

# Central University of Himachal Pradesh



**MINUTES**  
of  
**6<sup>th</sup> Meeting of the Academic Council**  
**16<sup>th</sup> October, 2012 at 11:00 AM**

**Venue: Committee Room, Indian Council of Social Science Research (ICSSR),  
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi**

**Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215**  
Phone: +91(1892)229330; Fax: +91(1892)229331; Mobile: +91(0)9418045014  
Email: [vc.cuhimachal@gmail.com](mailto:vc.cuhimachal@gmail.com); Website: [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

# Central University of Himachal Pradesh

Post Box – 21, Dharamshala, District Kangra, Himachal Pradesh – 176215

Phone No. 01892-229330, 229574, Fax No. 01892-229331

## MINUTES

### 6<sup>th</sup> Meeting of the Academic Council

held on 16<sup>th</sup> October, 2012 at 11:00 AM in

Committee Room, Indian Council of Social Science Research (ICSSR),  
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi

6<sup>th</sup> Meeting of the Academic Council of the Central University of Himachal Pradesh was held on 16<sup>th</sup> October, 2012 at 11:00 AM in Committee Room, Indian Council of Social Science Research (ICSSR), JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi. **List of the Members present in the meeting is attached as Appendix-A.**

The Vice-Chancellor extended a warm welcome and thanked all the Members for sparing their valuable time for this important meeting. He briefed the Council about the progress made by the University since the last meeting. He informed that out of the eighteen disciplines the university has completed the selection process for the post of Assistant Professors in fifteen disciplines. He further informed that since the Registrar had resigned, the charge of the Registrar is presently held by the Finance Officer and that the post of the Registrar was advertised, the meeting of the Selection Committee was held and the panel of three names has been sent to the MHRD seeking approval of the Visitor, the decision on which is awaited.

Thereafter the Agenda items were taken up for decisions, as under:

**Item No: 6.1                      Confirmation of the Minutes of the 5<sup>th</sup> Meeting of the Academic Council held on 26<sup>th</sup> May, 2012.**

**The Minutes of the 5<sup>th</sup> Academic Council Meeting held on 26<sup>th</sup> May, 2012 were confirmed.**

**Item No: 6.2                      To place before the Academic Council the Report about the action taken on the decisions of its 5<sup>th</sup> Meeting held on 26<sup>th</sup> May, 2012.**

**The Academic Council noted the Action Taken Report (ATR) on the decisions taken in the 5<sup>th</sup> meeting of the Academic Council held on 26.5.2012.**

**ITEM FOR REPORTING AND RATIFICATION :**

**Item No: 6.3**            **To report the action taken by the Vice-Chancellor to promote and implement “Shodhgangotri” a repository of electronic version of synopses submitted to universities and all research scholars.**

Dr. Jagdish Arora, Director, Information and Library Network Centre, Ahmedabad (An Autonomous Inter-University Centre of UGC) vide letter No. INFL/Shodhgangotri/ Synopses/ 2012/40 dated 30<sup>th</sup> April, 2012 invited to join “Shodhgangotri: Repository of India Research in Progress” (**ANNEXURE – 6.3A**). Shodhgangotri is a repository of electronic version of synopses submitted to the universities introduced by the Chairman, UGC on 11<sup>th</sup> May, 2011. Shodhgangotri is created and maintained by INFLIBNET Centre to supplement and complement “Shodhganga”, a repository of full-text theses & dissertations, which provide provisions for researchers to submit their synopsis online after registering into Shodhgangotri. The CUHP had signed the MOU with INFLIBNET for Shodhganga as per approval of the Executive Council vide Item No. 5.3 of its meeting held on 27<sup>th</sup> February, 2012.

Now, the Vice-Chancellor has implemented “Shodhgangotri” in CUHP and assigned Prof. Yogidner Verma, Coordinator, TAB, CUHP, Shahpur as **University Administrator**, who would be responsible for authenticating the uploaded theses on behalf of the University.

**The action taken by the Vice-Chancellor was noted and ratified.**

**Item No: 6.4**            **To report the action taken by the Vice-Chancellor regarding revision of emoluments of UGC Post Doctoral Fellowship for SC/ST Candidates. (Annexure-6.4A)**

Dr. C.S. Meena, Joint Secretary, University Grants Commission, New Delhi vide letter No. F.21-1/2010/PDF-Policy/(SA-III) dated 22<sup>nd</sup> August, 2012 has informed that the University Grants Commission has decided to revise the Fellowship & Tenure of award under the Scheme of Post Doctoral Fellowship for SC/ST Candidates w.e.f. 27.04.2012.

The selected candidates for the year 2010-11 selected during the financial year 2011-12 are eligible for revised tenure of five years. But, they are eligible to the revised fellowship & contingency amount w.e.f. 27.04.2012 onwards only.

The Candidates who have completed their tenure before 27.04.2012 are not eligible for above such revision.

The University vide Notification No. 2-4/CUHP/Acad/2010/4619-24 dated 6<sup>th</sup>/10<sup>th</sup> September, 2012 has adopted and notified the revised fellowship & tenure of award under this scheme.

**The action taken by the Vice-Chancellor was noted and ratified.**

**Item No: 6.5**

**To report the matter regarding appointment of Chancellor of the Central University of Himachal Pradesh. (Annexure-6.5A)**

Sh. Arun Maira has been appointed as Chancellor of the University by the Visitor, H.E. the President of India in exercise of the powers vested in him under **Section 44(a)** of Central Universities Act, 2009 for a period of five (5) years as intimated by Department of Higher Education, Ministry of Human Resource Development Government of India vide Letter F.No. 54-5/2012-Desk(U) dated 7<sup>th</sup> August, 2012. The Vice-Chancellor called upon the Chancellor as soon as the official communication in this regard was received from MHRD and also made a courtesy call on 21<sup>st</sup> August, 2012 and briefed him about the progress made by the University since its inception and also apprised the Chancellor about the Vision and Action Plan of the University.

**The Academic Council noted the appointment of Shri Arun Maira as Chancellor of the University.**

**Item No: 6.6**

**To report the Constitution of Court of the University.**

The Court of the University has been constituted by the Central Government in exercise of the power conferred on under Section 44 of the Central Universities Act, 2009 as communicated by the Department of Higher Education, Ministry of Human Resource Development, Government of India vide letter No. 54-6/2012-Desk (U) dated 26<sup>th</sup> September, 2012. The constitution of the Court is as given in **Annexure – 6.6A.**

**The Academic Council noted the constitution of the First Court of the University.**

**ITEMS FOR CONSIDERATION AND DECISION:**

**Item No: 6.7                    To place before the Academic Council matter regarding Free Education for Sports Medal Winners/Participants of National/International Events. (ANNEXURE – 6.7A)**

The University Grants Commission, New Delhi vide D.O. No. F.2-1/2010 (XI Plan) dated 13<sup>th</sup> August, 2012 has informed that the UGC, with the concurrence of Government of India, has launched a new Scheme to promote sports in higher education and framed guidelines for providing “Free Education for Sports Medal Winners/Participants of National/International Events”. The main aims and objectives of the schemes are:

1. The objective of the scheme is to provide financial assistance to the medal winners/elite sports persons who are studying in Universities/Colleges leading to all the full time regular courses including PG Diploma and other professional courses.
2. To motivate the sports persons to achieve higher levels of performance by assisting them financially in relation to education and sports development.
3. The scheme would be applicable to sports persons who are medal winners in national games or participants in recognized international sporting events.

The eligibility is as under: -

- i. The scholarship will be provided to the Medal winners of National games and participants in recognized international sporting events recognised by World University Service, International Olympic Committee and Olympic Committee of Asia (OCA) who have taken admission in the University/Colleges covered under section 2(f) & 12B.
- ii. In the subsequent years this scholarship shall depend on their subsequent sports performance.

**The Academic Council considered and approved the proposal of the UGC for implementation in the University.**

**ITEM NO: 6.8 To place before the Academic Council the proposal to repeal/replace/amend Statute 13.**

The first Academic Council of the Central University of Himachal Pradesh was constituted by the Department of Higher Education, Ministry of Human Resource Development under the transitory provision given in Section 44 of the Act as communicated vide letter No. F.42-4/2009-Desk (U) dated 26<sup>th</sup> April, 2010. The term of the Academic Council is for three years with immediate effect. As per provision of Section 22(2) of the Act, the Constitution of Academic Council, the term of office of its members and its powers and function shall be as prescribed by the Statutes. However, the Statute 13 of the 1<sup>st</sup> Statutes of the University provides only for the quorum for meeting of the Academic Council. There is no complete provision in the Statutes for the Constitution and the term of the office of its members. Hence, the proposal to repeal the existing Statute 13, providing complete provision is placed before the Academic Council as under for consideration and recommendation to the Executive Council for approval.

- Academic Council **13 (1)** The Academic Council shall consist of the following members, namely;
- (i) the Vice-Chancellor,
  - (ii) the Pro-Vice-Chancellor,
  - (iii) the Deans of the Schools of Studies,
  - (iv) the Dean Students' Welfare,
  - (v) the Proctor
  - (vi) the Librarian,
  - (vii) One member of the Court from amongst the elected members of the Court to be nominated by the Court
  - (viii) Ten Heads of teaching Departments on the basis of seniority and rotation to be nominated by Vice-Chancellor
  - (ix) Five Directors of Centres on the basis of seniority and rotation to be nominated by Vice-Chancellor.
  - (x) Two Professors (excluding those who are Deans of Schools of Studies & Heads of the Departments/Centres and are not members of the Executive Council) from each School on the basis of seniority and rotation to be nominated by Vice-Chancellor
  - (xi) Two Associate Professors who are not covered in (iv) and (v) above and who are not members of the Executive Council by rotation according to seniority to be appointed by the Vice-Chancellor
  - (xii) Two Assistant Professors, who are not members of the Executive Council, by rotation according to seniority to be appointed by the Vice-Chancellor.
  - (xiii) Ten persons, not in the service of the University, co-opted by the Academic Council for their special knowledge in educational progress and development.
- 13(2)** All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- 13(3)** Half of the total members of the Academic Council, excluding the Chairman, shall form the quorum for the meeting of the Academic Council.

**The Academic Council considered the Statute 13 and recommended the same to the Executive Council for approval. The Academic Council further authorized the Vice-Chancellor to make any changes if felt necessary.**

**ITEM NO: 6.9                      To place before the Academic Council the proposal to repeal/replace/amend Statute 11 of the Executive Council.**

The first Executive Council of the Central University of Himachal Pradesh was constituted by the Department of Higher Education, Ministry of Human Resource Development under the transitory provision given in Section 44 of the Act as communicated vide letter No. F.42-4/2009-Desk (U) dated 5<sup>th</sup> April, 2010. The term of the Executive Council is for three years with immediate effect. As per provision of Section 21(2) of the Act, the Constitution of the Executive Council, the term of office of its members and its powers and function shall be as prescribed by the Statutes. However, the Statute 11 of the 1<sup>st</sup> Statutes of the University provides only for the quorum for a meeting of the Executive Council. There is no complete provision in the Statutes for the Constitution and the term of the office of its members. Hence, the proposal to repeal the existing Statute 11, providing complete provision is placed before the Academic Council as under for consideration and recommendation to the Executive Council for approval.

