

H.P PRIVATE EDUCATION
INSTITUTIONS REGULATORY COMMISSION
 MC Parking Complex, 3rd Floor, Tutikandi, Shimla-5.
 Phone No. +91-177-2673664, 2673665 Tele Fax - +91-177-2673663 Email - secy-perc-hp@nic.in

HPPERC/834/ICFAI/CA-2025-26/2024 -2232-35

Dated: 06/12/24

To

The Registrar,
 ICFAI University, Kallujhanda,
 Baddi, Distt.-Solan (HP).

Subject: Course Approval for the academic session 2025-26.

Sir,

Please refer to the proposal and related information regarding course approval submitted by you vide letter no. IUHP/2024/11/RO/3848 dated 10.11.2024 for the academic session 2025-26 and submissions made before this Commission on 31.12.2024 in course approval meeting and subsequent correspondence, if any. I am directed to convey that the following courses have been approved for academic session 2025-26:-

1. Existing Courses:

Sr. No.	Name of course	Approved Courses for 2025-26	Remarks
1	B.Tech (CSE)	20	
2	B. Tech (Mechtronics Engineering)	60	
3	B. Tech CSE (Data Science & Artificial Intelligence)	30	
4	B. Tech CSE (Internet of Things)	30	
5	B.Sc. Non-Medical (Hons)	60 NEP	
6	B.Sc- Medical (Hons)	60 NEP	
7	M.Sc. Chemistry	30	Subject to the appointment of faculty
8	M.Sc. Physics	15	
9	M.Sc. Maths	15	
10	BCA (with Specialization)	60	
11	MCA	30	
12	B.Com	120 NEP	
13	BBA	90 NEP	
14	Apprenticeship based BBA Logistics	30	
15	MBA	60	
16	M.Com	30	
17	B.ALLB (Hons)	60	Subject to approval from BCI for year 2025-26
18	BBA LLB (Hons)	60	
19	LLB	60	
20	LLM	15	
21	B. Pharmacy	100	Subject to approval from PCI for academic session 2025-26
22	M. Sc Pharmaceutical Chemistry	18	

2. Research Programmes:-

Sr. No.	Name of Course	Approved Courses for 2025-26	Remarks
23	Ph. D Physics	01	Strictly follow the UGC Ph. D Regulation, 2022
24	Ph. D Mathematics	02	
25	Ph. D Chemistry	02	
26	Ph. D Management	04	
27	Ph. D Commerce	02	
28	Ph. D CSE	02	
29	Ph. D in Law	04	
30	Ph. D in Pharmaceutical Sciences	08	

3. New Courses:

Sr. No.	Name of course	Approved Courses for 2025-26	Remarks
31	M. Pharm Pharmaceutics	15	Subject to approval from PCI for academic session 2025-26
32	B.A (Psychology)	30	Subject to the appointment of faculty
33	B.A Sociology	30	
34	B.A English	30	
35	B.A History	30	
36	B.A Political Science	30	

Terms and conditions for running the courses:

Running of the existing as well as new courses are subject to the following terms and conditions:

1. The approval for courses is on the specific condition that faculty and physical academic infrastructure must be in place by May 30, 2025 to be confirmed by the University to the Commission followed by verification by the Inspection Committee failing which the approval of courses where faculty and infrastructure will be found deficient shall be deemed as withdrawn and no further correspondence in this regard will be entertained.
2. The University shall indicate the following in its prospectus for the information of the students, general public and State Govt.:
 - a. Names and academic bio-data of faculty available for each course.
 - b. Physical academic infrastructure must find mention in the prospectus.
 - c. Course wise seats approved indicating the seats reserved for the scheduled caste/scheduled tribe/ physically handicapped and Himachali candidates.

- d. Seats wherein available under lateral entry be mentioned specifically.
- e. Approved fee structure for each course.
- f. Scholarship scheme(s), if any.
- g. Duration of each course and course structure.
- h. Admission criteria for each course.
- i. HP-PERC introductory notice.

The university shall be required to supply a copy of the Prospectus to the Commission/State Govt. before it starts issuing the same for the academic session 2025-26. The above information should also be up-loaded on the website of the University indicating the details of faculty along with their photos and bio-data. The information regarding admission disclosure, examinations schedule, students passed out, faculty and academic infrastructure etc must be furnished from time to time to the Regulatory Commission in the manner as required.

3. **Any approval, if required from any Central/ State Regulatory body/ Centre/ State Govt. as indicated in the remarks mentioned above or otherwise required, be obtained and provided to this Commission latest by May 30, 2025 failing which the courses and programmes requiring such permissions shall be deemed as withdrawn.**
4. In case the University is of the opinion that it is unable to run any course due to deficient faculty or otherwise but not in violation of the rules and regulations pertaining to previous years granted courses, the same shall be intimated to the Commission by **May 30, 2025**. Course(s) once started **shall have to be run for at least three years continuously** and the university shall ensure the availability of full faculty strength and physical academic infrastructure **as per approved intake** as per norms for the course(s).
5. The eligibility and admission criteria for admission to the above courses shall be as prescribed by the concerned Regulatory Bodies and the State Government. Admission through migration mode in the first year not meeting the eligibility criteria shall be treated as invalid and subject to penal action as per HPPER Rules, 2011.
6. Admission of foreign students be regulated as per AICTE Notification No.F.37-3/Legal/2004 dated 21.01.2004 circulated to All State Private Universities vide Commission letter No. HPPER/55/General Complaints/2012-704 to 719 dated 07.08.2014 and subsequent orders issued in this regard. To avoid any encumbrance Universities to ensure that a confirmed admission letter from the University is in the hands of foreign students before they depart from their native Country. No provisional admissions.
7. **Admission on the basis of test conducted by H-PUMA shall not be allowed at all.**
8. AICTE guidelines regarding admission under lateral entry be followed in letter and spirit.
9. Where University has dropped / closed programme / proposed zero-intake / break in Extension of approval be obtained for closure of the programme from AICTE in terms of

Section 1.6 of the Approval Process Hand Book 2018-19 or as directed in the latest edition of the Approval Process Hand Book.

10. UGC guidelines regarding providing 3 % reservation in all courses to the persons with disabilities circulated vide this office letter No. HPPER/73/Notification/2012-952 to 967 dated 08.09.2014 be also followed meticulously.
11. **Any admissions, made in violation of the prescribed norms shall be invalid and will attract provisions contained in HP-PERC Act, 2010 and Rules framed thereunder. The inference of this may also be incorporated in the Prospectus of the University so as to avoid any complication at a later stage.**
12. The University to get fee approved from the State Government including hostel charges, convocation participation charges, and fee to be charged for in absentia degree etc. as per statutory requirements. A copy of such proposal should invariably be sent to the Commission.
13. The University shall comply with "Mandatory Assessment and Accreditation of Higher Education Institutions" Regulations, 2012. In case of agricultural courses, ICAR accreditation whether required be obtained and submitted to the Commission.
14. In case of Research Degree (Masters and Doctoral) Programmes roster for allotment of students to supervisor must be followed and number be adhered to as per UGC guidelines.
15. The University shall strictly comply with the UGC (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003 and engage faculty as per the norms fixed by the regulatory bodies viz. UGC, AICTE, BCI, MCI, PCI, NCI, CCIM, AYUSH etc. The University shall observe all the standards of instructions and prescribed norms for the running of a course/ programme/ grant of degree which shall be imparted by a duly qualified teaching staff and appropriate academic physical infrastructure facilities as prescribed.
16. The University shall ensure submission of requisite information to the UGC as required under Sections 3.7 & 3.8 of U.G.C. (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003 which inter-alia requires sending of intimation to the U.G.C, six months prior to starting of a new course. Where the U.G.C. inspection is overdue, the University shall ensure submission of requisite information to the U.G.C. in the prescribed format at the earliest so that inspection could take place.
17. If, any course(s)/ degree(s)/ programme(s) is being run or is/ are to be run by the University which has/ have not been approved by the UGC/ other regulatory bodies, the same shall be liable for cancellation without any notice and no future correspondence in this regard will be entertained.

