maintained by the University through the Vice-Chancellor and may also appoint a teacher as the head of the college or institution.

33.2. In addition to the duties and functions of teachers mentioned in Chapter XXXV, every head of a college or institution maintained by the University shall perform the following duties and functions :

- (i) allocate teaching, academic and curricular work amongst the teachers and research workers;
- (ii) maintain discipline among the teachers, research workers, administrative workers and students;
- (iii) submit to the Vice-Chancellor or such other officer as may be designated by him, on a date fixed by the Vice-Chancellor, a general report on the working of the college or institution and an annual report regarding the work and conduct of teachers, research workers and other employees of the college or institution;
- (iv) ensure that no expenditure is incurred for which provision has not been made in the budget estimates or in excess of the budget provision, without previous sanction of the competent authority;
- (v) exercise financial powers only to the extent delegated to him;
- (vi) make available for inspection and audit the accounts and other necessary records;
- (vii) maintain a proper record of the property of the College or institution and ensure its safety and proper maintenance;
- (viii) exercise administrative and disciplinary powers to the extent they may be delegated to him;
- (ix) make available to the University teaching or other staff, accommodation and all other facilities required for conducting a University examination, seminar, refresher course, meetings, sports-games and other co-curricular activities;
- (x) maintain registers and records, as may be required by the Vice-Chancellor;
- (xi) faithfully observe the rules and regulations relating to the residence, health, physical welfare, conduct and discipline of students;
- (xii) carry out all duties and functions, which may be assigned from time to time by the Executive Council or the Vice-Chancellor.

SPORTS AND CO-CURRICULAR ACTIVITIES COUNCIL

34.1. There shall be a Sports and Co-curricular Activities Council. Its aims and objects shall be as follows :-

- (a) promote team spirit and inculcate sportsmanship among the students of the University.
- (b) regulate and promote games and sports on an amateur basis ;
- (c) foster the spirit of belonging to the University by organizing University clubs and by conducting annual tournaments for various games and sports for all men and women students of the University.
- (d) promote inter-University fellowship by participation in inter-University meets;
- (e) promote co-curricular activities among the students.
- (f) The University shall have its own Kulgeet as prescribed by the Executive Council.

Provided that the Kulgeet shall be sung on every official, academic and formal functions of the University i.e. University Foundation Day, University Convocation Day, Prize Distribution Functions of Students Central Association, Seminars/Conferences and Oath Ceremony etc.

34.2. The membership of the Council shall be as follows :-

- (a) Principals of the colleges affiliated to or maintained by the University;
- (b) Dean of Studies of the University Campus/Dean of Students' Welfare;
- (c) Registrar of the University;
- (d) Director of Physical Education and Youth Programmes of the University, who shall be ex-officio Secretary of the Council;
- (e) Deputy Director of Physical Education and Sports, who shall be the ex-officio Assistant Secretary of the Council;
- (f) Assistant Professors in Physical Education/Director of Physical Education of the colleges affiliated to or maintained by the University;
- (g) Five student sportsmen and two student sportswomen representing various major and minor games, one student representing NCC and two students representing co-curricular activities to be co-opted by the Council by rotation for a period of one year;
- (h) Assistant Registrar (Accounts) of the University.

34.3. The Council shall perform the following duties and functions :-

- (a) make rules for the organisation, conduct and control of the Himachal Pradesh University Sports Tournaments;
- (b) interpret and enforce rules and give decisions and rulings on any point not covered by those rules;
- (c) frame bye-laws consistent with these rules and to appoint sub-committees/committees, if and when necessary, and fix their terms of reference and office;
- (d) consider and pass the annual budget, and the annual calendar of tournaments and the meets, proposed and recommended by the Executive Board;
- (e) consider and adopt the annual report and the annual audited statement of accounts of the Sports and Co-curricular Activities Council and the various University clubs, and take such other action as may be deemed necessary and proper for the furtherance of the achievement of aims and objects specified in paragraph 34.1 above;
- (f) make nominations of students to the Students' Council as required under the Statutes from time to time.

34.4. The Council shall have President, Vice-President who shall be selected in the following manner :

- (i) There should be election for the President/Vice-President.
- (ii) The President be elected from among the Principals by the General House.
- (iii) Vice-President be elected from among the Assistant Professors in Physical Education/DPEs/Sports Officers/ADPE by the General House.
- (iv) The term of both President and Vice-President will be one year. In case there is a change of President due to change in the office, the Vice-President shall act as President for the remaining term.

34.5A The affairs of the Council shall be managed by the Executive Council :-

- (a) The President of the Council shall be ex-officio President of the Board.
- (b) The Vice-President of the Council shall be ex-officio Vice-President of the Board.
- (c) Registrar of the University.
- (d) Secretary of the Council shall be ex-officio Secretary of the Board.
- (e) The Assistant Secretary of the Council shall be ex-officio Treasurer;
- (f) Three Principals/Dean of Studies are to be elected by the General House.

- (g) Three Assistant Professors in Phy. Edu/DPE/ADPE/Sports Officers are to be elected by the General House.
- (h) Two student sportsmen and student sportswomen out of members of the Council to be nominated by the President in consultation with the Vice-President and Secretary.

FORMATION OF THE SPORTS CLUB

34.5B The formation of the various sports clubs of the committee shall be in the following manner :-

- (i) Chairman, who shall be Principal/Dean of Studies.
- (ii) Secretary who shall be Assistant Professor in Phy. Edu./DPE/ADPE & Sports Officer.
- (iii) The members (one of whom shall be Assistant Professor in Phy. Edu. & DPE/ADPE/Sports Officer) who shall be from the other staff members of other affiliated colleges.

34.6. (a) The Secretary shall convene the meetings of the Executive Board as and when directed by the President. He shall give seven day's notice to each member of the Board, but in emergent cases, the President may direct a meeting to be called at a shorter notice.

(b) At all meetings of the Executive Board five members shall form a quorum.

34.7. The following shall be the duties and functions of the Executive Board :-

- (a) organise, conduct and control the Himachal Pradesh University sports tournaments, the various University sports clubs and all other sports and co-curricular activities in which the Sports and Co-curricular Activities Council participates, in accordance with the rules framed in that behalf by the Council;
- (b) raise funds for the Sports and Co-curricular Council and spend them in accordance with the budget estimates sanctioned by the Council, sanction re-appropriation of funds from one budget head to another, write off irrecoverable dues, items of stocks and condone delay in the submission of entries;
- (c) fill up any vacancy occurring in its members or among the members of its clubs societies in the course of the year for the un-expired term pertaining thereto;
- (d) to frame new bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties, provided that such action is duly reported to the next general meeting of the Council for obtaining its approval thereto;

- (e) consider and recommend for adoption by the Annual General Meeting with its appropriate comments, the Annual Report of the Secretary on the years' activities, the audited statement of accounts of the various sports clubs and other co-curricular activities & societies/clubs, the annual budget estimates and the annual calendar of tournaments, meets any youth festivals for the ensuing year.

34.8. All decision of the Council or the Board shall be by a majority of votes of the members present and voting. In case the votes are equally divided, the President or the Chairman shall have second or casting vote.

34.9. The following shall be the duties, functions and powers of the office bearers:-

- (a) **President :-** He shall preside over all meetings of the Council and its Executive Board and shall discharge such functions as may be assigned to him in that capacity by the Council. He shall have emergency powers to sanction an expenditure of Rs. 1000/- only at one time.
- (b) **Vice-President:-** He shall preside over the meeting of the Council or the Board, in the absence of the President, and exercise such other powers in the absence of the President as may be conferred on him by the Board.
- (c) **Secretary:-** He shall be the Chief Executive Officer of the Council and the Board and shall give effect to the resolutions and decisions of the Council or the Board and shall carry out such other duties and functions as may be assigned to him by the Council or the Board. He shall have imprest of Rs. 1000/- only to be recouped from time to time. He shall ordinarily be empowered to incur sanction and approve an expenditure upto Rs. 500/- only on one item at a time. Besides the expenditure from imprest, the Secretary in his capacity as the Chief Executive Officer of the Council, shall be empowered to incur all expenses on the items approved in the budget and shall be deemed to have full drawing and disbursing powers in respect of the Himachal Pradesh University Sports and Co-curricular Activities Council Funds.
- (d) **Assistant Secretary:-** He shall discharge such duties as may be assigned to him by the Secretary, and in the absence of the Secretary he shall function as Secretary of the Council or the Board.
- (e) **Treasures :-** He shall maintain proper accounts and produce them for audit annually by the Resident Auditor of the University.

34.10. All funds of the sports and Co-curricular Activities Council shall be kept separate from all other accounts of the University. The University shall provide and transfer the budget funds to the Council in the beginning of the year. These amount shall be deposited in a scheduled bank and the account in the bank shall be jointly operated by the Secretary and the Treasurer. The Secretary shall submit the account of all expenditure incurred during the year according to the Ordinance 34.14.

34.11.(a) Ordinarily, in the month of May or soon thereafter the Sports and Co-curricular Activities Council may call the annual general meeting which shall be convened by the Secretary on a date and a place and time determined by the President. The Secretary shall give 15 days' clear notice by post under postal certificate to all the members.

(b) At the Annual General Meeting the following business shall be transacted :-

- (i) formation of the Executive Board and appointment of office-bearers of the various sports clubs;
- (ii) adoption of annual report;
- (iii) adoption of audited statements of accounts of the Council and the sports clubs;
- (iv) passing of the budget estimates and the approval of the annual calendar of University tournaments and meets for the ensuing year;
- (v) any other item put forward by the Executive Board;
- (vi) any other item of which notice has been received by the Secretary by the 15th of April from any member of the Council;
- (vii) any other item with the permission of the Chairman.

34.12. (a) The President at his discretion may call one more general meeting of the Council to transact the unfinished business of the Council or the Board or such other business as may be considered necessary in the course of the year. At least 15 days' notice of its meeting shall be given to all members.

(b) An extraordinary general meeting shall be convened on a written requisition signed at least by one-third members of the Council mentioning specifically the business to be transacted at that meeting. It shall be incumbent on the Executive Board to call a meeting within twenty-one days of the receipt of such a requisition. No business shall be transacted at that meeting beyond what is specified in that requisition.

NOTE:-

- (i) Twenty members shall form a quorum at all general meetings.
- (ii) Voting by proxy shall not be permitted.

(iii) No individual member shall exercise more than one vote, except the President who shall have a casting vote as mentioned in paragraph 34.8. above.

34.13. Travelling and halting allowance to members of the Council shall be borne by the college concerned. The Travelling and halting allowance in case of the employees of the University shall be borne by the University. Travelling and halting allowance to the members of various committees, sub-committees appointed by the Council or Executive Board shall be borne by the H.P.U.S. and C.A.C., and the Secretary in his capacity as the Chief Executive Officer of the Council shall sanction, approve and countersign all such expenses, Expenditure on all other such items shall be in accordance with the Bye-Laws of H.P.U.S. & C.A.C.

(ii) All expenses on refreshment, lunch etc. to the members attending meetings of the Council, Executive Board, Committee, sub-committee appointed by the Council/Executive Board shall be incurred at the same rate as permissible to the members of the other statutory Bodies of the University.

34.14. The accounts of the Sports and Co-curricular Activities Council shall be audited annually by the Resident Auditor of the University and the report of the Secretary together with the report of the Resident Auditor shall be submitted to the Executive Council through the Finance Committee, after they have been considered and duly adopted by the Sports and Co-curricular Activities Council.

34.15. The Executive Council shall exercise general supervision and control over the Sports and Co-curricular Activities Council and shall be competent to give directions to the Council, which the Council shall be bound to carry out.

Chapter XXXV
CONDITIONS OF SERVICE AND CONDUCT RULES FOR
EMPLOYEES OF THE UNIVERSITY

PART A

35.1. Save as otherwise provided in the Act and the Statutes these rules shall apply to the employees of the University belonging to any of the categories mentioned below, who are under the administrative control of the Himachal Pradesh University :

- | | |
|--------------------|---|
| Category A- | (i) Teachers of the University as referred to in the Act, Statutes and the Ordinances. |
| | (ii) Any other person recognized as teacher by the Academic Council. |
| Category B- | (i) Administrative Officers like Registrar, Finance Officer, Controller of Examinations, Planning and Development Officer, Secretary to the Vice-Chancellor, Deputy Registrars, Public Relation Officer, Assistant Registrars, Section Officers and Security Officer. |
| | (ii) Librarian, Deputy Librarian, Assistant Librarians and First Professional Assistants. |
| | (i) Technical Officers like Executive Engineers, Assistant Engineers, Architects, Asstt. Architects, Architectural Asstt. Medical Officers etc. etc. |
| | (ii) Any other employee placed by the Executive Council in this category. |
| Category C- | (i) Ministerial and other staff in a pay scale with the minimum pay of Rs. 950 (pre-revised) or above per month and not included in Categories 'A' and 'B' above. |
| | (ii) Any other employee placed by the Executive Council in this category. |
| Category D- | (i) All other employees not included in Categories 'A', 'B' or 'C' |

35.2. (a) Every employee of the University whether salaried or honorary shall be required to execute an agreement in form A appended to this Chapter and these rules shall be deemed to be a part of that agreement.

(b) When in the opinion of the Executive Council special provision inconsistent with these rules are required with reference to any particular post or any office of service, the Executive Council may, notwithstanding anything otherwise contained in these rules, provide an agreement with the person appointed to such post for any matters in respect of which in the opinion of the Executive Council special provisions are required to be made ;

Provided that in every agreement so made it shall be provided that in respect of any matter for which no provision has been made in this agreement, provisions of these rules shall apply.

35.3. These rules shall not apply to :

- (i) any employee of the University between whom and the University a special contract or agreement subsists in respect of any matter dealt with herein to the extent upto which specific provision is made in the contract or agreement (see rule 35.2 above);
- (ii) any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force; and
- (iii) any employee or class of University employees to whom the Executive Council may by general or special order, direct that these rules shall not apply in whole or part. One of such classes of University employees is that employed only occasionally or which is subject to discharge at one months notice or less.

35.4. If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Executive Council.

35.5. Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law or by the terms of his agreement.

35.6. The power of interpreting, changing, adding to and relaxing these rules is vested in the Executive Council.

35.7. Save as may be otherwise provided in the Act, Statutes and the Ordinances, the appointment, suspension, removal from office, fixing of salary, control, or any other kind of matter, the competent authority shall be in the case of :

- | | | |
|-----|------------------------------------|------------------------|
| (a) | Employees of categories
A and B | ... Executive Council. |
| | Employees of categories C | ... Vice-Chancellor. |
| | Employees of categories D | ... Registrar |

(However in case of recruitment of the Technical Staff in the teaching department i.e.

laboratory/Field/Technical staff etc. the Chairman of the Department and one teacher nominated by the Vice-Chancellor shall be associated with the selection committee.)

35.8. Save as otherwise specifically provided in the Act, Statutes or Ordinances, the Executive Council shall fix the minimum qualifications required for each post or class of post and also lay down whether the post or class or posts are to be filled by direct recruitment or promotion or by both and if so in what proportion.

35.9. No person shall be appointed to a post in an office of the University who has not passed at least the High School or a comparable examination of a recognised University or Board except in the case of appointments of category D.

Provided that in the case of technical staff like Driver, Mechanic, Technician, Photographer, Artist etc. the above qualification may be relaxed at the discretion of the Vice-Chancellor.

35.10. No person shall be appointed in the University service whose age is less than 18 years.

35.11. (a) Save as otherwise provided in the Statutes, the appointment of all categories of employees shall be made by the competent authority referred to in 35.7 on the recommendation of Selection Committees, appointed by the competent authority.

(b) Whenever there is a vacancy to be filled by direct recruitment, the post in Category A or B or Asstt. Registrar/Asstt. Engineer/Asstt. Architect or above shall be advertised not less than three weeks in advance, in at least one leading daily newspaper, while others in category Band C shall be advertised through Employment Exchanges and affiliated colleges in Himachal Pradesh and applications invited therefore. The advertisement shall clearly mention the eligibility qualifications and pay-scale of the post.

(c) In the case of recruitment to posts in categories A & B the applications shall be screened by the Vice-Chancellor or by a person or persons nominated by him in order to prepare a list of suitable candidates for consideration by the Selection Committees constituted under the Statutes or the Ordinances. The applications for the posts in categories C & D shall be similarly screened by the Registrar.

Provided further that for appointment to the posts of categories C & D a screening test be held for determining the eligibility/suitability of the candidates to be interviewed if the number of applicants is very large.

(d) In the case of appointments to category A the Vice-Chancellor may also place before the Selection Committee, names of persons, who may not have applied for the post but who in his opinion deserve to be considered.

(e) In the case of appointments to category A the Selection Committee shall consider the academic record of the candidate, his research work, his contribution to the advancement of the knowledge of the subject, his publication and then assess his suitability for the post in all respects.

(f) In the case of appointments to categories B, C and D the Selection Committee shall consider the merit and suitability of the candidate in all respects.

(g) All decisions of the Selection Committee shall be by majority of votes.

(h) In case the Selection Committee is of the opinion that none of the candidates is suitable, the post may be re-advertised and in the case of appointments to posts in category A the Vice-Chancellor may also be requested to suggest some other names.

(i) The Selection Committee shall draw up a panel of the names of the selected candidates in order of merit. Such a panel shall remain in force for a period not exceeding one year and appointments shall be made out of the panel strictly in order of merit.

(j) It shall be open to the Selection Committee to recommend a higher starting salary in suitable cases.

35.12. No person shall be appointed on regular basis in the University service in category B, C and D unless he is medically fit and produces a certificate to this effect from the University Medical Officer or any other Medical Officer authorised by the University in this behalf and provided further that the character and antecedents of all these categories of employees are verified and found satisfactory by the appointing authority.

35.13. Every person appointed to a regular post under the University, whether by promotion or direct recruitment, shall be on probation in such post for a period of one year which may be extended by the competent authority for another year but the total period of probation shall in no case exceed two years :

Provided that the period of probation may be raised or reduced as may be decided by the Executive Council in each case.

35.14. Every person appointed to a regular post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in the post.

35.15. Every employee of the University shall be deemed to be confirmed automatically unless before six months after the expiry of the period of probation he is conveyed orders of extension of probation period.

CONDUCT RULES

35.16. Every employee shall at all times maintain absolute integrity and devotion to duty.

35.17. Every employee shall abide by and comply with the rules of the University and all orders and directions of his superior authorities issued from time to time.

35.18. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

35.19. Every employee shall endeavour to promote the interests of the University and shall not act in any manner harmful to the University.

35.20. Neither teacher nor employee of the University shall take part in any political activity.

35.21. No employee shall participate in any demonstration or resort to any form of strike in connection with his official duties and conduct.

35.22. No employee shall join or continue to be a member of any Service Association which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

35.23. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to disclose such documents or information. Any such action on the part of the University employee shall render him liable to disciplinary action for misconduct.

35.24. An employee of the University may be called upon to perform any work as may be assigned to him at any time and may be transferred to any place in the interest of the University.

35.25. No employee shall, except with the previous sanction of the Executive Council, own wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication or non-periodical publication.

35.26. No employee shall, in any Radio or Television Broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in other public utterance, make any statement of fact or opinion :

- (i) which has the effect of any adverse criticism of any decision of his superior officers or of any current or recent policy or action of the University ;
- (ii) which is likely to embarrass relations between the services of the various departments of the University (Provided that nothing in this rule shall apply to statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him);
- (iii) which involves personal attacks and/or insinuations against his superior officers or colleagues.

35.27. No employee shall, except in accordance with the general or special orders of the University or in the performance in good faith of the duties assigned to him, take directly or indirectly any official document for information to any person to whom he is not authorised to take such document or information.

35.28. An employee shall devote his whole time to the service of the University and shall not without previous sanction engage directly or indirectly in any trade or business or undertake any employment or work other than his official duties :

Provided that an employee may without such sanction undertake honorary work of social or cultural nature or occasional work of a literary or artistic nature subject to the condition that his official duties do not suffer :

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re-evaluation of scripts, etc., that may be assigned to him by the University.

35.29. Where any employee has the power to decide officially any proposal or express opinion or take any other action, when that proposal or opinion or any other action is in respect of either himself or an individual in whom he is interested, he shall not express any opinion or take other action or decision but shall submit the case to his superior officer after explaining the reasons and nature of personal interest.

35.30. (1) No University employee shall, except with the previous sanction of the Vice-Chancellor, ask for or accept contributions to , or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

(2) No University employee shall :

- (i) give or take or abet the giving or taking of dowry, or
- (ii) demand, directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

35.31.(1) No University employee shall speculate in any stock, share or other investment.

Explanation :

Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2) the decision of the competent authority thereon shall be final.

(4) (i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf -

- (a) lend or borrow money as principal or agent, to or form any person with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) lend money to any person on interest or in a manner whereby return in money or in kind is charged or paid :

Provided that University employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance to pay his private employee.