- Executive Council    **11 (1)**                      The Executive Council shall consist of the following members, namely;
- (i)            the Vice-Chancellor - Chairman,
  - (ii)           the Pro-Vice-Chancellor,
  - (iii)          Four persons of distinction in academics to be nominated by the Visitor
  - (iv)          Three serving or retired Vice-Chancellors/Directors of other Central Educational Institutions from other States to be nominated by the Executive Council on the recommendation of the Vice-Chancellor.
  - (v)           Two eminent academicians, not in the service of the University, to be nominated by the Executive Council from amongst a panel recommended by the Vice-Chancellor.
  - (vi)          One member of the Court from amongst the elected members of the Court to be nominated by the Court.
  - (vii)         Four members from among Deans of Schools of Studies, by rotation according to seniority, to be appointed by the Vice-Chancellor.
  - (viii)        Dean Students' Welfare
  - (ix)          One Professor who is not a Dean by rotation according to seniority, to be appointed by the Vice-Chancellor
  - (x)           One Associate Professor by rotation according to seniority, to be appointed by the Vice-Chancellor
  - (xi)         One Assistant Professor by rotation according to seniority, to be appointed by the Vice-Chancellor.

**Note: Universities may also consider including the following as Members of the Executive Council:**

1. Secretary, Department of Higher Education, MHRD, Government of India or his/her nominee not below the rank of Joint Secretary.
  2. Chairman, UGC or his/her nominee not below the rank of Joint Secretary in the UGC
  3. Secretary of the State Government dealing with matters relating to Higher Education
- (2) All members of the Executive Council, other than the ex-officio members, shall hold office for a period of three years.
- (3) One-half of the constituted Executive Council shall form quorum for a meeting of the Executive Council.

**Since the Statute 11 pertains to the Executive Council, the item may be placed directly before the Executive Council. Hence withdrawn from the Academic Council.**

**ITEM NO: 6.10**      **To place before the Academic Council the Ordinance No. 43 “Ordinance for University Convocation” (Annexure -6.10A).**

Statute 29 of the First Statutes of the University provides that the Convocation of the University shall be held in such manner as may be prescribed by the Ordinances. Hence, the Ordinances for University Convocation have been framed as per Model Ordinances made by UGC Expert Committee and circulated vide letter No. 62-2/2009(CU) dated 14<sup>th</sup> January, 2011 placed before the Academic Council.

**The Academic Council considered the Ordinance No. 43 “Ordinance for University Convocation” and recommended the same to the Executive Council for approval with the suggestion that the former Chancellors of the University may also be included in the Academic Procession of the Convocation. The Council also authorised the Vice Chancellor to make any changes if felt necessary.**

**ITEM NO: 6.11**      **To place before the Academic Council the Ordinance No. 44 “Powers and Functions of the Planning and Monitoring Board”.**

Statute 41(4) of the First Statutes of the University provides that the powers and functions of the Planning and Monitoring Board shall be such as may be prescribed by the Ordinance. Hence, the Ordinances for Planning and Monitoring Board have been framed as per **Annexure-6.11A**.

**The Academic Council considered and recommended to the Executive Council for approval.**

**ITEM NO: 6.12**      **To place before Academic Council the matter regarding Amendment to Statute 36 of the First Statutes of the University.**

Statute 36 of the Central Universities Act 2009 provide for the constitution of a Students’ Council in the University for every academic session consisting of (a) the DSW, as Chairperson; (b) twenty students to be nominated by the Academic Council on the basis of merit of studies, sports and extra-curricular activities; and (c) twenty students to be elected by the students as their representatives.

Since the number of the nominated students and the elected students are specified in absolute numbers without regard to the number of schools, students, hostels etc in the University, the University has been experiencing difficulties in constituting the Students’ Council in a judicious manner with due representation to various students stake



holders. A need is therefore felt to amend the Statute 36 to provide for due representation to the students from each school of studies, boys and girls hostels, sportspersons and students actively participating in the cultural and extra-curricular activities. Besides, the Statute is also silent about the procedure for nomination, election, terms, code of conduct etc of the Students Council. **Accordingly, it is proposed to amend the Statute 36 as under:**

Statute	Existing Provision	Proposed Amendment
36(1)	There shall be constituted in the University, a Students' Council for every academic year, consisting of:	No Change
36(1)(i)	the Dean of Students' Welfare who shall be the Chairman of the Students' Council;	No Change
36(1)(ii)	twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extracurricular activities;	Such number of students to be nominated as under by the Academic Council on the basis of merit of studies, sports, cultural and extra-curricular activities: (a) one student from amongst the full-time regular students of each School of Studies to be nominated by the Academic Council on the basis of merit of studies;  (b) One student from amongst the full-time regular students of the University to be nominated by the Academic Council on the basis of participation and performance in games and sports;  (c) One student from amongst the full-time regular students of the University to be nominated by the Academic Council on the basis of participation and performance in cultural and extra-curricular activities
36(1)(iii)	Twenty students to be elected by the students as their representative.	Such number of students to be elected by the students as their representative as under (a) one student from amongst the full-time regular students of each School of Studies to be elected by the full-time regular students of the School;
	Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and	No Change

	he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration	
36(2)	The function of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programme of studies, students' welfare and other matter of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion	No Change
36(3)	The Students' Council shall meet at least twice in every academic year and the first meeting shall be held in the beginning of the academic session	No Change
36(4)	.....	The Procedure for nomination and election, terms of office, code of conduct etc of the Students Council shall be such as specified in the Ordinances and Regulations.

**After incorporation of the proposed amendments, the Statute 36 of the Central Universities Act 2009 shall read as under:**

36. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of:
- i. the Dean of Students' Welfare who shall be the Chairman of the Students' Council;
  - ii. Such number of students to be nominated as under by the Academic Council on the basis of merit of studies, sports, cultural and extra-curricular activities:
    - a. one student from amongst the full-time regular students of each School of Studies to be nominated by the Academic Council on the basis of merit of studies;
    - b. One student from amongst the full-time regular students of the University to be nominated by the Academic Council on the basis of participation and performance in games and sports;
    - c. One student from amongst the full-time regular students of the University to be nominated by the Academic Council on the basis of participation and performance in cultural and extra-curricular activities

- iii. Such number of students to be elected by the students as their representative as under
  - a. one student from amongst the full-time regular students of each School of Studies to be elected by the full-time regular students of the School;

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration

36(2) The function of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programme of studies, students' welfare and other matter of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

36(3) The Students' Council shall meet at least twice in every academic year and the first meeting shall be held in the beginning of the academic session.

36(4) The Procedure for nomination and election, terms of office, code of conduct etc of the Students Council shall be such as specified in the Ordinances and Regulations.

**The Academic Council considered and recommended to the Executive Council for approval with the stipulation that the proposed amendment in Statute 36(1)(iii) should be read as "One student to be elected by the students as their representative from amongst the full-time regular students of each School of Studies".**

**ITEM NO: 6.13**

**To place before the Academic Council the matter to seek advice for holding the First Convocation.**

The first Convocation of the University is likely to be held shortly. The advice of the Academic Council on the following issues is solicited: -

- 1) Date for holding the Convocation.
- 2) The dignitary to be invited as Chief Guest
- 3) The proposal, if any for conferring Honorary degree(s)

**The Academic Council authorised the Vice-Chancellor to take decision on the above and or any other related issues.**

**Item No: 6.14** To place before the Academic Council different Regulations for the conduct of (i) Business of the School Board; (ii) Board of Studies; (iii) Library; (iv) Discipline and Order in the University Hostel; and (v) Students Council

Regulation No. 4	Board of Studies ( <b><u>ANNEXURE – 6.14A</u></b> )
Regulation No. 5	Business of the School Board ( <b><u>ANNEXURE – 6.14B</u></b> )
Regulation No. 6	CUHP Library Regulations 2010 ( <b><u>ANNEXURE – 6.14C</u></b> )
Regulation No. 7	Discipline and Order in the University Hostels ( <b><u>ANNEXURE – 6.14D</u></b> )
Regulation No. 8	Students Council ( <b><u>ANNEXURE – 6.14E</u></b> )

**The Academic Council considered and recommended to the Executive Council for approval of Regulations 4, 5, 6, and 7. The Regulation No. 8 regarding Students Council was withdrawn and it was decided to bring a separate item in this regard in the next meeting after the amendment in the Statute 36 has been approved.**

**ITEM NO: 6.15** To place before the Academic Council the recommendations of different School Boards.

**The item was withdrawn since no agenda items from different School Boards were received.**

**ITEM NO: 6.16** To place before the Academic Council the Minutes of the Board of Studies.

**The item was withdrawn since no agenda items from different Boards of Studies were received.**

**Item No.6.1(T)** To place before the Academic Council the proposal of the Coordinator TAB for the amendment of Ordinance 30 (29 & 74).

The Coordinator TAB, on the recommendation of Deans of the Schools, has submitted the proposal for the amendment of Clause 29 and 74 of Ordinance 30 “MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME”, as under:

Clause	Existing Provision	Proposed provision
29	<p>“Revaluation of the answer script shall be done by an independent expert on the subject to be appointed by the Controller of Examinations on the recommendations of the Head of the Department/Director of the Centre. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs &amp; LAQs submitted by the paper setter; and the marks/grades awarded by the independent expert shall be considered as final.”</p>	<p><i>“Revaluation of the answer script shall be done by second examiner (independent expert) to be appointed by the Controller of Examinations on the recommendations of the Head of the Department/Director of the Centre/Dean of the School. Answer script shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs &amp; LAQs submitted by the paper setter. If the variation in marks between second examiner and first examiner is upto 10%, the marks awarded by the first examiner will be taken as final. Provided further, if the variation in the marks awarded by second examiner is more than 10%, the answer script will be sent to the third examiner and average of closest two scores of three examiners shall be taken as final.”</i></p>
74	<p>“If a student has been awarded "F" Grade, he/she shall be required to repeat the only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when that course is offered next. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Term Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result.”</p>	<p><i>If a student has been awarded "F" Grade, he/she shall be required to repeat only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course in the next semester. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Term Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result. Provided further that if the student gets 'F' grade in any course in the last semester of a Programme of Study, in such a case, the University shall make arrangement to hold special End Term Examination in that course only within one month of the declaration of the result of last semester of that Programme of Study.</i></p>

**Justification note for amendment of Clause 29:**

According to the provision of Clause 28 of Ordinance 30, a student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within

seven working days from the date of declaration of the results. Further, it is, provided under Clause 29 of Ordinance 30 that

**“Revaluation of the answer script shall be done by an independent expert on the subject to be appointed by the Controller of Examinations on the recommendations of the Head of the Department/Director of the Centre. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs & LAQs submitted by the paper setter; and the marks/grades awarded by the independent expert shall be considered as final.”**

While implementing this provision of Clause 29, it is observed that:

1. Even if there is a huge gap between the marks given by the independent expert in the revaluation of answer script and the marks given by the examiner of first evaluation, the marks awarded by the independent expert shall be considered as final. This creates a very peculiar situation as the abnormally high or low marks awarded by the independent expert raise question marks on the objectivity and fairness of evaluation process.
2. If the same question paper is got evaluated from the third examiner, the marks may vary from both the evaluators.