18. If any information provided is found incorrect at any stage or the assurances provided regarding meeting the norms of faculty and infrastructure in respect of all approved courses is not fulfilled or in the event of violation of standards of admission, charging of excess fees than approved or indulging in practices which are not in conformity with the prescribed regulations, the Regulatory Commission reserves the right to withdraw the approval and take such action, as it may deem fit.
19. **No student should be admitted on the condition that his/her fees will be deducted from scholarship amount granted under SC/ST category by Govt. of HP. Any violation found in this regard will impose penal action on University.**
20. All the Government norms in all respects be followed in letter and spirit.

Yours faithfully,

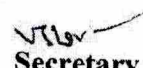

Secretary
H.P. Private Educational Institutions
Regulatory Commission

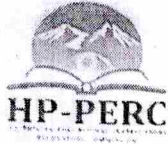
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Dated: 06/1/25

Copy to:

1. The Secretary (Education) to the Govt. of Himachal Pradesh for information and further necessary action please.
2. The Director, Higher Education, Himachal Pradesh for information and further necessary action please.
3. Programmer, HP-PERC with the directions to upload the same on HPPEREC website.


Secretary
H.P. Private Educational Institutions
Regulatory Commission



**H.P PRIVATE EDUCATIONAL INSTITUTIONS REGULATORY
COMMISSION**

MC Parking Complex, 3rd Floor, Tutikandi, Shimla-5.
Phone No. +91-177-2673664, 2673665 Tele Fax +91-177-2673663 Email-secy.perc.hp@perc.org

No. HP-PERC/834/ICFAI/CA-2025-26/2024 - 2586-89

Dated: 28/1/25

To

The Registrar,
ICFAI University, Kallujhanda,
Baddi, Distt.-Solan (HP).

Subject: Course Approval for the academic session 2025-26.

Sir,

Please refer to your letter no. IUHP/2025/01/RO/3775 dated 08.01.2025 and in continuation to this office letter dated 06.01.2025 regarding the subject cited above. In this regard, I have been directed to convey the revised approval of following courses for the Academic Session 2025-26:-

Sr. No.	Approval, accorded vide letter dated 06.01.2025	Approved intake for 2025-26	Revised/ Rectified Approval
1	B.Tech (CSE)	20	60
2	BCA (with specialization)	60	150

Yours faithfully,

SI -
Secretary
H.P. Private Educational Institutions
Regulatory Commission
Dated:

Endst. No. As above -

Copy to:

1. The Secretary (Education) to the Govt. of Himachal Pradesh for information and further necessary action please.
2. The Director, Higher Education, Himachal Pradesh for information and further necessary action please.
3. Programmer, HP-PERC with the directions to upload the same on HPPIERC website

SI
Secretary
H.P. Private Educational Institutions
Regulatory Commission

Annexure 20

Ref No:- IUHP/2024/06/3467

Dated: June 07, 2024

NOTIFICATION

ACADEMIC CALENDAR FOR THE ACADEMIC SESSION 2024-25

(A) Academic Calendar for the Odd Semester (Academic Year 2024-25) for the 1st, 2nd, 3rd, 4th and 5th year Students for the FACULTY OF MANAGEMENT STUDIES, FACULTY OF LIBERAL ARTS, FACULTY OF LAW, FACULTY OF SCIENCE & TECHNOLOGY AND THE FACULTY OF PHARMACEUTICAL SCIENCES.

Odd Semester

S.No.	Event	1 st Sem		3 rd /5 th /7 th /9 th	
		From	To	From	To
1	Industrial Internship*	-	-	July 01, 2024	Aug 14, 2024
2	Registration	August 14, 2024 (Wednesday)	August 16, 2024 (Friday)	July 31, 2024 (Wednesday)	August 02, 2024 (Friday)
3	Induction	August 16, 2024 (Friday)		August 02, 2024 (Friday)	
4	Submission of the Course Plan to HOD/Principal	July 15, 2024 (Monday)	July 19, 2024 (Friday)	July 08, 2024 (Monday)	July 12, 2024 (Friday)
5	Commencement of the Classes	August 19, 2024 (Monday)		August 05, 2024 (Monday)	
6	National Sports Day	August 29, 2024 (Thursday)			
7	National Engineer's Day	Sept 16, 2024 (Monday)			
8	World Pharmacy Day Celebrations	Sept 25, 2024 (Wednesday)			
9	Sports Meet	Sept 30, 2024 to Oct 04, 2024 (Monday to Friday)			
10	Mid Term Examination -I (Theory & Practical)	Oct 07, 2024 to Oct 11, 2024 ((Monday to Friday)			
11	Showing evaluated answer books Mid Term Examination -I to Students	Oct 17, 2024 to Oct 18, 2024 (Thursday to Friday)			
12	Submission of the Mid Term Examination - I Award List	Oct 21, 2024 (Monday)			
13	Youth Fest/ National Pharmacy Week – 2024	Nov 11, 2024 to Nov 15, 2024 (Monday to Friday)			
14	Mid Term Examination -II (Theory & Practical)	Nov 18, 2024 to Nov 22, 2024 (Monday to Friday)			
15	Showing evaluated answer books Mid Term Examination -II to Students	Nov 28, 2024 to Nov 29, 2024 (Thursday to Friday)			
16	Alumni Meet	Nov 29, 2024 (Friday)			
17	Submission of the Mid Term Examination - II Award List	Dec 02, 2024 (Monday)			
18	Filling of the Examination Forms	Dec 02, 2024 (Monday)			
19	Remedial Classes/ Preparatory	Dec 02, 2024 to Dec 06, 2024 ((Monday to Friday)			
20	Last Teaching Day	Dec 06, 2024 (Friday)			

21	Start of the End Term Examination (Theory)	Dec 09, 2024 (Monday) to Dec 31, 2024 (Tuesday)
22	Submission of the End Term Examination Award List	Jan 06, 2024 (Monday)
23	Submission of the Course File to HOD	Jan 08, 2024 (Wednesday)
24	Result	Jan 16, 2025 (Thursday)

*Industrial Internship for 5th and 7th Semester Students of FPS.

(B) Academic Calendar for the Even Semester (Academic Year 2024-25) for the 1st, 2nd, 3rd, 4th and 5th year Students for the FACULTY OF MANAGEMENT STUDIES, FACULTY OF LIBERAL ARTS, FACULTY OF LAW, FACULTY OF SCIENCE & TECHNOLOGY AND THE FACULTY OF PHARMACEUTICAL SCIENCES.

Even Semester

S.No.	Event	2 nd / 4 th / 6 th / 8 th / 10 th	
		From	To
1	Registration	Jan 08, 2025 (Wednesday)	Jan 10, 2025 (Friday)
2	Induction	Jan 10, 2025 (Friday)	
3	Submission of the Course Plan to HOD/Principal	Dec 30, 2024 (Monday)	Jan 03, 2025 (Friday)
4	Commencement of the Classes	Jan 13, 2025 (Monday)	
5	Sports Meet	Feb 24, 2025 (Monday)	Feb 27, 2025 (Thursday)
6	Science Day	Feb 28, 2025 (Friday)	
7	Mid Term Examination -I (Theory & Practical)	March 03, 2025 (Monday)	March 07, 2025 (Friday)
8	Showing evaluated answer books Mid Term Examination -I to Students	March 13, 2025 (Thursday)	March 14, 2025 (Friday)
9	Submission of the Mid Term Examination - I Award List	March 17, 2025 (Monday)	
10	Annual Fest	March 19, 2025 (Wednesday)	March 21, 2025 (Friday)
11	Mid Term Examination -II (Theory & Practical)	April 21, 2025 (Monday)	April 25, 2025 (Friday)
12	Showing evaluated answer books Mid Term Examination -II to Students	May 01, 2025 (Thursday)	May 02, 2025 (Friday)
13	Submission of the Mid Term Examination - II Award List	May 05, 2025 (Monday)	
14	Filling of the Examination Forms	May 12, 2025 (Monday)	
15	Remedial Classes/ Preparatory	May 12, 2025 (Monday)	May 16, 2025 (Friday)
16	Last Teaching Day	May 16, 2025 (Friday)	
17	Start of the End Term Examination (Theory)	May 19, 2025 (Monday)	June 06, 2025 (Friday)
18	Submission of the End Term Examination Award List	June 11, 2025 (Wednesday)	
19	Submission of the Course File to HOD	June 13, 2025 (Friday)	

