



HIMACHAL PRADESH UNIVERSITY

(NAAC Accredited 'A' Grade University)

DEPARTMENT OF EVENING STUDIES

The Mall, Shimla-171001

(Established in 1962)



Prospectus 2022-23

Dates of Admission for BA I & BCom-I

Submission of Forms : 10-20 July 2022

Display of 1st Merit List : 21 July 2022

Admission and Fee Deposit : 22-25 July 2022

Display of 2nd Merit List : 26 July 2022

Admission and Fee Deposit : 27-28 July 2022

Orientation of Admitted Students : 29-30 July 2022

Note: Applicants are advised to regularly check the Department of Evening Studies page on the HP University website: www.hpuniv.ac.in for updates.

Phone: 0177 2652765 (Working Hours 2:30 pm- 9:00 pm)

Mobile No.: 94189-07828 (for admission related queries)



HIMACHAL PRADESH UNIVERSITY

NAAC Accredited "A" Grade University
Gyan Path Summer Hill, Shimla-171005

Prof. S.P.Bansal
Vice-Chancellor



MESSAGE

I am happy to know that Department of Evening Studies, Himachal Pradesh University has prepared the prospectus for studies in UG and PG courses for the academic session 2022-23 beginning in July, 2022.

This University has completed 60 years of existence and made many mile stones in the dissemination of Higher Education. This being the oldest Affiliating Institution in the higher learning has earned name globally. Efforts have been made to facilitate the Graduate and Post Graduate Students.

The Department has a very serene panoramic view with calm and quiet atmosphere for studies and housed in a heritage building on The Mall Shimla.

I welcome the students to the Department of Evening Studies.


(Prof.S.P.Bansal)



सन्देश

मुझे यह जानकार बहुत प्रसन्नता हो रही है कि हिमाचल प्रदेश विश्वविद्यालय सांध्यकालीन अध्ययन विभाग अकादमिक सत्र 2022-23 की विवरणिका का प्रकाशन करने जा रहा है। हमारे विश्वविद्यालय का सांध्यकालीन अध्ययन विभाग अपनी संरचना, अवस्थिति तथा अध्यापन व अनुसंधान के सुविधाजनक समय के नाते अत्यंत विशिष्ट है। यह अपनी तरह का इकलौता बहुविषयी संस्थान है जहां शिमला शहर में कार्यरत लोग निर्बाध रूप से स्नातक तथा स्नातकोत्तर स्तर की शिक्षा ग्रहण करते हैं।

मैं विवरणिका के सफल प्रकाशन की बधाई देते हुए विश्वास व्यक्त करता हूँ कि यहाँ अध्ययन-अनुसंधानरत समस्त विद्यार्थी, संकाय सदस्य, अधिकारी तथा कर्मचारीगण इस संस्थान की उत्तरोत्तर प्रगति की गौरवमयी परंपरा की श्रीवृद्धि के लिए सतत प्रयत्नशील रहेंगे।

(ज्योति प्रकाश)



Prof Meenakshi F Paul
Principal

HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grade University)
DEPARTMENT OF EVENING STUDIES

The Mall, Shimla-171001
Ph.: 0177-2652765 Email: hpudes@gmail.com



Message

Each new academic session brings fresh hopes and expectations with it but this year is particularly special as it marks the 60th anniversary of our foundation. Innumerable students, teachers and staff have walked through the portals of the Department in these sixty years and become part of its history. They have created a legacy we are proud to further in our turn. Formerly known as Evening College, the Department is unique in offering higher education to employed students in the format of classroom learning. It provides space for co-learning, cooperative activities and friendship.

During their stay with us, students make crucial life choices and lifetime memories even as they strive to maintain their work-study-life balance. This, we understand, is both difficult and rewarding. It is our constant endeavour to nurture and support our students in achieving their goals, big and small. It is very satisfying to see the success of our alumni in various fields. More importantly, it is our pride to watch them bring credit to themselves and their alma mater through their diligence, integrity and high values.

I wish all the students a happy and fulfilling academic session 2022-23.

(Meenakshi F Paul)

TEACHING STAFF

Principal: Prof Meenakshi F. Paul, PhD

ENGLISH	1. Meenakshi F Paul, PhD, Professor 2. Vacant (Associate Professor) 3. Vacant 4. Vacant	5. Vacant 6. Vacant 7. Vacant
HINDI	1. Virender Singh, PhD, Assistant Professor 2. Ashutosh Kumar, PhD, Assistant Professor	3. Vacant —
SANSKRIT	—	
ECONOMICS	1. Pratibha Tiwari, PhD, Professor 2. Vacant (Associate Professor)	3. Vacant 4. Vacant
HISTORY	1. Shobha Misra, PhD, Assistant Professor	2. Kartar Chand, MA, Assistant Professor
MATHEMATICS	1. Ajit Kumar, MPhil, Assistant Professor 2. Rajeev Kumar, PhD, Assistant Professor	3. Vacant
POLITICAL SCIENCE	1. Sanjeev Kumar Bragta, PhD, Associate Professor 2. Mahendra Singh Yadav, PhD, Assistant Professor	3. Inder Kumar, PhD, Assistant Professor 4. Vacant
PUBLIC ADMINISTRATION	1. Vacant	
COMMERCE	1. Usha Sharma, PhD, Professor 2. Arti Pandit Dhawan, PhD, Professor 3. Manish Khangta, PhD, Assistant Professor	4. Vipin Kumar Bhulal, PhD, Assistant Professor 5. Tikam Ram, MCom, Assistant Professor 6. Vacant —
DPE (part-time)	1. Vacant	

OFFICE STAFF

1. Superintendent Grade –II : Vacant	4. Clerk: Vacant
2. Sr Assistant : Molu Ram	5. Clerk: Vacant
3. Jr Assistant : Sonu Behl	6. Clerk: Vacant
	7. Electrician: Jitender Kumar

LIBRARY STAFF

1. Sr Professional Asst: Vikas Sehgal, MLib Sc	3. Library Attendant: Vacant
2. Catalogue Typist: Pawan Kumar, MLib Sc	4. Library Attendant: Vacant

MINISTERIAL STAFF

1. Peon: Vinod Kumar	5. Chowkidar : Rattan Chand
2. Peon: Manoj Kumar	6. Safai Karamchari: Outsourced
3. Chowkidar : Rakesh Kumar	7. Safai Karamchari: Outsourced
4. Peon: Vinay	

Himachal Pradesh University Department of Evening Studies, Shimla-171001, was established in July 1962 as Panjab University Evening College, on the recommendation of the University Grants Commission, to provide the facility of continuing education to those who would otherwise have had to forego higher education in order to meet economic and other responsibilities. It became part of Himachal Pradesh University on 22 July 1970, and in 1976-77 moved to its present independent campus— Gandhi Bhawan (the historical Kirk) and Manse buildings situated between the General Post Office and the Central Telegraph Office. BCom was introduced here in 1975, MA in English & Hindi in 1979, MA in Economics in 1990, MCom in 2001 and MA in Political Science in 2019. It was renamed Himachal Pradesh University Centre for Evening Studies in July 2001. As per notification no. 9-7/08-HPU(Genl.)-B- dated: 27/06/2019, the nomenclature of Himachal Pradesh University Centre for Evening Studies was changed to Himachal Pradesh University Department of Evening Studies.

Admission in the Department is open to all employed candidates who submit satisfactory evidence of being employed; however, seats permitting, unemployed candidates may also be considered for admission in all classes on merit basis.

हिमाचल प्रदेश विश्वविद्यालय सांध्यकालीन अध्ययन विभाग की स्थापना जुलाई 1962 में पंजाब विश्वविद्यालय के सांध्य महाविद्यालय के रूप में हुई। विश्वविद्यालय अनुदान आयोग की सिफारिशों के मुताबिक इसकी स्थापना का प्रमुख उद्देश्य उन व्यक्तियों को निरंतर शिक्षा की सुविधा प्रदान करना था जो दिन के समय, विभिन्न कारणों से कॉलेजों में अध्ययन नहीं कर पाते। विशेष रूप से, कमज़ोर वर्गों के उन व्यक्तियों के लिए, जिन्हें स्कूली शिक्षा के ठीक बाद रोज़गार करना पड़ता है।

22 जुलाई 1970 को इसे हिमाचल प्रदेश विश्वविद्यालय ने विधिवत अंगीकृत किया तथा वर्ष 1976-77 में, माल रोड पर जीपीओ व सेंट्रल टेलीग्राफ ऑफिस के मध्य स्थित सुविख्यात व ऐतिहासिक गांधी-भवन (कॉर्क) एवं मैनस बिल्डिंग के रूप में, इसे अपना निवर्तमान स्वतंत्र-परिसर मिला। जुलाई 2001 में इसको हिमाचल प्रदेश विश्वविद्यालय सांध्यकालीन अध्ययन केंद्र के रूप में एक नया नाम तथा नई पहचान मिली।

एम.ए. राजनीति शास्त्र के अध्यापन की शुरुआत सन् 2019 में हुई। अधिसूचना संख्या 9-7/08-हि.प्र.वि. (सा.)-बी-दिनांक : 27/06/2019 के अनुसार केंद्र का पुनर्नामकरण किया गया जिसके फलस्वरूप अब इसे *हिमाचल प्रदेश विश्वविद्यालय सांध्यकालीन अध्ययन विभाग* के रूप में जाना जाता है।

सांध्यकालीन अध्ययन विभाग सभी महिला अभ्यर्थियों तथा उन पुरुष अभ्यर्थियों के लिए खुला है जो कहीं कार्यरत हैं (पुरुष अभ्यर्थियों को अपने नियोजन का संतोषजनक प्रमाण प्रस्तुत करना होगा)। यद्यपि, सीट खाली रहने की स्थिति में उन पुरुष अभ्यर्थियों के लिए सभी कक्षाओं में प्रवेश हेतु सीटें अनुमन्य की जा सकती हैं, जो कार्यरत नहीं हैं।

The Department has a well-equipped open-stack library with about twenty-seven thousand five hundred books and membership of the INFLIBNET for the staff and students. There is also a computer lab with Internet connectivity.