In view of the above genuine difficulty, it is proposed to suitably amend clause 29 of Ordinance 30 as proposed above.

**Justification note for amendment of Clause 74:**

While implementing the existing provision, it has been noticed that students having successfully completed all the requisite conditions for passing a course except End Term Exam on account of exigencies beyond his/her control (such as death, medical hospitalization, natural disaster, accident or other unforeseen circumstances) are put to disadvantage. Such students are awarded 'F' grade and are burdened with almost one full extra year to clear the End Term Exam in the relevant course whenever that is offered (that too, if that course is offered). Otherwise, it may become an endless wait for students to pass that particular course. Therefore, a remedial measure in the form of a suitable amendment in the Ordinance 30 (74) is proposed.

**The Council felt that instead of re-evaluation, the university may consider moderation board or an apex committee to consider such cases where students feel the need to reconsider the marks awarded by teachers concerned. It was suggested that practices/rules of IIMs/IITs in this regard may be seen. Accordingly the item was referred back for reconsideration and placement before the next meeting of Academic Council.**

**ANY OTHER ITEM:** After completing the discussions on regular agenda of the meeting, the Vice-Chancellor informed the Council of the sad and sudden demise of one of the dear student Thakur Lal Singh. The Academic Council passed the following resolution and desired that the same should be sent to the bereaved family and observed two minutes silence in the honour of the departed soul:-

*“The Academic Council in its 6<sup>th</sup> meeting held on 16<sup>th</sup> October, 2012 at ICSSR, New Delhi noted with deep sorrow and gloom the unfortunate and sad demise of Sh. Thakur Lal Singh, a student of Central University of Himachal Pradesh. The Academic Council conveys its condolences and prays the Almighty to give strength to the bereaved family to bear this irreparable loss and to rest the departed soul in heaven”.*

**The meeting ended with the vote of thanks to the Chair.**

Sd/-  
**B. R. DHIMAN**  
Registrar (Addl. Charge)

Confirmed  
Sd/-  
**VICE-CHANCELLOR**



# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL PRADESH

## 6<sup>TH</sup> MEETING OF THE ACADEMIC COUNCIL

**Date:** 16<sup>th</sup> October, 2012

**Time:** 11:00 AM

**Venue:** Committee Room, Indian Council of Social Science Research (ICSSR),  
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi – 110 067.

Sl. No.	Members
1.	<b>Prof. Furqan Qamar</b> - Chairman Vice-Chancellor, Central University of Himachal Pradesh
2.	<b>Prof. M. Shamim Jairajpuri</b> Former Vice-Chancellor, Maulana Azad National Urdu University
3.	<b>Prof. Devi Singh</b> Director, IIM Lucknow
4.	<b>Dr. (Miss) Kamal Singh</b> Former Vice-Chancellor Sant Gadge Baba Amravati University, Amravati
5.	<b>Prof. Sudhanshu Bhushan</b> Head, Department of Higher Education, NUEPA
6.	<b>Prof. Pulin B. Nayak</b> Delhi School of Economics, University of Delhi
7.	<b>Prof. Faizan Ahmad</b> Director, Centre for Multidisciplinary Research in Basic Sciences, JMI
8.	<b>Prof. Anil Kumar Singh</b> Vice-Chancellor, Allahabad University (Professor, Department of Chemistry, IIT Bombay)
9.	<b>Prof. V.C. Pande</b> Department of Medieval & Modern History, University of Allahabad
10.	<b>Prof. B.B. Dhar</b> Formerly with IIT BHU
11.	<b>Prof. Y. Narsimhulu</b> Director, Academic Staff College, University of Hyderabad
12.	<b>Prof. R.S. Dubey</b> Former Vice-Chancellor, GGU, Bilaspur
13.	<b>Prof. R.C. Sharma</b> Department of Environmental Sciences, HNB Garhwal University
14.	<b>Prof. Vibha Chaturvedi</b> Department of Philosophy, University of Delhi
15.	<b>Shri B.R. Dhiman</b> Finance Officer & Registrar (Addl. Charge), Central University of Himachal Pradesh





**Dr. Jagdish Arora**  
Director



**Information and Library Network Centre**

(An Autonomous Inter-University Centre of UGC)

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

**डॉ. जगदीश अरोड़ा**  
निदेशक

INFL/Shodhgangotri/Synopses/2012/40

April 30<sup>th</sup>, 2012

To

**Prof. Furqan Qamar**  
**The Vice Chancellor**  
Central University of Himachal Pradesh  
P O Box 21, Dharamshala  
Kangra – 176 215  
Himachal Pradesh

**Sub: Invitation to join "Shodhgangotri: Repository of Indian Research in Progress"**

Dear Sir,

Please refer to the letter from the Hon'ble Chairman, UGC dated 11<sup>th</sup> May, 2011 introducing "Shodhgangotri" a repository of electronic version of synopses submitted to universities. "Shodhgangotri" is created and maintained by INFLIBNET Centre to supplement and complement "Shodhganga", a repository of full-text theses & dissertations. While we encourage you to join "Shodhganga" as per the UGC Notification (Minimum Standards & Procedure for Award of M.Phil. /Ph.D Degree, Regulation, 2009), we would also request you to encourage your current research scholars to submit softcopy of their synopses to "Shodhgangotri" as soon as it is approved.

The repository, on one hand, would reveal the trends and directions of research being conducted in Indian universities, on the other hand it would avoid duplication of research. Provisions are made in "Shodhgangotri" for researchers to submit synopsis online after registering into "Shodhgangotri". University may also submit bulk quantity of synopses on a CD/DVD directly to the INFLIBNET Centre.

The benefits to a researcher after submitting synopsis into "Shodhgangotri" are as follows:

1. The topic/title will be publically accepted as the first registered topic and others may not be able to claim the same title/topic.
2. Area of interest will be known to other peer researchers.
3. After awarding the Ph. D, metadata from "Shodhgangotri" can be transferred migrated with full-text content to "Shodhganga" which is a mandatory requirement as per the UGC guidelines on Ph D, 2009.

You are requested to promote and publicise "Shodhgangotri" along with "Shodhganga" to the research scholars and faculty members in your esteemed university.

गुजरात युनिवर्सिटी गेस्ट हाउस के निकट, पो.बो. नं. ४११६, नवरंगपुरा, अहमदाबाद-३८० ००९ (भारत)  
Gujarat University Campus, Post Box No. 4116 Navrangpura, Ahmedabad - 380 009 INDIA  
Tele.: (Direct) +91-79 - 26305702 / EPABX: +91-79 - 26304695 / 26308528 Fax: +91-79 - 26300990 / 26307816  
e-mail: director@inflibnet.ac.in, Web: http://www.inflibnet.ac.in

**Information and library Network Centre**  
सूचना एवं पुस्तकालय नेटवर्क केन्द्र

If you have not signed the MoU for "Shodhganga", we request you to expedite the matter. I am happy to inform you that a few universities have already started submitting their synopses to us for uploading into "Shodhgangotri". You are requested to send electronic version of the synopses of current researcher presently available with you. For further details please do visit Shodhgangotri web site (<http://shodhgangotri.inflibnet.ac.in/>) and contact Mr. Manoj Kumar K ([manoj@inflibnet.ac.in](mailto:manoj@inflibnet.ac.in)), who is responsible for coordinating this activity on behalf of this Centre.

With regards,

Sincerely Yours,

  
(Jagdish Arora)

CC to: Dr. K D Lakhanpal, The Registrar, Central University of Himachal Pradesh, Himachal Pradesh.  
The Librarian, University Library, Himachal Pradesh.

Ph. 23236351, 23232701, 23237721,  
23234116, 23230813, 23232317.

[www.ugc.ac.in](http://www.ugc.ac.in)



Speed Post

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

No.F.21-1/2010/PDF-Policy/(SA-III)

August, 2012

The Registrar/Director,  
Central University of Himachal Pradesh,  
Himachal Pradesh (Central University).



22 AUG 2012

Sub:- Revision of emoluments of University Grants Commission Post Doctoral Fellowship for SC/ST Candidates- regarding.

Sir/Madam,

The University Grants Commission has decided to revise the Fellowship & Tenure of award under the scheme of Post Doctoral Fellowship for SC/ST Candidates w.e.f. 27/04/2012, details are given as under:-

S.No	Item	Rate of Fellowship (Pre-revised)	Rate of Fellowship (Revised w. e. f. 27.04.2012)	Tenure of Award
1.	Fellowship	@ Rs. 16,000/- p.m.	@ Rs. 25,000/- p.m. for first 2 years & Rs.30,000/-p.m. from third years onwards.	Five Years
2.	Contingency	@Rs.30,000/-p.a.	@Rs.50,000/-p.a.	
3.	Departmental Assistance	10% of the Post Doctoral Fellowship to the host Institution.	*Not applicable.	
4.	Escorts/Reader /Assistance	@ Rs. 2,000/- p.m. (fixed) in cases of physically disabled & blind Candidate.	@ Rs. 2,000/- p.m. (fixed) in cases of physically disabled & blind Candidate.	
5.	HRA	As per University/Institution rules.	As per University/Institution rules.	

1. The Selected Candidates for the year 2010-11 selected during the financial year 2011-12 are eligible for revised tenure of five years. But, they are eligible to the revised fellowship & contingency amount w.e.f. 27.04.2012 onwards only.
2. The Candidates who have completed their tenure before 27.04.2012 are not eligible for above such revision.
3. \*The Selected candidates for the year 2010-11 onwards are not eligible for Departmental Assistance.

The University is requested to direct to all affiliated Colleges to comply the above revision of tenure & rates of fellowship under the scheme of Post Doctoral Fellowship for SC/ST Candidates.

*Handwritten signature and date: 21/8/12*

Yours faithfully,

*Handwritten signature of Dr. C.S. Meena*  
(Dr. C.S. Meena)  
Joint Secretary

" By Speed Post "

F.No.54-5/2012-Desk (U)  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

Shastri Bhawan, New Delhi  
Dated the 7<sup>th</sup> August, 2012

To,

The Vice Chancellor,  
Central University of Himachal Pradesh,  
P.O. Box 21, Dharamshala,  
District Kangra – 176 215.  
Himachal Pradesh.

Subject- Appointment of Chancellor of Central University of Himachal Pradesh- regarding

Sir,

I am directed to refer to the subject noted above and to say that the President of India, in his capacity as Visitor, Central University of Himachal Pradesh, in exercise of the powers vested in him under Section 44(a) of Central Universities Act, 2009 has been pleased to appoint Dr. Arun Maira, Member, Planning Commission, as the Chancellor of Central University of Himachal Pradesh for a period of five years.

Yours faithfully,

(Jugal Singh)

Under Secretary to the Government of India  
Tel No. 23387342

"By speed Post"

F.No.54-6/2012-Desk (U)  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)



Shastri Bhawan, New Delhi  
Dated the 26<sup>th</sup> September, 2012.

To,

The Vice Chancellor,  
Central University of Himachal Pradesh,  
P.O. Box 21, Dharamshala,  
District Kangra – 176 215.  
Himachal Pradesh.