20	Result	June 23, 2025 (Monday)	
21	Summer Internship Programs (BBA, BCA, B. Tech & MBA)	June 02, 2025 (Monday)	July 16, 2025 (Wednesday)
22	Commencement of the Classes of Odd Session 2025 (3/5/7/9)	July 17, 2025 (Thursday)	
23	Commencement of the Classes (1 st Sem)	July 28, 2025 (Monday)	

Note:

1. All affiliating departments will strictly adhere to the Academic Calendar. The working hours of the IHUP will be for Five Days (Monday to Friday) excluding holidays as per the holiday calendar of the IUHP.
2. Students should appear personally and submit the Registration form to their respective class incharges on the day of registration for further submission to the Heads of the Departments of the University.
3. The Academic Calendar is tentative and will depend upon the advisories and the guidelines as may be issued by the Regulatory Authorities from time to time.

-Sd-

Annexure 21

The ICFAI UNIVERSITY

HIMACHAL PRADESH



Examination Manual

2025

INDEX

S.No.	Particulars	Pages/Annexure
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4.	Attendance Sheet	IUHP -03
5.	Quiz Announcement Form	IUHP -04
6.	Distribution of Answer scripts Form	IUHP -05
7.	Unfair Means(UFM)Form	IUHP -06
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9.	Admit Card Format	IUHP -08
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Abbreviations:

CEW: Centralized Examination Wing

CoE: Controller of Examinations

BoE: Board of Examination

DEC: Department Examination Coordinator

EGRC: Examination Grievance Redressal Cell

CRC: Complaint Redressal Committee

MSE/MST: Mid Semester Examination/Test

ESE: End Semester Examination

OCE: Other Competitive Examinations

TR: Tabulation Result

FS: Flying Squad

IC/SC: Instructor In-Charge/Subject In-Charge

ICEAI
UNIVERSITY
HIMACHAL PRADESH

8

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Manual of Central Examination Wing (CEW)

The ICFAI University, Himachal Pradesh.

1. Preamble:

The ICFAI University, Himachal Pradesh, has been established under the provision of the Institute of Chartered Financial Analysts of India University (Establishment and Regulation) Act 2011 (Act No. 43 of 2011) passed by the Legislative Assembly of Himachal Pradesh on June 17, 2011. The University is sponsored by The ICFAI Society - a not-for-profit educational society established in 1984.

The Board of Management is headed by the Chairperson and has the Vice Chancellor and others as members. The Academic Council is responsible for all academic matters. The University offers Bachelor's and Master's and PhD Programs in Management, Liberal Arts, Law, Pharmaceutical and Science & Technology.

The main emphasis is to assess the knowledge gained by a Student and motivate him/her to improve upon it. Instilling confidence amongst Students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of Student's performance has become norm of the day at IUHP. This process aims at measuring the degree of knowledge assimilated by the Students during a course of study without bringing excess pressure. A strict and flawless Examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, IUHP aims to establish an Examination system with the following features: **An independent system so that it can operate without fear, favour, pressure and prejudice.**

- Based on sound principles, policies, and procedures directed towards the achievement of its goals.
- Flexibility and adaptability to the changing needs transparent policies and procedures
- Manned by persons with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.



- Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

2. Hierarchy:

Board of Examination (BoE) is the main committee constituted for Examinations. The constitution of BoE is as follows:

- (a) Vice-Chancellor as Chairman
- (b) Registrar
- (c) Head of the Departments
- (d) Members of Examination Wing
- (e) Controller of Examinations (CoE) as Member Secretary

2.1 The Powers and Duties of BoE:

2.1.1. The BoE shall ensure proper performance of the various duties in conducting of Examinations such as:

- Constitution and approval of **Board of Question Paper.**
- Approval of Internal and External Components for **Continuous Assessment of Students**
- Approval of Question Paper pattern viz MCQ/True-False/Short/Long/Case Study type Questions for Mid/End Semester Examinations and distribution of marks accordingly.
- Appointments of Examiner/ Paper Setter for External Assessment.
- Approval for conducting Examinations in bilingual format (As per guidelines of UGC)
- Approval for conducting the Examination of various courses as per the report of Nodal Officer/CoE through the online learning portals viz SWAYAM/ NPTEL/Coursera/Un-Academy etc.(As per guidelines of UGC/NEP-2020).
- Preparation of detailed Date sheet/Academic Calendar for schedule of Examination activities for continuous evaluation of Students through Internal Assessment (Quiz, Assignment I/II, Seminar, Presentation, Viva-Voce) and External Assessment (End-Term Examinations).

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2.1.2. The BoE shall recommend Examination reforms and shall implement them after due approvals. All amendment to policies pertaining to CEW will be approved by BoE.

2.1.3. The BoE shall approve Re-Structuring (Inclusion/Exclusion) of any teaching/non-teaching staff member in the Central Examination Wing (CEW).

2.1.4. The BoE shall arrange for strict vigilance during the conduct of Examination so as to avoid use of unfair means by the Students, faculty, and invigilators.

2.1.5 The BoE shall constitute an **Examination Grievance Redressal Cell (EGRC)** which will monitor and respond to Students grievances lodged in regard to all types of grievances, complaints and malpractices related to Examination matters (Non-transparent or evaluation practices, conduction/Time of Exam, question Paper, award of grades, declaration of results) and also ensure effective redressal of the grievances.

2.1.5.1. **Complaint Redressal Committee (CRC)** shall be an independent committee under the Examination Grievance Redressal Cell (EGRC) consisting of Registrar (Chairman) and CoE (Member Secretary) and three members appointed by Chairman, BoE as and when required to deal with the complaints related to the conduct of Examinations and other exam related matters.

2.1.6. The recommendations of the CRC shall be approved by Chairman, BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.

2.1.7 For any meeting of BoE, one-third members shall constitute a quorum.

2.1.8. The members of BoE shall meet at least twice during the academic semester and at other times as and when necessary.

2.1.9 The various formats shall be prepared by CEW and approved by BoE for record keeping and monitoring all Examination related activities and shall be coded as IUHP/ Exam / XYZ (number). Refer Annexure for the list of such formats.



2.1.10. The BoE shall perform such duties and responsibilities that are assigned by Authorities of the University from time to time.

2.1.11. CoE would be assisted by the Deputy Controller of Examinations, Members of Examination Wing, Department Examination Coordinators (faculty members nominated by HoDs) and administrative staffs for carrying out the following activities during Mid Semester (I/II) Examinations and End Term Examinations.

2.1.11.1. Paper Setting: **Concerned DEC.**

2.1.11.2. Examination Duty Chart and seating arrangement: **Deputy Controller of Examinations.**

2.1.11.3. Examinations (Theory): **Central Examination Wing.**

2.1.11.4. SWAYAM/NPTEL Enrollment & Exams & Credits: **Nodal Officer SWAYAM.**

2.1.11.4. Examinations (Practical, Project/Dissertation, seminar, online Examinations): **HOD/DEC (Department Examination Coordinator) of concerned Department.**

2.1.11.5. Assessment of Answer scripts: **Central Evaluation under CEW.**

2.1.11.6. Preparation and declaration of provisional results: **Members of Examination Wing & Deputy CoE.**

2.1.11.6. Preparation and declaration of final Results: **Controller of Examinations.**

2.1.12 The BoE approve shall the criteria for Multiple Entry and Exit of Students from IUHP or Outside University (As per Annexure 24).