विभाग में कंप्यूटर प्रयोगशाला के साथ ही भलीभाँति सुसज्जित ओपन-स्टैक लाइब्रेरी है जिसमें लगभग साढ़े सत्ताईस हजार पुस्तकें, इंटरनेट सुविधायुक्त कंप्यूटर तथा विद्यार्थियों तथा संकाय सदस्यों के लिए INFLIBNET की सदस्यता शामिल है।

COURSES OFFERED AND NUMBER OF SEATS

MA English	45
MA Hindi	45
MA Economics	45
MCom	40
MA Political Science	45
BCom	80
BA	80+60

Note: Supernumerary Seats

- a) **Two** supernumerary seats will be reserved for 'Single Girl Child' in all courses of study.
 - b) Supernumerary seats will be created to provide admission to eligible bona fide Himachali War Widows in all courses of study.
 - c) **Two** supernumerary seats will be reserved for Jammu & Kashmir domiciles in all courses of study.
 - d) The Executive Council of HP University vide item No. 6 of its meeting held on 14-8-2015 has provided the following relaxation to the Kashmiri Migrants in admission to all courses:
 - i) Relaxation in cut-off percentage up to 10% subject to the minimum eligibility requirement.
 - ii) Increase in intake capacity up to 5% course-wise.
 - iii) Waiving off domicile requirement.
 - e) **Two-ten** supernumerary seats will be created for foreign students sent by ICCR in BA and MA (Languages and Social Sciences).
 - f) There are 10% additional seats reserved for the Economically Weaker Section category. If these seats remain vacant, then these seats will neither be filled with any other category, nor will these be carried forward.
- * Himachal Pradesh University rules will be followed for admission in supernumerary seats.

ADMISSION SCHEDULE

(Admission time: from 5.00 pm to 7.30 pm)

Class	Submission of Admission Forms	Display of Merit List and Fee Deposit	Display of 2nd Merit List and Final Fee Deposit
BA I & BCom I Year	10 July to 20 July 2022	21 July 2022 & 22 July to 25 July 2022	26 July 2022 & 27 July to 28 July 2022

NOTE:

Those students of this Department who appeared/are enrolled in BA/BCom I & II Year should get admission into the next class on provisional basis. Dates of Admission and Counselling: 10 July to 20 July 2022

Class	Submission of Forms	Dates of Admission	Subsequent Admission, if Seats are Available
<u>MA Semester-I</u> English Hindi Economics Pol. Science <u>MCom Semester-I</u>	To be intimated later	To be intimated later	With V.C.'s prior permission: 31-08-2022

MA/MCom Semester- III	To be intimated later	—	With re-admission fee: To be intimated later
Direct Admission in MA/MCom Semester- II	To be intimated later	—	In exceptional cases: To be intimated later

Note: For fresh admissions:

- 1) In case any of the last date(s) mentioned above happens to be a non-working day, the next working day shall be deemed to be the last date.
- 2) On admission, the students shall collect the Challan Form from the office, in small batches, following rules of social distancing; and deposit the fees online via SBI Collect Portal of the State Bank of India: <https://www.onlinesbi.com/>.
- 3) The fees has to be deposited within the prescribed two days after the issue of the Challan form. Otherwise, the admission will automatically stand cancelled.
- 4) The students must deposit the fees deposit receipt with in two days of the issue of the challan form, otherwise the admission will automatically stand cancelled.
- 5) The students must retain a copy of the fee deposit receipt with them.
- 6) The students who desire to apply for more than one course should apply separately for each course.

WORKING HOURS

Admission : 5.00 pm – 7.30 pm

Teaching : 5.00 pm – 9.00 pm

Office & Library: 2.30 pm– 9.00 pm (During winter vacation: 12.00 noon–6.30 pm. The Office and the Library are closed on Second Saturdays during winter vacation)

ACADEMIC SESSION AND VACATION SCHEDULE:

As per University Academic Schedule

Class	Classes from	Preparatory days for exam from	Examination from (tentative)
BA & BCom I Year	1 August 2022	As per University Academic Schedule	15-04-2023 to 20-05-2023
BA & BCom II & III Year	1 August 2022	As per University Academic Schedule	As per University Academic Schedule
MA & MCom I Sem	To be intimated later	As per University Academic Schedule	As per University Academic Schedule
MA & MCom III Sem	To be intimated later	As per University Academic Schedule	As per University Academic Schedule
MA & MCom II & IV Sem	To be intimated later	As per University Academic Schedule	As per University Academic Schedule

Vacation Schedule:

Winter Vacation : 01-01-2023 to 19-02-2023

Summer Vacation : 23-06-2023 to 27-06-2023

ADMISSION COMMITTEES

Admissions in different classes will be made by the respective Admission Committees as follows:

MA English & Hindi: Semester I & III Dr Virender Singh - **Convener** **Room No. 4**

Dr Ashutosh Kumar
Sh Kartar Chand
Dr Rajeev Kumar

MA Economics: Semester I & III

Prof Pratibha Tiwari - **Convener**
Dr Shobha Misra

Room No. 1

Sh. Ajit Kumar

MCom: Semester I & III

Prof Usha Sharma - **Convener**
Prof Arti Pandit Dhawan
Dr Manish Khangta
Dr Vipin Kumar Bhulal
Sh Tikam Ram

Room No. 8

MA Political Science: Semester I & III

Dr Sanjeev Kumar Bragta - **Convener**
Dr Mahendra Singh Yadav
Dr Inder Kumar

Room No. 14

BA: I Year

Dr Sanjeev Kumar Bragta - **Convener**
Dr Virender Singh- **Co-Convener**
Dr Ashutosh Kumar
Sh Kartar Chand
Dr Rajeev Kumar
Dr Inder Kumar

Room No. 3

BA: II Year & III Year

Prof Pratibha Tiwari- **Convener**
Dr Mahendra Singh Yadav- **Co-Convener**
Dr Shobha Misra
Sh Ajit Kumar

Room No. 2

BCom: I, II & III Year

Prof Usha Sharma- **Convener**
Prof Arti Pandit Dhawan- **Co-Convener**
Dr Manish Khangta
Dr Vipin Kumar Bhulal
Sh Tikam Ram

Room No. 8

ADMISSION PROCESS

NOTE:

The applicants should:

1. Download the Prospectus from the Department of Evening Studies page on the HP University website: www.hpuniv.ac.in
2. Fill the form.
3. Submit the filled form, along with necessary photocopied documents to the Admission Committee.

आवेदकों को चाहिए कि वे -

1. विश्वविद्यालय वेबसाइट www.hpuniv.ac.in पर उपलब्ध **Department of Evening Studies** पृष्ठ पर जाकर विवरणिका (प्रॉस्पेक्टस) को डाउनलोड करें।
2. आवेदन-पत्र को भरें।
3. भरे हुए आवेदन-पत्र के साथ आवश्यक दस्तावेजों की छायाप्रतियों को संलग्न कर प्रवेश समिति के पास जमा करें।

NOTE: Employees residing in Shimla, of HP State Govt. Offices, Local Bodies, Semi Govt. Offices, Boards, Central Government Offices, State and Central Public Undertakings and Public Ltd. Companies, can seek direct admission in HP University Department of Evening Studies, if otherwise eligible. The remaining seats, if any, will be filled on merit basis.

नोट : हिमाचल प्रदेश राज्य सरकार के कार्यालय, स्थानीय निकाय, अर्धसरकारी कार्यालय, बोर्ड, केंद्र सरकार के कार्यालय, राज्य और केंद्र के सार्वजनिक उपक्रम तथा सार्वजनिक लिमिटेड कंपनियों में कार्यरत ऐसे व्यक्ति जो शिमला में निवास कर रहे हैं, अर्हता होने पर हिमाचल प्रदेश विश्वविद्यालय सांध्यकालीन अध्ययन

विभाग में सीधे प्रवेश प्राप्त कर सकते हैं। शेष सीटों पर (यदि रिक्त बची हैं तो) प्रवेश योग्यता-क्रम के अनुसार होगा।

NOTE:

- 1) Attach with the Admission Form the self-attested copies of all Mark-Sheets from 10th Class onwards, Character Certificate and one latest photograph.
- 2) In case of any gap after passing the last exam, attach a letter giving reasons thereof.
- 3) Girl students from Himachal Pradesh should attach self-attested copy of 'bonafide Himachali' certificate for exemption from tuition fee.
- 4) SC/ST candidates seeking benefit of relaxation of eligibility condition should attach attested copy of SC/ST Certificate and for benefit of reservation, self-attested copy of 'bona fide Himachali' certificate also.
- 5) Show all original certificates to the Admission Committee at the time of Counselling.