**Subject- Constitution of first Court in the Central University of Himachal Pradesh.**

Sir,

I am directed to refer to the subject noted above and to say that in terms of Section 44 of the Central Universities Act, 2009, the Central Government, hereby constitutes the first Court in the Central University of Himachal Pradesh, with the following composition, for a term of three years:

- (i) Vice Chancellor, Central University of Himachal Pradesh - Chairman.
- (ii) Prof. Timothy Gonsalves, Director, IIT Mandi.
- (iii) Prof. N. Satyamoorthy, Director, IISER, Mohali.
- (iv) Prof. Sneha Bhargava, former Director, AIIMS.
- (v) Prof. Kasturi Datta, School of Environmental Sciences, JNU.
- (vi) Dr. B. N. Goswami, Art Historian & Padma Bhushan Awardee.
- (vii) Prof. Amitava Ray Chaudhari, Director, Harish Chandra Research Institute, Allahabad.
- (viii) Dr. B. L. Mungekar, M.P & former Member, Planning Commission.
- (ix) Prof. Krishna Kumar, Professor in CIET, Delhi University & former Director, NCERT.
- (x) Prof. A.M. Pathan, former VC, Central University of Karnataka.
- (xi) Prof. Chetan Singh, Department of History, Himachal Pradesh University.
- (xii) Prof. Namwar Singh, former Professor of Hindi, JNU.
- (xiii) Prof. Anupam Verma, former ICAR National Professor, Advanced Centre for Plant Virology, Indian Agricultural Research Institute (IARI).

- (xiv) Dr. Ranbir Singh, Vice Chancellor, National Law University, Delhi.
- (xv) Shri Karan Johar, Film Producer.
- (xvi) Dr. Ram Sagar, Director, Aryabhata Research Institute of Observational Sciences, Nainital.
- (xvii) Prof. A.K. Ghatak, former Professor, Deptt of Physics IIT, Delhi.
- (xviii) Prof. Anil Gupta, Director, Wadia Institute of Himalayan Geology & former Professor IIT Kharagpur.
- (xix) Prof. Vinod Prakash Sharma, ICMR & Chair Professor in Public Health Research CRDT, IIT, Delhi.
- (xx) Prof. Parth Shah, President, Centre for Civil Society.
- (xxi) Prof. A.D.N. Bajpai, VC, Himachal Pradesh University.
- (xxii) Dr. Shyam Kumar Sharma, VC, Himachal Pradesh Agricultural University.
- (xxiii) Shri M.K. Kaw, former Secy. MHRD.
- (xxiv) Smt. Asha Swaroop, former Chief Secy., Himachal Pradesh.
- (xxv) Shri C.N.Dhar, CII-Himachal Pradesh State Council.

Yours faithfully,

  
(Juglal Singh)

Under Secretary to the Government of India  
Tel No. 23387342

**Annexure – 6.7A**

Ph. 23236351, 23232701, 23237721, 23234116  
23235733, 23232317, 23236735, 23239437

**Satish Kumar**  
**Under Secretary**

[www.ugc.ac.in](http://www.ugc.ac.in)

D.O.No.F.2-1/2010(XI Plan)

Sir/Madam,



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

August, 2012

13 AUG 2012

This is to inform you that the UGC, with the concurrence of Government of India, has launched a new Scheme to promote sports in higher education and framed guidelines for providing "Free Education for Sports Medal Winners/Participants of National/International Events". These guidelines are available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in) in the downloadable form.

You are requested to implement the same so that the eligible university/college students involved in sports activities may be benefited under the said scheme.

With regards.

Yours sincerely,

Sd/-

(Satish Kumar)

The Vice Chancellor  
Central University of Himachal Pradesh  
P.O. Box 21, Dharamshala  
Distt. Kangra (H.P.)

Copy to:-

The Registrar  
Central University of Himachal Pradesh  
P.O. Box 21, Dharamshala  
Distt. Kangra (H.P.)

GA  
/

*Satish Kumar*  
(Satish Kumar)  
Under Secretary

**ORDINANCE No.43**

**CONVOCATION**

*(Section 28(o) and Statute 29 of the Act)*

**Preamble**

1. Convocation for the purpose of conferring Degrees, Diplomas and other distinctions of the university shall ordinarily be held every year on such date and place as may be fixed by the Executive Council.
2. The Convocation shall consist of the body corporate of the University and shall be presided over by the Chancellor and in case of non-availability of the Chancellor, the Vice-Chancellor shall preside the convocation.

**Notice**

3. Not less than three weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
4. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
5. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.
6. Provided that in case the Convocation is not held in a particular year, the Vice -Chancellor shall be competent to authorise admission of successful candidates in the year of their respective Degrees in absentia and issue the degrees on payment of prescribed fee.
7. Provided further that Vice Chancellor may confer a degree in advance of the annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.

**Application**

8. A candidate for the Degree/Diploma shall be required to apply as per notified procedure to be eligible for admission to the Degree/Diploma at the Convocation along with the prescribed fee.
9. Such candidates who are unable to present themselves in person at the Convocation may be admitted to the Degree/Diploma in absentia by the Vice-Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fees.

**Fees**

10. The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University from time to time.

**Academic Dress**

11. All candidates at the Convocation shall wear Academic Dress (gowns and Hoods) appropriate to their respective Degree as specified in Schedule I of this Ordinance.
12. No candidate shall be admitted to the Convocation unless he/she is in the Academic Dress as prescribed by the University for the Convocation.



**Academic Procession**

13. The Academic Procession of the Convocation shall be formed in the manner and order provided here under:
- i. Registrar
  - ii. Deans of the School (in the alphabetical order by the name of the School)
  - iii. Dean, Students' Welfare
  - iv. Finance Officer
  - v. Librarian
  - vi. Controller of Examination
  - vii. Chancellor
  - viii. Vice-Chancellor
  - ix. Chief Guest invited to deliver the Convocation Address
  - x. Recipient (s) of Honorary Degrees
  - xi. Pro-Vice-Chancellor
  - xii. Former Vice-Chancellors of the university
  - xiii. Vice-Chancellors of other universities
  - xiv. Members of the Court
  - xv. Members of the Executive council
  - xvi. Members of the Academic Council

**Seating Plan**

14. Depending upon the number and size of the Convocation Procession, the seating plan shall be finalised with the prior approval of the Vice Chancellor.

**Convocation Procedure**

15. On the Procession entering the Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
16. University Anthem shall be played.
17. The Registrar, having obtained the consent, of the Chancellor, or in his absence the Vice-Chancellor, shall declare the Convocation open in the following manner:
- Registrar: "Hon'ble Chancellor (or the Vice-Chancellor in the absence of Chancellor)", May I with your permission declare the Convocation open?"
- Chancellor (or the Vice-Chancellor in the absence of Chancellor): "I permit".
- Registrar: "With the permission of Hon'ble Chancellor (or the Vice-Chancellor in the absence of Chancellor) I declare the Convocation open".
18. Vice-Chancellor shall then present the Annual Report of the University.
19. The Chancellor or in his absence the Vice-Chancellor shall then say: "Let the candidates be presented".
20. Candidates who are to be awarded Degrees and Diplomas at the Convocation shall be presented by the respective Deans of the Schools in the alphabetical order by the name of the School.

21. Within the School, the Degree Certificate shall be awarded to the Candidates in the following order:
  - a. Doctor of Literature (DLitt) / Doctor of Science (DSc)
  - b. Doctor of Philosophy (PhD)
  - c. Master of Philosophy (MPhil)
  - d. Post Graduate Degree
  - e. Undergraduate Degree
  - f. Diploma
  - g. Certificate
22. The Candidates shall be presented by the Dean of the School concerned in the following manner:

"These candidates, whose names are set out in the list and who have been examined and found qualified for Degree/Diploma of \_\_\_\_\_ of \_\_\_\_\_; I pray that they be admitted to the Degree/Diploma of \_\_\_\_\_".
23. Candidates whose names are thus set out shall rise on their place and shall remain standing till the Degrees/Diplomas are awarded by the Vice Chancellor.
24. The Degrees/Diplomas shall be awarded by the Vice-Chancellor in the following words :

"By virtue of the authority vested in me as the Vice-Chancellor of the Central University of Himachal Pradesh, I admit you all to the Degree/Diploma of \_\_\_\_\_ and I charge you that ever in your thought and action you prove yourself worthy of the honour conferred on you."
25. Recipients of the Degree/Diploma, while remaining standing at their places, shall acknowledge by a bow and shall sit down.
26. The Vice-Chancellor shall then request the Chancellor to please present the Medals and Awards. Provided that in the absence of the Chancellor, the Registrar shall request the Vice Chancellor to present the medals and awards.
27. Names of the recipients of the Medals and Awards shall be announced by the Dean of Students' Welfare.
28. Recipients of the Medals and Award, as their names are announced by the Dean Students Welfare, shall walk up to the stage to receive the Medal or Award.
29. Medals and other distinctions shall then be presented by the Chancellor or in his absence by the Vice Chancellor.
30. The recipients shall receive the Medal or Award and acknowledging with a bow and shall return to their places.
31. The Vice Chancellor shall welcome the distinguished person(s) and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of the Central University of Himachal Pradesh, I request Hon'ble Chancellor that you may be pleased to graciously confer upon.....(Name of the distinguished person) the Degree of .....(Honoris Causa) for his/her outstanding services."

32. The Chancellor shall confer the Honorary Degree in the following words:  
“I confer on.....(Name of the Distinguished Person) the degree of.....(Honoris Causa)
33. Provide that if the Vice-Chancellor is presiding over the Special Convocation, the Pro-Vice-Chancellor or in his absence, the Senior Most Dean shall welcome the distinguished person and shall read out the citation and request the Vice Chancellor to confer the Honorary Degree in the following words:  
“Hon’ble Vice Chancellor may please confer the Honorary Degree”.
34. The Vice-Chancellor shall confer the Honorary Degree in the following words:  
“By virtue of the authority vested in me as the Vice Chancellor of the Central University of Himachal Pradesh, it gives me pleasure to confer upon.....(Name of the distinguished person) the Degree of .....(Honoris Causa) for his/her outstanding contributions.”
35. The recipient(s) of the Honorary Degree will then present his/her address, if any
36. The Vice Chancellor shall introduce the Chief Guest and request him/her to deliver the Convocation Address.
37. The Chief Guest shall deliver Convocation address.
38. Registrar shall declare the Convocation closed in the following manner:  
Registrar: “Hon’ble Chancellor/Vice-Chancellor May I with your permission declare the Convocation closed”?  
Chancellor/Vice-Chancellor: “I permit”.  
Registrar: “With the permission of Hon’ble Chancellor/Vice-Chancellor, I declare the Convocation closed.”
39. The National Anthem shall be played.
40. The Procession will leave in the same order, as it entered.
41. The audience shall remain standing till the Procession has left the Convocation Hall.

**Degree in Absentia :**

42. If a candidate fails to attend the Convocation at the given place and time, he/she shall be required to pay the prescribed fees to the University as decided before he/she is admitted to the Degree/Diploma.

**Rehearsal to Academic Procession:**

43. A rehearsal may be arranged on or before the day of the Convocation, at which candidates for Degrees/Diplomas must be present.
44. Candidates not present at the rehearsal run the risk of not being admitted to the Convocation.