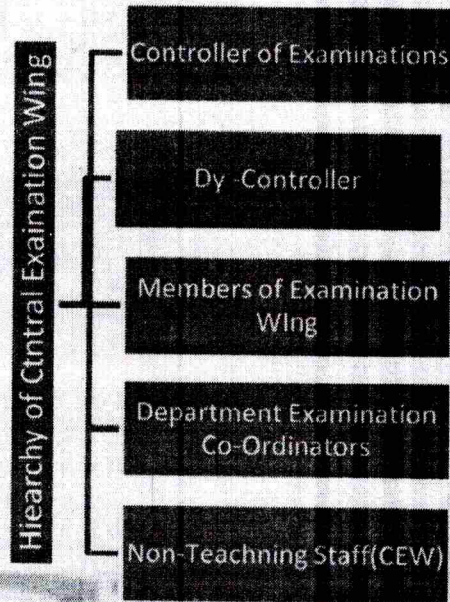


Fig. Organization Structure of Examination Wing

3. Working Process of CEW:

3.1. The work of CEW has been distributed in three core stages:

- ❖ Pre- Examination
- ❖ During Examination
- ❖ Post Examination

IUHP has five different constituent Faculty/Departments .The programs are as under:

S.No	Faculty/Department	Program	Semester/ Annual
1.	Faculty of Science and Technology	B.Tech/B.Tech(LE)	Semester
		BCA	Semester
		B.Sc(IT)	Semester
		BSc(Non-Medical)	Semester
		B.Sc(Medical)	Semester

		MCA	Semester
		M.Sc.	Semester
		PhD(Chemistry/CSE/Maths/Physics)	
2.	Faculty of Management Studies	B.Com	Semester
		BBA	Semester
		BBA(Logistics)	Semester
		M.Com	Semester
		MBA	Semester
		PhD	Semester
3.	Faculty of Liberal Arts	B.A(Hum)	Semester
4.	Faculty of Laws	BA-LLB(Hons)	Semester
		BBA-LLB(Hons)	Semester
		LLB	Semester
		LLM	Semester
		PhD(Law)	Semester
5.	Faculty of Pharmaceutical Sciences	B.Pharm/B.Pharm(LE)	Semester
		PhD	Semester

All the programs have diversified evaluation requirement from core technical to field projects. Thus, proper planning becomes very important and the assessment process is to be followed as per the laid guidelines of the University.

3.1.1 The CEW Responsibilities:

The CEW will undertake responsibilities for following Examinations:

- A. Mid Semester Examinations
- B. End Semester Examinations
- C. Any other Examination conducted in IUHP premises

The Work Responsibility and Distribution of CEW are as under:

Pre- Examination Routine	During Examination	Post Examination
1(a) Appointment of Examination Superintendent i.e One of Senior Faculty Member (Decided by CoE) 1.(b) Procurement of formats for assessment process: Award	1. Notification of following prior to exams: - Examination schedules and timings. - Admit card distribution schedules. - Seating Arrangements. - Invigilation schedules.	1. For Mid-Semester and End Semester Examination, following work will be done: - The evaluation will be Central and arrangements will be made by CEW - Conducting the central evaluation



<p>sheets for Evaluation as per University norms - Attendance Sheets.</p>	<p>Invigilators briefing schedule about their roles and duty. - Unfair practices and punishments briefing prior to exams</p>	<p>as per schedule -Tabulation of marks and declaring results - Maintaining absentee data and forwarding to CEW -Maintaining result data and forwarding a copy to CEW for result declaration - Maintaining the record of exam manuscripts. -Finalizing the grades in coordination with DEC</p>
<p>2.Keeping of Records- (In coordination with DEC) -Prior Sem/Years TR's or Mark sheets. -Back log sheets (Group wise) through DEC -Degree awards and its status for various programs. -Provisional Mark sheet Issued. - List of Debarred Students</p>	<p>2. Arranging the seating arrangements as per notification (minimum one day in advance). -Demarking layouts and seating plans. - Putting layouts and seating plans in appropriate areas for candidates ease. Proper arrangements of following at exam venue: -Drinking Water Cloak Room for keeping candidates belongings if any - Time notification bells - Students spot checks / frisking</p>	<p>2.For Mid Term and Comprehensive University Exams following work will be done: - Finalizing the grades and preparation of TR (in Coordination with DEC)</p>
<p>3.Printing and copying the exam question papers</p>	<p>3.Distribution of Answer Scriptss, Question Paper and other formats to Examination rooms/ Invigilators</p>	<p>3.Collection of Marks from Faculty/Departments for grading and record by DEC</p>
<p>4.Finalizing Invigilators list in and nominating Flying Squad (FS) and Observers(if required)</p>	<p>4. Collection of Answer Scripts, Question Paper and other filled and unfilled formats from Examination rooms/ Invigilators</p>	<p>4.Follow up for Back paper (Summer Term Examination) Examination with various IUHP Schools through DEC</p>
<p>5.Procurement / Collection of Documents / exam material / Stationary, Copies and Distribution</p>	<p>5. Action against Students involved in unfair practices as per laid norms of the University/ Board</p>	

4. Appointment of Paper Setters and Examiners:

4.1 The paper setting of Mid Term and Comprehensive Examination shall be done normally by the concerned faculty who is teaching the course. **The two set of Question papers for the subjects of various courses may be set for End Semester Examinations, Chairman, BoE**

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/CoE shall randomly select any one out of two question papers. There will be One Set of question papers for the Mid-Semester Examinations.

In special case the question papers may set externally by faculty Member of others University/ Industry Expert. The Chairman, BoE/CoE or any other person authorized, shall nominate experts for the question papers, to be set externally, and coordinate the process and ensure its secrecy.

4.2 If multiple faculty members are teaching a single course, then they together shall setup the question paper.

4.3 In case of deviations, the concerned HOD of the respective department shall do alternative arrangement and inform must be passed to the CoE.

4.4 The paper setter should not be a Student of IUHP.

4.5 The concerned faculty who is teaching the course shall follow all paper setting related guidelines notified by CEW from time to time.

4.6 CoE may appoint a competent external / internal paper setter in place of the course faculty teaching the course (if required).

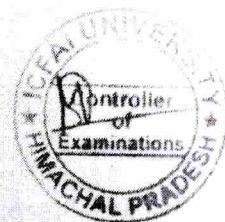
5. Question Paper Setting:

The guidelines/instructions to the paper setters are given in a format form given in Annexure General Guidelines/Instructions to the Question Paper Setter.

5.1. As per the academic schedule, the **faculty member, teaching a course shall set the question papers for each of Mid Term and Term End Examinations in that semester.**

5.2. The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.

5.3. If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD of the concerned department with the concurrence of COE shall arrange for alternative faculty who shall do the paper setting and all related work.



5.4. A committee shall be constituted by the chairman BoE for the purpose of quality checks on question.

5.5. Paper setting and evaluation, and the committee shall report the anomalies, if any to the Chairman, BoE.

5.6. Question Paper Language ((Bharatiya Bhashas: Learning and Teaching)

A **Bilingual question Paper** may be provided on the means that the exam questions are presented in two languages, allowing candidates to read and answer questions in whichever language they are most comfortable with, typically including both **recommended language by BOS and a regional language**. The purpose of conducting this practice is to facilitating the Students to solve the question papers with more expressively and effectively. If any course Instructor is willing to provide his/her question paper in bilingual format he/she can submit the request as:

5.6.1. Fill ANNEX-20 and submit to the DEC/HOD at least one month prior to conduct of Examination.

5.6.2. After receiving the proposal in the CEW from concerned HOD/In-Charge is sent to CoE

5.6.3. The CoE will examine the request and if is suitable, put the proposal for approval in BoE.

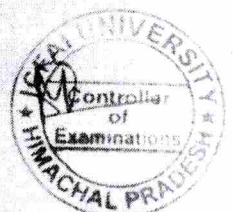
(For related guidelines and format/feedback/training refer ANNEX IUHP-18 and ANNEX IUHP19.)