नोट :

- 1) प्रवेश फॉर्म के साथ हाईस्कूल तथा उसके बाद की सभी कक्षाओं की अंकतालिकाओं की स्वप्रमाणित प्रतियां, चरित्र प्रमाण-पत्र तथा पारपत्र आकार का एक नवीनतम छायाचित्र संलग्न कीजिए।
- 2) अंतिम परीक्षा उत्तीर्ण करने के बाद यदि कोई अंतराल (गैप) है तो उसके कारण का उल्लेख करते हुए पत्र संलग्न कीजिए।
- 3) हिमाचल प्रदेश की महिला आवेदक, शिक्षण शुल्क-मुक्ति के लिए 'बोना फाईडी हिमाचली' प्रमाणपत्र की स्वप्रमाणित छायाप्रति संलग्न करें।
- 4) पात्रता शर्त में शिथिलता प्राप्त करने के इच्छुक अनुसूचित जाति / जनजाति से संबंधित आवेदकों को चाहिए कि वे अनुसूचित जाति / जनजाति प्रमाणपत्र की प्रति संलग्न करें तथा आरक्षण का लाभ प्राप्त करने के लिए, 'बोना फाईडी हिमाचली' प्रमाणपत्र भी संलग्न करें।
- 5) काउंसलिंग के समय सभी मूल प्रमाणपत्र एवं अंकतालिकाएं प्रवेश समिति के समक्ष प्रस्तुत करें।

Bring an extra copy of your latest photo for the Identity Card; fill up the details in the Identity Card and affix latest photo on it at the time of admission; and collect the Identity Card back from the Office on showing the receipts of fees paid.

Note:

1. **Duplicate Identity Card will be issued only if an application is made to the Principal, giving reason for the same. A fee of Rs. 100/- will be charged for the duplicate I-Card.**
2. **(a) Students joining BA I Year or BCom I Year should register online with the HP University on the H P University portal.**
(b) MA & MCom students migrating from another university should also register online.

In BA I Year, NO CHANGE OF SUBJECT WILL BE ALLOWED AFTER one month of the commencement of classes. Change of Faculty (e.g., from BCom to BA, or from BA to BCom) may not be allowed after **1 August***. For change of subject(s), submit in the Office a written application recommended by the teachers of the subject(s) you want to leave and of the subject(s) you want to take up.

All students must attend classes regularly otherwise they will not be allowed to appear in the University Examination.

सभी विद्यार्थियों के लिए आवश्यक है कि वे नियमित रूप से कक्षाओं में उपस्थित हों अन्यथा उन्हें विश्वविद्यालय परीक्षाओं में शामिल होने की अनुमति नहीं दी जाएगी।

BA/BCom Choice Based Credit System (RUSA)

1. Total seats restricted to each course will be 80 (+60) (plus supernumerary seats).
2. Selection to the course will be on merit basis.
3. Owing to scarcity of accommodation, in BA the Institution will offer a limited number of subject combinations.
4. The subjects of choice in BA will be allocated as per merit.

Instructions for Admission to BA/BCom under RUSA in new CBCS template of UGC:

- 1) The eligibility conditions regarding the age limit, pass percentage or minimum eligibility, etc. at the entry level to BA/BCom remain the same as mentioned in the original HP University ordinance mentioned under the subheading: Eligibility.
- 2) The formation of the units/No. of students in a class/subject remains the same as per the HP Govt. Notification of 2018 i.e., 1st unit/section of subject will be of 80 students and subsequent units/sections of 60 each, depending upon the availability of faculty in the colleges. The admission in different streams will be done as per the HPU Roster.
- 3) Since the Executive Council of HP University has approved the CBCS template of UGC w.e.f. the academic session 2016-17, the combination of elective subjects chosen as discipline specific core course/ Major can be allotted/given to the students as per the availability of faculty in the subject and infrastructure in the institution.

ELIGIBILITY

1. The minimum eligibility for admission in all Courses will be as per the Himachal Pradesh University Rules.
2. Admission will be given on Merit.

Minimum Qualifications for admission are as per Ordinance 1.4. For Ordinance, please visit the Himachal Pradesh University website: [www. hpuniv.nic.in](http://www.hpuniv.nic.in)

प्रवेश के लिए न्यूनतम योग्यताएं आर्डिनेंस 1.4 के अनुसार निर्धारित हैं। आर्डिनेंस के लिए कृपया हिमाचल प्रदेश विश्वविद्यालय की वेबसाइट www.hpuniv.nic.in का अवलोकन करें।

BCom: +2 or an equivalent examination of a Board/ University established by law in India with **pass** in four written subjects (including English) with 45% marks (33% for girl students).

OR

Pre-University examination (two years) after 10 years schooling of an Indian University/Board of an Indian University/ Board recognized by HP. 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 recognized as equivalent thereto (pass in four written subjects: one language and three other elective subjects) with 45% or 40% marks for those who have passed +2 examination under Commerce group.

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 40% for those who have passed +2 examination under Commerce group.

OR

BA/BSc/BCom Part I of the old three years degree course of a recognized University/Board/College 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 Evening colleges as per HPU Ordinance 1.1.4.1).

The candidate must have passed Maths/Economics as a compulsory subject at +2 stage.

Note:

(i) The candidates who have passed +2 exam in the Vocational Stream with 45% marks can join BCom even if they have not passed Maths or Economics [vide Notification No 4-17/89-HPU (Acad)-Vol.II dated 15-7-98].

OR

(ii) 40% marks (33% for girl students) [vide notification No 4-17/89-HPU (Academic) dated 29-4-02] in +2 or equivalent examination **under Commerce Group** [Note: Those who take Commerce Group in +2 and fail in a Commerce Group subject, but are declared 'Passed' in +2 on the basis of having passed in an additional non-Commerce subject, they can join BCom only if they have passed Maths/Economics as a compulsory subject in +2 and have 45% marks in aggregate].

(iii) Half percent or more is rounded off to 1%. Eligibility condition is relaxed by 5% for SC/ST candidates and for outstanding sportspersons. [For reservation of seats and additional weightage see RULES FOR ADMISSION AND RESERVATION below.] For determining eligibility, if candidates do not produce the actual marks from a University/ Board in respect of +2 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.

BA: +2 or an equivalent examination of a Board/University established by law in India with **pass** in four written subjects (including English) with 33% marks.

OR

Provided that a student seeking admission to BA I with Mathematics as one of the subjects of study, should have either 45% marks in aggregate or 45% marks in Mathematics at +2 level.

OR

Pre-University examination (two years) of an Indian University/Board recognized by HP University with 33% marks

OR

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

OR

Any examination of a University/Board/College or School in a foreign country recognized as equivalent with 33% marks, OR BA/B.Sc./BCom Part-I of the old three-year degree course of a recognized University/ Board College with 33% marks.

OR

A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the HP Board of School Education (or in case of Shastri, pass in Prak Shastri from Sanskrit Colleges affiliated to the HPU) or an examination accepted as equivalent thereto by the various bodies of the HP. University.

Note: Vocational subjects under NVEQF are equivalent to any other general education subject.

For the Degree: In the UG (TDC) Programme:

- a) A regular candidate shall have to undergo the prescribed courses of study for a period **not less than three academic years**; and **not more than five academic years**;
- b) He/she should have **passed** the examinations prescribed, and;
- c) Fulfilled such conditions as have been prescribed.

Provided that **not more than three attempts** will be allowed to pass a course.

Credits:

The term **credit** refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. The credits also determine the volume of course contents and delivery of the programme such as lectures, tutorials, practicals, assignments, etc. **Note:** One credit is of one hour teaching /week therefore 6 credits will be of 6 hours teaching /week comprising of L+P+T. L=Lecture P =Practical T =Tutorial.

Structure for BA/BCom:

CHOICE BASED CREDIT SYSTEM IN BA/BCOM (ANNUAL)

CLASS BA/BCOM	CORE COURSE (CC) (12)	ABILITY ENHANCEMEN T COMPULSORY COURSE (AECC) (2)	SKILL ENHANCEMEN T COURSE (SEC/AECC) (4)	DICIPLINE SPECIFIC COURSE/EL ECTIVE DSE/DSE (4+8)	GENERIC ELECTIVE GE (2)
I YEAR	ENGLISH & HINDI/MIL-2 CC-1 (A) CC-2 (A)	EVS-1 ENGLISH/HINDI /SKT-1		DSC-1 (A&B) DSC-2 (A&B)	—
II YEAR	ENGLISH & HINDI /MIL-2 CC-1 (B) CC-2 (B)	—	SEC-1 (A) SEC-2 (A)	DSC-1 (C&D) DSC-2 (C&D)	—
III YEAR	—	—	SEC-3 (A) SEC-4 (A)	DSE-1 (A) DSE-1 (B) DSE -2 (A) DSE- 2 (B)	GE (1) GE (2)

- 1) The Department will offer choices of papers from different disciplines under Generic Elective and Discipline Specific Elective as per the availability of the faculty.
- 2) A student can opt for a greater number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However, the total credit score earned will not exceed 148 credits for UG Honours and 132 credits for UG degree.