**Honorary Degree**

45. Honorary Degree may be conferred at Convocation/Special Convocation and may be taken in person or in absentia.

**Special Convocation**

46. A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council. A Special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.

47. The Academic Procession, the procedure and Academic Dress for the Special Convocation shall be the same as prescribed for the Convocation.

48. Registrar, with the consent of the Chancellor or in his absence of the Vice-Chancellor, shall declare the Special Convocation open in the following manner:

Registrar: "Hon'ble Chancellor/Vice-Chancellor, May I with your permission declare the Special Convocation open"?

Chancellor/Vice-Chancellor: "I permit".

Registrar: "With the permission of Hon'ble Chancellor/Vice-Chancellor, I declare the Special Convocation open."

49. The Vice-Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice-Chancellor of the Central University of Himachal Pradesh. I request Hon'ble Chancellor that you may be pleased to graciously confer upon \_\_\_\_\_ (Name of the distinguished person) the Degree of \_\_\_\_\_ (Honoris Causa) for his/her outstanding services".

50. The Vice Chancellor shall welcome the distinguished person(s) and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of the Central University of Himachal Pradesh, I request Hon'ble Chancellor that you may be pleased to graciously confer upon.....(Name of the distinguished person) the Degree of .....(Honoris Causa) for his/her outstanding services."

51. The Chancellor shall confer the Honorary Degree in the following words:

"I confer on.....(Name of the Distinguished Person) the degree of.....(Honoris Causa)".

52. Provide that if the Vice-Chancellor is presiding over the Special Convocation, the Pro-Vice-Chancellor or in his absence, the Senior Most Dean shall welcome the distinguished person and shall read out the citation and request the Vice Chancellor to confer the Honorary Degree in the following words:

"Hon'ble Vice Chancellor may please confer the Honorary Degree"

53. The Vice-Chancellor shall confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice Chancellor of the Central University of Himachal Pradesh, it gives me pleasure to confer upon.....(Name of the distinguished person) the Degree of .....(Honoris Causa) for his/her outstanding contributions.”

54. The Vice Chancellor shall invite the recipient(s) of the Honorary Degree to present his/her address. Provided that if the Vice Chancellor is presiding the convocation, the Pro Vice Chancellor or in his absence the Senior Most Dean shall invite the recipient(s) of the Honorary Degree to present his/her address.

55. The recipient of the Honorary Degree will then present his address.

56. The National Anthem of the Country of the Dignitary on whom the Degree is conferred, if necessary.

57. The National Anthem of India.

58. Registrar shall declare the Special Convocation closed in the following manner:

Registrar: “Hon’ble Chancellor/Vice-Chancellor May I with your permission declare the Special Convocation closed”?

Chancellor/Vice-Chancellor: “I permit”.

Registrar: “With the permission of Hon’ble Chancellor/Vice-Chancellor, I declare the Special Convocation closed.”

59. The Procession will leave in the same order, as it entered.

60. The audience shall remain standing till the Procession has left the Convocation Hall.

61. Should there be any difficulty in giving effect to this Ordinance or in the process of the Convocation/Special Convocation, the matter shall be referred to the Vice Chancellor whose decision shall be final.

<b>Schedule I(A)</b>				
<b>The Academic Dress of the University for the Convocation</b>				
FOR OFFICERS/AUTHORITIES/CHIEF GUEST/RECIPIENTS OF HONORARY DEGREE				
S. No.	Status	Gown	Hood	Mortar Board
1.	Chancellor	Green Velvet Gown with 3" gold lace in front and 2" gold lace on the bottom of the sleeves and a monogram of the University	Green Velvet with 3" gold lace	With Gold Beading & Tassel
2.	Vice-Chancellor	Maroon Velvet Gown with 3" gold lace in front and 2" gold lace on the bottom of the sleeves and a monogram of the University	Maroon Velvet with 3" gold lace	With Gold Beading & Tassel
3.	Chief Guest	Scarlet Velvet Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves and a monogram of the University.	Scarlet Velvet with 3" gold lace	With Gold Beading & Tassel
4.	Recipient of Honorary Degree	Deep Turquoise Velvet Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves and a monogram of the University.	Deep Turquoise Velvet with 3" gold lace	With Gold Beading & Tassel
5.	Pro-Vice-Chancellor	Purple Velvet Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves and a monogram of the University.	Purple Velvet with 2" gold lace	With Silver Beading & Tassel
6.	Deans	White Velvet Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves.	White Velvet with 2" gold lace	With Silver Beading & Tassel
7.	Registrar	Grey Satin Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves and a monogram of the University.	Grey Satin with 2" gold lace	With Silver Beading & Tassel
8.	Others*	Red Gown with 2" gold lace in front and one and half inch gold lace on the bottom of the sleeves	Red with 2" Silver lace	With Silver Beading & Tassel
* Others include Former Vice-Chancellors of the University; Vice-Chancellor of other universities; Members of the University Court, Executive Council and Academic Council; Finance Officer, Librarian, and Controller of Examination.				

<b>Schedule I(B)</b>				
<b>The Academic Dress of the University for the Convocation</b>				
FOR CANDIDATES FOR THE AWARD OF DEGREE/DIPLOMA				
<b>S. No.</b>	<b>Status</b>	<b>Gown</b>	<b>Hood</b>	<b>Mortar Board</b>
1.	DLitt/DSc	Black Silk Gown with 2" gold lace in front and 1" gold lace on the bottom of the sleeves.	Black with golden & Silver lining having 2" border	Black & Silver Tassel
2.	PhD	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Black with golden & white lining having 2" border	Black & White Tassel
3.	MPhil	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Black with golden & mauve colour lining having 2" border	Black & White Tassel
4.	All Postgraduates	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Black with golden & red lining having 2" border	Black & White Tassel
5.	All Undergraduates	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Black with sky blue & silver lining having 2" border	Black & White Tassel
6.	All Diplomas	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Green having 2" red border	Black & White Tassel
7.	All Certificates	Black Silk Gown with 2" silver lace in front and 1" silver lace on the bottom of the sleeves.	Sky blue having 2" black border	Black & White Tassel

**Annexure – 6.11A**

**Ordinance No 44**

**Powers And Functions Of The Planning And Monitoring Board**

- 1) The University shall have a Planning & Monitoring Board, which shall be constituted as per Statute 41 of the Central Universities Act 2009
- 2) The powers and functions of the Planning & Monitoring Board shall be as under:
  - a) to suggest measures for raising the standard of education and research.
  - b) to advise about short and long-term development plans of the University
  - c) to monitor the implementation of development plans and suggest measures for mid-course correction in the implementation of the approved plans of the University
  - d) to suggest measures for raising the standard of education and research, including strengthening of inter-disciplinary programmes, cooperation between Departments/Schools/ Centres of the University and schemes for inter-action between the University, Industry and other educational institutions;
  - e) to advise on any matter referred to it by the University Authorities
- 3) Recommendations of the Planning and Monitoring Board shall be placed before the Executive Council for consideration and further necessary action.
- 4) The Planning and Monitoring Board may appoint sub-committees for specific purpose which may include persons other than the members of the Planning and Monitoring Board.
- 5) The planning and Monitoring Board shall meet at least twice a year.
- 6) The procedure for the conduct of the meeting of the Planning and Monitoring Board shall be as laid down in the Regulations
- 7) One third of the members of the planning and Monitoring Board shall form the quorum for a meeting.



**Regulation No. 4**

**REGULATIONS FOR THE CONDUCT OF THE BUSINESS OF THE BOARD OF STUDIES**

**(Made under the provisions of Section 29 of the Act and Statute 38 of 1st Statutes)**

1. These regulations may be called, “Regulations for the conduct of the business of the Board of Studies” and shall come into force from the date of notification.
2. The Head of the Department/Centre shall convene and preside over the meeting of Board of Studies.
3. In case Head of the Department/Centre is not present at any meeting the senior-most member present shall act as the Chairman for the meeting in accordance with the clause 6 of University Ordinance 4.
4. The date, time and place for holding the meeting of the Board of Studies shall be as fixed by the Chairman.
5. A regular meeting of the Board of Studies shall be held at least two times in a year as per the requirements of University Ordinance 4.
6. Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting.
7. The quorum for the meetings of the Board of Studies shall be 50% of the members of the Board of Studies which shall include at least one outside expert.
8. Special meetings may be called by the Chairman at his/her own initiative or on a written request by at least 50% of the members of the Board of Studies.
9. In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential.
10. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed off by circulation among the members of Board of Studies he may issue necessary instructions to that effect.
11. An item proposed by any member(s) and included in the agenda may be withdrawn by the member with the permission of the Chairman.
12. The conduct of business and order of speaking shall be controlled by the Chairman.
13. The Chairman at his own instance or at the instance of any member may call or order any member to participate in the discussion.
14. Ordinarily no business other than that is brought forward in the agenda or supplementary agenda shall be transacted in the meeting. The Chairman may, however, introduce or permit to introduce any other item for discussion provided that such an item could satisfactorily be dealt with in the meeting without any prior notice.
15. All decisions in the meetings of the Board of Studies shall be taken by consensus. However, if circumstances so warrant, the Chairman may resort to voting for taking a decision by majority of the votes of the members present. It shall be for the Chairman to decide the manner in which the votes are to be cast. The Chairman shall have a vote and a casting vote.
16. A matter once decided by the Board of Studies shall not be reopened within next six months except with the consent of the Chairman.
17. The Head of the Department/Centre, within seven days after the meeting of the Board of Studies, shall send a copy of the minutes to each member of the Board of Studies.
18. The decisions recorded in the proceedings shall be submitted to the Dean of the School concerned for inclusion in the Agenda of the School Board for its next meeting.
19. Formal confirmation of the minutes will be the first item on the agenda of the following meeting of the Board of Studies.

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**Regulation No. 5**

**REGULATIONS FOR THE CONDUCT OF THE BUSINESS OF THE SCHOOL BOARD**

**(Made under the provisions of Section 29 of the Act and Statute 38 of 1st Statutes)**

1. These regulations may be called, "Regulations for the conduct of the business of the School Board" and shall come into force from the date of notification.
2. The Dean of the School shall convene and preside over the meeting of School Board.
3. In case Dean of the School is not present at any meeting, the senior-most member present shall act as the Chairman for the meeting.
4. The date, time and place for holding the meeting of the School Board shall be as fixed by the Chairman.
5. A regular meeting of the School Board shall be held at least two times in a year as per the requirements of University Ordinance 22.
6. Notice for a meeting of the School Board, other than a special meeting, shall ordinarily be issued at least 14 days before the day fixed for the meeting.
7. The quorum for the meetings of the School Board shall be one third of the members of the School Board.
8. The Dean may convene emergency meeting of the Board at short notice.
9. Special meetings may be called by the Chairman at his/her own initiative or at the suggestion of the Vice-Chancellor or on a written request by at least one fifth of the members of the School Board.
10. In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential.
11. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the School Board to consider any item and if he considers that a matter could be disposed off by circulation among the members of School Board he may issue necessary instructions to that effect.
12. An item proposed by any member(s) and included in the agenda may be withdrawn by the member with the permission of the Chairman.
13. The conduct of business and order of speaking shall be controlled by the Chairman.
14. The Chairman at his own instance or at the instance of any member may call or order any member to participate in the discussion.
15. Ordinarily no business other than that is brought forward in the agenda or supplementary agenda shall be transacted in the meeting. The Chairman may, however, introduce or permit to introduce any other item for discussion provided that such an item could satisfactorily be dealt with in the meeting without any prior notice.
16. All decisions in the meetings of the School Board shall be taken by consensus. However, if circumstances so warrant, the Chairman may resort to voting for taking a decision by majority of the votes of the members present. It shall be for the Chairman to decide the manner in which the votes are to be cast. The Chairman shall have a vote and a casting vote.
17. A matter once decided by the School Board shall not be reopened within next six months except with the consent of the Chairman.
18. The Dean of the School, within seven days after the meeting of the School Board, shall send a copy of the minutes to each member of the School Board.
19. The decisions recorded in the proceedings shall be submitted to the Vice-Chancellor for inclusion in the Agenda of the Academic Council for its next meeting.
20. Formal confirmation of the minutes will be the first item on the agenda of the following meeting of the School Board.