5.7 Conduct of Examination through Online Learning Platform SWAYAM/NPTEL etc.)

5.7.1. The Nodal officer will provide the list of available courses in Academic Session to the HoDs of Concerned Department.

5.7.2. The HOD/Mentor will share the list of available courses through class mentors with subject-In charge and Students.

5.7.3 The subject In-charge shall submit the details through ANNEX IUHP-17 to concerned HOD/DEC.



5.7.4 The CEW shall receive the request from various Principal/HOD/DEC and forward to CoE.

5.7.5 The CoE scrutinizes the received applications and put to BoE discussion and approval.

5.7.6 The HOD/Mentor shall communicate decision to subject-In charge/Students.

5.7.7 After conduct of Examinations, the Nodal officer shall submit the E-certificates of qualified Students (Direct Evaluation) or upload the obtained marks on portals (University evaluation) shall provide list of qualified Students to CoE.

5.8 Admission Guidelines for Migrated Student(s)

The Students seeking migration from his/her parent University to IUHP, need to obtain a "No Objection Certificate" from their current University and fill an Application form, (ANNEX-IUHP-23) pay a migration fee of University and submit to the IGID, Baddi. The provision for migration of Students from other universities is as detailed below:

5.8.1. Migration to The ICFAI University, Himachal Pradesh (IUHP) from other Universities shall be permitted only if the concerned University should have an affiliation in any of the Professional bodies such as AIU/AICTE/UGC etc.

5.8.2. The Student shall be permitted to migrate only if he/she fulfills the IUHP eligibility criteria for admissions to the course applied for migration.

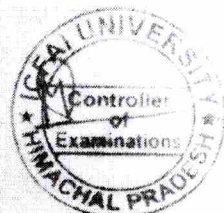
5.8.3. The migration shall be permitted only up to **half the duration of the program**.

5.8.4. Concerned Department shall provide duly completed mapping form in terms of mapping of courses, credits and the grade points obtained in the courses of the previous University with the grades equivalent to course run by IUHP.

5.8.5. Mapping forms shall be made available to the Equivalence Committee. The composition of the committee is given below.

- Registrar (Chairman)
- Controller of Examinations (Member)
- HoD of concerned Department (Convener)
- Two Senior/Experienced Faculty Members - Vice Chancellor's Nominees (For tenure of two year).

5.8.6. The convener of the equivalence committee will suggest bridge courses for transferring Students and provide information on the syllabus, teaching method, and exam schedule for such courses, if needed.



5.8.7. The admission shall be offered on a migration basis through the lateral transfer of credits.

5.8.8. A candidate with a gap of maximum one year in their academic or professional history, may be entertained for admission with the advanced standing, provided they submit a character certificate, gap certificate, migration certificate and any other certificate specified by the University.

5.8.9. The migrated Students shall follow the rules and regulations of the University.

5.8.10. The Student seeking for migration needs to fill an application form (ANNXE-23) and submit along with migration fee to the IGID.

5.9 Moderation of Question Papers:

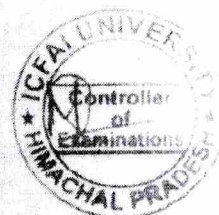
Moderation of Question papers is applied to all undergraduate and postgraduate papers prior to all assessments being sent to the committee appointed by HOD for their consideration and comment. External Examiners may be appointed for Moderation of Question papers. The purpose of moderating a question paper is to ensure that it achieves the normal goals of end- of-course assessment. Obvious things to check include the following:-

- (i) Do the questions unambiguously communicate the examiner's intentions? i.e., could a Student sitting in exam reasonably be expected to know what is required of him?
- (ii) Are the questions compliable in the time allotted?
- (iii) Is the marking scheme sufficiently detailed to allow efficient and consistent marking?
- (iv) Does the Examination fairly cover the material to be examined?
- (v) Are there any technical (e.g. mathematical) errors?
- (vi) Could the writing style be improved? Question paper to be moderated by an external expert (school wise BoS member) while validating CO, PO, PSO are implemented

5.9.1. Moderation

The CEW should provide following details to the moderation committee, in printed form:

- The Proposed Examination Question Paper
- Answer Guidelines or Model Answers, including a Marking Scheme
- A Copy of the Module Specification and Teaching Scheme
- A copy of the previous year's paper, if available.



The moderation committee should use the form (Annexure: IUHP-07) to comment on and progress the paper, recording brief comments on the form and more extensive ones on the question paper or solutions. The moderation committee should check the Question paper with respect to:

- Rubric (front cover): Materials and Instructions
- Structure and Balance of Questions
- Level and Coverage
- Marks Allocation and Marking Scheme/Model Answers
- Module Specification

5.9.2. Confirmation of Final Question paper

The Moderation committee must sign to confirm that the moderator comments have been noted and where applicable the question paper has been amended

*The question paper will not be considered ready for printing until the signature of moderator is received.

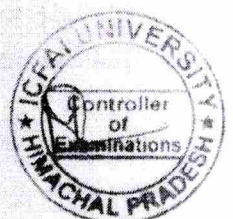
5.10 Assessment of Performance:

There shall be 'Continuous assessment' of Students performance throughout the semester / academic session and marks/grades will be awarded by the **subject In-charge**. Each theory course in a semester is evaluated for Mid Semester and End Semester Examinations. The distribution of weight-age for various components of evaluation in Bachelor's degree/Master's degree shall be as under:

(A)Component (Theory Courses)	Duration	Max. Marks	Weight- age (in %)	Weight-age (Marks)
Internal Assessment=40% (10+15+15)				
Continuous Evaluation by the Course-In-charge Assignments/ Presentation / Viva Voce.	-----	10	100	10
MST-I	60 Minutes	30	50	15
MST-II	60 Minutes	30	50	15

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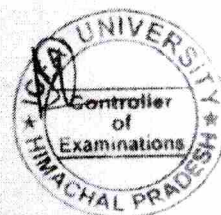
External Assessment=60%				
End Term Examination	180 Minutes (3:00Hrs)	60	100	60
Total				100
(B) Practical/Laboratory Courses				
(i) Semester-End Examination by External Examiner (External Assessment)				50%
(ii) Continuous evaluation by the Faculty/In-Charge (Internal Assessment)				40%+10% = 50%
(C) Minor Major/ Project Viva/ Seminar/Industrial Training Report				
(i) Assessment By External Examiner				60%
(ii) Assessment by Internal Examiner				40%

Note:(a) The scheme for Internal/External (Theory & Practical) Assessment and Mid/End Semester Examinations for **Faculty of Pharmaceutical Sciences**, the Examination Wing will be follow guidelines and question paper format as prescribed by PCI time to time.

(b) The Questions Paper format for the Mid /End Semester Examination of programs in **Faculty of Science & Technology (FST), Faculty of Laws (FOL) and Faculty of Management Studies & Faculty of Liberal Arts (FMS & FLA)** shall be as per recommendations by the HoDs/BOS of concerned Department.

At the end of the semester, the numeric marks obtained in each course will be converted to letter grades. The marks will be assigned by the Course-In-charge, the performance in **Two (02) Home Assignments, Two (02) Presentation/Viva Voce, attendance and marks secured by the Student in Mid Term and End Term Examinations** will be considered for the Continuous Evaluation.

Each laboratory course must be internally evaluated as per the Guidelines of HoDs/Course-In-charge/BOS recommendations. Appearing in the end-semester Examination in the theory / practical course is compulsory for a Student.



The final marks/grades awarded to the Students in a subject must be submitted electronically to CoE@iuhimachal.edu.in by the subject In-charge, within **05 working days** from the date of holding of the Examination.