- (ii) When a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provision of sub-rule (2) or sub-rule (4) he shall forth with report the circumstances to the competent authority and shall there after act in accordance with such order as may be made by such authority.

NOTE:- In these rule Members of Family in relation to a University employee shall include -

- (i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not, but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court ;

- (ii) son or daughter or step-son or step-daughter of the University employee and wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law ;
- (iii) any other person related, whether by blood or marriage, to the University employee or to the University employees wife or husband and wholly dependent on the University employee.

35.32. A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the competent authority.

NOTE:- The burden of proving that the insolvency or indebtedness was the result of circumstances, which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

(i) No University employee shall, except with the previous knowledge of Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

NOTE:- The above rule applies only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one years salary of the University employee concerned.

(2) The Executive Council may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into University service and acquired by them and any member of their family after entering into such University service, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was subsequently acquired.

(3) No University employees (teacher & non-teaching) shall encroach upon Government/ University Land/ Property himself or through his/ her family members.

35.33. (1) No University employee shall, except with the previous sanction of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the competent authority regarding such action.

35.34. (1) No University employee who has a wife or husband living shall contract another marriage without first obtaining the permission of the competent authority, notwithstanding that such subsequent marriage is permissible under the custom or personal law for the time being applicable to him.

(2) No University employee shall infringe any provision of any law concerning family planning.

35.35. A University employee shall :

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks and drugs;
- (c) not appear in a public place in a state of intoxication; and
- (d) not habitually use any intoxicating drink or drug to excess.
- (e) No employee/ teacher shall make sexual harassment of the women employees at work place. The sexual harassment at the work place includes:
 - i) Physical contact and further advances.
 - ii) A demand or request for sexual favours.
 - iii) Sexually coloured remarks.
 - iv) Showing pornography.
 - v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

In the event of violation of any of these provisions, the matter shall be referred to the complaint committee/ inquiry committee constituted by the University in accordance with the judgement passed by the Honble Supreme Court of India in the case Vishaka and Others Vs. State of Rajasthan and Others on 13.8.1997 to prevent sexual harassment and violence against women at their work places to enquire the factual position and the report of the said

committee shall be deemed to be the Inquiry Report for taking an appropriate disciplinary action against the employees teachers by the appropriate appointing authorities.

35.36. No employee shall bring or attempt to bring directly or indirectly any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

35.36. A. The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action :

- (i) Failure to perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc;
- (ii) Gross partiality in assessment of students, deliberately overmarking, under-marking or attempts at victimisation on any grounds;
- (iii) Inciting students against other students, colleges or administration, provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present;
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospects;
- (v) Refusal to carry out decisions by appropriate administrative and academic bodies and/or functionaries of the University. It however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and/or functionaries of the University.

Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the University service.

SERVICE RECORDS

35.37. Service records of each employee of the University shall be maintained by the University.

INCREMENTS

35.38. Except in the case of employee of category A an increment shall ordinarily be drawn, unless it is withheld. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether this postponement shall have the effect of postponing the further increment.



35.39. Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increment under rule 35.38. in the relevant disciplinary rules applicable to the employee or of any other authority whom the Executive Council may by general or special order authorise in this behalf.

- NOTE :-**
- (i) When an employee is allowed to cross an efficiency bar, which had previously been enforced against him, he should come on to the time scale at such stage as the authority competent to remove the bar may fix for him, subject of course to the pay admissible according to his length of service.
 - (ii) The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determining whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar, have been removed to an extent sufficient to warrant removal of the bar.

35.40. The Executive Council may grant a higher starting salary in the time Scale at the time of appointment.

35.41.

- (i) The services of a temporary employee may be terminated by the competent authority without assigning any reason and giving any notice.
- (ii) The services of any employee on probation are liable to be terminated at any time by notice of one month in writing either by the employee to the University or by University to the employee, provided that the services of any such employee may be terminated by payment to or by the University, as the case may be, of an amount equal to his salary for one month, or for the period by which such a notice falls short of one month.
- (iii) The services of a permanent employee may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice on payment of three months salary, if the post in which he was confirmed is abolished.

COMPULSORY RETIREMENT

35.42. The age of compulsory retirement in the case of employees other than Category A shall be 60 years as per entry of the date of birth in the

High School/Higher Secondary or equivalent examination certificate and in the case of employees referred to in the proviso to rule 35.9 who have, not passed any of these examinations as per entry of the date of birth accepted at the time of recruitment. The date of retirement will be determined as under :

Date of Birth	Date of retirement on attaining the age of 60 years
1. First of month	Afternoon of the last day of the Preceding month
2. Any other day of the month :	Afternoon of the last day of that month.

Provided that the Executive Council except where otherwise provided in the Act or the Statutes, may in the interest of the University work grant any of them extension not exceeding two years.

Provided further that any employee with satisfactory service record may, after giving at least three months previous notice in writing to the appropriate authority, retire from service on completion of 20 years of services or 47 years of age. Such employee if he has opted for pension will be allowed an additional credit of five years service for pension, etc. and if he has opted for the C.P.F. scheme will be given five years benefit for calculation of gratuity. the above proviso is subject to the condition that no employee under suspension shall retire from service except with the specific approval of the appropriate authority.

35.43. An employee, before leaving the University service shall hand over the charge of the post to a duly authorised employee and shall return to the University all books, apparatus, furniture etc. issued to him and shall pay up in full all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Finance Officer shall recover the amount due from him on account of the above items, from his last salary or from the University contribution to his Provident fund.

35.44. No employee of the University shall apply for any post outside the University except through the Competent Authority mentioned in Ordinance 35.7. The competent Authority shall not forward an application unless it is satisfied that alternative arrangement to carry on the University work can be made till the post is filled in the regular manner. No employee shall be relieved during the period of his bond and no teacher shall ordinarily be relieved before the end of the Academic Session.

Provided that the Competent Authority shall not withhold the application of a person employed on a purely temporary basis for a fixed period or against a leave vacancy, but such employee shall ordinarily be relieved only when he completes the full period for which he has been employed by the University.

35.44.A A University employee may be permitted to go on deputation on the request of the State Government/Government of India/Autonomous Institutions/Organisations on the terms and conditions as provided in the Fundamental Rules and also as are applicable to the employees of the State Government in Himachal Pradesh Secretariat from time to time.

SUSPENSION

35.45. The competent authority may place an employee under suspension pending an enquiry, if it is satisfied that there is a *prime facie* case against him of insubordination, intemperance or other misconduct, of any breach or non-performance of his duties, or noncompliance with any of the provisions of the conduct rules applicable to him:

Provided that the competent authority shall place an employee under suspension in case the employee is arrested for a criminal offence involving moral turpitude.

A charge sheet shall ordinarily be served on the employee within 15 days of his suspension and the enquiry shall ordinarily be completed within six months of the date of the suspension, unless the period is extended by the Executive Council.

In case of suspension involving arrest and prosecution of an employee in connection with a criminal offence involving moral turpitude, the suspension shall remain in force till the final decision of the case against him.

35.46. A University employee under suspension or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to the following payments namely :

- (i) Subsistence allowance at an amount equal to the leave salary which the University Employee would have drawn if he had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary;

Provided that where the period of suspension exceeds three months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period. Subsequent to the period of the first three months as follows -

- (a) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the University Employee;

- (b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons, to be recorded in writing, directly attributable to the University Employee;
- (c) The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (a) and (b) above.
 - (ii) Any other compensatory allowances, admissible from time to time on the basis of pay of which the University Employee was in receipt on the suspension subject to the fulfillment of other conditions laid down for the drawl of such allowances;
 - (iii) No payment under sub-rule (i) shall be made unless the University Employee furnishes a certificate that he is not engaged in any other employment, business, profession or vacation.

Provided that in the case of an University Employee dismissed, removed or compulsorily retired form service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or complusory retirement, under sub-rule (3) or sub-rule (4) of Rule 12 of the Central Civil Services Classification, Control and Appeal, Rules, 1957, and who fails to produce such a certificate for any period or periods during which he is deemed to be placed/or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him; where the subsistence and other allowance admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

35.47. The period of absence from duty shall not be treated as a period on duty, unless the competent authority specifically directs that it shall be so treated for any specific purpose :

Provided that if the employee so desires such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the employee.

35.48. Leave may not be granted to an employee under suspension.

35.49. If an employee under suspension is completely exonerated of the charges brought against him or where the competent authority is satisfied that the suspension was wholly unjustified, he shall

- (a) be reinstated in his original post and be entitled to all benefits that he might have earned, if he had not been suspended; and
- (b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension;
- (c) the period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

35.50. In other cases the employee shall be given such proportion of his emoluments as the competent authority may decide :
Provided that such proportion shall not be less than the subsistence allowance granted under rule 35.46.

PENALTIES

35.51. The following penalties may, for good and sufficient reasons, as hereinafter provided, be imposed on an employee by the competent authority :

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post or time-scale, or to a lower stage in a time scale : Provided that this shall not apply to the members of teaching staff.
- (4) Recovery from pay of the whole or part of the pecuniary loss to the University by negligence or breach of orders.
- (5) Removal from service.

35.52. In addition to the grounds mentioned in Statutes 21 and 22, an employee shall also be liable to removal from service on the following grounds :

- (1) disobedience of the order of an appropriate authority ;
- (2) continuous inefficiency or neglect of duty;
- (3) moral turpitude;
- (4) intemperance or failure to observe proper moral standard in his personal life;
- (5) physical or mental unfitness ; and
- (6) conviction by a court of law for an offence involving moral turpitude.

APPEAL

35.52-A Notwithstanding anything else contained in the Rules/ Regulations/Statutes/ Ordinances, an official, on whom a major penalty has

been imposed by the Executive Council, may appeal to the Chancellor against such order within three months of the communication of the order to him.

EXPLANATION : For the purpose of this Rule/Regulation/Statute/ Ordinance, any of the following penalties will be treated as a major penalty.

- (i) withholding of increment(s) with cumulative effect;
- (ii) Reduction to a lower post or time-scale or to a lower stage in the time scale;
- (iii) Compulsory retirement;
- (iv) Removal from service;
- (v) Dismissal;

SPECIAL PROVISIONS FOR EMPLOYEES IN CATEGORY 'A'
(Teachers of the University)

Part-B

35.53. The following shall be the pay scales of the teachers :-

- (a) Assistant Professor Rs. 15600-39100 + AGP 6000
- (b) Assistant Professor (Erstwhile Assistant Professor (Sr. Scale) Rs. 15600-39100+AGP 7000
- (c) Assistant Professor (Erstwhile Sl. Grade/ Associate Professor with less than 3 years of service) Rs.15600-39100+AGP 8000
- (d) Associate Professor (Erstwhile Sl. Grade with 3 years of service) Rs. 37400-67000+AGP 9000
- (e) Professor/ Director, ICDEOL (i) Rs. 37400-67000+AGP 10000 (ii) Rs. 37400-6700+AGP 12000
- (f) Principal of Under Graduate Colleges. Rs. 37400-67000+AGP 10000
- (g) Assistant Director, Phy. Edu. And Y.P. Rs. 15600-39100+AGP 6000
- (h) Assistant Director, Phy. Edu. And YP (Sr. Scale) Rs. 15600-39100+AGP 7000
- (i) Dy. Director, Phy. Edu. and YP/ Assistant Director and YP (Sl. Grade) (with less than 3 years of service) Rs. 15600-39100+AGP 8000
- (j) Dy. Director, Phy. Edu. and YP/ Assistant Director, Phy. Edu. and Y.P. (Sl. Grade) (with 3 years of service) Rs. 37400-67000+AGP 9000
- (k) Director, Phy. Education and Y.P. Rs. 37400-67000+AGP 10000

Note : The pay scales, pay structure, eligibility, Career Advancement Scheme and service conditions etc. shall be the same as prescribed by the UGC, duly approved by the State Govt. and adopted by the University from time to time.

35.54. The following shall be the minimum qualifications for appointment as teachers of the University :-

- (a) (i) **Professor:-** An eminent scholar with published work of high quality actively engaged in research with 10 years of experience in post graduate teaching and/or research at the University/ National level institutions including experience of guiding research at Doctoral Level.

OR

An outstanding scholar or with established reputation who has made significant contribution to knowledge.

- (ii) **A:-Associate Professor Open Selection :-** Good academic record with a Doctoral Degree or equivalent published work. Candidates from outside the University system in addition shall also possess at least 55% marks or an equivalent grade at Master's Degree level. Eight years experience of teaching and/or research including up to 3 years for research degree and has made some mark in the areas of scholarship as evidence by quality of publication. Contribution to educational renovation, design of new courses and curricula.

B:- Associate Professor (Promotion) :- (a) Every Assistant Professor in the senior scale will be eligible for promotion to the post of Associate Professor if he/she has;

- (i) Completed 8 years of service in the senior scale; provided that the requirement of 8 years will be relaxed if the total service of the Assistant Professor is not less than 16 years.
- (ii) Obtained a Ph.D. degree or an equivalent published work;
- (iii) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula;
- (iv) Participated in two refresher courses/summer institute of approved duration, or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC after placement in the Senior scale, and
- (v) Consistently good performance appraisal reports.

Provided that the Executive Council may, if necessary, relax any qualifications at (i) above on the recommendation of the Vice-Chancellor or the Selection Committee, as the case may be, if the research work of a candidate as evident either from his thesis or from his published work is considered to be of a very high standard.

- | | |
|--|---|
| (b) Director of Correspondence Courses | <ul style="list-style-type: none"> (i) Ph. D. or an equivalent degree; (ii) five years' post graduate teaching or five years teaching of Honours Classes or five year's post-doctoral research in a University or a Research Institute, and (iii) distinguished research work. |
| (bb) Director, Regional | <ul style="list-style-type: none"> (i) An eminent Scholar with published work of high quality Centre actively engaged in research, ten years experience of teaching and/or research, experience of guiding research at Doctoral Level. <p style="text-align: center;">OR</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.</p> <p style="text-align: center;">OR</p> <p>A Principal of College affiliated to/ maintained by the University with Ph.D. having put in at least 5 years service on the post with ten years teaching experience.</p> <p style="text-align: center;">OR</p> <p>Principal of a College affiliated to/ maintained by the University in Professor's scale.</p> |
| (c) Deputy Director of Correspondence Course | <ul style="list-style-type: none"> (i) Ph.D. or an equivalent degree. (ii) two years' post-graduate teaching or two years teaching of Honours Classes or post-doctoral research in a University or a research Institute; and (iii) distinguished research work. |
| (d) Principal of a University Under Graduate College | <ul style="list-style-type: none"> (i) A Assistant Professor having 50% marks in Master's Degree with 10 |

- years' service duly approved by the University in case of Non-Govt. Colleges/Govt. Collegesaffiliated to/ associated with or maintained by the University.
- (e)(i) Assistant Professor/Assistant Professor (For Post Graduate classes)
- The qualification for appointment as Teacher in the University shall be the same as prescribed by the UGC from time to time and notified after adoption by the University.
- Explanation :-** For determining 'Good Academic Record' the following criterion may be adopted. The average 50% marks at the two lower examinations means 'Good Academic Record' for the purpose of recruitment of Teachers.
- (ee) Assistant Professor in the Deptt. University.
- (i) (i) Essential B.E./B.Tech. in of the Computer Science/Computer of Computer Science Engineering/ Electronics and Tele-Communication.
- OR
- Master's Degree in Computer Application :
- (ii) **Desirable:** Ph.D. in Computer Science/Electronics and Tele-Communication.
- OR
- M.Tech./M.E. in Computer Science OR allied subject.
- (f)(i) Assistant Professor/Assistant(i) Professor (for degree classes)
- The qualification for appointment as Teacher in the University shall be the same as prescribed by the UGC from time to time and notified after adoption by the University.

- (g) Assistant Professor/Assistant Professor of Law.

Explanation: For determining 'Good Academic Record' the following criterion may be adopted:

The average of 50% marks at the two lower examinations mean 'Good Academic Record' for the purpose of recruitment of Teachers.

The qualification for appointment as Teacher in the University shall be the same as prescribed by the UGC from time to time and notified after adoption by the University.

Explanation : For determining ' Good Academic Record' the following criterion may be adopted:

The average of 50% marks at the two lower examinations means 'Good Academic Record' for the purpose of recruitment of Teachers.

35.55. Deleted.

35.56. All appointments to the posts of teachers in the University shall be made on the recommendation of Selection Committees in accordance with the Statutes and Ordinances.

35.57. Except as provided in the next following clause all teachers shall be governed by the Act, the Statutes, the Ordinances, Rules and Regulations of the University as in force from time to time, and shall be deemed to have entered into an agreement with the University to this effect and they shall be subject to the Service Rules for the Employees and Teachers of the University, as in force from time to time.

35.58.(i) A teacher, inherited from the Panjab University, Chandigarh, Panjab Agricultural University, Ludhiana or transferred from the Himachal Pradesh Government Service, as the case may be, shall be governed by the service conditions as laid down in his old service conditions, unless he opts for the rules in these Ordinances, within six months of the enforcement of these Ordinances.

(ii) Similar option shall be given to the non-teaching staff.

Provided however, that the persons who have opted or opt for the rules in these ordinances shall not be deprived of the benefits already earned by them under the old rules.

35.59. The entire time of a teacher shall be at the disposal of the University and he shall perform such duties as may be assigned to him from time to time. No teacher shall engage directly or indirectly in any trade or business, private tuition, writing of notes, guides, help books etc. and shall not accept any other remunerative work without the prior permission of the Vice-Chancellor.

35.60. If as a result of the research of the teacher an invention made by him is to be patented or commercially exploited, the patent shall vest in the University, and the royalty or payment received in lieu thereof shall be shared between teacher and the University in the ratio of two to one.

35.61. The date of compulsory retirement of every teacher shall be the 30th of June, following his attainment of the age of 60 years, whereafter he shall not be granted any extension in service:

Provided further that any teacher with satisfactory service record may after giving at least three months' previous notice in writing to the appropriate authority, retire from service on completion of 20 years of service or 47 years of age. Such teacher, if he has opted for pension will be allowed an additional credit of five years service for pension etc., if he has opted for the C.P.F. scheme be given five years benefit for calculation of gratuity.

The above proviso is subject to the condition that no teacher under suspension shall retire from service except with the specific approval of the appropriate authority.

35.62. Deleted.

EVALUATION OF THE WORK OF THE TEACHERS AND THE DEPARTMENTS AND THE INSTITUTIONS MAINTAINED BY THE UNIVERSITY

35.63. Every year each teacher and research officer shall submit three copies of a report, as prescribed by the Executive Council from time to time, of the scholarly and other activities in which he has engaged himself in the preceding year and also submit copies of the papers, monographs and books published by him during the year.

35.64. The report shall be submitted to the Vice-Chancellor through the Chairman of the Department, Dean of Studies, as the case may be who will record his own assessment/remarks on the work done by the teacher/research officer.

35.65. The Vice-Chancellor shall record his own assessment or remarks
in each case :

Provided that the teacher shall be supplied a copy of the assessment or remarks of the Chairman of the Department and of the Vice-Chancellor; and the teacher's explanation or comments thereon will also form part of the record, which shall be placed before the Evaluation Committee, referred to in rule 35.67. below.

35.66. The work of every Department of Studies and Institution maintained by the University and of every teacher of the University working therein shall be evaluated once in any three years on a date/dates to be fixed by the Vice-Chancellor.

35.67. The triennial evaluation of each teacher, Department or Institution, shall be made by a Committee of three persons, consisting of a nominee of the Chancellor, who shall act as the Chairman thereof, a nominee of the Executive Council and a nominee of the Vice-Chancellor :

Provided that the members of the Committee shall be scholars of international repute in the case of evaluation of the work of Professors in the senior scale and of the rank of University Professors or holders of equivalent rank in research institutions maintained by the Central or a State Government for the evaluation of the work of others.

35.68. The Committee shall submit a report on -

- (a) the quality of teaching and research and the mode of examination in the Department/Institution with recommendations, if any, for the improvement thereof :
- (b) the work of each teacher and research officer in the Department or Institution in respect of :
 - (i) Teaching
 - (ii) Leadership
 - (iii) Initiative and Drive
 - (iv) Research
 - (v) Extension
 - (vi) General contribution to the working of the University/ Institution.

The Committee while evaluating research shall take into consideration the following:-

- (1) Number and quality of papers published.
- (2) Quality of journals in which they have been published.
- (3) Number of students guided for research
- (4) Reports of examiners on the thesis guided.

- (5) Paper published by the students.
- (6) Papers referred to in journals.
- (7) Advance books or monographs published.
- (8) Recognition by learned societies.

35.69. The Evaluation Committee shall categories each teacher as under:-

- (i) Outstanding
- (ii) Very Good
- (iii) Good
- (iv) Fair
- (v) Poor (Below Fair).

35.70. (a) A teacher categorised as ‘Outstanding’ may be awarded an advance increment in his grade, and if he has already reached the maximum of his grade, an increment beyond the maximum of his grade at the rate of increment last drawn.

(b) A teacher categorised as ‘Poor’ will not be entitled to the usual increment, and in case of the same categorisation in two successive evaluations, his service may be terminated.