- 3) The overall pass percentage is 40%.
- 4) The students shall be placed under compartment if they qualify 75% of the total number of courses in that year. The University shall give **two** chances for clearing the compartment papers.
- 5) In Himachal Pradesh University, Shimla the following conversion formula for absolute Grading is used to convert Cumulative Grade Point Average (CGPA) in Equivalent Percentage for Undergraduate Classes under CBCS system for the students enrolled from the session 2016-17 onwards (vide Notification No. 7-1/2019 HPU (Academic) dated 11.7.2019):

$$\text{Percentage marks scored} = \text{CGPA Obtained} \times 10$$

INTERNAL ASSESSMENT FOR UNDERGRADUATE STUDENTS

For BA and BCom 30% of the maximum marks in each paper (excluding practical exam. marks) are for Internal Assessment, to be sub-divided as under:

(a) Weightage for attendance (5% marks):

- | | |
|---|-----------|
| (i) up to 75% including condoning of lectures by the competent authority as per provision under Ordinances: | zero mark |
| (ii) without condoning of lectures up to 75%: | 1 mark |
| (iii) 76% to 80% lectures: | 2 marks |
| (iv) 81% to 85% lectures: | 3 marks |
| (v) 86% to 90% lectures: | 4 marks |
| (vi) 91% and above: | 5 marks |

(b) The remaining 25% marks will be awarded on the basis of the performance of the candidates as follows:

- | | |
|-----------------------------------|----------------|
| (i) Assignment/ Presentation etc. | 10 marks (5+5) |
| (ii) Mid Term Tests | 15 marks |

6. Subject Combinations Offered for BA

For BA I Admission

Choose **two (2)** elective subjects from the **three (3)** subject groups given below:

Note: You can choose only **one (1)** elective subject from **one (1)** group:

Group-1: History/ Economics

Group-2: Political Science/Public Administration/Mathematics

Group-3: Hindi/English/Sanskrit

Note:

- 1) The subject of choice will be allotted on the basis of merit.
- 2) Only they can take up Mathematics who have obtained 45% marks in aggregate or in Mathematics at the +2 level.

For BA II Year & III Year: Fill the subjects you are already studying.

स्नातक (बी.ए.) प्रथम वर्ष में प्रवेश के लिए

समूह एक : इतिहास / अर्थशास्त्र

समूह दो : राजनीति विज्ञान / लोक-प्रशासन / गणित

समूह तीन : हिंदी / अंग्रेजी / संस्कृत

नोट :

- 1) चयनित विषय का आबंटन मेरिट के आधार पर होगा।

2) केवल वे ही विद्यार्थी गणित विषय का चुनाव कर सकते हैं जिन्होंने +2 स्तर पर कुल अथवा गणित विषय में न्यूनतम 45% प्राप्तांक अर्जित किए हैं।

बी.ए. द्वितीय एवं तृतीय वर्ष में प्रवेश के लिए : विद्यार्थी केवल उन्हीं विषयों को भरें जिन विषयों का वे अध्ययन कर रहे हैं।

Note: Candidates who have clearly passed the qualifying examination shall be given admission in BA and BCom- I.

MA/MCom Courses

The minimum eligibility for admission to post graduate courses will be **20-24 credits in the subject concerned** in the under graduate degree, **except English** (As per HPU HBI 2022 p.13).

MA: Any Bachelor's Degree of a University established by law in India at least in Second Division [50% marks] **or** with 45% marks; or honours in the subject of study for MA. Eligibility condition is relaxed by 5% for SC/ST candidates and for outstanding sportspersons. **OR** Degree of a foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor with such conditions as may be imposed regarding the additional courses of study.

MCom: Master of Commerce (M.Com.)
Eligibility:

BCom/BCom (Hons) or Bachelor's Degree in Business Administration or BA with Commerce or MA/M.Sc. in Economics/Statistics/Mathematics with 50% marks, **OR** BA/ BSc

Degree with Economics/Statistics/Mathematics with 50% marks in Economics/Statistics/ Mathematics and 50% marks in aggregate. Eligibility condition is relaxed by 5% for SC/ST candidates and for outstanding sportspersons. **OR** Degree of a Foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor with such conditions as may be imposed regarding the additional course (s) of study, which the candidate would be required to pass to qualify for the degree.

NOTE: [Half per cent or more is rounded off to 1%. Eligibility condition is relaxed by 5% for SC/ST candidates and for outstanding sportspersons. For reservation of seats and additional weightage for NSS etc. see RULES FOR ADMISSION AND RESERVATION below.]

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

Direct admission to MA/ MCom Semester II is also permitted in the last week of February (up to 15 March in exceptional cases); such students shall also complete their degree in four semesters (Ord. 10.43), i.e., they will complete Sem I after appearing in Sem IV. Such students will be admitted in Sem I against supernumerary seats if they have appeared in Sem IV from this institution. **"No candidate shall be allowed to appear in the examination as a private candidate" in the Commerce Faculty** (Ord.10.42).

Note: Only they can join Sem III who have appeared in Sem II, and only they can join Sem IV who have appeared in Sem III (Ord.8.40).

RULES OF ADMISSION AND RESERVATION

1. Qualifying the lower examination as a regular student of this institution shall be the only condition for admission to the higher class, subject to the eligibility condition being fulfilled.

2. (Ord.3.2) (a) The basis of the [fresh] admission in all courses of study shall be on merit to be determined [by the Admission Committee] on the basis of the qualifying /Entrance examination in accordance with the rules framed by the Executive Council in this behalf [subject to the limitation of seats and reservation]: Provided that in case of a student 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 [but not eligibility]** for postgraduate admission, marks to the following extent shall be added to the result of the students who possess certificate in NCC, NSS and Scouting, etc. (as under Ord. 3.2b):

(i) 2% for NSS [Volunteers who attended one-week special camp & 240 hours of regular activities].

(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 [Republic Day Parade].

(vi) 5% in case of international representation.

(vii) 10% of the marks obtained for the Honours; provided the admission is sought in the subject concerned.

(viii) 2% for getting first, second or third position in the HP University Inter-College Sports/Cultural Competition.

(ix) 5% for representing the University in the Inter-University Sports/Cultural competition for at least two years.

NOTE: (a) Only credit of one certificate, beneficial to the candidate, will be allowed in respect of candidates from (i) to (vi) & from (viii)-(ix).

(b) 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.

3. (a) **In no case shall admission be allowed after the last date for admission.** If the result is not declared by then, the students may join the higher class provisionally, but no admission will be allowed in any class of BA & BCom after the last notified date even if results are declared after that date.

(b) A student shall be refused admission if his/her conduct during any previous stay in the Institution/University has been unsatisfactory (Ord. 3.5). 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 (Ord. 3.6).

(c) **In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he/she shall be expelled.**

4. **GAP:** For **MA** and **MCom**—the gap between passing one semester and appearing in the next semester **shall not exceed two years**, and a regular student must **complete the degree within six years** of joining the course (Ord.5.4, 8.44).

5. Rules of Migration: (Ord. 3.8):

(a) The admission of a student migrating from another Universities, Availability of seat permitting, shall only be treated as provisional and shall only be confirmed when he /she produces the migration certificate and a certificate of good conduct from the head of the

Institution last attended by him/her. Provided, however, that the student disqualified by any other University shall not be given admission during the period of disqualification.

- (b) A **foreign student's** application for admission shall be considered only if it is accompanied by a proper **student visa** and a fresh **medical certificate** from a competent medical authority.
- (c) Inter-College migration certificate is required in case of migration in the middle of a session or semester. Migration from ICDEOL is possible only if the candidate fulfils the minimum eligibility condition for direct admission as a regular student here.

शैक्षणिक सत्र के दौरान दूसरे विश्वविद्यालय अथवा संस्थान से आए विद्यार्थियों को तभी प्रवेश दिया जाएगा, यदि संबंधित कक्षा में सीटें रिक्त होंगी। विस्तृत जानकारी के लिए कृपया आर्डिनेंस 3.8 का अवलोकन कीजिए।

6. **RESERVATION** (Ord. 3.1):

- (a) 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:

विभिन्न विषयों में प्रवेश वर्ण, पंथ, जाति या वर्ग से निरपेक्ष रहते हुए सभी व्यक्तियों के लिए खुला है। यह आरक्षण की कतिपय शर्तों/ नियमों के अधीन है। विस्तृत जानकारी के लिए कृपया आर्डिनेंस 3.1 का अवलोकन कीजिए।

- (b) 15% and 7.5% of the seats shall be reserved for bona fide Himachali Scheduled Castes and Scheduled Tribes candidates, respectively, who have passed their qualifying examination from Himachal Pradesh University or HP Krishi Vishvavidyalaya or Dr YS 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.

- (c) The remaining 77.5% seats shall be filled as under:

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

- ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from Himachal Pradesh University or HP Krishi Vishvavidyalaya or Dr YS Parmar University of Horticulture and Forestry, subject to the following reservations:

- (a) 5% of the seats shall be reserved for outstanding sportsmen/women [who have represented the University or State in Inter-University or Inter-State tournaments; to judge suitability for admission in the sports quota, Trials would be held by a Committee headed by the Director of Physical Education and Youth Programmes, HP University].

- (b) 5% of the seats shall be reserved for candidates outstanding in cultural activities [having first, second or third position in the Inter-College Youth Festival in any of the following items in the previous three years: debate, Indian folk dance, Indian classical music (vocal or instrumental), light vocal music, *vadya-vadan*, group singing, Indian classical dance, one act play/short play/skit, symposium, poetic symposium, on the spot painting, quiz, Western group song, Western solo, rangoli, clay modelling, elocution, poetic recitation, cartooning, collage and poster making— preference to those who have represented HP University in Inter-Varsity Festival or State Cultural Competition/Festival. Distinction in individual items will have preference over team items. Their age must be less than 25 years, and they will have to represent the Institution/University in cultural activities].