Any change of marks/grade of a Student in a subject consequent upon detection of any genuine error of omission and/or commission on part of the concerned subject In-charge, must be **approved by the HOD/In-charge of concerned department within Three (03) working days from the date of original submission or within the timeline given by CEW.**

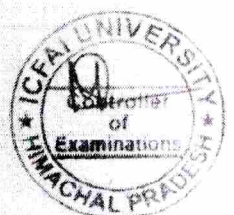
For the benefit and as a process of learning by Students, the answer scripts of **Mid Semester / End Semester would be shown to the Students within Three (03) working days from the end of Examinations.**

5.11 Multi Section Courses

Every course whether single-section or multi-section is conducted by a member of the faculty called instructor-in-charge, with the assistance, wherever necessary, of the required number of instructors who will be partners with him/her in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the Students. Wherever the instructor-in-charge is mentioned hereafter, it connects the team of instructors, acting as one entity under his/her guidance. The instructor-in-charge should make a comprehensive plan in respect of conducting the course even before the semester begins.

In a multi-section course, all instructors must remain in continuous interaction by a meeting called by instructor in-charge in order to ensure a smooth operation of the course. While recognizing variations due to personal reasons, it is important that these are sorted out so that the operation and grading in different sections in a course, indeed between courses across the University are uniform. Every course is conducted by a member of the faculty called an instructor-in-Charge (IC), with the assistance of a required number of Instructors - who will partner in meeting the full academic responsibilities and organizational needs of teaching and evaluation. The IC with the team of instructors makes a comprehensive plan with respect to the conduct of the course. The team remains in continuous interaction throughout the semester, to ensure smooth running of the course. While the style of teaching may vary from instructor to instructor, the team makes all efforts to ensure that the pace of delivery of the content is uniform. The question papers, their solutions and detailed break-up of marks for

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tests/quizzes and other Examinations are prepared by the entire team. To ensure uniformity in marking, a given question is marked by the same instructor for all the Students registered in the course.

6. Makeup Policy:

As a policy, there is no make up for Mid Semester / End Semester Examinations, further if Chairman, BoE allow, the CEW will conduct makeup Mid Semester Examination for Final Year Students Only. (For FPS make up Examination will be conducted as per PCI norms)

7. Issue of Admit Card:

A Student will be issued an Admit Card for appearing in the Mid Semester / End Semester Examination, only if he/she has:

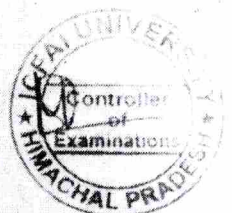
- 7.1. Attendance record to the satisfaction as per the IUHP norms in the theory and laboratory classes.
- 7.2. Paid all Institute and Hostel dues.
- 7.3. Not been debarred from appearing in the Examination as a result of disciplinary proceedings.

8. Role, Responsibilities & Powers:

8.1. Controller of Examinations (CoE)

The Controller of Examinations shall be the principal officer -in-charge for the conducting Examinations and tests of the University and declaration of results. He/she shall discharge his functions under the **superintendence, direction and guidance of the Board of Examinations**. The Controller of Examinations shall be responsible for making all arrangements necessary for holding Examinations and tests and declaration of results. It shall be his/her responsibility:

- 8.1.1. To prepare and announce in advance the calendar of Examinations;
- 8.1.2. To arrange for printing of question papers;
- 8.1.3. To arrange to get performance of the candidates at the Examinations properly assessed, and process the results;



8.1.4. To arrange for the timely publication of results of Examinations and other tests.

8.1.5. To postpone or cancel Examinations with the consent of Vice-Chancellor, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.

8.1.6. The additional responsibilities to the Faculty Members, Non-Teaching staff and Members of CEW shall be framed by CoE.

8.1.7. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, Invigilators or any other persons connected with Examinations and found guilty of malpractices or omissions in relation to the Examinations;

8.1.8. To review from time to time, the results of University Examinations and forward reports thereon to the Academic Council.

8.1.9. To keep constant supervision of Examination and related activity during exams.

8.1.10. To finalize the grading process of marks.

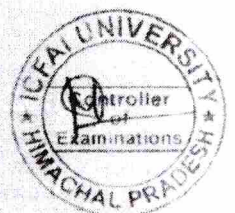
8.1.11. Can be co-opt any faculty Member/staff from any department for smooth conduction of University's Examinations.

8.1.12. Can be mercy/grace marks (Maximum 05 marks) to a Student in special circumstances (Medical/ Accident-Case/CRC recommendation etc.

8.1.13. Constitution of Board of Examiners, Invigilators, UFM Committee, Flying Squad Committee.

8.2. Deputy Controller of Examinations (Dy. COE)

The Deputy Controller of Examinations will assist COE and will discharge his/her role and responsibilities as per direction of COE



8.3 Members of Examination Wing

The members of Examination wing will assist COE/ Dy.CoE and will discharge his/her role and responsibilities as per direction of COE/DyCoE.

8.4. Department Examination Co-ordinator (DEC):

The DEC will work in coordination with CoE and department HOD/In-charges for routine operation. The general responsibilities of DEC will be as under:

8.4.1. Mid Semester and End Semester Question Paper (Q/P) setting through concerned subject teachers as per specified format provided by CEW.

8.4.2. Submission of Q/P to CEW as per scheduled time frame.

8.4.3. Conducting Practical Examination as per schedule.

8.4.4. Preparing list of re-appearing Students as directions of CEW

8.5. Responsibilities of Invigilators:

Invigilators general responsibilities would be:

8.5.1. To collect Examination copies and question papers from the Central Examination Room at least 15 minutes before the actual start of the Examination.

8.5.2. Required to check the **ADMIT CARD** before a Student enters the Examination Room No Student shall be allowed to enter the Examination room without the **ADMIT CARD**.

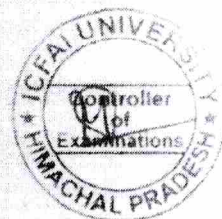
8.5.3. The invigilators must instruct the Students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice.

8.5.4. The invigilators are required to instruct the Students not to write anything on the question paper which leads to malpractice except Name on Question Paper.

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8.5.5. Proper invigilation during the Examination and ensure that candidates are constantly and appropriately supervised.

8.5.6. Ensure Examination copies and question papers are distributed appropriately (according to the seating plan).

8.5.7. Conduct invigilation and administration of the Examination process in such a way as to cause minimum disruption to candidates.

8.5.8 The invigilators are required not to allow the candidates into the Examination hall after **05 minutes from the commencement of the Examination.**

8.5.9 The Invigilators should not allow the candidates to leave the Examination room until **Half Time** of Examination is not over.

8.5.10. Responsibility for following the correct procedure should a candidate becomes sick, distressed or behave in a way perceived to be misconduct and liaison with the COE as necessary.

8.5.11. Collect and deliver completed scripts and attendance forms to the Central Examinations Cell.

8.5.12 In case of unfair/ disorderly conduct, an Invigilator will mark a comment on Answer Script and decide whether there is enough reason to remove a Student from the Examination hall and brought to notice immediately to CoE/Dy.CoE/ CEW .

9. Examination Procedure:

9.1. Before the Examination Begins

9.1.1 Examination Papers

Invigilators are required to collect Examination question papers and related material from the Central Examination Room.

9.1.2 Reporting for Invigilation Duty

Invigilators should report to the Central Examination Room 20 minutes (or as prescribed) prior to the Examination time.

9.1.3 Distribution of Papers



To assist with distributing answer scripts, attendance slips, Examination question papers and any additional material. If there is more than one Examination taking place in the venue, papers must be distributed according to a seating plan. Place one question paper, face up, on each desk and check that each desk has an answer book and attendance slip.

9.1.4 Authorized Material

The CoE will inform Invigilators whether any format or tables are permitted or excluded for the Examination(s). The use of electronic calculators (Scientific/Nonscientific) is not permitted until otherwise instructed.