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**Regulation – 6**

**CUHP LIBRARY REGULATIONS 2010**

[Section 28(1)(o) of the Act and Ordinance 29(b)(3)]

**1. Short title, Application and Commencement**

1. These rules may be called the CUHP Library Rules, 2010.
2. These rules shall be deemed to have come into force from the date of establishment of Central University of Himachal Pradesh.
3. These Rules shall regulate the smooth functioning, proper discipline and information support for all users.
4. These rules shall cover all the Central Libraries, maintained as such by the Central University of Himachal Pradesh.

**2. Definitions**

1. In these rules, unless the context otherwise requires:-
  - a) “Competent Authority” : The Competent authority under these rules shall for different purposes, be as under:
    - (i) The Head of Department/Office concerned shall be the competent to recommend for library membership and to attest photographs of proposed members.
    - (ii) In case of all outsiders, no library membership shall be granted without the approval of the Vice-Chancellor.
    - (iii) The Library Advisory Committee of the University shall be competent to constitute Steering /Reviewing/Screening Committee.
    - (iv) The Librarian shall be the competent authority to remit/waive off overdue charges, initiate disciplinary action and suspension of library membership, suspension of issue of the library documents in lieu of delay charges.
    - (v) “Competent Authority” to constitute five member’s (including Librarian) ‘Books & Journals Screening Committee’ for finalising titles of books, CDs, audio-visual aids, maps, atlases etc.; title of E-Journals, Print journals for subscription for the Library / IRS is the Vice Chancellor, CUHP.
    - (vi) In all other cases “Competent Authority” means “Library Advisory Committee/ Vice Chancellor”
  - b) “Due Date” means on or before the last date notified/specified to return the document of the Library.
  - c) “Faculty Member” means the teaching and/or research staff employed in Central University of Himachal Pradesh.
  - d) “Identity/Library Membership Card” means the card issued by the Librarian for enrolment of a person as member.
  - e) “Incomplete card” means the membership card which is wrongly filled in/gives incomplete/wrong/false/ information and /or is accompanied by photograph not attested by the Competent Authority.
  - f) “Late Receipt” means the Library document not received by the Circulation Section on or before due date.
  - g) “Librarian” means the Librarian of the University or the person holding the charge of the Librarian (in his absence).

- h) "Library" means the Central Library/Information Resource Centre and all other constituent libraries of CUHP under the control of the Librarian.
  - i) "Overdue charges" mean the charges which a member is liable to pay on account of delayed return of the books/documents.
  - j) "Photographs" means a stamp size photograph taken recently from a negative but not earlier than six months from the last date prescribed for submission of Library membership card/application form. All copies of the photograph should be identical.
  - k) "University" means the Central University of Himachal Pradesh.
  - l) "User" means any person who accepts the CUHP library rules; applies for his/her enrolment in the library and Librarian registers him as a member of the Library.
  - m) "Working Day" means a day which is neither a public/gazetted or restricted holiday of the CUHP.
  - n) "Year" means a financial year.
- 2) The words and expression used herein and not defined here but defined in the University Act, Statutes, Ordinances and Rules of the University or Government of India, have the meaning respectively assigned to them, in those rules.

### **3 Objectives:**

These Rules are framed with the following objectives:

1. To reflect the duties and privileges of the library members.
2. To ensure smooth and efficient functioning of the library system.
3. To ensure proper discipline in the library premises.
4. To define the duties and powers of library staff in relation to the users of the library.
5. To ensure wider circulation of the documents of the library with the purpose of providing every user his right information at right time for right use and every document its right user.
6. To safeguard the common interest of all users.
7. To preserve each document not only for current use but also for posterity.
8. To create an atmosphere conducive for information use.
9. To resolve conflict arising between the users and the Library staff.
10. To avoid repeated reference of library problems and issues to higher authorities.

### **4 Library Timings:**

Library Timings shall be regulated by the Librarian from time to time.

### **5 Membership**

The Following person shall be entitled to enrolment as members:

- (i) All employees of the University
- (ii) Bonafide students and scholars of the University
- (iii) Any person authorized by the Vice-Chancellor

### **6 Security:**

All applicants enrolled as members shall have to deposit security with the Librarian. The amount of security shall be as prescribed from to time.

**7 Admission to Library:**

All the members shall enter their name, address and purpose of visit legibly in entrance gate register in token of their acceptance to confirm to all the rules of the Library. A member who is either of unsound mind, intoxicated or otherwise not properly dressed may not be allowed admission to Library.

**8 Procedure of Enrolment:**

Every member permitted to use the library shall be provided with library identity borrower Card/ Reader Ticket/ Pass Book which are returnable and which on demand should be presented to the library staff. In case library is fully automated computerized identity card with identity bar code will be provided. A person eligible to be enrolled as a member of the library will fill up and sign a membership registration form obtainable from the Circulation Counter free of cost and present the same duly signed and stamped by the Competent Recommending Authority to the Librarian along with a recent photograph. Incomplete form is not acceptable.

**9 Membership Card**

Each member will be issued Membership Card and as many Non-Transferable Borrowers Card/Ticket as the number of documents a member is entitled to borrow. A member is required to surrender one borrower card in exchange for one book or will get the entry of the borrowed book recorded in the Pass Book/Reader's Ticket/Card. However the procedure may be notified separately in case of automated library.

**10 Loss of Library Identity Card/ Reader's Ticket/Borrower Card/ Pass Book / Membership Card:**

The loss of any or all of the items should be reported in writing to the Librarian/ I/C Library. To enable such members to continue the membership, duplicate card/ticket/would be issued on payment approved by the Competent Authority from time to time. However, in addition to the payment photograph shall be supplied by the defaulter for the issue of fresh membership card. Further duplicate item shall be supplied to the members only, at least, after the expiry of one week from the date of reporting the loss. Borrower shall be fully responsible for any loss which the library may suffer through the misuse of lost Card/Ticket/Pass Book. In view of safety and misuse issue of duplicate item shall be discouraged.

**11 Entitlements to borrow books/documents**

The entitlement of different categories of members to borrow documents/books from the library shall be as under:

Membership category	Maximum number of books/ documents which could be issued at a time	Maximum period for which the books/ documents could be issued
Faculty Member	5 Documents	30 Days (3 Documents (teaching course for Full Semester)
Research Scholars	4 Documents	30 Days
Others	2 Documents	15 Days

*Note: The maximum period prescribed is inclusive of the dates of issue and return.*

Provided that in exceptional cases the Librarian may exempt the University officers from the operation of this regulation to enable them to perform their official duties.

## **12 Renewal of Membership:**

Membership of the students is renewable at the beginning of each academic session and membership of all others is tenable for five years or till they leave the university, whichever is earlier.

## **13 Procedure for release/issue of books/documents**

The following procedure shall be followed for issue of books/documents:

- 1) Member shall visit the library to borrow the books personally.
- 2) No book shall be issued without Card/Ticket
- 3) Library material shall not be brought out of the LIBRARY until the permission has been recorded by a duly authorised official of the Library staff on duty at the circulation counter
- 4) The normal loan period for various categories of documents as prescribed earlier under 'Loan Privileges' is inclusive of the dates of issue and return. However the library may fix varying loan period as it deems fit.
- 5) In case a book is in great demand, the library professional may regulate the use of such a book in such a manner as he considers proper
- 6) Before leaving the Circulation Counter, the member must satisfy himself that the book lent to him is in sound condition, and if not, he must immediately inform the In-charge, otherwise he shall be liable to be held responsible in case of any damage or injury to the book.
- 7) All kinds of marks on documents, underlining etc. shall be absolutely forbidden
- 8) Loans at any time can be terminated by an order of Librarian irrespective of due date
- 9) Members are not allowed to sub-lend the books of the library to any other person.

## **14 Renewals of documents/books:**

Library documents/books may be renewed by physically presenting for reissue at the discretion of librarian on the recommendation of circulation in-charge; provided these are not reserved by another member. Renewal is generally not permitted more than twice.

## **15 Overdue Charges:**

The books/documents borrowed from the library are required to be returned on or before the due date. If due date falls on holiday, the book/s should be returned on the next day otherwise the member has to pay overdue charges, failing which the library facility shall be curtailed or the membership may be terminated/ withdrawn. Any amount charged from the members will be received against an official receipt and the money so collected will be deposited in the university account as per norms and receipt obtained for the same for library record. The rate of overdue charges shall be fixed by the competent authority from time to time. The overdue charges in all the cases shall be calculated from the date on which the books should have been returned.

Provided that the amount of overdue charge or any other charges may be remitted or reduced by the Librarian on reasonable grounds and on the strength of valid documentary evidence adduced by the person concerned with the request letter to the Librarian.

## **16 Restricted Categories of material**

Reserve Text Books, Reference Books, back volumes of periodicals, theses, dictionaries, encyclopedias, year books, maps, gazetteers, abstracting and Indexing periodicals, annuals, reports, rare and out of print publications, microforms, electronic document usually shall not be issued. However, in rarest of the rare case (exceptional circumstances) these documents may be issued for overnight use with special permission of the Librarian/I/C Library in

writing. Such documents are to be returned within one hour of the opening of the Library on the subsequent day otherwise the fine shall be charged at the rate prescribed by the Competent Authority from time to time. In case a book is in great demand, the Librarian may regulate the use of such a book in such manner as he may consider proper. Books (except reserve copy) placed in text book section shall not be issued for more than three days.

### **17 Book Bank Scheme:**

The objective of this scheme is to help the needy student to draw books from the "Text Book Bank" for their consultation and use during a particular semester. The issue of these books is in addition to the books which the student is entitled to draw by enrolling himself as a member of the library. Only the students who are the members of the Library can draw up to four books for a semester depending upon the availability. No other member is entitled to draw books under the Book Bank Scheme. The books from this section are not to be sent on inter library loan also. The following are the rules which govern the operation of the scheme.