- (a) 5% of the seats shall be reserved for Persons with Disabilities.

The **Minimum Qualifications** for admission to a course in case of candidates belonging to **Scheduled Castes & Scheduled Tribes** categories [and outstanding sportspersons] **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.

NOTE: Admission against Sports and Cultural reserved seats will be as per Himachal Pradesh University rules.

Roster for Admission and Reservation (as per HP University)

Separate roster for each category as mentioned will be maintained.

120 Point Reservation Roster for Admission:

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

Note 1: The degree of Physical Handicap shall be as prescribed by the Govt. of HP, i.e., 40% or more.

Note 2: As per Hon'ble High Court order dated 19.1.2018:

Vacant reserved seats meant for SC and ST categories in educational institutes including Schools, Colleges and Universities, which remain unfilled after exhausting the list of available and eligible SC and ST candidates, should be thereafter offered and filled from amongst eligible candidates from open category on the basis of merit. It is clarified that in case any cut-off limit has been fixed, then only those candidates of open category should be admitted against the vacant seats, who have gained marks at par with the cut off limit.

7. (a) The Prospectus can be purchased from the office of the Department during office hours.

(b) The Application for admission has to be submitted in the prescribed Admission Form to the Admission Committee.

Note: In case of provisional admission, on 'roll-on' basis or on the basis of result downloaded from the Internet, attested copy of the regular marks card/result card issued by the University has to be deposited in the Office within ten days of the date of issue of the result card.

नोट : रोल-ऑन अथवा इंटरनेट से डाउनलोड परीक्षा-परिणामों के आधार पर किए गए अस्थायी दाखिलों की स्थिति में, वास्तविक अंकतालिका की सत्यापित प्रति को जारीकरण तिथि के दस दिनों के भीतर कार्यालय में जमा कराया जाना अनिवार्य है।

- (c) Lists of selected candidates for MA & MCom Sem I may be displayed on the Notice Board. Objection, if any, should be submitted to the Principal in writing within one day.
- (d) If the fees are not deposited by the specified date, admission shall stand cancelled.
- (e) Admission to a class shall be effective only from the date when the candidate deposits the fees and not from the date his/her Admission Form is signed by the Principal.
- (f) All students must get themselves vaccinated at the earliest, as per the directions issued by the Government from time to time.

8. Students shall abide by the rules and conditions as laid down in the Prospectus. The decision of the Principal in all matters regarding admission, change of subjects, detention, promotion, grant of fee concession, stipend or financial assistance, imposition of fine, penalty or punishment of any kind including suspension or removal from the rolls, rustication, etc. shall be binding (Ord. 42.3 & 22.16-19).

INTERNAL ASSESSMENT FOR POSTGRADUATE STUDENTS

For MA and MCom 20% of the maximum marks in each paper (excluding practical exam. marks) are for Internal Assessment, to be sub-divided as under:

(a) Weightage for attendance (5% marks):

- | | |
|---|-----------|
| (i) up to 75% including condoning of lectures by the competent authority as per provision under Ordinances: | zero mark |
| (ii) without condoning of lectures up to 75%: | 1 mark |
| (iii) 76% to 80% lectures: | 2 marks |
| (iv) 81% to 85% lectures: | 3 marks |
| (v) 86% to 90% lectures: | 4 marks |
| (vi) 91% and above: | 5 marks |

(b) The remaining 15% marks will be awarded by the concerned Chairpersons on the recommendation of the Department Council on the basis of the performance of the candidate in any one of the following:

- (i) House Examination
- (ii) Assignment Writing
- (iii) Seminar Presentations

RULES OF CONDUCT/आचरण नियमावली

1. Students should behave in and outside the Department in a manner that brings credit to the Institution and to them. They should abide by all the extant rules and laws.

विद्यार्थियों से अपेक्षा की जाती है कि परिसर के भीतर व बाहर उनका आचरण एवं कार्य-व्यवहार संस्थान तथा उनकी स्वयं की गरिमा के अनुरूप हो। उन्हें सभी मौजूदा नियमों और कानूनों का पालन करना चाहिए।

2. **RAGGING IS STRICTLY BANNED and an UNDERTAKING must be given affirming that the student will not indulge in any act of ragging.**

रैगिंग पर कठोर प्रतिबंध है। प्रत्येक विद्यार्थी को अनिवार्य रूप से इस आशय का वचनपत्र देना होगा कि वह रैगिंग-संबंधी किसी भी कृत्य में शामिल नहीं होगा।

3. **DRUGS, ALCOHOL, TOBACCO PRODUCTS, ETC. ARE STRICTLY PROHIBITED IN THE CAMPUS. Any violation will attract severe disciplinary action.**

(1) If any student is found to have possessed/consumed alcohol or drugs, the student may be rusticated/expelled from the Department.

(2) Smoking and consuming tobacco: A fine of Rs. 200 will be imposed on first use. If any student is found smoking or consuming tobacco, etc. for the second time, the student may be placed on conduct probation/rusticated from the Department.

ड्रग्स, अल्कोहल, तम्बाकू-उत्पाद इत्यादि परिसर में पूर्णतया निषिद्ध हैं। इसकी उल्लंघना करना कठोर अनुशासनात्मक कार्रवाई को आमंत्रण देने जैसा है।

- i) यदि किसी विद्यार्थी के पास अल्कोहल, ड्रग्स या नशीली दवाएँ बरामद होती हैं अथवा वह उनका सेवन करता पाया जाता है, तो उसका विभाग से आवधिक बहिष्करण/ निष्कासन किया जा सकता है।
- ii) धूमपान या किसी तम्बाकू-उत्पाद का सेवन करते हुए पहली बार पाए जाने पर रु. 200/- के जुर्माने तथा दूसरी बार ऐसी स्थिति में विद्यार्थी को आचरण परिवीक्षा पर रखने/ आवधिक बहिष्करण की कार्रवाई विभाग द्वारा प्रचालित की जा सकती है।

4. The students must always carry their **Identity Card** with them—**they will not be allowed to enter the campus without the Identity Card.** (A duplicate identity card will be issued only in exceptional cases on payment of `Rs. 50/-).

विद्यार्थियों को विभाग द्वारा जारी किया गया पहचान पत्र सदैव अपने साथ रखना आवश्यक है। पहचान पत्र के बिना परिसर में प्रवेश करने की अनुमति नहीं दी जाएगी। (केवल विशेष परिस्थितियों में रु. 50/- के भुगतान पर पहचान पत्र की द्वितीय प्रति निर्गत की जाएगी)।

5. Students must not cause damage to the property of the Institution. The cost of any damage caused to the property of the Department by the students will be recovered from them.

विद्यार्थियों को संस्थान की संपत्ति को नुकसान नहीं पहुँचाना चाहिए। विद्यार्थियों द्वारा विभाग की संपत्ति को हुई क्षति की भरपाई उनसे की जाएगी।

6. Students should not sit on the railings in the campus or loiter near the gate of the Institution.

विद्यार्थी परिसर की चारदीवारी पर न बैठें और न ही संस्थान के गेट के पास जमा हों।

7. Students must not stick any posters or stickers on the windows, walls, etc. They must not write anything on the walls, desks, chairs, etc.

विद्यार्थियों को खिड़कियों, दीवारों आदि पर कोई पोस्टर या स्टिकर नहीं लगाना चाहिए। उन्हें दीवारों, डेस्क, कुर्सियों आदि पर कुछ भी नहीं लिखना चाहिए।

8. No notice should be put up on the Notice Board without the permission of the Principal.

बिना प्राचार्य की अनुमति के सूचनापट पर कोई नोटिस चस्पा नहीं किया जाना चाहिए।

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 will be subject to disciplinary action. S/he may be fined or placed on conduct probation by the Head of the Institution. A student placed on conduct probation shall not be allowed to represent the institution or the University in any meet, tournament, youth festival or cultural competition during the period of his Conduct Probation and shall also remain suspended from any office that he may be holding in any student organisation. If a student, who has been on conduct probation on two previous occasions, commits an act of indiscipline, s/he shall be expelled from the Institution/University.

Any kind of Indiscipline will be punished; the Principal's decision shall be final in this regard.

संस्थान या विश्वविद्यालय के किसी भी नियम या विनियम के उल्लंघन में या किसी भी तरह से अनुशासनात्मकता के किसी भी कृत्य में सम्मिलित विद्यार्थी अनुशासनात्मक कार्रवाई के अधीन होगा। संस्थान के प्रमुख द्वारा उस पर जुर्माना लगाया जा सकता है या आचरण परिवीक्षा पर रखा जा सकता है। आचरण परिवीक्षा पर रखे गए छात्र को उसकी आचरण परिवीक्षा की अवधि के दौरान किसी भी समारोह, टूर्नामेंट, युवा महोत्सव या सांस्कृतिक प्रतियोगिता में संस्थान या विश्वविद्यालय का प्रतिनिधित्व

करने की अनुमति नहीं दी जाएगी तथा उसे छात्र-संगठन के पदाधिकार (यदि कोई हो तो) से निलंबित भी रखा जाएगा। यदि कोई विद्यार्थी, जो पिछले दो मौकों पर आचरण परिवीक्षा पर रहा है, अनुशासनहीनता का कार्य करता है, तो उसे संस्थान/विश्वविद्यालय से निष्कासित कर दिया जाएगा।

किसी भी प्रकार की अनुशासनहीनता दंडनीय होगी तथा इस संबंध में प्राचार्य का निर्णय अंतिम होगा।

FEES

Admission Fee, Annual Charges, Monthly Charges, Migration Fee, Registration Fee, etc. & University Examination Fee will have to be paid as notified by the University from time to time; other fees and charges are to be paid as approved by the University Executive Council.