9.1.5 The CoE will assign each Invigilator to the room they are responsible for overseeing.

9.2. The Start of the Examination

9.2.1. Admitting the Candidates

The Invigilator shall authorize the admittance of the candidates to the Examination room 15 minutes before the published start time depending on the size of the venue. The Invigilator will announce the rules and conduct of the Examination as shown in Annexure 10.

Invigilators should then ensure that any calculators and dictionaries which the candidates have brought for use in the Examination are permitted. Any unauthorized equipment should be removed from the candidate and returned to them at the end of the Examination.

9.2.2. Mobile Phones

Mobile phones are not allowed in the exam area. Invigilator should not collect any mobile phones from the examinee; it is the sole responsibility of examinee for any loss of such items. If any unauthorized items are found, invigilators are required to report to the CoE.

9.2.3. Starting the Examination:

The CoE should start the Examination at the advertised time. If there has been a delay in starting the Examination, the corresponding amount of time will be added on to the published finishing time.



9.2.4. Checking Restrooms

When candidates are seated and the exam is about to begin, the CoE will ask an Assistant to check the nearest restrooms to ensure they contain no notes or other material which could be referenced by Students taking restroom breaks during the exam.

9.3. During the Examination

9.3.1. Conduct of Invigilators

All activities carried out during the Examination should be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a Student for any reason, communication should be calm and supportive. Examinations are very important to Students and inappropriate conduct of invigilators can be cited as grounds for complaint if it adversely affects Students' performance in any way.

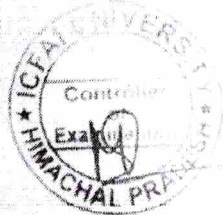

9.3.2. Admit Card/ID Checks

All Students must be able to confirm their identity by presenting an identity card. Any Student who does not have an appropriate form of official photographic ID should be instructed to report to the Central Examination room, obtain a signed slip and present it to invigilators on their return. The slip is valid for one exam only and must be taken back from the Student.

9.3.3. Candidates coming late / movement during Examination

No candidate may enter the Examination room more than 05 minutes for Mid Semester Examination and 10 Minutes for End Semester Examinations (or as prescribed) after the Examination time has begun. If an Invigilator is approached by a Student arriving more than 10 minutes after the start or after the specified time, refer the Student to the CoE, who will record his/her name.

Not more than one Student is allowed for going to restroom at a time. A Student can avail restroom facility maximum two times in End Term Examination and one time in Mid-Term Examination.



9.3.4. Supervising Candidates

As early as possible during the course of the Examination, invigilators should check translation, dictionaries or other authorized material for notes or annotations. Unobtrusive patrolling should be carried out periodically and any suspicious behavior reported to the CoE. All Invigilators are expected to remain in the hall for the entire duration of the Examination. Occasionally, an Invigilator may leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible one Invigilator should stay in the room and instruct the other Invigilator to get the required information.

9.3.5. Confirming Attendance

Within 30 minutes or as specified time after the start of the Examination, the Invigilator will collect completed attendance form. The Student is checked against their photographic Admit Card/ID at this point. If any Student does not have an appropriate form of ID they must leave the room to have their identity confirmed. The arrangements for checking Admit Card/ID will vary depending on the time and location of the room. The Invigilator should then check attendance form against the Attendance list by placing an 'absent' against each name. Students sitting in the Examination in an alternative venue due to additional needs are indicated in the attendance list. Place attendance form into the Attendance Form file. Retain the Attendance Form which is to be packed with the completed scripts at the end of the Examination.

9.3.6. Irregularity or Misconduct

Irregularities in an exam room usually involve the introduction of unauthorized notes or conferring with another Student. If an Invigilator suspects a candidate of being in possession of unauthorized notes he or she must inform the CoE/Flying Squad. The CoE will have the authority to remove the candidate from the room and inform them of the nature of the suspected misconduct, and that a written report will be made immediately and submitted to the Examination Office of the University after the Examination. The CoE/Flying squad shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script to indicate the point at which the candidate was taken out of the

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Examination venue. The candidate will be permitted to return to the room and continue the Examination. Candidates, who are seen conferring or exchanging items, must immediately be warned of their behavior. If the same candidates are seen conferring for a second time the Invigilator will remove them from the room and follow the above procedure.

9.3.7. Mobile Phones

No Mobile Phones are to be carried to Examination room during Examination.

9.3.8 Problems with Examination Questions

Where candidates raise points requiring clarification which cannot be dealt with in the Examination room, the CoE should be informed in all cases. He/She will notify the University/Board of Examination office which will endeavor to obtain and convey the necessary information.

9.3.9. Supplementary Sheets

Supplementary sheets are issued on demand, before that examinee should completely use the previous issued Answer Script. Students need to enter the total number of supplementary sheets on main booklet and the same will be verified by the invigilator.

9.3.10. Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the CEW Office immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to Students is reported.

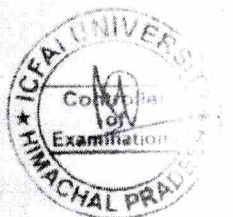
9.3.11. Illness/ Sickness

If a candidate becomes ill during an Examination and must leave the room as a result, the CoE must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the Examination paper, as long as they have been continuously accompanied by an Invigilator. Extra time may be allowed at the discretion of the CoE. In the event of a problem occurring with a Student for whom special arrangements have been made due to additional needs.

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9.3.12. Smoking

Eating and Drinking Smoking, chewing tobacco or gums and eating are prohibited. Drinking water is permitted, for drinking water arrangement will be made outside the Examination room

9.3.13. Leaving Early

Students can leave the Examination while submitting their answer script to invigilator after half of the time of total duration of Examination.

9.4. After the Examination

9.4.1. Completion of Examination

The invigilator shall announce the time 15 minutes prior to the completion of allowed time remaining and again 5 minutes before the end of the Examination. The Examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances.

9.4.2. Collection and submission of Answer scripts

The Invigilator will collect answer scripts, Examination papers and any other material. It is very important that all answer scripts and supplementary sheets (whether used or not) are collected from each Student before Students leave the hall. In any circumstance's Students are not allowed to take answer scripts or paper from the Examination room. Students may keep question papers unless otherwise specified in the special instructions. Students who have used supplementary sheets should attach them to their answer book with the tag provided. Invigilator must arrange the answer scripts in chronological order and submit in CEW.

9.5. Procedure for conducting final practical / Viva voce Examinations

9.5.1. The HOD/ In-charge of department will appoint the external examiner (normally the faculty who is taking respective practical classes appointed as Internal Examiner) for each

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practical / viva voce. Detailed schedule of practical is to be framed and also displayed in the department Notice board in advance.

9.5.2. If there is any clash of schedule with any other examiner, it can be rescheduled with the approval of CEW. These changes are updated and maintained by the CoE.

9.5.3. For each laboratory Examinations, HOD/In-charge decides and appoints skilled assistants and technical support staff and communicates them in advance. The examiner along with skilled assistants and technical support staff take care of the conduct of practical Examination for which they are appointed. The CEW issues necessary forms / stationery items to the internal examiners for conducting laboratory exams.

9.5.4. The practical Examinations are conducted batch wise. The External examiner/Internal examiner set the question papers/ assignments, evaluate the answer scripts and award marks. The marks are allocated for carrying out the experiment, recording of, observations, calculation and viva voce. After the completion of practical exam, the marks statements are prepared as per University format and signed by the examiner/s. The marks statements are sealed in separate covers along with question paper and handed over to the CoE.