- 1) The rental text book bank scheme will be maintained as a separate and distinct section of the main library.
- 2) The head of the respective department/office will submit to the Librarian a list of books required for the succeeding semester in the book bank. The list should be submitted prior to the commencement of the semester so that book could be procured well in time. Number of copies to be purchased may also be intimated and only such books are recommended which are required for at least 2/3 consecutive years.
- 3) The library will ascertain the number of students offering these courses.
- 4) The number of titles to be purchased for each text book will depend upon the number of the students likely to use them and will be generally from 10 to 20 copies.
- 5) The needy student member only shall be eligible to draw books from this scheme. The needy students shall apply for membership on a prescribed proforma obtainable from the Circulation Counter of the Library. Generally, "first come" "first serve" criteria shall be followed.
- 6) A nominal charge of 5% of the cost of a book with a minimum of Rs 15/ shall be charged per title from the student who draws a book from book bank.
- 7) The number of titles issued to a particular student will depend upon the number of books available but not more than four (4) books will be issued in one semester. This facility will be in addition to the number of books, a student member is entitled to draw from the main library.
- 8) The book shall be issued under this scheme to the needy student for a full semester. The Book will be returned by the student within 2 days of the expiry of the semester. If the books are not returned within two days of the expiry of the semester, overdue charge at the rate of Rs.1/-per day per title shall be charged or the facility will stand forfeited in the subsequent semester.
- 9) The books borrowed are to be kept in a clean and perfect condition, failing which adequate compensation for damage or loss will be realized from the borrower according to library rules, and the student member may not be given facility subsequently in serious cases.
- 10) The proceeds or the rental charges thus collected under this scheme shall be utilised for further strengthening of the scheme and a separate account will be set up in the bank in the name of the Librarian for this purpose. The amount will thus be utilized for the purchase of additional copies or newer editions or replacing the worn out volumes or for repairing/binding of these books.
- 11) The amount shall be collected before the books are issued from the library and the receipt for the amount shall be issued to the borrowing member.
- 12) In the event of the number of copies of books falling short of the number of students desiring to have that book, the book will be issued in partnership of 2 to 3 students. The partnership in such cases will be fixed by the Librarian on the recommendation of the Teacher offering the course.

- 13) If a book is lost or damaged during the period when it is issued, the borrower shall have to pay the cost of the book with replacement charges (actual postage and processing charges etc.) as explained under Library rules.
- 14) Whenever a text book is changed by the teacher concerned, sufficient number of copies of the new books will be procured on his recommendation.

#### **18. Damage and Loss of Books:**

The Borrower shall be held responsible for any damage and loss of books and have to make good any loss or damage of library document taken out on loan. The Library Authorities will have the full discretion to replace the document besides other charges to recover the cost as under:-

1. If it involves multivolume set, the whole set shall have to be replaced within thirty days.
2. If it involves loose issues of journals, the whole volume of the journal shall have to be replaced within (30) days.
3. If the book is rare or out of print, the user shall have to pay three times of the current price of the book besides other charges.  
In case of (1) and (2) if documents are not replaced within prescribed period the current cost of whole set/volume will be charged besides overdue charges. However withdrawal and returning of the volume / set will be permissible only if whole set or the whole volume has actually been replaced.  
In any case, if the price of document is not ascertained, the price to be charged will be determined by the Librarian.
4. If the publication lost does not fall under 1, 2, 3, the cost of such publication at current price plus 10% handling charges besides other charges will be recovered from the defaulting borrower.  
In case of replacement, the procured book (s) shall be assigned original accession number. Further, the Librarian's decision in deciding the nature of the books shall be final.

#### **19 Libropathology-Removal and mutilation of document in an un-authorized manner:**

If any user caught taking out of the library any document, removing pages in an un-authorized manner or damaging Library material or property in any other manner shall be subject to any or all of the following penalties as deemed necessary by the Librarian.

- 1) Withdrawal of library privileges.
- 2) Temporary or permanent suspension from the library membership.
- 3) Publicity on all University (including hostels) Notice boards, with copies to his parents/guardians.
- 4) Replacement of the document plus imposition of fine up to double the current cost of the book removed or material damage in unauthorized manner plus other charges as in the case of damaged or lost document.

#### **20 Disciplinary Actions:**

Disciplinary action in case of misconduct or any other serious offence will result in punitive measures like suspension, expulsion from University or termination of University services in case library pathology is repeated by the same member. Provided such punitive measure is approved by the Competent Authority on the recommendation of the Librarian.



## **21 Inter Library Loan:**

Subject to the rules, publications may, by permission of Librarian, be loaned out on written application duly stamped to the faculty library or vice versa. All such requests should be addressed to Librarian / I/C Library. Efforts should be made to get books not available in Central Library from other faculty libraries on inter library loan. The cost incurred, if any, in case of Inter Library Loan shall be borne by the member for whom the publication is requisitioned. However, a member can get reimbursement of such cost from his division provided the publication(s) requisition is /are required for specific research project of the faculty and these facts will be certified by the Dean of the faculty.

## **22 CD-ROM and Internet Facility:**

The Library members shall have to register themselves separately to avail computerized database literature browsing and internet services. Downloading of information is permitted at users' on cost. This facility is only for personal use of registered member. Minimum charges, if any, for the internet services will be charged as per University guidelines/rules modified from time to time. Browsing of objectionable sites is not permissible.

The registration fee and service charges will be fixed by the competent Authority from time to time and may vary from category to category.

These facilities are provided to the limited number of faculty members, officers, scholars and students only subject to the availability of seats in the library. The category wise priority will be decided by the Librarian. Internet and CD-ROM facility is only to personal use of registered member.

## **23 Consultation of books in the library:**

Apart from library members the University library offers consultation facilities of library materials within the library premises to the following categories of users provided their credentials are acceptable to the Librarian.

1. Retired teachers/officers of the university, prominent government officials and eminent scholars especially if they require to consult the library for continuation or completion of the research provided they obtain and submit recommendation from their department / Dean.
2. Visiting faculty and scholars on the recommendation of the Dean of the faculty concern. These users will be offered consultation facilities only during the period of their stay which will be certified by the concerned Dean of the Faculty.
3. Temporary Library consultation facilities shall also be offered to the members of other faculty and in exceptional cases to some outside scholars on the recommendation of their Dean. In such cases, Dean of the concerned faculty certifies that such member is desired to use specified reference sources provided these are available in the holding of the Central Library or other faculty library of the University.
4. Users will not be allowed to take their own books and other printed material in the library for consultation or for other purpose.

## **24 No Dues Certificate (NDC) / Clearance Certificate**

- 1) Issue of Clearance Certificate is a mandatory requirement. Each member will obtain such NDC after returning all the documents issued, surrendering library card/ticket and after paying outstanding dues, if any, on the expiry of membership or earlier on

terminating library membership/ connection with the university. In no case provisional NDC shall be issued to library members. In case a member is not depositing all of his library card/ticket and request NDC, it will be issued only after thorough verification.

- 2) All the university officers make sure in the event of transfer, completion of degree, deputation for higher studies or short term courses, suspension, termination and on superannuating that all the persons eligible for library membership obtain NDC duly stamped from Central Library and its constituent faculty libraries before relieving the concerned member.
- 3) The renewal of registration of the students/scholars in the next semester will be allowed by the Dean only after such member produces NDC from the library. In case the member is already in the final semester his degree/certificate will be issued by the Dean only after he/she produces NDC from the library.
- 4) However, it shall be the responsibility of the Dean of the faculty to inform the Librarian the names of the student(s) who leaves the institution in the middle of the semester so as to ascertain charges due against such member(s).

**25 Stock Taking:**

The stock taking of the library shall be done as the Competent Authority may decide from time to time. Books shall be recalled and their issue suspended during the period of stock verification.

**26 Classification and Access:**

The Library Books shall be classified by Dewey Decimal Classification Scheme. Open access library material shall be provided and the On-line Public Access Catalogue (OPAC) be maintained provided that the Competent Authority may change this system whenever necessary on the recommendation of the Librarian.

**27 Write off of Documents:**

Loss of books and other documents in libraries with open access is an universal problem. Such lost books / documents shall be considered for write off by the Competent Authority as per University Rules in the light of Government of India, Ministry of Finances Notification no : OM n 23(7)-E II (A)/83 dtd. 07-02-1984\* reproduced below and CAGs UG no. 1964 TA11/21-83 dtd. 02-12-1983.

**28 Special procedure for procurement, physical verification and disposal of library books:**

The position of library books/documents is different from that of other stores. Accordingly, the following procedures shall be observed for purchase/procurement, physical verification, write off and disposal of mutilated/damaged library books/documents.

- 1) The Librarian may purchase library books etc. from the reputed and standard book-sellers on the prevalent terms and conditions as per delegation of financial powers. Tenders need not be called for this purpose.
- 2) The loss of three volumes per one thousand volumes issued/consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or negligence on the part of Librarian. Loss of book of the value exceeding Rs. 200 (Rupee two hundred) and the books of special nature and rarity shall invariably be investigated and consequential action taken. As such losses will however be written off only by a competent authority.
- 3) The write off the loss of volumes shall be done by the competent authority as per delegation of powers or the procedure provided by the University.

- 4) There may be no objection to the Librarian disposing of mutilated /damaged/obsolete volume to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a three-member Committee to be appointed by the Vice-Chancellor, which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.
- 5) The verification shall never be left to low paid subordinates and in case of large and important stores, it shall be, as far as possible, entrusted to a responsible officer who is independent of the subordinate authority in-charge of the stores.
- 6) The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of the staff to which this work may be entrusted, should be taken by the Finance Officer.
- 7) Complete annual physical verification of books should normally be done every year during semester break of vacations.
- 8) However, in exceptional circumstances (shortage of qualified staff) complete physical verification at intervals of not more than three years should be done
- 9) Sample physical verification at intervals of not more than five years may be done. If such sample verification reveals unusual or unreasonable shortages, complete verification shall be done.
- 10) The General Financial Rules of Govt. of India and the CUHP Procurement of Goods and Services Rules 2010 shall be followed mutatis mutandis in regard to procurement, accountal, physical verification and losses.

## **29 General Rules for maintenance and discipline in the library premises**

The following rules and discipline measures are prescribed for general maintenance and discipline within the library premises.

- 1) Library members shall maintain perfect silence, peace, order and calm environment conducive to concentrate on study.
- 2) Smoking, spitting, consumption of food, drug, intoxicants, sleeping, whispering, murmuring, carrying of pets shall not be permitted in the library.
- 3) Carrying of fire arms, explosives or any other objectionable material, literature by member is strictly prohibited.
- 4) As a moral obligation each member shall require to keep the document neat, clean and in good condition.
- 5) Before leaving the library, readers shall return to the assistant at the counter any document which they had taken for consultation.
- 6) No personal belongings such as bags, briefcases, handbags, walking sticks, personal books, umbrella, parcels etc. are allowed inside the library. These belongings may be deposited at the property counter near the entrance gate meant for the purpose solely at users own risk and responsibility. Use of mobile phones in the library is strictly prohibited & members are also required to keep their mobiles on vibration / silent mode.
- 7) Cases of incivility or other failure in service should be immediately reported to the Librarian.
- 8) Circulation counter will start functioning from the time when library opens and closes half an hour before the normal office working hours.
- 9) Charges shall be collected up to 4:00 P. M on working days only.
- 10) Library users are required to vacate the premises 15 minutes before the closing time to enable shelving of the material, library staff to put off lights and other related jobs.
- 11) All communications should be addressed to Librarian/In-charge.
- 12) Change of address, designation or contact number should be reported immediately in writing.
- 13) Library staff / attendant is authorized to search any person on entry/exit point of the library.
- 14) Members are not allowed to stand in groups in the library premises.