(c) A teacher who has been categorised, ‘Outstanding’ in three successive evaluations may be placed in the next higher scale unless he is already in a Professor’s scale :

Provided that the scale in which the teacher is placed will be personal only to him.

Form A
(For Non-Teaching Staff)

Rule 35.2 of the First Ordinances

Agreement between an employee and the Himachal Pradesh
University, Shimla

An agreement made this
day of 20
between son/ daughter/wife of
Shri resident
of hereinafter
known as the FIRST PARTY and the Himachal Pradesh University, Shimla through
its Registrar, hereinafter known as the SECOND PARTY.

WHEREAS THE SECOND PARTY has engaged the FIRST PARTY to serve as subject to the terms and conditions laid down in the Act, Statutes and Ordinances of the Himachal Pradesh University.

THIS AGREEMENT WITNESSTH

1. That this agreement shall take effect and commence from the day of 20

2. That the FIRST PARTY is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs in the scale of Rs. The period of probation may be extended further for one year, but the total period of probation in no case shall exceed three years.

3. The date of birth of the FIRST PARTY is in proof of which, he has produced the High School/Higher Secondary School Certificate/Certificate of an examination recognised as equivalent to High School examination and has annexed to this agreement a certified copy thereof.

4. The FIRST PARTY agrees to be governed and bound by the terms and conditions relating to the University employees laid down in the Act, Statutes, Ordinances, Rules and Regulations of the University now in force or which may be enforced from time to time hereafter and such terms and conditions shall be deemed to be incorporated herein and shall be as much a part of this agreement as if they were reproduced herein.

5. The FIRST PARTY opts for the following Retirement Benefit :- General Provident Fund-cum-Pension-cum-Gratuity

OR

Contributory Provident Fund-cum-Gratuity.

Signed this..... day of

20 by FIRST PARTY

Signed by the said in the presence of :

1

(Signature of witness)

(Signature)

Name

(in block letters)

Address
..... And on behalf of the Himachal Pradesh University by
..... Registrar, SECOND PARTY 2

.....
(Signature of witness)

Name
(in block letters) (Signature)

Address
.....

Form A
(FOR TEACHING STAFF)

Articles of Agreement made onday of one thousand nine hundred and between of the one part, and the Himachal Pradesh University of the other part.

WHEREAS THE UNIVERSITY is intending to engage the party of the first part and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these present witness and the parties hereto respectively agree as follow :

1. The party of the first part shall submit himself to the order of the University and of the Officers and authorities under whom he may from time to time be placed by the University and shall serve the University for a period of at least two years subject to the provisions herein contained and/or the rules framed by the University. In the event of the first party leaving the service of the University before completing two years service, he shall pay in a lump sum to the University one-third of the salary for his service short of two years calculated at the rate of his salary on the date on which he leaves the service of the University.
2. The party of the first part shall devote his whole time to his duties and at all times obey the rules of the University prescribed from time to time for the regulation of terms and conditions of his service to which he may belong.

3. The service of the party of the first part may be terminated as follows.
 - (a) In case of permanent employees on three calendar months notice in writing given to him by the University or its Officers having proper authority and one months notice in case of temporary employees without assigning any reason or cause :
 Provided that the services may be terminated without any notice if it is necessary in the interest of the H.P. University in that case the employee shall be entitled to receive the full emoluments for the period of notice to which notice is concerned as referred to above.
 - (b) By the University or its Officers having proper authority without any previous notice, if the party of the first part shall be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance of any of the provisions or of these presents of any rules pertaining to the breach of the service to which he may belong.
 - (c) During the period of probation by the University or its officers having proper authority without any notice if in the opinion of such authority the party of the first part proves unsuitable for efficient performance of the duties.
4. If the party of the first part be suspended from duty during investigation into any charge of misconduct mentioned in sub-clause (c) of clause 3 hereof, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence grant at such rate as the University may decide to allow him.
5. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this Agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the day of his discharge there from or on the day of his death, if he shall die whilst in service.
6. The party of the first part shall be eligible subject to the exigencies of the University service, for leave and leave salary according to the provisions of the Statutes or such rules as may be applicable to him as amended from time to time.
7. If the party of the first part is required to travel in the interests of the University service, he shall be entitled to travelling allowance in accordance with the rules of the University or such rules as may be applicable to him.

Chapter XXXVI LEAVE RULES FOR EMPLOYEES OF THE UNIVERSITY

PART A

36.1. (a) These rules shall apply to all employees of the University.

(b) The power of interpreting, changing, adding to and relaxing these rules is vested in the Executive Council.

36.2. Leave is earned by duty only.

36.3. (a) An employee who retires, resigns or is otherwise discharged from the employment of the University and is re-employed, shall not get the benefit of his former service towards leave without specific orders from the authority sanctioning the re-employment.

(b) An employee who is dismissed or removed from the service of the University but is reinstated on appeal or review is entitled to count his former service towards leave.

36.4. (a) Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.

(b) Leave shall not be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service.

(c) Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement; provided that if in sufficient time before that day he has

(1) formally applied for leave due as preparatory to retirement and been refused it; or

(2) ascertained in writing from the sanctioning authority that such leave if applied for would not be granted, in either case the ground of refusal being the requirements of the University service, then the employee may be granted, after the date of retirement, the amount of leave so refused subject to a maximum of 120 days.

(d) The Executive Council may, at its discretion, grant an employee, who has completed at least five years service in the University, extraordinary leave (without pay) for taking up employment elsewhere with the permission of the competent authority, by retaining his lien on his substantive post, for a period of two years in the first instance, which may be extended by one year for every succeeding three years of service;

Provided that the Executive Council may consider the individual cases on merit but the total period of extra ordinary leave (without pay) shall in no case exceed five years;

Provided further that the extra ordinary leave shall not count for increment except in the following cases:-

Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

36.5. An employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the authority, empowered to appoint him.

36.6. All orders recalling an employee to duty before the expiry of his leave shall state clearly whether the return to duty is optional or compulsory. If it is optional, the employee is entitled to no concession. If it is compulsory, the employee shall be entitled to travelling allowance to the place of his posting from the place indicated by him as his address during the period of leave, provided that the concession shall be admissible, if he is required to join duty before the expiry of two-thirds of the leave granted to him. He will, however, get his leave salary upto the date he resumes his duty :

Provided, however, that recall to duty in the case of non-teaching staff shall be treated as compulsory.

36.7. An employee who remains absent from duty after the expiry of his leave shall not be entitled to leave salary during the period of such absence, unless his leave is extended by the competent authority.

Wilful absence from duty after the expiry of leave may be treated as misbehavior involving forfeiture of appointment or termination of service at the discretion of the appointing authority.

36.8 Leave shall be of the following kinds :

- (i) Casual leave
- (ii) Earned leave or Privilege leave in the case of teachers
- (iii) Half pay leave
- (iv) Leave not due
- (v) Commuted leave
- (vi) Paternity leave
- (vii) Maternity leave
- (viii) Extraordinary leave
- (ix) Special Casual leave

36.9. Casual Leave (a) Casual Leave may be granted to an employee for a short period, but shall not exceed 15 days in a calendar year, provided that not more than 10 days Casual Leave shall be granted at any one time, however, holidays falling in between or before and after may be allowed to be combined, not counting as part of casual leave.

Provided further that this leave cannot be combined with any other kind of leave, except at one end with the vacations or special casual leave.

(b) Casual leave will ordinarily be applied for and sanction obtained before it is availed of. In case of urgency, however, this requirement may be waived.

NOTE:- Holidays falling within the period of casual leave shall not be counted as casual leave.

(c) Casual leave shall not be treated as absence from duty and the pay and allowances of an employee shall not be intermitted.

(d) Casual leave shall be granted by the Vice-Chancellor or by the Officer authorised in this behalf.

(e) No employee shall leave the station during holidays or during casual leave without prior permission.

(f) If an employee overstays his casual leave for any reason whatsoever, for example, a breakdown on the road due to flood or landslips, the entire period of absence will be debited to his ordinary leave account and not only the period by which he has overstayed his casual leave.

36.10. (i) Earned Leave or Privilege Leave in the case of Teachers-An employee on earned leave or a teacher on privilege leave shall be entitled to leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which he is entitled immediately before the commencement of leave, whichever is greater.

(ii) The teachers of the University shall also be entitled to 10 days earned leave and shall be credited in two installments of five days each on the first day of January and July of every year.

Provided that the Earned Leave so credit shall not exceed 300 days at a time or amended by the State Govt. from time to time.

36.11. Half Pay Leave (a) The half pay leave, admissible to an employee in permanent employment of the University in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extraordinary leave, is 20 days.

Provided that in the cases of an employee not in permanent employ or quasi-permanent employ, no half pay leave may be granted unless the competent authority to grant leave has reason to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.

(b) The half pay leave may be granted on medical certificate or for private affairs.

(c) The provision of half pay leave shall not be applicable to the teachers.

36.12. Leave Not Due- Leave not due may be granted by the Executive Council to a person in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such a leave will be debited against the half pay leave an employee may earn subsequently.

Provided, however, that such a leave may also be granted to temporary non-teaching employees suffering from T.B./Leprosy/Cancer/ Mental illness, for a period not exceeding 360 days during entire service; subject to the following conditions:

- (i) that he/she has put in a minimum of one years service ;
- (ii) that the post from which he proceeds on leave is likely to last till his return to duty; and
- (iii) that the request for grant of leave is supported by a medical certificate.

NOTE:- (i) Leave not due shall only be granted if the Executive Council is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and shall be limited to the half pay leave he is likely to earn thereafter.

(ii) If an employee who has been granted leave not due under this clause applies for permission to retire voluntarily, the leave not due shall, if the permission is granted be cancelled and his retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the employee who avails himself of leave not due. But the question whether an employee should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntary refund shall be forced; if it is unavoidable by reasons of ill-health incapacitating for further service no refund may be insisted upon.

36.13. An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in rule 36.10.

36.14. Commuted Leave:-(a) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to an employee on medical certificate on full pay and allowances, subject to the following conditions :

- (i) Omitted
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the amount of half pay leave due;
- (iii) commuted leave may be availed in conjunction with earned leave.
- (b) An employee on commuted leave is entitled to leave salary equal to the amount admissible under rule 36.10.
- (c) The provision of Commuted leave shall not be applicable to the teachers.

36.15. Maternity Leave- A female employee with less than two surviving children may be granted leave for a period of 135 days from the date of its commencement.

NOTE:- The maternity leave under this rule may also be granted in case of miscarriage including abortion not exceeding 6 weeks (irrespective of number of surviving children) on production of Medical Certificate from the Medical Officer of the University or a Civil Surgeon, Chief Medical Officer or a District Medical Officer. But the total period of Maternity Leave on account of miscarriage/abortion should not be more than 45 days in the entire career of female employee.

36.15(A) Paternity Leave:- A male Govt. servant (including an apprentice) with less two surviving children may be granted paternity Leave for a period 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kinds of leave (as in the case of maternity leave). It may not normally be refused under any circumstances.

36.16. Extraordinary Leave:- An employee on extraordinary leave is not entitled to any leave salary.

36.16. (A) Special Casual Leave :- Special casual leave may be granted by the competent authority for a purpose as may be decided by the Executive Council.

**ADDITIONAL LEAVE RULES APPLICABLE TO THE TEACHERS OF THE UNIVERSITY
PART - B**

36.17. In addition to the leave rules for the employees of the University in part A of this Chapter, the following rules shall also be applicable to the teachers of the University.

36.18. (a) Vacation shall not be treated as absence from duty; and the pay and allowances of a teacher shall not be intermitted.

- (b) No teacher shall leave the station during the vacation or preparatory holidays or during the University examinations even though he may not have been assigned any duty in connection therewith, without the prior permission of the Vice-Chancellor or by an officer authorised by him in this behalf.
- (c) Not more than one teacher from the Department with a total strength (in position) upto seven shall be on study/sabbatical leave at any particular time. If, however, a Department has a strength (in position) of more than seven teachers, two teachers may be granted study/sabbatical leave at a time.

36.19. A teacher shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by general or special order of the Vice-Chancellor or a person authorised by him to forego such vacation or a portion of a vacation :

Provided that if he has been prevented by such an order from enjoying more than 15 days of the vacation he shall be considered to have availed himself of no portion of the vacation.

NOTE:- (i) A teacher who has routine duties to discharge during a vacation, which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other teacher shall be considered to have availed himself of a vacation or a part of it.

- (ii) A teacher who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the University, of such duties.
- (iii) If a teacher who is absent from the place of duty during any portion of a vacation is recalled, he will not be entitled to travelling allowance, unless the vacation is combined with leave.

36.20. (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he avails himself of the full vacation.

- (b) The privilege leave admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation is

such portion of 30 days as the number of days of vacation not taken bears to the full vacation. If in any year the teacher does not avail himself of the vacation, privilege leave will be admissible to him at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 180 days only, but the maximum privilege leave which may be granted at a time shall not exceed 120 days.

- (c) Vacation may be taken in combination with any kind of leave: Provided that the total duration of vacation and any other kind of leave combined therewith shall not exceed 120 days, except when it is combined with leave on medical grounds.
- (d) A teacher working in non-vocational institution will, however, be entitled to privilege leave at the rate and to the extent indicated in ordinance 36.26 under this chapter.

36.21. The Executive Council may, on the recommendation of the V.C., grant to a permanent teacher study leave for a period not exceeding three years for joining some University/Research Institute for higher studies of research leading to Ph. D. degree or post-doctoral research in either case, without pay, on the condition that he shall serve the University on return from study leave, for at least half the period for which the leave is granted failing which he shall be required to pay to the University a sum equal to the salary for one fourth of the total period of such leave subject to a minimum of three months salary :

Provided that a teacher may be allowed study leave for any course/degree if such course/degree is considered essential qualification for the post the teacher concerned holds.

36.22. The Executive Council may grant to a teacher below the rank of a Professor, study leave on full pay for study and research leading to M.Sc./Ph.D. degree for a period upto two years, which may, however, be extended as hereinafter provided :

- (a) An application for grant of study leave shall be made at least six months before a teacher intends to avail himself of such leave and shall furnish the following details:
 - (i) The course or courses of study or research contemplated, with a detailed programme.
 - (ii) Full particulars of financial assistance, including scholarships, teaching assistanceships, travel grants etc., if any, that is likely to be received.
- (b) An application for grant of leave shall be submitted to the Vice-Chancellor through the Chairman of Department. Before making his

recommendation to the Executive Council, the Vice-Chancellor may refer the application to a Committee for its opinion, if he considers it necessary.

- (c) No teacher shall be entitled to this leave as a matter of right; and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the University.

Provided that a teacher who intends to proceed on study leave for doing Ph. D. will be allowed such leave after three years of continuous service in the University.

- (d) This leave may be granted on full salary, but payment shall be subject to a biannual satisfactory report from the supervisor or tutor of the teacher under whom he is working failing which leave for the rest of the period may be cancelled.

- (e) A teacher granted study leave shall execute a bond to serve the University on return from study leave for the same period for which the leave is granted, failing which he shall be required to pay to the University a sum equal to the amount paid to him as study leave salary or such lower amount as the Executive Council may determine, depending upon the circumstances of the case.

If a teacher fails to submit his dissertation/thesis and/or to acquire Ph.D. degree, as the case may be, within one year from the date of his return from study leave, he shall not be entitled to earn any annual increments which would have otherwise accrued to him during the study leave availed of by him and the same shall have cumulative effect.

- (f) If through no fault of the teacher, his course of study is not completed within two years, then on the recommendation of the supervisor or tutor, under whom the teacher is working, the period of study leave may be extended by the Executive Council on the recommendation of the Vice-Chancellor.

- (g) The annual increments will continue to accrue during the period of study leave granted under ordinance 36.21. or 36.22.

36.23:(i): Permanent, whole time teachers of the University who have completed seven years of service as Associate Professor or Professor may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.

- (ii) The duration of leave shall not exceed one year in the entire career of a University teacher.

- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the Sabbatical Leave;
Provided that Sabbatical Leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- (iv) He shall serve the University for atleast two years, after return from leave.
- (v) A teacher on Sabbatical Leave shall not take up, during the period that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires sanction Sabbatical Leave on reduced pay and allowances.
- (vi) During the period of Sabbatical Leave, the University teacher shall be allowed to draw the increment of the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the University on the expiry of his/her leave.

36.24. Duty Leave:- The Vice-Chancellor or an officer of the University authorized by him may on the recommendations of the Chairman of the Department concerned/Dean of Studies grant duty leave on full pay ordinarily for a period of one month per year subject to a maximum of three months within three years, to a University teacher for attending seminars, conferences, symposia, winter/summer schools, workshop, refresher courses, orientations by whatever name they are called for attending meetings of selection committees or academic Advisory Bodies of the other Universities, Government or Governmental Organization, visit to the research collaborator/collaborative institutions for research work within country and abroad such as; experiments and theoretical calculations, to University women teachers for organizing training of teachers (TOT) workshops and sensitization/Awareness/Motivation(SAM) workshops under the scheme of " Capacity Building for women managers in Higher Education" of UGC to act as Regional and Local Coordinators or participation TOT and SAM workshops.

ADDITIONAL LEAVE RULES FOR EMPLOYEES IN CATEGORIES B, C& D

PART - C

36.25. In addition to the leave rules for the employees of the University in Part A of this Chapter, the following rules shall also be applicable to employees in categories B, C& D.

36.26.(a) The credit of leave to be afforded at the commencement of each calendar year shall be at the uniform rate of 15 days and it shall be 15 days instead of 16 days for the second calendar half year of an even year also, and it shall be reduced by 1/10 of the period of extraordinary leave only availed of during the previous half year, subject to a maximum of 15 days.

- (b) The maximum earned leave that may be granted at a time shall be 120 days.
- (c) An employee on superannuation shall be entitled to encashment of unutilized earned leave subject to the maximum limit of 300 days.
- (d) In case of death in service of an employee, the cash equivalent of leave salary in respect of earned leave at credit shall be paid to his family subject to a maximum of 300 days.

36.27. Extraordinary Leave:- The extraordinary leave may be granted in special circumstances and in case of prolonged illness;

- (i) when no other leave is by rule admissible; or
- (ii) when other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.

The competent authority may grant extraordinary leave in combination with or in continuation of any leave that is admissible, and may commute retrospectively the period of absence without leave into extraordinary leave.

The duration of extraordinary leave shall not exceed the following limits:

- (a) upto three months without medical certificate;
- (b) upto six months with medical certificate for common ailments; and
- (c) upto eighteen months on medical certificate for cancer, mental illness, pulmonary tuberculosis or pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy:

Provided that for grant of extraordinary leave as at (b) or (c) above, the employee should have put in a minimum of one years continuous service and for grant of leave under (c) above, he should produce a medical certificate.

36.28. No employee shall be granted leave on any ground for a period exceeding three years. Where an employee does not resume duty after remaining on leave for a continuous period of three years, or where an employee after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period, which together with the period of leave granted to him, exceeds three years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service.

36.29. Compensatory Leave:- The Executive Council may make regulations for the grant of compensatory leave to the employee of categories C and D who are detained on duty to work on Sundays and other holidays.

36.30. Leave preparatory to Retirement/Refused Leave:- Earned leave taken as Leave Preparatory to Retirement may be availed of by an employee subject to a maximum of 180 days. However, if such leave is refused the leave may be allowed after retirement as Refused Leave.

36.31. The University non-teaching employees shall be granted leave/study leave in accordance with the provisions/rules framed from time to time, by the State Government for its own employees.

36.32. Vacation/Leave Rules to Technical/Laboratory Staff Working in Vacation Department:- The Technical/Laboratory staff working in the vocational departments shall be entitled to such vacations/kinds of leave as may be decided by the Executive Council from time to time.

Chapter XXXVII

CONTRIBUTORY PROVIDENT FUND RULES

37.1. These rules called the HIMACHAL PRADESH UNIVERSITY EMPLOYEES CONTRIBUTORY PROVIDENT FUND RULES shall apply to the University officers, teachers and other employees of the University who opt for the benefits of the Contributory Provident Fund •cum-Gratuity in terms of Statute 18 of the First Statutes of the University.

37.2. In these rules, unless there is anything repugnant in the subject or context :

(i) Family means:

- (a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscribers family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Finance Officer that she shall continue to be so regarded;

- (b) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Finance Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscribers family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

- NOTES:-**
1. Children means legitimate children.
 2. An adopted child shall be considered to be child when the Vice-Chancellor is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.
 3. When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally

recognised as conferring the status of a natural child, such a child should, for the purpose of the rules considered as excluded from the family of the natural father.