FEE STRUCTURE: At the time of admission (UG paid annually and PG Semester-wise):

FEE STRUCTURE	For BA/BCom: Rs	For MA/MCom: Rs
University Fee		
Admission Fee	25	100
Continuation Fee	10	100
Late Admission Fee	20	20
Re-admission Fee	100	100
Second-time Re-admission Fee	200	200
Tuition Fee (pm)	50	100
Medical Fee	06	50
Youth Welfare Fee	15	50
Dilapidation Fee(annual/pm)	12	10
Holiday Home Fee	01	20
Sports Fee	15	100
Extra Sports Fee if not registered with HP University	---	15
Development Fund (Once Only)	250	250
For BPL/IRDP Students	100	100
Department Charges		
Amalgamated Fund (p.m.)	20	100
Library Security (Refundable)	200	300
Building Fund (p.m.)	10	10
Computer & Internet Fee (p.m.)	20	20
Population Education Club Fee	---	10
Campus Development, Beautification & Upkeep Fund	10	10
Book Replacement Fund	25	25
Furniture Repair/Replacement Fund	10	10
Students Aid Fund	10	50
Magazine Fee	50	50
Cultural Activities Fund	10	50
Mid Term Tests Charges	60	---
Annual Function	02	02
Educational Tour	02	02
Red Cross Fee	03	20
Identity Card Fee	50	50
Department Activities Fund (p.m.)	50	50
Common Room	---	20
SCA	10	10
Computer Practical Fee for BCom I & II Years & M Com Sems III & IV (Per Practical)	50	50
Application Fee	100	100

The candidates who are admitted to the Department for the Session 2022-23 will pay Application fee Rs. 100/- for each application at the time of admission.

Students already admitted in the Department in the previous session have to pay Fees in advance as per the schedule notified on the Notice Board. After the scheduled date(s) a delay fine of Rs 2 per day will be charged till the end of that month, subject to a maximum of Rs 50.

If the fees are not paid by the end of the month in which they are due, the name of the student will stand automatically struck off the rolls. Re-admission may be allowed in deserving cases at the discretion of the Principal by the end of the following month on payment of Re-admission Fee of Rs 100/-; after that month re-admission shall ordinarily not be allowed. In exceptional cases the Principal may allow re-admission after that on payment of the fee prescribed for re-admission for the second time, i.e., Rs 200/-.

In case of fresh admission on provisional basis or on the basis of result downloaded from the Internet, attested copy of the University/Board marks card of the qualifying examination has to be deposited in the Office within ten days of the date of issue of the result card, otherwise admission shall stand cancelled. After that re-admission fee will have to be paid.

TUITION FEE:

1. The Government of Himachal Pradesh, Department of Education vide letter No. Shiksha-II(J)2-1/89 dated 2-8-1995 received from the Registrar Office vide letter No.4-41/93-HPU(Genl.) dated 16th September, 1995 for the exemption of the tuition fee for girls in admission to various courses.
2. The student with special needs with more than 40% disability, admitted in any course of study running in the Himachal Pradesh University, Shimla-5 will not be charged any fees with effect from the academic session 2015-16 vide notification No. 4-51/2015 HPU(Acad) dated 25 July 2015.

The Fees etc. can be revised/enhanced by the University or the Institution at any time.

3. **University Examination Fee:** To be paid Online, as notified by the University.
4. **University Registration Fee (for those students who are not registered with HPU):** To be paid Online, as notified by the University.

FEE CONCESSION AND FINANCIAL ASSISTANCE

- (i) Fee concession is granted every year on the basis of poverty to the extent of 10% of the number of students in each class/course. **For Fee Concession the applications in the prescribed form must be submitted in the Office by 15 September. Only those applicants may be granted fee concession **who attend at least 75% lectures in each subject/course**.**
- (ii) Half fee concession shall be allowed to a student whose older brother or sister is also on the rolls of the Department and is paying full fees, to the extent of 15% of the number of students in each class/course.
- (iii) Financial assistance will also be available from the **Students' Aid Fund** to the deserving poor students to meet their tuition fee or examination fee or to purchase books or to meet medical expenses, if their needs are genuine (Ordinarily, the total aid to a particular student shall not exceed Rs. 600/- in a session).
- (iv) The scrutiny of applications for recommending the cases for fee concession and financial assistance will be done by the Fee Concession Committee. The Committee will interview the applicants, if necessary. The decision of the Principal shall be final.
- (v) Fee concession/Financial assistance may be withdrawn if a student does not attend 75% lectures or if his/her performance in the Mid Term Tests is not satisfactory.

शुल्क रियायत और वित्तीय सहायता

- (i) प्रत्येक वर्ष कक्षावार छात्रों की कुल संख्या के 10% तक जरूरतमंद छात्रों को शुल्क रियायत प्रदान की जाती है। शुल्क रियायत प्राप्त करने के लिए निर्धारित आवेदन-पत्र को भरकर विलंबतम 15 सितंबर तक कार्यालय में जमा कर दें। केवल उन्हीं आवेदकों को शुल्क रियायत प्रदान करने पर विचार किया जा सकेगा जिनकी प्रत्येक विषय / पाठ्यक्रम की कक्षाओं में न्यूनतम 75% उपस्थिति होगी।
- (ii) कमजोर आर्थिक पृष्ठभूमि वाले पात्र-विद्यार्थियों को उनके शिक्षण शुल्क / परीक्षा शुल्क / किताबें खरीदने या चिकित्सा खर्चों को पूरा करने के लिए भी विद्यार्थी सहायता-निधि से वित्तीय मदद उपलब्ध होगी, यदि उनकी जरूरतें वास्तविक हैं (सामान्यतया, विद्यार्थी-विशेष को प्रति-सत्र कुल सहायता रु. 600 / - से अधिक नहीं होगी)।
- (iii) शुल्क रियायत और वित्तीय सहायता विषयक अनुशंसा के लिए, शुल्क रियायत संबंधी समिति आवेदनों की संवीक्षा करेगी। आवश्यक होने पर, आवेदकों को समिति के समक्ष उपस्थित होना होगा। इस विषय में प्राचार्य का निर्णय अंतिम होगा।
- (iv) ऐसे विद्यार्थी को आधे शुल्क की रियायत अनुमन्य होगी जिसका भाई या बहन पूरी फीस अदा करते हुए संस्थान में अध्ययनरत है।
- (v) कक्षाओं में 75% उपस्थिति न होने अथवा मध्यसत्रीय परीक्षाओं में संतोषजनक प्रदर्शन नहीं पाए जाने पर शुल्क रियायत / वित्तीय सहायता वापस ली जा सकती है।

STIPENDS & SCHOLARSHIPS

Scheduled Caste/ Scheduled Tribe and Backward Class students who are eligible for award of stipends/scholarships should apply for the State Government/Government of India scholarships immediately after the admission. The Scholarship will be directly credited to their respective Bank Account. The Students must inform the office after receiving the scholarship.

The unemployed students of the Department who have secured a high percentage of marks in the previous examination may apply for HP Government Poverty-cum-Brilliance Scholarship.

Sri Badrika Ashram Emerging Youth Scholarship (Padho Aur Badho) by Sri Badrika Ashram cum Charitable and Social Welfare Society, Distt Sirmour is available from 1st year /I Semester.

छात्रवृत्तियाँ एवं शुल्क-प्रतिपूर्ति

अनुसूचित जाति / जनजाति और पिछड़ा वर्ग के विद्यार्थी जो छात्रवृत्ति अथवा अन्य वृत्तियों के लिए पात्र हैं, उन्हें प्रवेश के तुरंत बाद राज्य सरकार / भारत सरकार की छात्रवृत्तियों के लिए, स्वयं की पात्रतानुसार आवेदन करना चाहिए। सरकार से धनराशि प्राप्त होते ही उन्हें छात्रवृत्ति और शिक्षण शुल्क-प्रतिपूर्ति का भुगतान किया जाएगा। विभाग के जिन बेरोज़गार विद्यार्थियों ने पिछली परीक्षा में अंकों का उच्च प्रतिशत हासिल किया है वे हिमाचल प्रदेश सरकार निर्धन-मेधावी छात्रवृत्ति के लिए आवेदन कर सकते हैं।

इसके अतिरिक्त, विद्यार्थियों के लिए प्रथम वर्ष/ प्रथम सत्र से श्री बद्रीका आश्रम चैरिटेबल एवं सामाजिक कल्याण समिति, जनपद - सिरमौर द्वारा श्री बद्रीका आश्रम उदीयमान युवा छात्रवृत्ति (पढ़ो और बढ़ो) भी उपलब्ध है।

BUS PASS: Those students, who wish to apply for Bus Pass of the HRTC, should submit a written application addressed to the Principal; clearly declaring whether they are employed in Govt. Service or in private service or are unemployed. This application must be submitted in the Office of the Department, along with the completed prescribed application form for

Bus Pass, by 5 September for BA & BCom students; and by 20 September for students of MA & MCom.