- 15) Every member must always possess identity card and he should produce it whenever called upon to do so by the concerned library authority.
- 16) A member should read the notices placed on the notice board. The library accepts no responsibility for the loss of any benefit by a member on account of his failure to read the notice in time.
- 17) Members should behave decently in the premises of the library.
- 18) The infringement of rules may deprive a reader/borrower of the membership of the library for a specific period as per the order of the Librarian.
- 19) Library loan will be permitted to the constituent units/research stations from the Central library and Vice-Versa subject to the availability.
- 20) Borrowers must return the book on or before due date so as to enable the library to serve maximum number of readers.
- 21) Delay fine will be charged for each day the book is kept overdue or service to the defaulting member shall be curtailed proportionately.
- 22) Marking or writing on the pages of the books with ink or pencil, tearing off or taking of the pages or otherwise damaging will constitute an offence which is punishable as per rules.
- 23) Unless a borrower points out, at the time of borrowing, the bad condition, if any of the book, he shall be held strictly responsible for any damage and shall be required to replace the book or pay its price together with extra fine.
- 24) Only the light writing material is allowed inside the library.
- 25) Doing anything which may disturb other readers or which may be against the discipline of the institution is strictly prohibited.
- 26) No person entitled or permitted to use the library shall mutilate, disfigure, deface by writing in the margins or by damaging in any other way a book, periodical, map or chart or any other property of the library.
- 27) If books issued to a member are found mutilated at the time of return, he/she shall have to replace or pay the replacement price as per rules of the same. Therefore members are required to examine the books etc. at the time of loan as the last borrower will be held responsible for any damage.
- 28) No tracing or mechanical reproduction of any book, map or manuscript shall be made without the prior permission of the Librarian.
- 29) The Librarian reserves the right to suspend/cancel the membership privileges of any member found misbehaving with the library staff or for any other indecent behaviour. Such a member is also liable to be expelled from the library by the order of the Librarian.
- 30) When the students have any complaint about the service being provided by the library, they should not enter into argument with the library staff. They should bring it to the notice of the Librarian.
- 31) The librarian is empowered to recall any library material at any time if necessity arises and especially at the time of stock verification.
- 32) In all other matters such as interpretation of the Library Rules or for any other matter not covered under these rules, the Librarian's decision shall be final and the Librarian shall have the power to take such action as he may deem fit.
- 33) These Library Rules may be altered or amended or new rules may be added to the existing ones by the competent Authority from time to time without notice to the members and these rules or any alternations or amendments to them shall be effective and binding on all concerned when notified.
- 34) Members violating any of the rules and regulations are liable to be punished by disciplinary action.

### 30 Relaxation and Disputes:

Notwithstanding the above regulations, the Vice-Chancellor shall have powers to relax any or all the provisions of these regulations. In case of any dispute, the decision of the Vice-Chancellor shall be final.

**SPECIMAN OF MEMBERSHIP FORM FOR BOOK BANK**

The University Librarian  
Central Library,  
CUHP, TAB, SHAHPUR,  
HIMACHAL PRADESH 176206

Sir,

I am a needy student and interested in getting myself enrolled as a member of the Book Bank Scheme during the current semester ending \_\_\_\_\_ I shall abide by the rules and regulation of the Book Bank Scheme.

Thanking you

Yours faithfully

1 Name in full \_\_\_\_\_  
2 Signature \_\_\_\_\_  
3 Class \_\_\_\_\_  
4 Roll No \_\_\_\_\_  
5 Dated \_\_\_\_\_  
6 Session \_\_\_\_\_

1 Permanent Address.....

2 Present Address.....

3 Annual incomes of the parents.....

RS.....(in words).....

(To be certified by the Dean' Office)

(See overleaf for extract of the rules from the Book Bank Scheme)

**EXTRACT OF THE RULES FROM THE BOOK BANK SCHEME**

- 1 A nominal charge of 5 percent of the cost of a book with a minimum of Rs. 15/- shall be charged per title from the student who draw book from the Book Bank.
- 2 The number of titles issued to a particular student will depend upon the number of books available but not more than four (4) books will be issued in one semester.
- 3 The book shall be issued under this scheme to the needy students for a full semester. The books will be returned by the students within 2 days of the expiry of the semester. If the books are not returned within two days of the expiry of the semester overdue charge @ Re. 1 per day per title shall be charged.
- 4 The books borrowed are to be kept in a clean and perfect condition, failing which adequate compensation for damage or loss will be realized from the borrower according to library rules.
- 5 The amount shall be collected before the books are issued from the Library and the receipt for the amount shall be issued to the borrower member.
- 6 If the book is lost or damaged during the period when it is issued, the borrower shall have to pay the cost of books with replacement charge (actual postage and processing charges etc.)
- 7 The student has to obtain 'No Dues Certificate' / 'Clearance Certificate' while leaving the class during semester or on leaving the institution.

**SPECIMAN OF APPLICATION FORM FOR ISSUE OF BOOK FROM THE BOOK BANK**

To

The University Librarian  
Central Library,  
CUHP, TAB, SHAHPUR  
HIMACHAL PARDESH 176206

**Subject:** Issue of the books from Book Bank

Dated:

Sir,

I am a needy student. I have applied for membership of the Book Bank Scheme. I have read the rules and regulations of the scheme and I undertake to abide by them.

I may kindly be issued the following title from the Book Bank for the semester ending..... I shall deposit the rental charge before the Book is issued to me and the same shall be returned **within two (2) days of the expiry of examination** / semester is over.

S. No	Author(s)	Title	Publisher
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01

02

03

04

I am submitting my application through my class teacher. I shall inform my teacher, in case I leave the class during the semester and shall deposit the books with the library.

Thanking You

Yours faithfully,

(Signature)

Recommendation by Subject Teacher Name in Full \_\_\_\_\_

(Signature) Class \_\_\_\_\_ Roll No. \_\_\_\_\_

Name & Designation \_\_\_\_\_ Session \_\_\_\_\_ Lib.No:

Department \_\_\_\_\_ Dated \_\_\_/\_\_\_/\_\_\_/

**31 Charges:**

1 Amount of students' Library security (Refundable) (No security for availing consultation facility)	Rs 2000.00
2 Each duplicate card/ticket	Rs 30.00
3 Duplicate Library I-Card	
(A) Manual	Rs 50.00
(B) Computerized	Rs 100.00
4 Penalty for using lost Card/Ticket (Depending upon mens rea of defaulter) Discretion: Librarian In case of repetition: Suspension from Library membership	Upto Rs 1000.00

**32 Overdue Charges:**

- A) Overnight Loan Documents: Rs2/-per hour not exceeding Rs 10/- per day. (Rs 10/- per day flat rate. In case of journals: facility shall cease to the defaulting member)
- B) Other Documents: Rs1/- per day for 1<sup>st</sup> 10 days, thereafter Rs2/-per day maximum up to original cost plus 10% processing charges.

**33 CD-ROM and Internet facility:**

- A) CD-ROM Browsing : Free
- B) Internet Facility : Rs. 20.00 per-hour  
(free browsing facility for journals/  
scientific documents.)

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**Annexure – 6.14D**

**Regulation No. 7**

**Regulations for the Discipline and Order in the University Hostel for Men and Women (Made under the provisions of Statute 28(6) &38 (ii) of the 1st Statutes of the Act and in Consonance with the Provisions of the University Ordinance 17)**

1. These Regulations may be called Regulations for the Discipline and Order in the University Hostel for Men and Women and shall come into effect from the date of notification
2. The Provost shall be the Chief Authority to ensure adherence to these Regulations. The Warden and other associates of hostel administration shall assist him as per the instructions from the Provost.

**WOMEN'S HOSTELS**

1. Women students residing in the hostel are required to maintain discipline the hostel premises.
2. Women students residing in the Women's Hostel shall assemble for the roll call in the common Hall at 8 PM daily.
3. Women students residing in the Women's Hostel shall be allowed to meet only such visitors in the visitors room on Sundays/Holidays and other approved days from 5.00 P. M. to 6.30 P.M. as have been permitted in writing by their Legal/or Local guardians.
4. The natural/legal guardian of the women students residing in the women's Hostel shall nominate local guardian(s) and affix their photographs on a prescribed form. These forms shall remain in the custody of administrative Warden concerned.
5. Women students who desire to go out of the Women's hostel for a few hours to make purchases or for any other valid reason shall leave the Hostel only after obtaining prior permission from the Administrative Warden/warden. A record of the permission so given will be maintained in the Register.
6. No Women student residing in the Women's Hostel shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who, may, if satisfied, permit her to stay for a day in the Common Room attached in the Hostel.
7. Boarders are required to maintain cleanliness in the rooms and hostel premises.
8. Smoking and drinking in the rooms and hostel premises are strictly prohibited.
9. Antisocial activities in the hostel and hostel premises shall attract penalty/suspension.
10. Ragging in any form is a punishable act as per the Orders of the Supreme Court of India
11. Keeping addictive substance/drugs and any type of arms is strictly prohibited.



12. In case any boarder damages the hostel property, she is required to replace it or is liable to be fined/charged depending upon the extent of damage.
13. Use of electric heater in the room is not allowed.
14. Cooking in the room is strictly prohibited.
15. The boarders will be required to deposit the hostel fee and mess charges within the prescribed time period failing which she will be fined/suspended from the hostel.
16. Boarders except those who are members of the mess committee are not allowed to enter the mess kitchen.
17. Safety of personal goods will be the personal responsibility of the boarder.
18. Borders are required to follow all instructions issued from time to time by the Provost/Warden.

#### **MEN'S HOSTEL**

1. Boarders are required to maintain discipline the hostel premises.
2. Ragging in any form is a punishable act as per the Orders of the Supreme Court of India.
3. Smoking and drinking in the rooms and hostel premises are strictly prohibited.
4. Antisocial activities in the hostel and hostel premises shall attract penalty/suspension from the hostel and University.
5. Keeping addictive substance/drugs and any type of arms is strictly prohibited.
6. In case any student damages the hostel property, he is required to replace it or is liable to be fined/charged depending upon the extent of damage.
7. Use of electric heater in the room is not allowed.
8. Cooking in the room is strictly prohibited.
9. In case a student wants to stay with Local Guardian or goes out of station, he should take prior written permission from the Warden.
10. All students are required to enter their names in the leave register before leaving the hostel.
11. No student is allowed to stay outside the hostel after 9 PM unless it is very urgent and for that he is required to take prior permission from the warden.
12. The boarders will be required to deposit the hostel fee and mess charges within the prescribed time period failing which they will be fined/suspended from the hostel.

13. No female guest/relative is allowed to go into the rooms of the boarders.
14. Guests are not allowed to stay overnight in the hostel.
15. Guests visiting the hostel to meet boarders must sign in the visiting register both at the time of their arrival and departure from the hostel.
16. Boarders except those who are members of the mess committee are not allowed to enter the mess kitchen.
17. Safety of personal goods will be the personal responsibility of the boarders.
18. Boarders are required to follow all instructions issued from time to time by the Provost/Warden.