- (ii) **Finance Officer means:-**the Finance Officer of the University referred to in statutes of the University.
- (iii) **Fund means :-**the Himachal Pradesh University Employees Contributory Provident Fund.
- (iv) **Salary means:**
Pay, Special Pay plus all allowances viz. Dearness Pay, Dearness Allowance, Additional Dearness Allowance, Interim Relief, Compensatory Allowance or any other allowance that might be sanctioned by the Himachal Pradesh University to its staff both teaching and non-teaching from time to time but excluding House Rent Allowance.
- (v) **Year means:-**
the Financial Year of the University.
Any other expression used in these rules which is defined in Himachal Pradesh University Act (XVII of 1970), is used in the sense therein defined.

37.3. Constitution and Management of the Fund :

- (1) The Fund shall be established by the University for the benefit of the employees who opt for the benefit of the Contributory Fund-cum-Gratuity under Statute 18 of the First Statutes of the University and shall be administered by the Finance Officer, Himachal Pradesh University or such Officer of the University as the Vice-Chancellor may appoint in this behalf.
- (2) Every regular employee holding a non-pensionable post in the University shall be a subscriber to the fund; and any other temporary employee (Teaching and non-teaching), barring persons appointed for a term/part-time employee/daily wages staff, holding a non-pensionable post in the University, after completion of one year continuous service in the University may contribute to the Fund.

37.4. Conditions and Rates of Subscription:

- (1) Every subscriber shall subscribe monthly to the Fund when on duty or on deputation.
- (2) A subscriber shall not be allowed to subscribe to the Fund while on leave other than privilege leave or earned leave or sabbatical leave, as the case may be.

- (3) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions :
- (a) It shall be expressed in whole rupees.
 - (b) It may be any sum so expressed not less than 10% of his salary, and not more than his salary as defined in Ord. 37.2 (b) Note 3 (iv) above.
- (4) For the purposes of clause (1), the pay of a subscriber shall be
- (a) in the case of a subscriber who was in the University service on the 31st March of the Preceding year, the pay to which he was entitled on that date :
- Provided as follows :
- (i) if the subscriber was on leave other than privilege or earned leave on the said date or was under suspension on the said date his pay shall be the pay to which he was entitled on the first day after his return to duty;
 - (ii) if the subscriber was on deputation on the said date and continues to be on deputation, his pay shall be the pay to which he would have been entitled had he been on duty in the University.
 - (iii) if the subscriber joins the Fund for the first time his pay shall be the pay to which he was entitled on the date of joining the Fund.
- (5) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner:
- (a) if he was on duty in the month of March of the preceding year by the 15th of March;
 - (b) if he was on leave other than on privilege or earned leave during the month of March of the preceding year or was not under suspension in that month on the day he returned to duty;
 - (c) if he has joined the University service for the first time during the year or joins the Fund for the first time when he joins duty or joins the Fund;
 - (d) if he has been on deputation in the month of March of the preceding year by the 1st of April in the current year.
- (6) The amount of subscription so fixed shall remain unchanged throughout the year; provided that the amount of subscription may be enhanced once at any time during the course of a year.
- (7) When a subscriber goes on deputation, he shall remain subject to the rules of the Fund, in the same manner as if he was not so sent on deputation.

37.5. Realisation of Subscription:- The Finance Officer shall deduct every month from the salary payable to the employee the amount of his subscription to the Contributory Provident Fund and all Principle and interest on advances, if any, made to him from the Fund.

37.6. The University shall, at the end of each month, make a contribution to the account of each subscriber of an amount equal to 10% of his salary expressed in whole rupees on completion of probation period, but from the date of his regular appointment.

Provided that if a subscriber quits the service or dies during the month, contribution shall be credited to his account for the period between the close of preceding month and the date of casualty.

37.7. Interest:- The University shall pay interest on all sums deposited in the Fund at the rate to be decided by the Executive Council every year and the amount of such interest shall be placed to the credit of each subscriber at the close of each half year. The amount of interest shall be rounded to the nearest rupee, fifty paise or above being treated as a whole rupee while ignoring less than fifty paise.

37.8. Nomination:-(1) A subscriber shall at the time of joining the Fund send to the Finance Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid; provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

- (2) If the subscriber nominates more than one person under clause (1) he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be in the form C. P. F. 1,1 (a), 1(b) or 1 (c) as is appropriate in the circumstances.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Finance Officer:
Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (1) to (3).
- (5) A subscriber may provide in a nomination :
 - (a) in respect of any specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other person or persons as may be

specified in the nomination provided that such other person or persons shall, if the subscriber has other member or members of his family be such other member or members;

- (b) that the nomination shall become invalid in the event of the happening of the contingency specified therein; provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family; provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.
- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) to sub-rule(5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) to sub-rule (5) or the proviso thereto, the subscriber shall send to the Finance Officer a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.
- (7) Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Finance Officer.
- (8) Except as provided in sub-clause (1) to (7) of this rule, no assignment, charge or other encumbrance, affecting the disposal of the amount contributed in the Fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Finance Officer of the University.

37.9. Advance from the Fund:- The first advance not exceeding six months pay of the subscriber shall be sanctioned by :

- (i) The Registrar in the case of Ministerial staff and officers up to the rank of Deputy Registrar and by:
- (ii) The Vice-Chancellor or an officer authorised by him in case of all teachers and Chairman of Department, Executive Engineer, Architect, Controller of Examinations, Director of Correspondence Courses, Librarian, Director of Physical Education and Internal Audit Officer etc., etc., on the following conditions:
 - (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicants pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :

- (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
 - (ii) to pay obligatory expenses on a scale appropriate to the applicants status which by customary usage the applicant has to incur in connection with his own marriage, or funeral or other ceremonies of persons actually dependent on him;
 Provided that the condition of actual dependence shall not apply in case of son or daughter of the subscriber;
 - (iii) to meet the cost of higher education of himself or of any person actually dependent on him;
 - (iv) to meet the cost of construction of a new house or to purchase a plot for the construction of a house or for the purchase of a house or for special repairs to an existing house of the applicant;
 - (v) to purchase a conveyance;
 - (vi) to meet the cost of the travel abroad of the subscriber when permitted by the Executive Council to attend Learned Conferences, Symposia, or Scientific/Technical work.
- (b) All advances or special advance exceeding six months pay of the subscriber shall be sanctioned by the Vice-Chancellor or an Officer authorised by him. An advance shall in no case exceed the amount of the employees subscription and interest thereon standing to the credit of the subscriber in the fund.
- (c) Second and subsequent advances be granted for special reasons before 12 months after final payment of all previous advances shall be sanctioned by the Vice-Chancellor or an Officer authorised by him in respect of all categories of staff, viz. Teachers, Officers, ministerial and class IV staff.
- (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects and more than twenty four. In special cases where the amount of the advance exceeds three months pay of the subscriber, the sanctioning authority may fix such number of instalments to be more than twenty four, but in no case more than thirty six. A subscriber may, at his option, repay in a smaller number of instalments that agreed upon at the time of grant of advance or in a lumpsum.
 Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced if necessary, to admit of the fixation of such instalments.

- (2) Recovery shall be made in the manner prescribed for the realisation of subscription as provided in rule 5, and shall commence with the disbursement of the pay for the month following the one in which the advance was drawn. Recovery shall not be made except with the subscribers consent while he is on leave other than on privilege or earned leave or if he is in receipt of subsistence allowance.
- (3) Where there is an advance payment, it should be consolidated when second advance is sanctioned under clause (c) supra and subsequent instalments for recovery of advances should be fixed with reference to the consolidated amount.
- (4) No interest will be charged on temporary advances.

37.10. Deleted.

37.11. (1) The Vice-Chancellor may grant a non-refundable advance ordinarily to the extent of one-half of the balance standing to his credit in the fund or not exceeding six months pay of the subscriber, which ever is less, to a subscriber after 10 years of completed service or within ten years before the date of his retirement on superannuation, whichever is earlier, for the following purposes, and such an advance may also be sanctioned in excess of these limit upto three-fourths of the balance at his credit in the fund, having due regard to the subject for which the withdrawal is being made and the status and balance in the fund of the subscriber :

- (a) Construction of a house and purchase of a site therefore.
 - (b) Purchase of motor car;
 - (c) Prolonged illness of self or dependent; and
 - (d) Marriage of a son or daughter.
- (2) Any sum withdrawn by a subscriber at any one time for a more of the purposes specified above may be converted into a non-refundable advance subject to the same condition at his discretion by written request to the sanctioning authority.

Explanation:- For the purpose computation of the period of completed service of an individual the period of service rendered by him in the Government or other University will also be added to the period of service rendered by him in the Himachal Pradesh University if there has been no break in service.

37.12. Circumstances in which the accumulations are payable:

- (1) When a subscriber quits the service or proceeds on leave preparatory to retirement or his services are dispensed with on account of the

abolition of a post or when declared by competent medical authority to be unfit for further service, the amounts standing to his credit in the Fund shall subject to any deductions under rule 37.13 become payable to him :

Provided that a subscriber who has been removed from the service, and is subsequently reinstated in the service, or when a subscriber is allowed to return to duty after having been declared medically fit for further service shall repay any amount paid to him from the Fund in pursuance of this rule the interest thereon at the rate provided in rule 37.9(4) in the manner decided by the Vice-Chancellor or any officer as may be appointed by the Vice-Chancellor in this behalf. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscription and interest thereon and the part which represents the Universities contribution with interest thereon being accounted for separately in the manner provided in rule 37.14.

- (2) On the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable before the payment has been made
 - (i) when the subscriber leaves a family:
 - (a) if a nomination made by the subscriber in accordance with the provisions of the rule 37.8. in favour of a member or members of the family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which this nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares :

Provided that no share shall be payable to :

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;

- (4) married daughters of a deceased son whose husbands are alive; If there is any member of the family other than those specified to in clause (1), (2), (3) and (4).

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share that the son would have received, if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso;

- (ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 37.8 in favour of any person or persons subsists, the amount standing to his credit in the Fund, or that part thereof to which the nomination relates, shall become payable to his nominee.

37.13. Deductions :- (a) An employee who is removed from service or leaves the service in contravention of his written agreement with the University shall be entitled only to payment of the amount of his own subscription and the interest accrued thereon standing to his credit in the Fund :

Provided that the Vice-Chancellor in exceptional circumstances may also pay to the subscriber the whole or any part of the contribution of the University and the interest accrued there on.

- (b) An employee who resigns shall be entitled to the payment of his own subscription to the Fund, and the benefit of University contribution to the Fund shall be:
- (i) nil, if the period of service put in by an employee is one year or less;
- (ii) half the amount of the University contribution will be paid if the period of service put in is more than one year but less than five years; and
- (iii) full amount of the University contribution will be paid if the period of service put in is five years or more at the time of superannuation irrespective of the period of service.

NOTE:- The term Service used in this rule means qualifying service i.e. the service rendered on probation or on a full time basis in a temporary or officiating capacity followed without interruption by confirmation in the same or another post except the periods of service paid from contingencies.

- (c) All deductions made under rule 37.13 (a), (b), (i), (ii), and (iii) shall be withdrawn by the Finance Officer from the Fund with the consent of the Vice-Chancellor and shall be deposited in a separate account to be known as Employees Welfare Fund Account.
- (d) The Employees Welfare Fund Account shall be administered by a Committee consisting of the Vice-Chancellor and one subscriber

representing each of the four categories of the employees, to be appointed in such manner as the Executive Council may decide in this behalf.

- (e) The Employees Welfare Fund Account shall be utilised with the approval of the Vice-Chancellor for the welfare of the dependents of a deceased employee or to relieve the distress of a serving employee.

37.14. Maintenance of Accounts:-(a) An account shall be maintained in the name of each subscriber, in which shall be credited;

- (i) the subscribers subscription;
- (ii) contribution made by the University under rules 37.6;
- (iii) interest on subscription;
- (iv) interest on contribution;

- (b) The Finance Officer shall maintain the account relating to the Fund, showing the amount for the time being at the credit of each subscriber, and the general state of the Fund, as the Executive Council may, from time to time, prescribe. Each subscriber shall be supplied with a pass Book, which shall show the amounts for the time being at the credit of the subscriber and which shall be in such form as the Executive Council may, from time to time prescribe.

37.15. Closing of Accounts:- On a subscriber leaving the University service, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn within three years, it shall be written off as a dead account and repaid only under the orders of the Vice-Chancellor.

37.16. Dead Account:- When an account becomes Dead the balance at the credit thereof must be credited to the Employees Welfare Fund Account of the University as miscellaneous receipt.

**Form C.P.F. 1 (Referred
to in rule 37.8) FORM OF
NOMINATION**

When the subscriber has a family and wishes to
nominate one member thereof

I hereby nominate the person mentioned below, who is a member of my family as defined in rule, 37.2 of the Contributory Provident Fund Rules to receive the amount that may stand to my credit in the Himachal Pradesh University Employee Contributory Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid :

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column.
-----------------------------	------------------------------	-----	---	--

Dated this _____ day of _____ 20 _____

Signature of subscriber _____

Two witnesses to signature

i) _____

ii) _____

Form C.P.F. 1 (a)
(Referred to in rule 37.8.)
FORM OF NOMINATION

When the subscriber has a family and wishes to nominate more than one member thereof

I here by nominate the persons mentioned below, who are members of my family as defined in rule 37.2 of the Contributory Provident Fund Rules to receive the amount that may stand to my credit in the Himachal Pradesh University Employees Provident Fund in the event of my death before that amount had become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the _____ manner _____ shown _____ below

Name and address of nominee	Relationship with subscriber	Age *	Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become Invalid	Name, address and relationship person or persons, if any to whom the right of nominee shall pass in the event on his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
<hr/>					
<hr/>					

Dated this _____ day of _____ 20 _____
 at _____

Signature of subscriber

Two witnesses to signature
 i) _____
 ii) _____

* **Note:-** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Form C.P.F.1 (b) (Referred to in rule 37.8.) FORM OF NOMINATION

When the subscriber has no family and wishes to nominate one person

I, having no family as defined in rule 37.2 of the Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Himachal Pradesh University Employees Contributory Provident Fund, in the event of my death; before that amount has become payable, or having become payable, has not been paid :

Name and address of nominee	Relationship with subscriber	Age	*Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
-----------------------------	------------------------------	-----	--	---

Dated this _____ day of _____ 20 _____
at _____

Signature of subscriber

Two witnesses to signature

- i) _____
- ii) _____

***Note-** Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Form C.P.F 1 (c)
(Referred to in rule 37.8)
FORM OF NOMINATION

When the subscriber has no family and wishes to nominate
more than one person

I, having no family as defined in rule 37.2 of the Contributory Provident Fund rules, here by nominate the persons mentioned below to receive the amount that may stand to my credit in the Himachal Pradesh University Employees Contributory Provident Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :

Name and address of nominee each	Relation-ship with subscriber	Age of share of accumulation to be paid to become	*Amount	**Contin-gencies on the happen-ing of which the nominat-if any to whom the invalid	Name, address and relationship of the person or persons, right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingencies specified in the previous column
<hr/>					
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Dated this _____ day of _____ 20____
at _____

Signature of subscriber

Two witnesses to signature-

(1) _____

(2) _____

***Note:-** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

****Note:-** Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Chapter XXXVIII**AFFILIATION AND RECOGNITION OF COLLEGES AND INSTITUTION(S)**

38.1. Affiliation or recognition shall not be granted with retrospective effect.

38.2. Every Application for affiliation or recognition of a new college/ Institute or for starting course(s) of instruction in a new course(s)/ programme(s) must reach the Registrar not later than the 30th June of the year preceding that in which the college/ institute is proposed to be affiliated or recognised:

Provided that Vice-Chancellor may allow an application to be entertained upto the 31st December of the year preceding the year in which the provisional/temporary affiliation or recognition is sought with a late fee of Rs. 25.000/- if he is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library, furniture's etc. exist or can be made available before the start of the academic session.

Provided further that the temporary/ permanent or continuation of affiliation of a College/Institute shall be in accordance with the UGC.(AFFILIATION OF COLLEGES BY UNIVERSITIES) REGULATIONS, 2009 and NORMS FOR THE INTRODUCTION OF COURSES/ PROGRAMMES SUCH AS GRADUATE COURSES/ IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT INCLUDING BBA, BCA, ETC. AND POSTGRADUATE REGULATIONS, 2009 AND NORMS FOR THE INTRODUCTION OF COURSES/PROGRAM SUCH AS GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT INCLUDING BBA, BCA, ETC AND POST GRADUATE COURSES INCLUDING PGDCA ETC. IN THE PRIVATE SECTOR as notified by the University Grants Commission and State Government respectively from time to time.

38.3. In the case of a Government college/institution, the application for affiliation or recognition shall be made by the Director of Education/Head of the concerned Government Department and in the case of a non-Government college or institution by the President/Secretary of the Management i.e. the Managing Committee or Managing Board by whatever name it may be called.

38.4. An application for provisional/temporary/permanent affiliation of a Government/Non-Govt. college or institution shall be accompanied by a fee as prescribed by the Executive Council from time to time. This fee shall not be refundable/ adjustable in any case.

38.5. In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every college or institution for which affiliation is sought, shall also satisfy the following conditions :-

- A. (a) that there is a genuine need for such a college or institution or for such facilities in the locality and the affiliation of the college or institution having regard to the educational facilities provided by other colleges in the same neighbourhood will not be injurious to the interests of education;
- (b) that the college or institution possesses buildings, equipment and library as prescribed by Regulations, from time to time, by the Executive Council;
- (c) that the college or institution possesses adequate furniture and has suitable playgrounds and hostel facilities for the students and residential accommodation for its teachers;
- (d) that the teachers of the college or institution possess the minimum educational qualifications laid down by Regulations framed by the Executive Council on the recommendation of the Academic Council, from time to time for the purpose;
The initial staff shall be approved by the Vice-Chancellor and subsequent changes, if any, shall be reported to the Registrar within 15 days of such change for the approval of the Vice-Chancellor;
- (e) that every affiliated college or institution shall observe the rules laid down by the University regarding admission to colleges or institutions, strength of students in a class or section and the residence and discipline of students;
- (f) that every affiliated college or institution shall make available to the University such of its buildings, libraries, and laboratories with their equipment and appliances and also the services of such of its teaching and other staff, as may be necessary for the purpose of the conduct of University examinations or holding of seminars, extension lectures, training courses, conferences etc. etc. by the University;
- (e) that every affiliated college or institution shall maintain such registers and furnish such returns to the Registrar as may be prescribed from time to time by the Executive Council in this behalf;
- (f) that the Principal/Head of every affiliated college/ institution shall submit to the Registrar annually in the month of July or in such other month as the Executive Council may, from time to time, determine a report showing the changes, if any, in the teaching

staff and qualifications of new members, number and distribution of students in a class or section, income and expenditure of the students fund for the previous financial year, results of University examinations, changes in the scale of fees, scholarships condition of the library, number of students in the hostel and adequacy or otherwise of the college buildings, laboratories, equipment, furniture, playgrounds, hostels etc. This report shall also be accompanied by a certificate showing how far the conditions of affiliation have been fulfilled :

Provided that in the case of a non-Government college or institution, the Principal/Head shall also show in this report the change in the Management, if any, and shall also include a statement of the income and expenditure for the previous financial year;

- (i) that the Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons, as he decides, of and affiliated or recognised college or institution, including the Buildings laboratories, records and equipments thereof and also of the records of admissions, examinations, teaching and other work conducted or done by it, or to cause any enquiry to be made in a like manner in respect of any matter connected with its administration and finance;
- (ii) that the Vice-Chancellor shall in every case give notice of his intention to cause an inspection or enquiry to be made to the Director of Education/Head of the Government Department in the case of Government college/institution, and the Management in the case of a non-Government college or institution, and the Director of Education/Head of the Government Department or the Management, as the case may be, shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or enquiry;

However, in cases of complaints of gross violation of rules and or mismanagement by a college, the Vice-Chancellor shall have the power to cause a surprise inspection/enquiry himself or through a person(s) authorised by him in this behalf, even without a formal notice as provided above, but the result of such an inspection/enquiry shall be placed before the Executive Council.

- (iii) that the Vice-Chancellor shall place before the Executive Council the result of such inspection or enquiry together with his views thereon and recommendation regarding the action called for, and the decision of the Executive Council shall be communicated to the college or institution concerned;

- (iv) that where the college or institution does not take action to the satisfaction of the Executive Council, the Executive Council, may after considering any explanation furnished or representation made by the college or institution, issue such directions as it may deem fit and the college or institution shall comply with such directions, failing which the Executive Council may order disaffiliation.
- B. In the case of a non-Government college or institution :
- (a) that the rules fixing the fees (if any) have been so framed as not to be injurious to the interest of education;
- (b) that there shall be an endowment fund in cash, so long as the college or institution exists:
- (i) The amount of the endowment fund shall be as prescribed below in respect of each faculty in which affiliation is sought:-
- | | |
|---|--------------|
| (a) Faculty of Arts : | |
| Classical & Modern Indian Languages | Rs 25,000 |
| B.A. | Rs 1,50,000 |
| (b) Faculty of Science : | |
| B.Sc. | Rs. 2,00,000 |
| (c) Faculty of Commerce and Business Administration : | |
| B.Com. | Rs. 1,50,000 |
| (d) Faculty of Education: | |
| B.Ed. | Rs. 1,50,000 |
- (i) Provided that the endowment fund deposited for the affiliation of one Faculty shall be treated as endowment fund for another Faculty/Faculties if the amount is deposited for a fixed term and the interest on it is not withdrawn till the total amount Principal +(Interest) becomes equal to the amount required for the affiliation of other Faculty/Faculties.
- (ii) The amount of endowment shall be kept as a fixed deposit in a scheduled bank or in Government securities.
- (iii) The fixed deposit receipts or Government securities shall be in the joint name of the Registrar, Himachal Pradesh University and the President/Secretary of the Management and shall be deposited with the University along with the application for the grant of affiliation.