बस-पास

ऐसे विद्यार्थी जो एचआरटीसी बस-पास के लिए आवेदन करना चाहते हैं उन्हें प्राचार्य के समक्ष स्पष्ट रूप से यह घोषित करते हुए प्रार्थना-पत्र देना चाहिए कि वे बेरोज़गार हैं अथवा सरकारी/ गैर-सरकारी तौर पर कार्यरत स्नातक (बी.ए./बी.कॉम.) के विद्यार्थी 5 सितंबर तक तथा स्नातकोत्तर (एम.ए./एम.कॉम.) के विद्यार्थी 20 सितंबर तक अपना प्रार्थना-पत्र विभाग के कार्यालय में अवश्य जमा करा दें।

WITHDRAWAL FROM THE ROLLS AND REFUND OF SECURITY

A student has to submit a written application to withdraw his/her name from the rolls; no discharge certificate or any other certificate will be issued unless all the dues have been paid up to the date of application. For refund of Security, application has to be submitted in the prescribed form. **Security, if not adjusted or withdrawn in the following academic session*(within one year), shall lapse.** If the candidate has not paid the dues or fails to return the goods of the Institution, the security shall be forfeited. Security may also be forfeited as penalty for misconduct, etc.

LIBRARY RULES

The Students of BA can draw up to two books at a time. The students of BCom can draw up to three books, and students of MA/MCom can draw up to four books at a time. The books are issued for a period of 14 days. Reference books are not issued to students and can be consulted only in the library.

A fine of Rs. 2/- per volume per day will be realised for the books kept beyond the due date. **A student who fails to return a book by the due date shall not be issued any other book until they return the overdue book(s).**

The Librarian may, if necessary, recall any book at any time. Students are liable to replace, to the satisfaction of the Librarian, or pay an amount equal to **five times** the current price of the books lost or damaged while in their possession. They shall not write upon or mark any book, periodical, etc.

For accessing the resources of INFLIBNET find out your User Id and Password from the Office.

BOOK BANK

A textbook library has been established for helping poor students. They can borrow a few selected textbooks for the major part of the academic session after depositing an additional security equal to the price of the books to be borrowed. If a student wishes to retain textbooks after the issue of the Roll Number for examination, they will have to deposit an amount equal to five times the current price of books as additional security. This security will be refunded immediately after the books are returned. Since the number of such selected textbooks is limited, it may not be possible to satisfy the requirement of all deserving students.

COMPUTER LAB

The Computer Lab is used mainly for computer-related courses of Commerce and Mathematics. For general use, two computers with Internet connection have been placed in the library.

CO-CURRICULAR ACTIVITIES AND MAGAZINE

The Institution encourages co-curricular activities for cultural, aesthetic and physical development of students. The magazine *Evening Glory: Sandhya Garima* offers an opportunity to students to develop their creativity; it is edited by students under the guidance and supervision of members of the staff.

SPORTS

For sports activities the students of this Institution can use the University playground at Summer Hill with the permission of the University Director of Physical Education. **Those students who had taken part in any particular game or event at inter-school/inter-college/district/state level and want to pursue it, they should give it in writing to the Convener of the Committee for Sports Activities by 30 August* (Due to Covid19; Normally 20 July)** along with copies of certificates of participation/prizes won. Only those students shall be eligible to participate in sports and other co-curricular activities **who attend at least 75% lectures in each subject/paper** by the date of selection for participation. The Department may provide equipment, etc. as per the available resources.

Teams of interested students in various events may be sent for the University Inter-College Tournaments.

STUDENTS CENTRAL ASSOCIATION (SCA)

The SCA is constituted to encourage the participation of students in maintaining proper academic atmosphere and in organizing cultural activities, etc., and to promote opportunities for the development of character, leadership and discipline and spirit of service among students. The Students Central Association will be constituted as per University rules and directions.

Any part of this Prospectus can be altered by Himachal Pradesh University or by the Principal, HPUDES at any stage. Any such alteration shall be binding on all students.

Principal

**Himachal Pradesh University Department of Evening Studies Shimla-171001
COMMITTEES ETC. FOR THE SESSION 2022-23**

Advisors to the Principal: Prof Usha Sharma
Prof Arti Pandit Dhawan

Staff Secretary: Prof Usha Sharma

Prospectus

Prof Arti Pandit Dhawan-**Convener**

Dr Mahendra Singh Yadav

Dr Ashutosh Kumar

Sh Ajit Kumar

Sh Tikam Ram

Dr Rajeev Kumar

Timetable

Prof Usha Sharma-**Convener**

Dr Sanjeev Kumar Bragta

Sh Ajit Kumar

Dr Vipin Kumar Bhulal

Dr Rajeev Kumar

Bursar: Prof Pratibha Tiwari

Internal Quality Assurance Cell

Prof Arti Pandit Dhawan-**Convener & Nodal
Officer**

Dr Vipin Kumar Bhulal- **Co-Convener**

Dr Shobha Misra

Dr Ashutosh Kumar

Sh Ajit Kumar

Sh Tikam Ram

Sh Kartar Chand

Dr Rajeev Kumar

SCA Elections

Prof Arti Pandit Dhawan-**Convener**

Dr Sanjeev Kumar Bragta-**Co-Convener**

Dr Mahendra Singh Yadav

Sh Kartar Chand

Discipline & Anti Ragging Committee

Prof Usha Sharma -**Convener**

Prof Pratibha Tiwari- **Co-Convener**

Dr Sanjeev Kumar Bragta

Dr Virender Singh

Dr Ashutosh Kumar

Sh Kartar Chand

Youth Festival and Cultural Activities

**Group I (Debate, Poetry Recitation, Quiz,
Painting, Poster-making, etc.):**

Dr Virender Singh-**Convener**

Dr Ashutosh Kumar

Dr Manish Khangta

Dr Inder Kumar

**Group II (Folk Song & Other Musical items)
& Group III (Folk Dance etc.):**

Dr Shobha Misra-**Convener**

Sh Ajit Kumar

Dr Vipin Kumar Bhulal

Dr Rajeev Kumar

Group IV (One-Act Play/Mime etc.)

Prof Pratibha Tiwari-**Convener**

Sh Tikam Ram

Dr Inder Kumar

Fee Concession

Dr Sanjeev Kumar Bragta- **Convener**

Dr Mahendra Singh Yadav

Sh Kartar Chand

Library

Dr Ashutosh Kumar - **Convener**

Dr. Manish Khangta

Sh Tikam Ram

Sh Kartar Chand

Dr Inder Kumar

Canteen

Dr Mahendra Singh Yadav -**Convener**

Dr Virender Singh

Dr Manish Khangta

Dr Inder Kumar

Purchase

Prof Usha Sharma- **Convener**

Dr Shobha Misra

Sh Kartar Chand

Dr Rajeev Kumar

Swachhta Abhiyan

Prof Pratibha Tiwari - **Convener**

Dr Mahendra Singh Yadav

Dr Vipin Kumar Bhulal

Sh Tikam Ram

Dr Inder Kumar

Campus Upkeep & Repair Committee

Prof Arti Pandit Dhawan -**Convener**

Dr Mahendra Singh Yadav

Sh Kartar Chand

Dr Rajeev Kumar

Gender Sensitization Committee and

Committee against Sexual Harassment:

Prof Usha Sharma -**Convener**

Dr Shobha Misra

Dr Manish Khangta

Sh Tikam Ram

(3rd Party) Mrs Neera Walia

Student Representatives

Sh Sagar Kaushal, MCom

Km Pooja Sakta, MA English

Sh Dinesh Sharma, MA Economics

Ms Anisha, MA Hindi

Mr Nikhil Rana MA Pol Science

Grievance Cell

Prof Usha Sharma -**Convener**

Dr Mahendra Singh Yadav

Dr Virender Singh

Sh Yatinder Sharma, MCom

Sh Cyrus Mohan, MA English

Editorial Board

Prof Arti Pandit Dhawan -**Chief Editor**

Dr Sanjeev Kumar Bragta

Dr Manish Khangta

Sh Tikam Ram

Sports Activities

Prof Pratibha Tiwari -**Convener**

Sh Ajit Kumar

Dr Vipin Kumar Bhulal

Sh Kartar Chand

Cultural Property Custodian

Dr Mahendra Singh Yadav-**Convener**

Dr Shobha Misra

Sh Tikam Ram

Internal Examinations

Dr Virender Singh -**Convener**

Dr Manish Khangta

Dr Vipin Kumar Bhulal

Dr Inder Kumar

Alumni

Sh Tikam Ram

Dr Rajeev Kumar

HPU(DES) Website

Sh Ajit Kumar- **Nodal Officer**

Dr Vipin Kumar Bhulal

Dr Rajeev Kumar

Scholarship Committee

Dr Sanjeev Kumar Bragta-**Convener & Nodal Officer**

Dr Virender Singh

Advisors SCA

Prof Meenakshi F Paul-**Chief Advisor (Principal)**

Dr Sanjeev Kumar Bragta -**Member**

Prof Usha Sharma- **Staff Secretary**

Sh Kartar Chand -**Member**

Prof Arti Pandit Dhawan- **Convener SCA**

Community Participation

Prof Arti Pandit Dhawan-**Convener**

Sh Ajit Kumar

Dr Vipin Kumar Bhulal

Sh Tikam Ram

Sh Kartar Chand

Dr Rajeev Kumar

Tree Plantation

Prof Pratibha Tiwari - **Convener**

Dr Virender Singh

Dr Shobha Misra

Dr Manish Khangta

Dr Inder Kumar

ANTI-RAGGING RULES

There shall be no ragging (teasing, rudeness, insulting or undisciplined behaviour, etc.) in or outside the Institution. Any student found indulging in ragging, or in aiding or abetting ragging, shall be severely punished as per the UGC Regulations, provisions of Statute 23-A, recommendations of the Committee constituted by the Hon'ble Supreme Court of India in SLP No.24295 of 2006 (Raghavan Committee), and as per law in force, including HP Educational Institutions (Prohibition of Ragging) Ordinance, 2009.