- (iv) The endowment fund shall remain intact and shall not be used by the Management for current expenses or as a security for obtaining a loan or for any other purpose. A declaration to this effect by the President/Secretary of the Management shall accompany the endowment fund fixed deposit receipts or Government securities.
- (c) that the college or institution possesses adequate funds in the form of endowment and/or guaranteed income including a promise of grant-in-aid from the State Government for its efficient functioning;
- (d) that the Principal/teachers of the college or institution shall be appointed in the manner and on the terms and conditions of service as laid down in the rules in Appendix A to this Chapter;
- (e) that in case the office of the Principal falls vacant, the senior-most teacher shall act as Principal till a regularly selected Principal is appointed;
- (f) that the Management i.e. the Managing Committee or Managing Board, by whatever name it may be called, must be a society registered under the Societies Registration Act or a Trust and its constitution must provide inter alia that -
 - (i) The management Committee shall consist of not more than twenty members and its constitution shall be as under:
 1. President to be elected in accordance with the provisions of constitution of the Society/trust approved by the University.
 2. Vice-President to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
 3. Secretary to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
 4. Principal of the College.
 5. Two representatives of the teaching staff of the College to be elected for a term of the Managing Committee.
 6. One representative of the non-teaching employees of the College to be elected for a term of the Managing Committee.
 7. One representative of the Director of Education not below the rank of Principal for a term of the Managing Committee.
 8. Two nominees of the University to be appointed by the Executive Council for a term of the Managing Committee.
 9. One Government Officer of the region concerned not below the rank of Sub-Divisional Magistrate for a term of the Managing Committee.

10. One representative of the person(s) who has/have donated a sum of 0 Rs.25,000/- or above.
11. President of the Student Central Association of the College concerned.
12. Local Member of Legislature Assembly of the area concerned.
 - (ii) if any question arises whether any person has been duly appointed, nominated or selected or is entitled to be a member or office-bearer of the Management or whether the management is legally constituted, the decision of the Vice-Chancellor, subject to the decision, if any, of a Court of Law, shall be final;
 - (iii) every change in the membership of office bearers of the Management shall be notified to the Registrar within fifteen days of such change and shall be effective only after it has been approved by the Executive Council:
 - (iv) in case the Executive Council is satisfied in accordance with the Statutes and these Ordinances that the affiliation of the college/ institution or its recognition for any new degree or in an additional subject deserves to be suspended or withdrawn, and is further of the opinion that such suspension or withdrawal will cause undue hardship to the students of the college or an avoidable diminution in the availability of facilities for higher education in the locality, or will prevent proper utilisation of the grants received by it from the State Government, Government of India, the University Grants Commission or any other national or international organisation or foundation; or in case the Management decides to close down the college or any Section thereof, and the Executive Council is of the opinion that such closure will cause any of the consequences mentioned above, the Executive Council with the prior approval of the Chancellor, may for a period not exceeding three years, supersede the Management and appoint an Administrator or an ad hoc committee, who or which shall perform, exercise and discharge all functions, powers and duties of the Management in relation to the college and the funds properties and assets standing to its credit or vested in it or endowed for its benefit ;
Such Administrator or ad hoc committee shall have no power to sell, mortgage or otherwise transfer any of lease property vested in or endowed for the benefit of the college except by way of lease not operating beyond the period of operation of the order of the Executive Council; but save as aforesaid, the college including its

buildings, premises and equipment as well as any property vested in or held by it or endowed for its benefit shall, for purposes of Management of the college and for utilisation of the income from such property for the said purpose, vest in the Administrator or an ad hoc committee, who or which shall be a corporation sole, or as the case may be, a body corporate having perpetual succession and may sue, and be sued in his or its name; Notwithstanding anything else contained in this chapter, the Executive Council if it is satisfied that it is necessary for it to act on account of mismanagement, or closure or threatened or likely closure of a college/institution or for any other reason, may for reasons to be reduced in writing, supersede the management of a college/institution appoint an adhoc committee or Administrator to manage the college/institution;

Provided that such a resolution shall be effective only after it has received the approval of the Chancellor.

Provided further that maximum period of 3 years as provided herein above for the supersession of the Managing Committees of the Non-Govt. Colleges affiliated to the University shall not apply in the cases of those Colleges which have not constituted its Managing Committees as required under Ordinances prior to their supersession. It shall also not be applicable for those Management Committees which are not functioning in accordance with the provisions of the Act/Statutes/Ordinances of the University and where membership of office bearership of the Society registered under Societies Registration Act XXI of 1860 is in dispute and has been challenged in the Court of Law or where the Management Committee has failed to raise funds as required under rules and regulations, or misappropriate funds, or wherever the management Committee itself has expressed its inability to run the College.

- (g) that in the case of a college or institution founded by individual / donors, the trust deed shall further provide :-
 - (i) that the Founder of the Trust permanently and unequivocally divests himself, his heirs and executors of all interests in the property endowed;
 - (ii) that the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of this Trust;
 - (iii) that the Board of Trustees consists of at least seven members of whom at least five are independent person, who are not in any way related to or dependent upon the Founder of the Trust;

- (iv) that in case of future vacancies the nominations are made by the Board of Trustees and not by the Founder and such nominations are forthwith reported to the Registrar for the information of the Executive Council;
- (v) that copies of the proceedings of the Board of Trustees and a statement of the annual income and expenditure of the Trust shall be supplied to the Registrar for the information of the Executive Council;
- (h) that every affiliated non-Government college or institution shall have its accounts audited by a Chartered Accountant, duly approved by the Executive Council, within three months of the close of the financial year and a copy of the audited account shall be furnished to the Registrar in the month of July every year.

38.6. Every application for provisional/temporary, permanent affiliation or recognition shall be as per Regulations adopted formed/amended by the Executive Council from time to time as per guidelines of the University Grants Commission and State Government.

38.7. If the Vice -Chancellor is satisfied that the application for provisional/temporary/permanent affiliation is in order in all respects, he shall direct a Committee of inspection to inspect the College/Institute, The report of the Committee be submitted for the consideration of the Vice- -Chancellor/ Executive Council within one month from the date of its constitution.

38.8. The purpose of inspection shall be to ascertain whether the college fulfil all the conditions for affiliation laid down in the Statutes, Ordinances and the Regulations.

38.9. The inspection report shall be considered by the Vice- Chancellor in case(s) of provisional/ temporary affiliation and the Executive Council in case of permanent affiliation as per Section 2(f) and/or 12(B) of the University Grants Commission Act.

38.10. The Vice-Chancellor may grant provisional/ temporary/ continuation of affiliation and the Executive Council may grant permanent affiliation as per Section 2(f) and/or 12(B) of the University Grants Commission Act on such condition(s) as it may consider necessary or may refuse provisional/ temporary / permanent affiliation or continuation of affiliation, and closure of College/ Institute.

Provided that in case' the institutions/colleges being granted provisional/ temporary/ permanent affiliation/extension of affiliation fail to submit the compliance report of the deficiencies pointed out by the Inspection Committee(s) within specified period shall be given further period of two

months for removal of deficiencies with penalty of Rs. 50,000/- . In case of failure thereof, the process of disaffiliation/ closure will be started by the University from the next academic session or may migrate the students(s) to other College/ Institute in case of the closure of the said College/ Institute.

38.11. No College or institution shall admit students, till the conditions laid down by the Executive Council for the grant of affiliation have been duly fulfilled, and the Vice Chancellor issues a certificate that these conditions having been fulfilled, the college or institution has been duly granted affiliation or recognition.

38.12. (a) If a college or institution fails to start classes during the academic year for which provisional/temporary affiliation has been granted, the affiliation shall stand cancelled and prescribed fee shall not be refunded/ adjusted in future in any case.

(b) If any affiliated college or institution does not provide instruction, in a subject' or subjects in which provisional/temporary affiliation had been granted for three years continuously, the provisional/temporary affiliation in such subjects shall stand cancelled."

**CONTINUATION OF PROVISIONAL/TEMPORARY/
PERMANENT AFFILIATION OR CONTINUATION OF AFFILIATION"**

38.13 Every application for provisional/temporary/permanent affiliated College or institution for an additional degree or subject(s) shall be made so as to reach the Registrar before the 30th November of the year preceding the one in which it proposed to start the classes.

The request shall also be accompanied with the concurrence of Government as referred to in Ordinance 38.6 and an inspection fee and Provisional/Temporary/Permanent affiliation or continuation of affiliation fee shall be deposited by Cash or Demand Draft in favour of the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 which shall not be refunded or adjusted in future in any case as decided by the Executive Council from time to time.

Provided that the Vice-Chancellor may allow an application to be entertained upto the 31 December of the year preceding the year in which the provisional/ temporary/permanent affiliation or recognition is sought with a late fee of Rs. 25,000/- if he/she is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library and furnitures exist or can be made available before start of the academic session.

38.14. No application for extension of temporary/ permanent affiliation in a new subject shall be considered unless the Registrar gives a certificate in writing that the conditions of previous affiliation or recognition have been fulfilled in toto.

38.15. If the Vice-Chancellor is satisfied that the application for provisional/ temporary/permanent affiliation or continuation of affiliation is in order, in all respects, he shall direct a Committee for inspection to inspect the College. The report of the Committee shall be submitted for the consideration of the Vice-Chancellor/Executive Council within one month from the date of its constitution.

38.16. The Vice-Chancellor/Executive Council after considering the report of inspection may grant extension of temporary/ permanent affiliation on such conditions as it may deem necessary or refuse it.

WITHDRAWAL OF TEMPORARY/PERMANENT AFFILIATION OR CONTINUATION OF AFFILIATION OR RECOGNITION

38.17. Continuance of provisional/temporary/permanent affiliation or recognition shall depend upon the continued fulfilment of the conditions of affiliation and or depositing of prescribed fees.

38.18. The Executive Council may suspend or withdraw provisional/ temporary/ permanent affiliation or continuation of affiliation or recognition, in any of the following cases :-

- (a) continued mismanagement or failure to observe the conditions of provisional/ temporary/ permanent affiliation or recognition:-
- (b) failure to comply with direction issued by the University under Statute 16 or under paragraph 38.5 A (i) (iv) of this Chapter and/ or regulations framed under Ordinance 38.6.

Provided that instead of ordering suspension or withdrawal of provisional/temporary/permanent affiliation or continuation of affiliation or recognition, the Vice-Chancellor/Executive Council may, with the prior approval of the Chancellor, and in accordance with the undertaking given by the Management under Ordinance 38.6 above, the order of supersession of the Management and the appointment of an administrator or an adhoc committee to perform, exercise and discharge all functions, powers and duties of the Management.

38.19. The members of the committee of Inspection shall be paid TA/ DA of the class to which they are entitled under the normal rules and in addition, and inspection fee to the members and officer/ official assisting the Inspection Committee shall be paid as decided by the Executive Council from time to time.

38.20: Every provisional/temporary/permanent affiliated/associated colleges/pathshalas and/or continuation of affiliation shall have to remit affiliation fee or continuation of affiliation fee as the case may be, or as prescribed by the Executive Council from time to time which shall not be refundable or adjustable.

APPENDIX A
[Chapter XXXVIII Paragraph 38.5 B(d)]
Part-I

**RULES RELATING TO THE TEACHERS OF NON-GOVERNMENT
AFFILIATED COLLEGES.**

1. In these rules the word teacher shall include the Principal also, unless otherwise stated.

MANNER OF APPOINTMENT AND TERMS AND CONDITIONS OF SERVICE

2. A. Educational Qualification:

The qualifications for appointment as Teacher in the affiliated colleges shall be the same as prescribed by the UGC from time to time and notified after adoption by the University.

Explanation: For determining Good Academic Record the following criterion may be adopted:

The average of 50% marks at the two lower examinations means Good Academic Record for the purpose of the recruitment of Teachers.

Provided further that for the post of Principal a Assistant Professor having 50% marks in Masters Degree with ten years service duly approved by the University in case of Non-Government College / Government colleges affiliated/ to Associated with this University shall be eligible.

B. Good Academic Record: M.Ed. M.A. (Education) with atleast 55% marks.

- 1) The Criteria for determining Good Academic Record shall be the same as will be prescribed by the Executive Council for all the teaching posts from time to time.
- 2) NET/SET in Education or M.Phil degree in Education obtained before 1993 or Ph.D. degree in Education obtained up to December 31, 2002 or Ph.D. thesis in Education submitted up to December 31, 2002 shall also remain the essential qualification for appointment of teacher in Education.
- 3) Any other relevant qualification may be given due weightage.
- 4) Besides, a relaxation of 5% may be provided from 55% to 50% of the marks at the Masters level for the SC/ST category.

NOTE:

1. While selecting Assistant Professors for teaching specific Teaching Methodology Courses, it may be observed by the Selection Committee what subjects the candidates studied at graduation

level and what were his/her teaching subjects at the B. Ed. level. For example, if a Assistant Professor is needed to teach Teaching of Mathematics course, he/ she should have studied Mathematics at Graduation level and should also have studied: Teaching of Mathematics course at the B.Ed. level. There is no need of having the candidate a masters degree in Mathematics, however, Postgraduate Degree in the relevant teaching subject may be given due weightage. The teachers so selected may teach all other foundation courses alongwith the specific Teaching subject.

2. The Assistant Professors in Education should not be divided into two categories. They should be termed simply as Assistant Professors in Education.

PRINCIPAL/HOD:

1. Academic and Professional qualifications will be as prescribed for the post of Assistant Professor.
2. Ten years experience of which atleast five years should be in a Secondary Teacher Educational Institution, duly approved by the University.

EXPLANATION:

There shall be only one selection committee for selection of Assistant Professors in Education in Non Government Self-financed Colleges irrespective of any specialization. However, the selection committee will see that appointment of teachers in the College shall be so distributed as to ensure the required nature and expertise for teaching methodology courses and foundation courses as laid down under the provision of the ordinances.

C. The qualification/faculty norms for appointment as teacher in the affiliated technical colleges shall be the same as prescribed by the All India Council for Technical Education (AICTE) from time to time and notified after adoption by the University.

3. Appointments - (a) The appointment of Principal/ teacher against regular post shall only be made on the recommendations of a Selection Committee constituted as follows:

1. For the Post of Principal (Non Governmental affiliated Colleges of the University)

The Selection Committee for the post of College Principal shall have the following composition:-

- (i) Chairperson/President of the Governing body/Management Committee— Chairperson.

- (ii) Two members of the Governing body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- (iii) One nominee of the Vice-Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- (iv) Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the governing body/management of the college) out of a panel of six experts approved by the competent authorities of the University concerned.
- (v) An academician representing SC/ST/OBC/Minority / women/ Differently disabled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
 - (a) At least five members including two experts should constituted the quorum.
 - (b) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
 - (c) The term of appointment of the college Principal shall be five years with eligibility for re-appointment for one more term only after a similar selection committee process. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, expect that the concerned expert in Physical Education and Sports or Sports Administration of Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one the subject experts.

2. For the post of Assistant Professor in Non-Govt. Colleges:

The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:-

- (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two nominees of the Vice-Chancellor or Acting Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- (v) Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. .
- (vi) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
 - (a) To constitute the quorum for the meeting, five of which atleast two must be from out of the three subject experts shall be present.
 - (b) For all levels of teaching positions in Government Colleges, the State Public Services Commissions/Teacher Recruitment Boards must invite three subject experts for which the concerned University be involved in the selection process by the State PSC.
 - (c) For all levels of teaching positions in constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.

3. For the post of Associate Professor in Non-Govt. Colleges:

The selection committee for the post of Associate Professor in colleges including Private Colleges shall have the following composition:-

- (i) The Chairperson of the Governing body or his or her nominee from among the members of the governing body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the college.
- (iii) The Head of the Department of the concerned subject from the College.

- (iv) Two University representatives nominated by the Vice Chancellor or Acting Vice-Chancellor one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject.
 - (v) Two subject experts not connected with the college to be nominated by the Chairpersons of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
 - (vi) An academician representing SC/ ST/OBC / Minority / Women/ Differently-abled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
The quorum for the meeting should be five of which at least two must be from out of the three subject experts.
Note relating to Rule 3(a)(1),(2),(3).
Further the following terms and conditions shall be applicable invariably to the above referred posts.
- (a) The management/Principal of the college shall send the request for constitution of the Selection Committee along with clippings of the posts advertised.
 - (b) The direct recruitment to the above posts shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees.
 - (c) Intending candidates shall be given at least three weeks to apply for the post.
 - (d) The Registrar shall be intimated by registered post, the date, time and place of Selection Committee meeting at least 21 days in advance.
 - (e) At least fifteen days clear notice, by registered post, acknowledgement due, reckoned from the date of dispatch, shall be given to the candidates of the date, time and place of the meeting of Selection Committee.
 - (f) The TA/DA expenses of the nominees of the University/Vice-Chancellor on the Selection Committees, for teaching posts in privately managed colleges shall be met by the managing committee of the concerned college.
 - (g) The recommendations/proceedings of the selection committee in original shall be sent to the University by the management of the college immediately along with teachers return form, copy of agreement, chart

showing academic qualifications of each of the applicants applied/ appeared/selected for the post along with duly attested photocopies of the testimonials.

- (h) The recommendations of the Selection committee shall be subject to the approval of the Vice-Chancellor.

**BACHELOR OF HOMOEOPATHIC MEDICINE & SURGERY MINIMUM
QUALIFICATION FOR TEACHING STAFF OF HOMOEOPATHIC COLLEGE**

1. PRINCIPAL

A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy and holdings post as Professor/ Associate Professor in a Degree level Homoeopathic college for two years or degree in Homoeopathy with six years teaching experience as Professor/ Associate Professor in a Homoeopathic College.

The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

Administrative experience in Homoeopathic College or attached Hospital. Degree/ Diploma in Administration/ Health Administration from any recognized institution.

Experience as Supervisor/ Guide for Post Graduate programme in Homoeopathy or original publication in research.

Age: Not more than 50 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

2. PROFESSOR

A. ESSENTIAL QUALIFICATIONS:

Post Graduate qualification in Homoeopathy with two years of experience as Associate Professor or a Degree in Homoeopathy with six years of teaching experience as Associate Professor or Diploma in Homoeopathy of not less than four year duration with ten years teaching experience in the subject concerned in a Homoeopathic college. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATIONS:

1. Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.

2. Administrative experience or Research experience in a research institution under the Department of Indian System of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

AGE: Not more than 45 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

3. PROFESSOR IN ALLIED MEDICAL SUBJECT:

(1) A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy with two years of teaching experience as Associate Professor in the concerned subject or a Degree in Homoeopathy with 6 years of teaching experience as Associate Professor in the concerned subject or Diploma in Homoeopathy of not less than 4 year duration with ten years teaching experience in the subject concern in a Homoeopathic College.

The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

- (a) Experience as Supervisor/ Guide for Post Graduate programme in Homoeopathy or original publication in research.
- (b) Administrative experience or Research experience in a research institution under the Department of Indian Systems of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

OR

(2) A. ESSENTIAL QUALIFICATION

- (i) Post Graduate Medical Degree in the concerned subject recognized by the Medical Council of India.
- (ii) Five years teaching experience as Associate Professor or thirteen years experience in the subject concerned in a degree level Homoeopathic College.

B. DESIRABLE QUALIFICATION:

- (i) Qualification included in the Third schedule of Homoeopathy Central Council Act, 1973.
- (ii) Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

4. ASSOCIATE PROFESSOR IN HOMOEOPATHIC SUBJECT:

A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy with four years of teaching experience as Assistant Professor in the concerned subject in a Homoeopathic College or a Degree in Homoeopathy with ten years of experience as Assistant Professor in the concerned subject or Diploma in Homoeopathy of not less than 4 Years duration with fifteen years teaching experience in the subject concerned in a Homoeopathic College. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

Age: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

B. DESIRABLE QUALIFICATION:

- (i) Experience as a Supervisor/ Co-Supervisor or Guide/ Co-Guide for Post Graduate Programme in Homoeopathy.
- (ii) Administrative experience or Research experience in a research institution under the Department of ISM & Homoeopathy of State Government or Central Government in a responsible position.

AGE: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

5. ASSOCIATE PROFESSOR IN ALLIED MEDICAL SUBJECTS:

- (1) **A. ESSENTIAL QUALIFICATION:** Post Graduate qualification in Homoeopathy with four years of teaching experience as Assistant Professor in the concerned subject in a Homoeopathic College or a Degree in Homoeopathy with ten years teaching experience as Assistant Professor in the concerned subject or Diploma in Homoeopathy of not less than four years duration with fifteen years teaching experience in the subject concerned in a Homeopathic College. The qualification shall be the one included in second schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

- (a) Experience as a Supervisor/Co-Supervisor or Guide/Co-Guide for Post Graduate Programme in Homoeopathy.

- (b) Administrative experience or Research experience in a research institution under the Department of ISM & Homoeopathy of State Government or Central Government in a responsible position.

OR

A. ESSENTIAL QUALIFICATION:

Post Graduate Medical Degree in concerned medical subject recognized by the Medical Council of India with four years teaching experience as Assistant Professor in the subject concerned in a degree level Medical Institution/ Homoeopathic College.

B. DESIRABLE QUALIFICATION:

- (a) Qualification included in the Third schedule of Homoeopathy Central Act, 1973.
- (b) Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

Age: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned. Superannuating age shall be 60 years.

6. ASSISTANT PROFESSOR IN HOMOEOPATHIC SUBJECTS

ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience. The Qualification shall be the one included in Second Schedule of Homeopathy Central Council Act, 1973.

AGE: Not more than 35 years as on the last date of receipt of application for the post. AGE is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the University concerned.

7. ASSISTANT PROFESSOR IN ALLIED MEDICAL SUBJECTS:

ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

OR

Post Graduate Medical Degree in concerned subject recognized by the Medical Council of India with four years professional experience out the which two years as Resident Medical Officer in a Hospital recognized by Medical Council of India/ Central council of Homeopathy.

AGE: Not more than 35 years as on the last date of receipt of application

for the post. Age is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the University concerned.

Provided that the teaching experience in the concerned subject of persons appointed as regular teaching Staff in Homoeopathic Colleges (prior to Notification of these amended regulations) fulfilling the prescribed requirements of Homoeopathy (Minimum Standards of Education) Regulations, 1983 shall be counted for appointment of teaching staff as per Annexure "C" to these regulations.

4. Probation - Every teacher appointed against a regular post shall be on probation for two years provided that the Management may, for reasons to be recorded in writing, waive or reduce the period of probation. The Management may assess the suitability of a teacher for confirmation even before the expiry of the period of two years but not earlier than 9 months from the date of appointment. Normally, every teacher shall be confirmed after the completion of probation unless during the probation period his services are terminated by giving him one months notice or one month salary in lieu thereof. During the probation the teacher may also leave service by giving to the Management one months notice in writing or one months salary in lieu thereof. It shall be obligatory on the part of the Management to take up cases of confirmation at least three months before the date of expiry of the period of probation and place them before appropriate authority/authorities well in time and convey the decision to the teacher in time otherwise the teacher shall be deemed to have been confirmed from the date of completion of probation period.

5. Contract— (a) The appointment of every teacher shall be a written contract as per Form-A.

- (b) A copy of this agreement shall be deposited by the Management with the Registrar within 30 days of appointment of the teacher.
- (c) In the case of appointment made before the enforcement of these Ordinances, the Management and the teacher shall be deemed to have entered into a contract incorporating the provisions of these rules, and it shall be the duty of the parties to execute a supplementary agreement in conformity with these provisions. The Management shall deposit a copy of the supplementary agreement with the Registrar within 90 days of the enforcement of these Ordinances.
- (d) Any dispute arising out of the contract between the Management and any of its teachers, shall, at the request of the teacher concerned or at

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|--|--|
| (ii) One who completes two months but less than three months service during the semester. | One half salary for the following inter-semester vacation. |
| (iii) One who completes three month's service but has not served during the whole semester. | Three-fourths of the salary for the following inter-semester vacation. |
| (iv) One who was in service during the whole semester. | Full salary for the following inter semester vacation. |
| (b) If the annual system is in vogue : | |
| (i) One who does not complete three month's of service during the whole year. | No salary for the following annual vacation. |
| (ii) One who completes three month's but less than six month's service during the year. | One third salary for the following vacation. |
| (iii) One who completes six month's but does not complete nine months service during the year. | One-half salary for the following year. |
| (iv) One who completes nine month's service during the year. | Full salary for the following vacation. |

Provided that a teacher who leaves service of his own accord during the semester/year shall not be entitled to any vacation salary.

11. Service Record - The service record of every teacher and the annual confidential report on his work and conduct shall be maintained regularly. The teacher concerned shall be informed in writing within thirty days, in case there is an adverse report and he shall be given an opportunity to make a representation.

12. Every teacher shall retire at the age of 60 years. However, a teacher shall be allowed to continue in service till the end of the semester or the academic session even though he may have attained the age of 60 years.

12-A Gratuity - In addition to the benefits of Provident Fund, the Governing Body of the College shall grant to every teacher, at the time of retirement or death, whichever is earlier, for efficient and faithful service rendered, a gratuity of a sum calculated at a rate of half month's pay last drawn for each complete year of service, provided that :

- (i) no one shall be allowed gratuity unless he/ she has completed at least fifteen years of continues service in the institution or institutions run by the same Management;
- (ii) no gratuity shall accrue for any service exceeding thirty years;
- (iii) in case of a teacher who dies before completing fifteen years of service or who joins service at an age when he cannot, upto the age of retirement, complete fifteen years of service, the Governing Body may grant such gratuity as it deems fit under the circumstances.

CONDUCT RULES

13. The whole time of a teacher shall be at the disposal of the college, and he shall not write for publication either in his own name or pseudonymously or anonymously notes on text-books, guides or help books etc.etc., and shall not without the prior permission of the Management undertake private tuitions, engage in trade, business or any other occupation which may interfere with the efficient discharge of his duties.

14. A teacher shall at all times maintain absolute integrity and devotion to duty and shall desist from any conduct which may not be in accord with decency and morality, or be otherwise derogatory to his position as a teacher. In particular, a teacher shall avoid every activity which may encourage groupism or factionalism in the college or divisive tendencies in national life. He shall not propagate the ideology and programme of any political party in the college or amongst students. He shall at all times avoid vilification of any kind of any member of the college or the Management or of any officer, teacher or authority of the University.

15. A teacher who intends to publish a book for use in some class in an affiliated college for a subject, prescribed by the University, shall submit to the Dean of Studies the manuscript of the book along with a fee of Rs. 100/-. The Dean of Studies shall obtain the opinion of experts in the subjects and decide if the book is suitable for and worth publication. The Dean of Studies shall have the final authority to grant or refuse permission for the publication of the manuscript.

If a teacher fails to comply with the above requirement, the approval of his appointment as a teacher in an affiliated college shall be withdrawn and it shall be obligatory on his employer to terminate his services.

16. A teacher shall not, except with the previous permission of the Management, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or any periodical.

17. Every teacher shall obey the lawful orders of his superior authority.

18. The teacher and the Management shall communicate only through the Principal and the channel of communication between the University and the teachers shall also ordinarily be the Principal.

19. A teacher shall not stand for election to Parliament, State Legislature or Local Bodies without the prior permission of the Management. He shall not indulge in activities prejudicial to the interest of the College/University or the Government and shall maintain cordial atmosphere and discipline in the college. In the event of being elected he shall be treated on leave without pay for the entire period of his absence from duty on this account.

20. Except in accordance with any general or special order of the Management, or in the performance, in good faith, of the duties assigned to him, a teacher shall not communicate, directly or indirectly, any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.

21. A teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal/Management.

22. A teacher shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher shall not be a member, representative or office bearer of any Association representing or purporting to represent teachers or any class of teaching profession unless such Association satisfies the following conditions.

(a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.

(b) It is not in any way connected with any political party or organisation and does not engage in any political activity.

24. A teacher shall not apply for any other job, post or scholarship without the previous sanction of the Principal of his college and in the case of the Principal without the previous sanction of the Management.

25. A teacher shall not absent himself from his duties without having first obtained the permission of the Principal and in the case of the Principal of the Management. Leave in all cases must be applied for and sanctioned before it is taken.

25-(A) The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action :

- (i) Failure to perform his academic duty such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc.
- (ii) Gross partiality in assessment of students, deliberately over marking, under-marking or attempts at victimisation on any grounds;
- (iii) Inciting students against other students, colleges or administration; provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present;
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospect;
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. It, however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and /or functionaries of the University.

Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the Service.

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re-evaluation of scripts, etc., that may be assigned to him by the University.

26. A teacher when he quits service for whatever cause, shall deliver to the Principal and in the case of the Principal to the Management, all books, apparatus, records and such other articles belonging to the college or to the Management or to the University as may be in his possession or charge.

TERMINATION OF SERVICE

27.(i) The services of a temporary teacher may be terminated by the Management without assigning any reason and without giving any notice,

- (ii) The services of a teacher on probation are liable to be terminate at any time by notice of one month in writing, either by the teacher to the Management or by the Management to the teacher; provided that the services of any such teacher may be terminated by payment to or by the Management, as the case may be, of an amount equal to the salary for one month, or for the period by which such a notice falls short of one month.

- (iii) The services of a permanent teacher may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice, on payment of three months' salary, if the post in which he was confirmed is abolished. In all such cases, however, the prior permission of the Vice-Chancellor shall be necessary.

SUSPENSION

28.(a) The Management may place a teacher under suspension pending an enquiry, if it is satisfied that there is a *prime facie* case against him of insubordination intemperance or other misconduct or any breach or non-performance of his duties or non-compliance with any of the provision of the Conduct Rules applicable to him:

Provided that the Management shall place a teacher under suspension in case the teacher is arrested for a criminal offence involving moral turpitude.

(b) A charge sheet shall ordinarily be served on the teacher within 15 days of his suspension and the enquiry shall ordinarily be completed within six months of the date of suspension, unless the period is extended by the Vice-Chancellor.

(c) In case of suspension following arrest and prosecution of a teacher in connection with a criminal offence, involving moral turpitude the suspension shall remain in force till the final decision of the case.

29. During the period of suspension the teacher concerned shall receive one-half of the emoluments that he was drawing immediately before his suspension.

30. The period of suspension shall not be treated as a period spent on duty, unless the Management specially directs that it shall be so treated for any specific purpose :

Provided that if the teacher so desires the Management may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the teacher.

31. Leave may not be granted to a teacher under suspension.

32. If a teacher under suspension is completely exonerated of the charges brought against him, or where the Management is satisfied that the suspension was wholly unjustified, he shall-

- (a) be reinstated in his original post and be entitled to all benefits that he might have earned, if he had not been suspended; and

- (b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension;
- (c) The period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

33. In other cases the teacher shall be given such proportion of his emoluments as the Management may decide:

Provided that such proportion shall not be less than the subsistence allowance granted under rule 29.

PENALTIES

34. The following penalties may for good and sufficient reasons, as hereinafter provided, be imposed on a teacher by the Management-

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post, or time-scale or to a lower stage in a time-scale.
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- (5) Removal from service.

EXPLANATION

The termination of the employment-

- (a) of a teacher appointed on probation during or at the end of the probation in accordance with the terms of appointment and the rules governing the probationary service; or
- (b) of a temporary teacher on the expiration of the period of the appointment or the abolition of the post or before the due time in accordance with the terms of the appointment; or
- (c) of a teacher engaged for a specific period in accordance with the terms of his appointment; does not amount to removal within the meaning of this rule;

Provided that no such penalties shall be imposed, unless the teacher concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

GROUNDINGS FOR REMOVAL

35. A teacher shall be liable to removal from service on the following grounds:-

- (1) Misconduct;
- (2) Disobedience of the orders of an appropriate authority;
- (3) Moral turpitude;
- (4) Intemperance or failure to observe proper moral standards in his personal life;
- (5) Physical or mental unfitness;
- (6) Conviction by a court of law for an offence involving moral turpitude.

PROCEDURE FOR REMOVAL

36. The removal of a teacher shall require two-thirds majority of the members of the Management of the college, present and voting.

ARBITRATION TRIBUNAL

37.(a) Any dispute arising in connection with the removal of a teacher from service shall be referred to the tribunal of arbitration referred to in rule 5(b) and each party to the dispute shall submit the name of its nominee within a fortnight of the issue of letters, asking them to do so.

- (b) The tribunal of arbitration shall have the power to enquire into all the aspects of the case and its decision shall be final and binding on both the parties.
- (c) If the Vice-Chancellor is satisfied that the constitution of the tribunal is being delayed due to the non-cooperative attitude of any of the parties, or if the nominee of the Vice-Chancellor on the tribunal of arbitration is satisfied that a decision of the tribunal within a reasonable time is being delayed due to the non-cooperative attitude of any of the parties or their nominees, the nominee of the Vice-Chancellor shall be competent to give an award in the case, which shall be final and binding on both the parties.
- (d) The refusal on the part of the Management to implement the decision of the tribunal of arbitration within thirty days of its communication to the parties, shall be a sufficient ground for disaffiliation.
- (e) A teacher, whose removal from service is upheld by the tribunal of arbitration, shall not be employed in a college affiliated to or maintained by the University without the prior approval of the Vice-Chancellor.

LEAVE RULES FOR TEACHERS OF NON-GOVERNMENT AFFILIATED COLLEGES

38. These rules shall apply to all teachers of non-Government affiliated colleges.

39. leave is earned by duty only.

40. (i) A teacher who retires, resign or is otherwise discharged from the employment of the college and is re-employed shall not get the benefit of his former service towards leave without specific orders of the Management.

(ii) A teacher who is dismissed or removed from the service but is reinstated on appeal or review, is entitled to count his former service towards leave.

41. Leave cannot be claimed as of right. When exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.

42. (i) A teacher on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority, which granted him leave.

(ii) Notwithstanding anything contained in sub-rule (i) a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Management.

43. All orders recalling a teacher to duty before the expiry of his leave shall state clearly whether the return to duty is optional or compulsory. If it is optional the teacher is entitled to no concession. If it is compulsory, the teacher shall be entitled to travelling allowance to the place of his posting from the place indicated by him as his address during the period of leave, provided that this concession shall be admissible, if he is required to join duty before the expiry of two-thirds of the leave granted to him. He will, however, get his leave salary upto the date he resumes his duty.

44. A teacher who remains absent from duty after the expiry of his leave shall not be entitled to leave salary during the period of such absence, unless his leave is extended by the competent authority.

Wilful absence from duty after expiry of leave may be treated as misbehaviour involving forfeiture of appointment or termination of service at the discretion of the Management.

45. Leave shall be of the following kinds:-

- (i)** Privilege leave,
- (ii)** Half pay leave and commuted leave.

- (iii) Maternity leave to women teachers.
- (iv) Study leave.
- (v) Leave not due.
- (vi) Leave without pay (extraordinary leave).

46. Vacation and casual leave shall not be treated as absence from duty and the pay and allowances of a teacher shall not be intermitted.

47. A teacher shall be considered to have availed himself of a vacation or a portion of vacation, unless he has been required by the general or special order of the Management or a person authorised by it to forego such vacation or a portion of a vacation.

Provided that if he has been prevented by such an order from enjoying more than 15 days of vacation, he shall be considered to have availed himself of no portion of the vacation.

NOTE:- (i) A teacher who has routine duties to discharge during a vacation, which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other teacher, shall be considered to have availed himself of a vacation or a part of it.

- (ii) A teacher who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the college, of such duties.
- (iii) A teacher who is absent from the place of duty during any portion of the vacation or being recalled, will not be entitled to travelling allowance, unless the vacation is combined with leave.

48. (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he avails himself of the full vacation.

- (b) The privilege leave admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days as the number of days of vacation not taken bears to the vacation. If in any year the teacher does not avail himself of the vacations, privilege leave will be admissible to him at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 120 days only.

- (c) Vacation may be taken in combination with or in continuation of any kind of leave:

Provided that the total duration of vacation and privilege leave, taken in conjunction shall not exceed 120 days, except when it is combined with medical leave.

49. (a) The half pay leave admissible to a teacher in permanent employment in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extra ordinary leave, is 20 days.

- (b) The half pay leave may be granted on medical certificate or on private affairs.
- (c) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to a teacher on medical certificate on full pay and allowance subject to the following conditions:-
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (ii) When commuted leave is granted twice the amount of such leave shall be debited against the amount of half pay leave due.

50. The Management may grant to a woman teacher maternity leave on full pay for a period of 90 days from the date of its commencement. The maternity leave is not debited against the leave account. This will apply to only those women employees who have two or less than two children.

NOTE:-The maternity leave under this rule may also be granted in the cases of miscarriage, including abortion, subject to the conditions that (i) the leave does not exceed six weeks; (ii) the application for leave is supported by a certificate from the Medical Officer of the college concerned or a Civil Surgeon, or Chief Medical Officer, or a District Medical Officer.

51. The Management may on the recommendation of the Principal grant to a teacher study leave on full pay for study and research work for a period of not more than two years, which may however, be extended as hereinafter provided:

- (a) Application for grant of study leave should be made at least six months before a teacher intends to avail himself of such leave and should furnish the following details:-
 - (i) The course or courses of study or research contemplated, with a detailed programme.
 - (ii) Full particulars of financial assistance, including scholarships, teaching assistanceships, travel grants etc., if any that is likely to be received.
- (b) The Principal before making his recommendations to the Management, may refer any application to a Committee for its opinion, if he considers it necessary.
- (c) No teacher shall be entitled to this leave as a matter of right and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the college.

- (d) This leave may be granted on full salary, but payment shall be subject to bi-annual satisfactory report from the supervisor or tutor teacher under whom he is working, failing which leave for the rest of the period may be cancelled.
- (e) A teacher granted study leave shall execute a bond to serve the college on return from study leave for twice the period for which the leave is granted, failing which he shall be required to pay to the Management a sum equal to twice the amount paid to him as study leave salary or such lower amount as the Management may determine depending upon the circumstances of the case.
- (f) If through no fault of the teacher the course of study is not completed within two years, then on the recommendation of the supervisor or tutor under whom the teacher is working, the period of study leave may be extended by the Management on the recommendation of the Principal.

52. 'Leave not due' may be granted by the Management to a teacher in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave a teacher may earn subsequently.

NOTES:- (i) 'Leave not due' shall only be granted if the Management is satisfied that there is reasonable prospect of the teacher returning to duty on the expiry of leave and shall be limited to the half pay leave he is likely to earn thereafter.

(ii) If a teacher who has been granted 'Leave not due' under this clause applies for permission to retire voluntarily, the 'Leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the teacher who avails himself of 'Leave not due'. But the question whether a teacher should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntarily sought, refund shall be forced; if it is unavoidable by reasons of ill-health or as a result of his being incapacitated for further service, no refund may be insisted upon.

53. The Management may on the recommendation of the Principal for any special reasons grant a teacher extraordinary leave, but such leave shall be without pay and shall not exceed six months:

Provided that this leave may be granted (a) upto a maximum of 16 months to a teacher who has taken up employment elsewhere with the permission of the Management; and (b) upto two years to a teacher who is permitted to go elsewhere for higher studies, teaching or research; this leave may be extended upto three years in exceptional cases.

54.(a) Casual leave may be granted to a teacher for short periods but shall not exceed 15 days in a calendar year. This leave cannot be combined with any other kind of leave, but can be combined with holidays; provided that the total period of absence including holidays at any time, does not exceed 10 days.

(b) Casual leave shall ordinarily be applied for and sanction obtained before it is availed of. In case of urgency, however, this requirement may be waived.

NOTE:- Holidays falling within the period of casual leave shall not be counted as casual leave.

(c) Casual leave to the teacher will be granted by the Principal and to the Principal by the President or Secretary of the Management .

Part-II PROVIDENT FUND RULES

55. These rules called the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules shall apply to all teachers holding non-pensionable posts in non-Government affiliated college.

56. In these rules, unless there is anything repugnant to the subject or context-

(i) Family means-

- (a) In the case of a male subscriber, the wife or wives and children of subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which he belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber, subsequently indicates by express notification in writing to the management that she shall continue to be so regarded.

- (b) In the case of a woman subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Management expresses her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTES:- (1) Children means legitimate children.

- (2) An adopted child shall be considered to be a child when the Management, or if any doubt arises in the mind of the Management, the Registrar is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.
- (3) When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of these rules be considered as excluded from the family of the natural father.
- (ii) **Fund means:-** the Non-Government Affiliated College Teachers' Contributory Provident Funds.
- (iii) **Management means:-** the Management Committee or the Managing Board by whatever name it may be called.
- (iv) **Pay means:-** monthly pay including pay drawn on privilege leave, but does not include travelling or other allowances
- (v) Year means- a financial year.

Any other expression used in these rules which is defined in Himachal Pradesh University Act (XVII of 1970) is used in the sense therein defined.

57. Constitution and Management of the Fund:- (i) The Fund shall be administered by the Registrar, Himachal Pradesh University or such officer of the University as the Vice-Chancellor may appoint in this behalf.

- (ii) Every teacher holding a regular non-pensionable post in a non-Government affiliated college shall be a subscriber to the Fund.

58. Conditions and Rates of Subscription:-

- (i) Every subscriber shall subscribe monthly to the Fund when on duty or on deputation.