Ragging is defined as doing any act, by disorderly conduct, to a student of an educational institution which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such student or asking a student to do any act or perform something, which such student will not be willing to do in the ordinary course.

A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years or shall also be liable to a fine which may extend to Rs 50,000/- or both.

If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he/she will be dismissed from the Institution and such student will not get admission in any other Institution for a period of three years from the date of his/her dismissal from the Department.

Note: There has never been any instance of ragging in this institution in the past.

All the students are directed to give their undertaking on the link given below

https://antiragging.in/affidavit_registration_disclaimer.html

Click on the university tab and fill the form. After filling this form successfully, download the Student's Anti Ragging Undertaking and the Parents' Anti Ragging Undertaking from the Website. Please print both the Undertakings, sign yours yourself, request your parents to read the details and to sign their Undertaking. Present both the undertakings to the department at the time of admissions, each year.

Important phone numbers in case of any incident of ragging are:

Principal: 2652765 Dean of Studies: 2830922 Dean of Students' Welfare: 2830926
Registrar: 2830912 Vice-Chancellor: 2831363 Anti-Ragging Helpline:1800-180-5522
E-mail: hpudes@gmail.com

रैगिंग संज्ञेय अपराध है

यदि किसी विद्यार्थी को रैगिंग करने, उकसाने, सहभागिता करने या प्रचार करने के आरोपों के लिए दोषी ठहराया जाता है, तो उसे विभाग से बरखास्त कर दिया जाएगा और संबंधित विद्यार्थी को बरखास्तगी की तिथि से तीन वर्ष की अवधि तक किसी अन्य शिक्षण-संस्थान में दाखिला नहीं मिल सकेगा।

ऐसा विद्यार्थी जो रैगिंग का अपराध करता है उसे तीन साल तक की अवधि के लिए कारावास या रुपये 50,000/- तक के जुर्माने अथवा दोनों से दंडित किया जा सकता है।

सनद रहे, अतीत में सांध्यकालीन अध्ययन विभाग में कभी भी रैगिंग का कोई उदाहरण नहीं रहा है।

सभी विद्यार्थियों को निर्देशित किया जाता है कि वे अधोलिखित लिंक के माध्यम से अपना वचनपत्र दें :

https://antiragging.in/affidavit_registration_disclaimer.html

इसके लिए विश्वविद्यालय टैब पर क्लिक कर फॉर्म भरें। इस फॉर्म को सफलतापूर्वक भरने के पश्चात, वेबसाइट से विद्यार्थी एवं उनके माता-पिता द्वारा भरे जाने वाले दोनों एंटी रैगिंग वचनपत्रों को डाउनलोड कर प्रिंट आउट निकाल लीजिए। अब इसे भली प्रकार स्वयं पढ़ें तथा इसमें अंकित सभी विवरणों को माता-पिता के संज्ञान में लाकर उनसे हस्ताक्षर करने का निवेदन करें। प्रवेश के समय दोनों हस्ताक्षरित वचनपत्रों को विभाग में प्रस्तुत करें। प्रत्येक वर्ष प्रवेश लेने के क्रम में यह प्रक्रिया पूरी करना अनिवार्य है।

रैगिंग की किसी भी घटना की सूचना देने के लिए महत्त्वपूर्ण फोन नंबर इस प्रकार हैं :

प्राचार्य : 2652765, अधिष्ठाता अध्ययन : 2830922, अधिष्ठाता छात्र-कल्याण : 2830926

कुलसचिव : 2830912, कुलपति : 2831363, एंटी-रैगिंग हेल्पलाइन : 1800-180-5522

ई मेल : hpudes@gmail.com

HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grade University)

DEPARTMENT OF EVENING STUDIES, SHIMLA -171001

APPLICATION FOR ADMISSION 2022-23

(To be filled in by the candidate in his/her own handwriting)

Paste a passport
size copy of your
latest photograph

Class _____ Semester/Year _____ Roll No. _____
(To be filled in by the Office)

1. Name (IN BLOCK LETTERS) _____

2. Father's Name: Sh. _____ Mother's Name: Smt. _____

3. Date of Birth _____ 4. Nationality _____ 5. Religion _____

6. Registration No. in HP University (If already registered) _____

7. Mobile Number _____ 8. Email Id _____

9. If you belong to a Scheduled Caste/Tribe or OBC, indicate whether SC, ST or OBC _____
(Attach attested copy of SC/ST Certificate if you want to get benefit of 5% relaxation in eligibility; and if you want to be considered for Reserved seats, then also attach attested copy of 'Bona Fide Himachali' Certificate.)

10. If you are an **old student** of this institution, give details of the last session when you studied here:

Class _____ Session _____ Class Roll No. _____ Univ. Roll No. _____

11. Subject Combinations for BA: 1. _____ 2. _____

Subject Combinations Offered for BA:

For BA I Admission 2022-23:

Choose **two (2)** elective subjects from the **three (3)** subject groups given below.

You can choose only **one (1)** elective subject from **one (1)** group:

Group-1: History/ Economics;

Group-2: Political Science/Public Administration/Mathematics;

Group-3: Hindi/English/Sanskrit

Note: 1. Only they can take up Mathematics who have obtained 45% marks in aggregate or in Mathematics at the +2 level.

For BA II & III Year: Fill the subjects you are already studying.

12. **ACADEMIC RECORD** (Attach attested copies of all certificates/marks sheets from class X onwards, and of the Character Certificate. If there is a gap after passing the last exam, attach a letter giving reason thereof.

Note: (a) All original certificates have to be shown at the time of counselling. (b) In case of provisional admission on roll on basis, or on the basis of result downloaded from the Internet, **attested copy of the Univ./Board marks sheet** has to be deposited in the Office **within ten days of the date of issue** of the result card, otherwise admission shall stand cancelled.)

Examination Passed	School/ College/ Private	University /Board	Exam. Roll No.	Month & Year of Passing	Marks Obtained & Max. Marks	Percentage/ Grade	Subjects Offered
Class X / Equivalent Exam							
Plus Two/ Equivalent Exam							
BA/BCom Sem I / Part I							
BA/BCom Sem II / Part II							
BA/BCom Sem III / Part III							
BA/BCom Sem IV							
BA/BCom Sem V							

BA/BCom Sem VI							
Total marks/grade (BA/BCom)							
MA/MCom Sem I							
MA/MCom Sem II							
Any other exam							

Additional weightage, if any, for NSS etc. or for Honours (Specify) _____

13. Local address for correspondence: _____

14. Permanent address (if different from the above) _____

Phone No. (if any) with STD code/Mobile No. : _____

15. If employed, give employment address & details of post, salary, etc. Attach certificate from the employer: _____

16. If you were ever disqualified/suspended or rusticated/expelled by any University/Board, give details: _____

17. If you have ever indulged in ragging in the past, give details: _____

UNDERTAKING BY THE APPLICANT

I declare that the entries made by me in this form are correct and complete, and nothing has been concealed; otherwise, my admission may be cancelled and any action may be taken against me.

I have carefully read the Prospectus and I undertake to abide by the rules and regulations of this Institution and the University, and of the UGC. I also undertake to pay the fees and other dues by due dates. I understand that my admission is subject to the final approval of the University.

I will attend 75% lectures in each subject/course and also qualify in the Mid Semester Examination; otherwise, I will have no claim to appear in the University examination. I also understand that if I remain absent from classes of any subject or paper for one month without written permission of the Principal, my admission shall stand cancelled automatically, and I will not have any claim to re-admission.

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

SIGNATURE OF APPLICANT

SIGNATURE OF PARENT/GUARDIAN/EMPLOYER

NAME OF APPLICANT: _____ NAME OF PARENT/GUARDIAN: _____

DATE: _____ PH. NO. OF PARENT/GUARDIAN: _____

FOR ADMISSION COMMITTEE

Date of receipt of application _____. Self-attested copies of the required certificates have been attached with the application form and the original certificates have been seen.

Eligible/Not Eligible/May be admitted provisionally subject to: _____

Recommended

ADMIT PROVISIONALLY
subject to approval by the University

Member
Admission Committee
Date:

Convener
Admission Committee
Date:

PRINCIPAL
Date:

FOR DEPARTMENT OFFICE

Fees amounting to Rs. _____ realized vide Challan No. _____ dated _____
Journal No. _____ dated _____

Accountant

Entered in D & C Register on page _____
Entered in Admission & Withdrawal Register on page _____

Date: _____

Dealing Assistant