- (ii) A subscriber shall not be allowed to subscribe to the Fund while on leave other than privilege leave.
- (iii) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:
 - (a) It shall be expressed in whole rupees;
 - (b) It may be any sum so expressed, not less than 10% of his pay and not more than his pay.
- (iv) For the purpose of clause (i) the pay of a subscriber shall be-
 - (a) in the case of a subscriber who was in the college service on the 31st March, of the preceding year the pay to which he was entitled on the date; provided as follows:
 - (i) If the subscriber was on leave other than on privilege leave on the said date or was under suspension on the said date his pay shall be the pay to which he was entitled on the first day after his return to duty;
 - (ii) if the subscriber was on deputation on the said date and continues to be on deputation his pay shall be the pay to which he would have been entitled had he been on duty in the college;
 - (iii) if the subscriber joins the Fund for the first time his pay shall be the pay to which he was entitled on the date of joining the Fund.
 - (b) in the case of a subscriber who was not in the college service on the 31st March of the preceding year the pay to which he was entitled on the first day of his service, or if he rejoins the Fund on a date subsequent to the first day of his service the pay to which he was entitled on such subsequent date.
- (5) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :
 - (a) if he was on duty in the month of March of the preceding year by the 15th of March;
 - (b) if he was on leave other than on privilege leave during the month of March of the preceding year or was not under suspension in that month on the day he returns to duty.
 - (c) if he has joined the college service for the first time during the year or joins the Fund for the first time when he joins duty or joins the Fund;
 - (d) if he has been on deputation in the month of March of the preceding year by the first of April in the current year.

- (6) The amount of subscription so fixed shall remain unchanged throughout the year; provided that the amount of his subscription may be enhanced once at any time during the course of a year.
- (7) When a subscriber goes on deputation he shall remain subject to the rules of the Fund, in the same manner as if he was not so sent on deputation.

59. Realisation of Subscription:- The Management shall deduct every month from the salary payable to the teacher the amount of his subscription to the Fund and all principal and interest on advances, if any made to him from the Fund.

60. Contribution by Management:- The Management shall make contribution every month to the account of each subscriber of an amount equal to 10% of his pay expressed in whole rupees :

Provided that-

- (a) if through oversight or otherwise the amount subscribed is less than the minimum subscription payable by the subscriber under rule 58, and if the short subscription together with the interest accrued thereon is not paid by the subscriber within such time as may be specified by the Management, the contribution payable by the Management shall be equal to the amount actually paid by the subscriber or the amount normally payable by the Management, whichever is less;
- (b) if a subscriber quits service or dies during a month, contribution shall be credited to his account for the period between the close of the preceding month and the date of casualty;
- (c) in the case of a teacher appointed on probation, the contribution of the Management shall be placed to his credit on confirmation but from the date of his appointment.

61. The sums credited to the Fund under rules 59 and 60 shall be deposited every month in the Post Office Savings Bank account or in Saving Bank Account with the scheduled bank between the first and 4th of each month as far as possible so that interest for the month may be earned. For each subscriber the savings Bank Account shall be kept separately by the Management in the name of its President/Secretary on behalf of the subscriber and separate pass book shall be obtained in respect of each account. No withdrawal from the Savings Bank Account shall be made except as provided hereinafter :

Provided that at the request of a subscriber and with the consent of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, the Management may withdraw not more than 75% of the amount standing to the credit of the subscriber and invest it on behalf of the subscriber in Postal Certificates, National Savings Certificates or Government Securities.

62. Nomination:- (1) A subscriber shall at the time of joining the Fund hand over to the Management a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid; provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

- (2) If the subscriber nominates more than one person under clause (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be in Form P.F.I. (a), 1 (b) or, 1 (c) as is appropriate in the circumstances.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Management :
Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (1) to (3).
- (5) A subscriber may provide in a nomination :-
 - (a) in respect of any specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination, provided that such other person or persons shall if the subscriber have other members of his family be such other member or members;
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein :
Provided that if at the time of making nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family: Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) to sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) to sub-rule (5) or the provisos thereto, the subscriber shall send to the Management a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.
 - (7) Every nomination made by the subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Management.
 - (8) Except as provided in sub-clauses (1) to (7) of this rule, no assignment, change or other encumbrance affecting the disposal of the amounts credited in the Fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Management.
- 63. Advances from the Fund:-** The Management shall have the power with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf under rule 57 (1) to grant a temporary advance to a subscriber on the following conditions:-
- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :
 - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him :
 - (ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage or the marriage, funeral or other ceremonies of persons actually dependent on him :
Provided that the condition of actual dependence shall not apply in case of son or daughter of the subscriber;
 - (iii) to meet the cost of higher education of himself or of any person actually dependent on him;
 - (iv) to meet the cost of construction of a new house or to purchase a plot for the construction of a house or for the purchase of a house or for special repairs to an existing house of the applicant;
 - (v) to purchase a conveyance.
 - (b) An advance shall not exceed except for special reasons to be recorded in writing by the sanctioning authority, six months' pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of subscriber in the Fund.

(c) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least 12 months after the final payment of all previous advances together with the interest thereon, unless the amount already advanced does not exceed two-third of the amount admissible under sub-clause (b)

- (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number of installments shall not be less than twelve unless the subscriber so elects and more than twenty four. In special cases where the amount of the advance exceeds three months pay of the subscriber, the sanctioning authority may fix such number of installments to be more than twenty four but in no case more than thirty six. A subscriber may, at his option, make repayment in smaller number of installments agreed upon at the time of grant of advance or in a lump sum. Each installment shall be a number of whole rupees, the amount of advance being raised or reduced if necessary to admit of fixation of such installments.
- (2) Recovery shall be made in the manner prescribed for the realisation of subscription as provided in rule 59, and shall commence with the disbursement of the pay for month following the one in which the advance was drawn. Recovery shall not be made except with the subscriber's consent, while he is on leave other than on privilege, or if he is in receipt of subsistence allowance.
- (3) If more than one advance has been sanctioned to a subscriber, each advance shall be treated separately for the purpose of recovery.
- (4) (a) After the principal of the advance has been fully repaid interest shall be paid thereon at the rate of one-third per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.
(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal, but if the period referred to in clause (a) exceeds 20 months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The mode of recovery shall be that provided in clause (2). The payment shall be rounded to the nearest rupee.

64. Non-refundable withdrawal:- The Management, with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, may grant a non refundable advance upto the extent of 75% of the balance standing to his credit in the Fund to a subscriber after 25 years of completed service or who has attained the age of 58 years, for the following purposes, namely :-

- (a) construction of a house and purchase of a site thereof;
- (b) purchase of a motor car;
- (c) prolonged illness of self or a dependent; and
- (d) marriage of a son or a daughter.

65. Circumstances in which the accumulations are payable:- (i) When a subscriber quits service or proceeds on leave preparatory to retirement or his services being dispensed with on account of abolition of post, or when declared by competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall subject to any deductions under rule 66 become payable to him:

Provided that a subscriber who has been removed from the service and is subsequently reinstated in the service or when a subscriber is allowed to return to duty after having been declared medically fit for further service shall repay any amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided in rule 63 (4) (a) in the manner decided by the Management with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscription and interest thereon and the part which represent the managements' contribution with interest thereon being accounted for separately in the manner provided in rule 67.

- (2) On the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable before the payment has been made-
 - (i) when the subscriber leaves a family-
 - (a) if a nomination made by the subscriber in accordance with the provisions of rule 62 in favour of a member or members of the family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee, or nominees in the proportion specified in the nomination;

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsist, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which this nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal share :

Provided that no share shall be payable to -

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1),(2),(3),(4) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share that the son would have received, if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso:

- (ii) when the subscriber leaves no family -

if a nomination made by him in accordance with the provision of rule 62 in favour of any person or persons subsists, the amount standing to his credit in the Fund, or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

66. Deductions- (a) A teacher who is removed from service or leaves the service in contravention of his written agreement with the Management, shall be entitled only to payment of the amount of his own subscription and the interest accrued thereon standing to his credit in the Fund :

Provided that the Management in exceptional circumstances, with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf, may also pay to the subscriber the whole or any part of the contribution of the Management and the interest accrued thereon.

- (b) A teacher who resigns shall be entitled to the payment of his own subscription to the Fund, and
- (i) 5% of the balance standing to his credit in the fund, if he has put in less than three years' completed service;

- (ii) 30% of the of the balance standing to his credit in the fund, if he has put in three year's or more but less than four years completed service:
- (iii) 40% of the balance standing to his credit in the fund, if he has put in four year's or more but less the five year's completed service;
- (iv) 50% of the balance standing to his credit in the fund, if he has put in five year's completed service, and thereafter an annual increase of 10% for each additional year of completed service upto 100% of the balance in the Fund standing to his credit in the account:

Provided that if a teacher resigns from the service of one college and joins the service of another college, or is transferred from one college to another college under the same Management, his Fund or any part thereof shall not be paid to him, but on his request shall be transferred to his account in the new college without any deductions whatsoever.

NOTES: 1. 'Completed service' in this rule means service rendered by a teacher after joining the Fund whether in one college or more than one college.

2. The term 'Balance' in the rule means the contribution made by the Management whether from its own resources or from grants received from Government for this purpose and the interest earned on such contribution and on the subscription of the subscriber.

- (c) All deductions made under rule 66 (a),(b) (i), (ii), (iii) and (iv) shall be withdrawn by the Management from the Fund with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf and shall be deposited in a separate account to be known as "Teachers' Welfare Fund Account."
- (d) The 'Teachers Welfare Fund Account' shall be administered by a committee consisting of the Principal of the college and four teachers elected by the subscribers to the Fund from among themselves.
- (e) The teachers' Welfare Fund Account shall be utilised with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf for the welfare of the dependents of the deceased teacher, or to relieve the distress of a serving teacher.

67. Maintenance of Accounts- (a) An account shall be opened in the name of each subscriber's in which shall be credited:-

- (i) the subscriber's subscription;
- (ii) contribution made by the Management under rule 60;

- (iii) interest on subscription;
- (iv) interest on contribution.
- (b) The Fund Account of all the teachers in a college shall be maintained in a Fund Ledger in Form 'B' and the account of each individual subscriber shall be maintained in the personal ledger account in Form 'C'.
- (c) A copy of his personal ledger account duly reconciled with the Savings Bank Account shall be supplied to each subscriber every year in the month of May.
- (d) A ledger showing the deductions made from the Fund Account and credited to the Teacher's Welfare Fund shall be maintained in Form 'D'.
- (e) Separate accounts of the investments made out of the Fund and the interest accrued thereon shall be maintained in Forms 'E' and 'F'.

68. On a subscriber leaving a college, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn, within three years, it shall be written off as a dead account and repaid only under the orders of the Vice-Chancellor or an officer appointed by him in this behalf.

69. When an account becomes 'Dead' the balance at the credit thereof must be credited to the Teacher's Welfare Fund Account of the college as miscellaneous receipt.

FORM 'A'
(Rule 5)
AGREEMENT FORM FOR COLLEGE TEACHER IN A NON
GOVERNMENT COLLEGE

An agreement made this day of 20.... between son/daughter/wife of Shri..... resident of hereinafter known as the First Party and the Governing Body or/ and Managing Committee of the College through its Chairman/Secretary, hereinafter known as the Second Party.....

Whereas the Second Party has engaged the First Party to serve as..... subject to the terms and conditions laid down in the Act, Statutes, Ordinances and Regulations of the Himachal Pradesh University.

This Agreement witnesseth :

1. That this agreement shall take effect and commence from theday of 20.....
2. That the First Party is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs. in the scale of Rs and the period of probation may be extended further by one year but the total period of probation in no case shall exceed two years.
3. The date of birth of the First party is(in words)(in figures), in proof of which he has produced the High School/Higher Secondary School Certificate/Certificate of an examination recognised as equivalent to high school examination and has annexed to this agreement a certified copy thereof.
4. The First Party agrees to be governed and bound by the terms and conditions as given in rules relating to Teachers of Non-Government Affiliated Colleges and given in Appendix to Chapter XXXVIII, paragraphs 38.5 B (d) of the Ordinances of Himachal Pradesh University.
5. That the First Party shall subscribe to, and be entitled to the benefit of the Non-Government Affiliated College, Teachers Contributory Provident Fund Rules as prescribed in the aforesaid Rules or as may be amended by the Himachal Pradesh University from time to time.

Signed this.....day of20.... by
.....First Party.

.....
(signature)

Signed by the said in the presence of :

1.....

(Signature of Witness)

Name.....

(in block letters)

Address.....

.....

And on behalf of the Second
Party:

.....

President /Secretary

Second Party

.....
(Signature of Witness)

Name.....

(in block letters)

.....

(Signature)

Address.....

.....

**FORM P.F.I. [Referred to in
Rule 62(3)] FORM OF
NOMINATION**

(When the subscriber has a family and wishes to
nominate one member thereof)

I hereby nominate the person mentioned below, who is a member of
my family as defined in the Non-Government Affiliated College Teacher's
Contributory Provident Fund Rules to receive the amount that may stand to
my credit in the Non-Government Affiliated College Teacher's Contributory
Provident Fund in the event of my death before that amount becomes payable
of having become payable, has not been paid :

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the Subscriber or on the happening of the contingency or contingencies specified in the previous column
-----------------------------	------------------------------	-----	---	---

Dated this _____ day of _____ 20_____

 Signature of subscriber
 Name _____
 (in block letters)

Two witnesses to signature:

(1) _____
 (Signature)

Address _____

 (2) _____
 (Signature)

Address _____

**Form P.F.I.I (a) [Referred
to in rule 62 (3)] FORM OF
NOMINATION**

(When the subscriber has a family and wishes to nominate more than one member thereof)

I hereby nominate the persons mentioned below who are members of my family as defined in the Non-Government Affiliated College Teachers, Contributory Provident Fund Rules, to receive the amount that may stand to my Credit in the Non-Govt. Affiliated College Teachers' Contributory Provident Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of	Relationship with subscriber	Age	*Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom on the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
<hr/>					

Dated this _____ day of _____ 20_____

____Signature of subscriber

Two witnesses to signature:

- (1) (Signature) _____
- Address _____

(2) (Signature) _____
 Address _____

*Note:- The column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

FORM P.F.I. (b)
[Referred to in Rule 62(3)]

(When the subscriber has no family and wishes to nominate one Person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers' Contributory Provident Fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid:

Name and address of nominee	Relationship with subscriber	Age	*Contingencies on the happening of which the nomination shall become invalid	Name, Address and relationship of the person or persons, if any to whom the right of nominee shall pass in the event of his / her predeceasing subscriber or on the happening of the contingency or contingencies specified in the previous column
-----------------------------	------------------------------	-----	--	--

Dated this _____ day of _____ 20____
 at _____

 Signature of subscriber
 Name _____
 (in block letters)

Two witnesses to signature:

- (1) (Signature) _____
 Address _____
- (2) (Signature) _____
 Address _____

*Note:- Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM P.F.I. (c)

[Referred to in Rule 62(3)]

(When the subscriber has no family and wishes to nominate more than one Person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers' Contributory Provided Fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of nominee	Relation with subscriber	Age of each	*Amount of share accumulation to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, Address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Dated this _____ day of _____ 20_____
 at _____

 Signature of subscriber
 Name _____
 (in block letters)

Two witnesses to signature:

(1) (Signature) _____

Address _____

(2) (Signature) _____

Address _____

***Note:-** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

****Note:-** Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Form B PROVIDENT FUND

LEDGER

CREDITS

Date of receipt	Number of subscriber	Name	Designation	Opening Balance	Subscription
				Rs.	Rs.
1	2	3	4	5	6

Contribution of Management	Interest On sub- scription (a)	Total On Contri- bution (b)	Remarks (When withdrawals are made, the date of Actual payment and the amount will be entered in the column of Remarks)
Rs. 7	Rs. 8	Rs. 9	10

Form C**PROVIDENT FUND PERSONAL LEDGER ACCOUNT**

- (1) Name of Account
- (2) Name of Subscriber
- (3) Folio number of establishment check register

Subs- cription	Contri- butions	Total With- dra- wals	Monthly balance on which inter- est is calculated	Monthly balance of withdrawals on which loss of interest is calculated	Remarks	
1	2	3	4	5	6	7
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

Opening balance:

April
May
June
July
August
September

October
 November
 December
 January
 February
 March _____

Total _____

Interest
 for 19-19 _____

Balance on
 31st March,
 20 _____

**Form- D TEACHERS
 WELFARE FUND CREDIT**

Date of receipt	Number of subscribers	Name	Designation	Opening balance Rs.	Deduction Rs.	Interest Rs.	Total Rs.	Re. marks
1	2	3	4	5	6	7	8	9

DEBIT

Date of payment	Name of person who has been paid	Whether teacher or his dependent	Opening balance	Amount paid	Balance	Interest	Total
1	2	3	Rs. 4	Rs. 5	Rs. 6	Rs. 7	Rs. 8

Form E**CONTRIBUTORY PROVIDENT FUND INVESTMENT ACCOUNT**

Serial No.	
No. and name of subscriber	
Date of Purchase	
Description of Investment	
No. and date of sanction of the University office	
Amount	
Place where securities or certificates are lodged	
Date when cashed	
Amount received	
Date of deposit in savings bank account	

Form F

CONTRIBUTORY PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

Name of Subscriber	Serial No. in Provident Fund Investment Account	Date of receipt of interest	Date of credit of interest in the Savings Bank Account	Remarks

CHAPTER XXXIX
PRIVILEGE OF ASSOCIATION TO INSTITUTIONS FOR CERTIFICATE IN
MODERN INDIAN
LANGUAGES AND CERTIFICATES AND DEGREES IN CLASSICAL
INDIAN LANGUAGES
(SANSKRIT) EXAMINATION

39.1. Association shall not be granted with retrospective effect.

39.2. Every application for association of a new institution or for starting courses of instruction for new classes must reach the Registrar not later than 31st October of the year preceding the year in which the institution is proposed to be associated.

39.3. In the case of Government institutions, the application for association shall be made by the Director of Education/Head of the concerned Government Department and in the case of non-Government institution by the President/Secretary of the Management i.e the Managing Committee or Managing Boards or by whatever name it may be called.

39.4. An application for association of Govt. / Non-Govt. institutions shall be accompanied by a fee as prescribed by the E.C. from time to time. This fee shall not be refundable in any case.

39.5. In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every institution for which association is sought, shall also satisfy the following conditions:

- (a) that the non-government institution is managed by a Managing Committee consisting of not less than five persons and its composition shall be as under:
 - (i) Principal of the College;
 - (ii) one nominee of the Vice-Chancellor;
 - (iii) one teacher of the institution by rotation on the basis of seniority for a period of two years;
 - (iv) not more than 3 members to be nominated by the Society/Trust one of whom will act as chairman within the framework of the constitution of the institution concerned;
- (b) The qualification for appointment as Teacher in the affiliated colleges shall be same as prescribed by the UGC from time to time and notified after adoption by the University.

Explanation : For determining Good Academic Record the following criterion may be adopted :

The average of 50% marks at the two lower examinations means Good Academic Record for the purpose of recruitment of Teachers.

Provided that for the post of Principal a Assistant Professor having 50% marks in Masters degree with 10 years service duly approved by the University in case of Non-Government colleges/Government Colleges affiliated to/Associated with this University shall also be eligible.

The initial staff as recommended by the inspection Committee shall be approved by the Vice-Chancellor and subsequent changes , if any, shall be reported to the Registrar within 15 days of such change for approval of the Vice-Chancellor;

- (c) that the institution shall adopt and observe the service rules as appended to Chapter 38 of the First ordinance;
- (d) that the institution shall maintain the following registers:-
 - (i) Admission and Withdrawal Register;
 - (ii) Attendance Register;
 - (iii) Salary Register;
- (e) that no student for examination in Classical Languages and Modern Indian Languages shall be sent up, unless he has been on the rolls of the institution at least for one academic year;
- (f) that the institution initially possess standard books of the value of Rs. 5,000/- and subsequently shall spend Rs. 1,000/- per year on the purchase of text and general books related to subjects taught by it. It shall subscribe to some suitable journals and periodicals for its reading room, for a value of Rs. 500/- per annum;
- (g) that the institution shall observe a regular time-table, each period of 45 minutes;
- (h) that the non-Government institutions shall charge fees and students fund as approved by the University.
- (i) The concurrence of Government clearly stating that the case of institution be pursued by the University for grant of association/extension of association.
- (j) An inspection fee of Rs.5000/- for Association/Extension of Association in respect of Govt and Non-Govt Sanskrit Colleges/Pathshalas in the shape of Bank Draft drawn in favour of the Finance Officer, H.P. University,
Shimla.

39.6. Every application for association of a non-Government institution shall also be accompanied by :

- (a) a statement containing full information regarding the composition of the management and the names of its members with an attested copy of the deed of registration as a Society under the Societies Act or of the Trust Deed as the case may be;
- (b) rules relating to the composition of the Managing Committee and the matters relating to its administration;
- (c) a statement showing the number and character of books, comprising the library, and the initial and annual expenditure incurred or proposed to be incurred for the library;
- (d) a statement showing the rates of fees proposed to be levied and the number of the students proposed to be exempted wholly or in part from such fees;
- (e) a statement showing the financial resources of the college clearly stating (how) the deficit, if any, is to be met.

39.7. If the Vice-Chancellor is satisfied that the application is in order in all respects, he shall direct a Committee of inspection to inspect the College. The Committee for inspection shall consist of one nominee of the Vice-Chancellor, Director of Education or his nominee and one Principal of a College affiliated to the University. The report of the Committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

39.8. The inspection report shall be considered by the Executive Council. The Executive Council may refuse association, or may grant association on such conditions as may be considered necessary.

39.9. The heads of the associated institutions shall be competent to attest the admission forms and photographs of their own candidates for the examinations for which the institutions are associated.

39.10. The candidates of the associated institutions shall not be required to submit copies of their photographs along with their admission forms.

39.11. The results of candidates of associated institutions shall be published under the name of the institution concerned and certificates of successful candidates shall be sent to the heads of the institutions concerned.

39.12. The candidates from the associated institutions shall be required to pay the same admission fees as are prescribed for regular candidates.

39.13. The members of the committee of Inspection shall be paid TA/DA of the class to which they are entitled under the normal rules and in addition an inspection fee to the members and officer/ official assisting the Inspection Committee shall be paid as decided by the Executive Council from time to time.

CHAPTER XL
PRIVILEGE TO SEND WOMEN STUDENTS AS PRIVATE CANDIDATES TO THE
PRE-UNIVERSITY AND B.A EXAMINATION

40.1. The Executive Council on the recommendation of a Committee of Inspection may grant permission to institutions not affiliated to the University, exclusively preparing women students, to send them up as private candidates for the Pre-University and B.A examinations on the following conditions :

- (i) The institution should have a registered Managing Body or a Trust formally constituted for the purpose.
- (ii) There shall be an Endowment Fund in the joint name of the Registrar, Himachal Pradesh University and the President Secretary of Managing Body of Rs. 10,000 in the case of institutions preparing students only for the Pre University examination, and Rs 20,000 for institutions preparing students both for the Pre-University and for the B.A. examination. The amount shall be deposited, as a fixed deposit in a scheduled bank or in Government securities. It shall not be utilised as security for obtaining a loan by the college managing authority or for any other purpose. A declaration to this effect by the Principal and Secretary of the Managing Body, shall accompany the Endowment Fund fixed deposit receipts, whenever called for by the Registrar for scrutiny.
- (iii) The institution should be located in a suitable building and possess adequate equipment and furniture.
- (iv) The institution shall spend the following amounts on the purchase of books for the college library :
 - (a) in the case of an institution teaching up to the Pre-University standard, Rs. 3,000 in the first year and Rs. 1,000 in each succeeding year;
 - (b) in the case of an institution teaching up to the B.A. standard, Rs. 10,000 in the first year and Rs. 2,000 in each succeeding year.
- (v) The initial staff shall be approved by the Vice-Chancellor and all subsequent changes shall be reported to the Registrar for the approval of the Vice-Chancellor.
- (vi) The institution shall be inspected at least once in two years.

40.2. Every application for the grant of privilege to send women students as private candidates to the Pre-University and B.A. examination, shall be accompanied by a non-refundable fee of Rs. 100.

40.3. If the Vice-Chancellor is satisfied that the application is in order in all respects, he shall direct a committee of inspection to inspect the College. The Committee for inspection shall consist of one nominee of the Vice-Chancellor, Director of Education or his nominee and one Principal of a College affiliated to the University. The report of the Committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

40.4. The members of the Committee of inspection shall be paid travelling and halting allowance of the class to which they are entitled under the normal rules, and in addition an inspection Fee of Rs. 25.00 per institution.

CHAPTER XLI ADMISSION TO DEGREES

41.1. All proposals for the conferment of honorary degrees shall be considered by a Committee of the Deans of all the Faculties. This Committee shall examine in which Faculty the degree, if any, should be awarded. If the majority of the Deans present and voting approve the conferment of the honorary degree, the Vice-Chancellor shall report the proposal to the Academic Council for further action under statute 20 of the First Statutes of the University. The proposal shall not, however, be subject to debate either in the Academic Council or in the Court, but if necessary, it may be put to vote and a decision taken by secret ballot in the Academic Council or in the court.

41.2. The Registrar shall, after the approval of the Vice-Chancellor, from time to time, report to the Academic Council the names of all persons who have passed the various examinations qualifying them for admissions to the degrees of the University. When the Academic Council has sanctioned the admission of any such person to such degree, he shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to such degree.

41.3. (a) A convocation for the purpose of conferring honorary degrees (if any), M.Phil, LL.M. and higher degrees and such other degrees and distinctions as the Executive Council may, from time to time, decide, shall be held by the University at Shimla ordinarily in the month of October, but a special convocation may also be held at such other place and time as may be found necessary or convenient;

Provided, however, that an annual convocation will not be held after 30th November in a year;

Provided further that in special circumstances the Vice-Chancellor may allow the College Convocation to precede the University Convocation.

(b) The Executive Council shall decide, from time to time, the various categories of graduates who shall be admitted to their degrees in a College Convocation or whose diplomas may be sent to them by post free of charge.

41.4. (a) Colleges and the University Department of Law shall have their own Convocations for conferring Bachelors Degrees and Diplomas.

(b) Two or more colleges may, with the permission of the Vice-Chancellor hold a joint Convocation.

41.5. (a) The University Convocation shall consist of the Body corporate of the University.

- (b) Ordinarily, not less than three weeks notice shall be given by the Registrar of all meetings of the University Convocations.
- (c) The Registrar shall, with the notice, issue to each member of them Convocation, a programme and the procedure to be observed there at;
- (d) The procedure to be observed at the University and College Convocation shall be prescribed by the Executive Council.

41.6. (a) The Academic Dress of the Convocation shall be as follows:

CHANCELLOR

Gown:- Black heavy silk with golden lacing.
 Sash:- Black with golden border.
 Cap:- With golden border.

VICE-CHANCELLOR

Gown:- Black heavy silk with golden lacing.
 Sash:- Black with golden border.
 Cap:- With golden border.

PRO-VICE-CHANCELLOR

Gown:- Black heavy silk with golden lacing.
 Sash:- Black with golden border.
 Cap:- With golden border.

GUEST OF HONOUR

Gown:- Violet heavy silk or velvet
 Cap:- With golden border.

CHIEF MINISTER

Gown:- Black heavy silk with golden lacing
 Cap:- With golden border.

EDUCATION MINISTER

Gown:- Black heavy silk with golden lacing.
 Cap:- With golden border.

REGISTRAR

Gown:- Black with silver lacing.
 Cap:- With silver border.

NOTE:- The Gown shall be patterned on the Himachali Loeea and the Cap shall be a Himachali Cap silver grey in colour with black velvet in front.

The Deans of the Faculties, Members of the Executive Council, Court and Academic Council shall wear the Academic Costume, ordained as insignia for the highest degree which they hold, and in the case of non-graduates black Gown without hood.

(b) The recipients of degrees at the Convocation shall wear the approved Academic Costume and Head Dress, which shall be as follows:

		Colour of Gown*	Colour of Hood	Cap**
1.	D.Lit./LLD/ D.Sc	Scarlet	Red with lining of the colour of the Faculty.	Cap
2.	Ph.D.	Black with golden silk facing.	Yellow with lining of the colour of the Faculty.	-do-
3.	M.A.	Black	White with lining of the colour of the Faculty	-do-
4.	M.Sc.	Black	White with lining of the colour of the Faculty.	-do-
5.	M.Sc.(Microbiology)		White with lining of the colour of the Faculty.	-do-
6.	M.B.A.		White with lining of the colour of the Faculty.	-do-
6.A	M.T.A.	Black	White with lining of the colour of the Faculty.	-do-
7.	M.Ed.	Black	White with lining of the colour of the Faculty.	-do-
8.	M.Phil.	Black with royal blue facing.	White with lining of the colour of the Faculty.	-do-
9.	Acharya	Black	White with saffron Lining.	-do-
10.	LL.B.	Black	Black with lining of the colour of the Faculty.	-do-

11.	M.B.B.S.	Black	Black with lining of the colour of the Faculty.	-do-
12.	B.Ed.	Black	Black with lining of the colour of the Faculty.	-Cap-
13.	B.A.	Black	Black with lining of the colour of the Faculty.	-do-
14.	B.Sc.	Black	Black with lining of the colour of the Faculty.	-do-
15.	B.Sc. (Micro-biology).			
16.	B.Com.	Black	Black with lining of the colour of the Faculty	-do-
17.	Shastri, etc.	Saffron		
18.	B./Tech/ B./Arch	Black	Black with lining of the colour of the Faculty.	-do-
19.	BAMS GAMS	Black	Black with lining of the colour of the Faculty.	-do-

* The Gown shall be patterned on the Himachali Loeea.

** The Cap shall be a Himachali cap, silver-grey in colour with black velvet band in front.

(c) The Colours assigned to the various Faculties, shall be as follows:-

Sr. No.	Name of the Faculty	Colour Assigned
1.	Faculty of Languages	Golden
2.	Faculty of Performing & Visual Arts.	Mustard
3.	Faculty of Social Sciences	Golden
4.	Faculty of Science	Red
5.	Faculty of Education	Maroon
6.	Faculty of Law	Dark Blue
7.	Faculty of Commerce & Management Studies	Claret
8.	Faculty of Medical Sciences	Light Mauve
9.	Faculty of Engineering	Silver
10.	Faculty of Ayurveda	Mauve

41.7. A Candidate who is unable to present himself in person at the Convocation or who is desirous of being admitted to his degree before the Convocation, shall be admitted to the degree in absentia on payment of as may be prescribed by E.C. from time to time.

41.7. (a) If the annual Convocation is not held on or before 30 November of the year, the University or the University department of Law or the College concerned, shall immediately thereafter admit all the eligible candidates to their degrees in absentia without payment of any fees and shall send the testimonials in token of their degrees by post to them.

41.8. (a) If an eligible candidate does not intend to appear at the first Convocation after the sanction of his degree, he shall give at least one weeks notice to the Registrar of his intended absence and may then be admitted to his degree at any subsequent Convocation, provided that he gives at least 15 days notice to the Registrar of his intention to appear.

(b) If any candidate fails to give such notice of intended absence or appearance, he shall be required to pay as may be prescribed by the E.C. from time to time to the University before he is admitted to his degree.

Chapter-XLII AMALGAMATED FUND OF STUDENTS AND POWERS OF PRINCIPALS OF COLLEGES

42.1. (a) Student's Funds, by whatever name they may be called, shall be kept separate from the other funds of the college, and a separate account shall be maintained of these funds under the title 'Amalgamated Fund'.

(b) The Amalgamated Fund shall be administered solely by the Dean of Studies in the case of the University Campus at Shimla, Director in the case of ICDEOL, and the Principal in the case of a college affiliated to or maintained by the University, in consultation with the representatives of the staff and the students; and the Dean of Studies, or the Principal, as the case may be, shall have full powers in regard to its utilization for the welfare of the students.

42.2. The Amalgamated Fund may be utilised for any or all of the following purposes:-

- (i) Purchase of sports material pertaining to various games.
- (ii) Watering, levelling, cleaning, turfing and maintenance of playgrounds.
- (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas, etc. organised by the college.
- (iv) Expenditure in connection with the home examinations, including the purchase and working of duplicating machines and printing of question papers.
- (v) Expenditure in connection with literary, social and cultural activities, approved by the principal.
- (vi) Expenses in connection with trips to places of educational and cultural interest, or for mountaineering, hiking, etc.
- (vii) Expenditure for sending students, to compete in debates, declamation, contests, music and dramatic contests and for taking part in any other educational activities.
- (viii) Hire and carriage of furniture, shamianas loudspeakers, etc., expenditure on photographs, decoration, lighting, refreshment for players, prize-winners and guests invited to sports, and other college functions.
- (ix) T.A. and D.A. to teachers from other colleges, prominent citizens, poets artists, writers etc, as determined by the Principal, provided that the maximum in no case shall exceed the admissible limit under the University rules, if any.

- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions, and the entertainment provided to such visitors.
- (xi) Expenditure on establishment pertaining to sports, N.C.C/ N.S.C./N.S.O. etc.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams.
- (xiii) Out of pocket expenses or daily allowance incurred by members of the staff and students when they go out to represent the college in sports and other contests, as approved by the Principal.
- (xiv) Refreshments and meals at the time of friendly and University matches or to distinguished visitors at college functions including honorarium to the distinguished visitors for delivering extension lectures, etc., as approved by the Principal.
- (xv) Rent of playgrounds, if any.
- (xvi) Expenditure in connection with the award of college colours to outstanding players.
- (xvii) Purchase of stock registers, cash book, etc., required for maintaining accounts pertaining to the Fund.
- (xviii) Postage, telegrams, telephone calls and purchase of stationery pertaining to student's activities.
- (xix) Expenditure in connection with the award of prizes at the annual sports prize distributions or college convocations.
- (xx) Purchase of articles of furniture, equipment for social and cultural activities.
- (xxi) Expenses on medical assistance rendered to members of sports teams.
- (xxii) Equipment and maintenance of common-rooms, purchase of radio sets, loud-speakers, television sets, projectors, taperecorders, etc.
- (xxiii) Uniforms or other equipment for members of various teams, at the discretion of the Principal.
- (xxiv) Books and periodicals for the library and reading-rooms,
- (xxv) Organisation of hobbies.
- (xxvi) Expenses in connection with refereeing of University matches.
- (xxvii) Payment of protest fee, late fee, fine or subscription to the various tournaments,
- (xxviii) Expenses in connection with tuck shops, cafeteria (excluding building).

- (xxix) Expenditure in connection with Rovers crews, scouting and girl-guiding
- (xxx) Purchase of furniture and equipment for the library, library decorations, furnishing, floor coverings and other fittings (for library only)
- (xxxi) Youth welfare activities.
- (xxxii) Educational melas, exhibitions, festivals.
- (xxxiii) Supply of nutritious food such a milk, eggs, fruit, etc., to poor and deserving students, and athletes.
- (xxxiv) Purchase of crockery for serving refreshments to students, guests, etc.
- (xxxv) Purchase of sports uniforms for poor students only.
- (xxxvi) Amenities for N.C.C./N.S.C./N.S.O. and expenditure incurred in connection with civil defence measures.
- (xxxvii) Photographs of teams, at the discretion of the Principal.
- (xxxviii) Excursions and camps to the hills.
- (xxxix) Any other object connected with students' activities of and educational character.
- (xl) Salary of gardener, library peon and sports peon.
- (xli) Repair and Maintenance of Campus Roads and Buildings for students oriented activities.

42.3. The Principal of a college affiliated to or maintained by the University shall have full powers in all matters, pertaining to the internal administration of the college, which shall comprise the following functions :-

- (i) Distribution of work amongst the staff in accordance with University rules.
- (ii) Admission, promotion and detention of students.
- (iii) Grant of fee concessions and award of stipends to deserving students.
- (iv) Imposition of fine and remission thereof:
- (v) Disciplinary action and imposition of penalties etc, on students.
- (vi) Expenditure out of Amalgamated Fund.
- (vii) Organisation of all co- curricular activities
- (viii) to appoint temporary staff (teaching and non -teaching) for a period upto three months against sanctioned posts.

Chapter-XLIII

FEES, FINES AND OTHER CHARGES

43.1. Admission fee, tuition fee, examination fee, other charges and deposits for the Correspondence Courses, University Departments of the Teaching and in the Colleges maintained by the University shall be as prescribed by the Executive Council from time to time;

Provided further that the blind students admitted to the correspondence Courses shall be exempted from payment of tuition fee and examination fee.

43.2. Notwithstanding anything contained in any other provisions of these Ordinances, the Executive Council shall have the power to revise, from time to time, the rates of various fees, fines and other charges, prescribed by these Ordinances and to also prescribe additional fees, fines and other charges, as may be determined from time to time

43.3. The following documents will be issued by the University on the request of the students on the prescribed application along with the fee as may be prescribed by the E.C. from time to time

- i. Duplicate Certificate/Degree
- ii. Provisional Certificate.
- iii. Merit Certificate.
- iv. Subject Certificate.
- v. Paper-wise detailed marks per subjects.
- vi. Paper-wise detailed marks for all subjects in an examination.
- vii. Paper-wise detailed marks for English only, Elective or Additional subject (s) Date of birth or age Certificate.
- viii. Duplicate result Card.
- ix. Copy of admission form
- x. Correction in Admission form.
- xi. Paper-wise consolidate statement of marks (to be supplied to the Heads of
- xii. recognised Institutions).
- xiii. Certified copies of documents required by candidates who are disqualified. Examination form.
- xiv. Registration form.

Chapter XLIV
CONSTITUTION, POWERS AND FUNCTIONS OF
COLLEGE DEVELOPMENT COUNCIL

44.1. There shall be a College Development Council. Its constitution/ composition shall be as under:-

- | | | |
|------|---|---------------------|
| (1) | Vice-Chancellor | Chairman |
| (2) | Pro-Vice-Chancellor | Member |
| (3) | Secretary (Finance) | Member |
| (4) | Secretary (Education) | Member |
| (5) | Three Deans to be nominated by the V.C. | Member |
| (6) | Three Professors to be nominated by the V.C. | Member |
| (7) | Director of Education | Member |
| (8) | Registrar | Member |
| (9) | Ten Principals out of which three shall be from Non-Govt. Colleges and seven from Govt. Colleges to be nominated by the V.C. | Member |
| (10) | Eight College Assistant Professors to be nominated by the Director of Education out of which three shall be from Non-Govt. affiliated Colleges. | -do- |
| (11) | General Secretary, H.P. Govt. College Assistant Professors Association. | -do- |
| (12) | General Secretary of Assistant Professors Association of Privately managed affiliated Colleges. | -do- |
| (13) | Dean of Colleges-cum-Director, College Development Council. | - Member -Secretary |

All Nomination will be for a period of two years only.

Provided that the Principals and the college Assistant Professors will belong to different colleges and they shall be eligible for only 2 consecutive terms.

44.2. The college Development Council may meet at regular intervals at least twice in an academic year, to review the implementation of various programmes and activities.

44.3. The College Development Council would serve as an academic guide to the College system on the one hand and on the other hand to ensure

interaction between the academic facilities in the University departments to the teachers in the colleges.

44.4. The Director, College Development Council shall visit each College at least twice in a year to apprise them of the problems of the proposed development of colleges.

44.5. The Director, College Development Council shall hold meetings of the College Principals with a view to apprising them of the ways in which the CDC can function effectively for the development of colleges. To fulfill this objective the College Development Council may take, in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, co-ordination and raising the standard of education in colleges, and for the purpose of performing its function it may;

- (a) Functions as a policy making body in regard to proper planning and integrated development of colleges;
- (b) Conduct surveys of all the affiliated colleges, district wise with a view to preparing and maintaining an up-to-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies.
- (c) Advise the University on all matters relating to development of affiliated colleges such as provision of adequate facilities academic and physical for raising thereof learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;
- (d) Prepare a perspective plan for the development and opening of new colleges, to enable the University and state education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;
- (e) Advise the University in regard to rationalisation and implementation of University's policy on affiliation of colleges;
- (f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilization of grants and efficient implementation of UGC approved projects and reforms viz examination reform courses, COSIP, COHSIP, restructuring not only to students, but also to the region as a whole by assessing social transformation and regional development;

- (g) Review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC and assist those having the potential of coming up to the norms within a few years;
- (h) Help in the implementation of the regulation framed by the UGC regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the under graduate level;
- (i) Help in the selective development of some colleges to remove regional imbalances and also assist the colleges to realize their potential and in identification of colleges for autonomous status;
- (j) Evaluate and assess the impact of UGC grants utilized by the colleges for the implementation of various development projects;
- (k) Ensure that the UGC grants released to University for disbursement to colleges are not held/looked up or utilized by the University for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purpose according to the guidelines laid down by the Commission;
- (l) Obtain from the colleges and furnish to the Commission utilization certificates and completion documents in respect of UGC grant released/dispensed to colleges through the university, and help in monitoring the UGC programmes implemented by the affiliated colleges;
- (m) Ensure close and continued contact and interaction between the academic bodies at the university teaching departments, and at the colleges, monitor the development programmes and maintain regular statistics of the development of colleges.
- (n) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.
- (o) To prepare Annual Report of the functioning of the College Development Council during the year and submit the same to the Executive Council and the University Grants Commission;
- (p) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions;

44.6. The Colleges Development Council shall be responsible to the Vice-Chancellor and send periodic reports to the UGC about the impact of UGC programmes.

44.7. The Council shall frame its own rules of business and restrict its scope of activities within the frame work of the budget provided to it by the University Grants Commission/State Government under the over all control of the University.