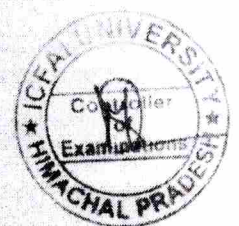
9.5.5. The External examiner/ internal examiners conduct the viva voce for the project with the help of technical support staff of their departments. The Viva-voce is conducted individually or in batches (3to 4 Students / batch for UG and 1 Student / batch for PG). After the completion of viva voce, the marks statements are prepared and signed by the examiners. The marks statement are sealed in separate covers and handed over to the CEW

10. Regulations Governing Written Examinations

Candidates/Students are advised to familiarize themselves with the regulations governing written Examinations. Breach of any of the published regulations will be considered under the IUHP policy on unfair practice in formal Examinations detailed below:

10.1. Written Examination Regulations

10.1.1. The candidate must arrive and be seated in the Exam Hall at least 5 minutes before the start of the Examination.



10.1.2. Books, notes, bags, mobile phones, wallets, any written slip, etc. must not be taken in the Exam Hall. The candidate must remain absolutely quiet from the time he/ she enter in the exam hall to the time he/she leave the hall. (*Approved Open Book exams exempted)

10.1.3. The candidate is required to carry his/her Admit card and University identification card to appear in the Examination.

10.1.4. The candidate is permitted to have only pens, paper, ruler, calculator (Non-scientific) or other approved items on their desks.

10.1.5. Only the question paper and this or items issued by the Invigilator are permitted on the desk. Any other paper, notes or material found on or around the candidate's desk area constitutes a breach of exam regulations.

10.1.6. The candidate must ensure they have no written material on their person. Any such material constitutes a breach of exam regulations.

10.1.7. The candidate must not communicate in any way with other candidates or share pens, erasers, calculators or other materials. The candidate must not look at the exam paper or start to write in the answer book until instructed to do so by an Invigilator.

10.1.8. The candidate shall ensure that they are in possession of the correct Question paper and must comply with the instructions printed on the Question paper and on the answer book. The candidate should ensure that he/she puts his/her name, program, year and subject on each answer book as directed.

10.1.9. The candidate is not allowed to submit his/her Examination script, or leave the exam venue until one hour of the exam has elapsed. No candidate will be permitted to enter the Exam Hall after the 10 minutes of commencement of ESE and 5 minutes after commencement of MSE.

10.1.10. The candidate should not leave the Examination hall at the end of the Examination until his/her Examination script has been collected. It is the candidate's responsibility to ensure his/her script has been handed over to the Invigilator. Answer scripts are the property of the Institute and should not be removed from the exam hall under any circumstances.

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10.1.11. A Candidate who requires use of the restroom facilities must be accompanied by an Invigilator.

10.1.12. A defined seating schedule is presented for each exam session. The candidates must familiarize themselves with the seat(s) allocated to them, in advance, and use the allocated seats.

10.1.13. The candidate must comply with an Invigilator's directions at all times.

10.1.14. The candidate shall not bring into the Examination Hall, nor have in his/her possession, any computing equipment, including electronic organizers, programmable calculators, mobile phones, recording equipment or any device with a facility to store or display text, radio, books, note paper or any other source of information

10.1.14.1. Possession of any unauthorized material shall be construed as a serious breach of Exam Regulations and a disciplinary investigation will be initiated.

10.1.14.2. The candidate is reminded that severe sanctions are attached to any such breach of regulations (see Circumstances of Unfair Practice).

10.1.14.3. Candidates will be required to handover such materials to the Invigilator. When an electronic device is confiscated i.e. programmable calculator or mobile phone, the device will be retained for the duration of the investigation.

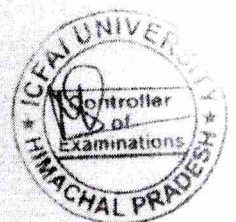
10.1.14.4. Refusal to hand over the materials will make void the Examination for the candidate and a disciplinary investigation will be instigated.

10.1.15. Examination Results:

The notification of official result of End term Examinations will be made available at the Department Notice Board/official WhatsApp group/SIMS portal.

10.1.16. Examination Appeals:

A request for an appeal in respect of Examination results must be received by the Registrar's office, on the appropriate form, available with Centralize Examination Department.



10.2. Course Repetition:

A Student can repeat a course to clear / improve his/her grades. Passout / Degree qualified Students will not be allowed to register for course repetition.

11. Circumstances of Unfair Practice/ Plagiarism

11.1. A breach of regulations constituting unacceptable practice may be detected:

- a) During invigilated Examinations.
- b) During the marking of written Examination answer scripts.
- c) During the marking of other examinable material.

11.2. Instances of plagiarism are considered unfair practice. The procedures for dealing with allegations of plagiarism are given in Annexure IUHP-06.

11.3. Where such a breach is suspected, the CEW and DEC officials/HOD/In-charge of concern, shall coordinate an investigation into the allegation by meeting with the Student, and shall prepare a report for the CoE. The CoE shall consider the report and will determine an appropriate action. This may include:

11.3.1. Deem the candidate to be innocent of the allegation(s). No further action to be taken.

11.3.2. Issue formal written warning to the candidate. A record of such will be maintained by the office of the CoE.

11.3.3. Forfeiture of the exam through the imposition of a 0% mark and need to re-appear in next academic session of respective course.

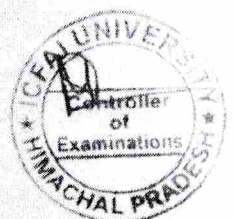
11.3.4. Consider the breach to be of such magnitude that a formal disciplinary process be implemented by forming a Panel of Enquiry.

11.4. Where the breach is a matter of fact, such as notes or prohibited materials present in the Examination, an automatic penalty of 0% marks is applied.

11.5. Following the imposition of a penalty the CoE shall inform both the Student and the department Principal/HOD/In-Charge in writing of the outcome and the matter shall be

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deemed closed. This process constitutes the least formal process for dealing with circumstances of unfair practice.

11.6. The candidate may appeal the decision of the CoE by writing to the office of the BoE. On receipt of this appeal the BoE may form a Panel of Enquiry.

12. Panel of Enquiry

In circumstances where the BoE deems the violation to be of a serious nature and will constitute a Complaint Redressal Committee (CRC) or a Panel of Enquiry where an appeal has been received, the candidate shall be notified in writing through the office of the CEW at least two days in advance of the meeting of the CRC/Panel of Enquiry in relation to the following:

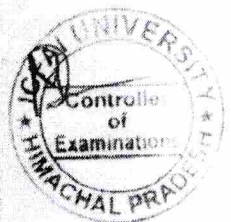
- a) The precise allegation(s).
- b) The entitlement to present a response either orally or in writing to the panel of Enquiry.
- c) The entitlement to be accompanied or be represented at all hearings conducted by the Panel of Enquiry.
- d) The enquiry schedule

12.1. The candidate shall notify the BoE in advance of the person(s) to accompany him/her, and their status to the meeting of the Panel of Enquiry.

12.2. The reports and/or written submissions shall be made available to the candidate in advance.

12.3. The inquiry procedures shall be carried out by the CRC/Panel of Enquiry. The BoE will form an appropriate the CRC/Panel of Enquiry which ordinarily would consist of:

- a) Registrar or Nominee (Chairperson).
- b) Head of each Department.
- c) One member from CEW. If deemed appropriate by the Registrar, a technical or legal advisor may assist the panel in their work.



12.4. Panel of Enquiry Procedure:

The CRC/Panel of Enquiry shall assemble to consider the allegation(s) as soon as possible. Each case shall be considered separately and only on the basis of evidence available to the CRC/Panel of Enquiry. Also the CRC/ Panel of enquiry will act within the laid norms of University for cases during University Examinations.

12.4.1. The CRC/Panel of Enquiry alone shall adjudicate on the allegation(s) based on written and oral submissions and shall determine the penalty to be applied. Other than the Recording Secretary, no other person shall be present during the period of adjudication.

12.4.2. The candidate shall be notified in writing through the office of the Registrar of the outcome of the inquiry.

12.4.3. The recommendation of the CRC/Panel of Enquiry shall be submitted to The board of Examinations for approval.

12.5. Penalties

12.5.1. The Board of Examination shall determine the actual penalty to be applied having regard to the seriousness of the incident and the guidelines set by the IUHP laid out in the following sections. For Examination the decision of concerned authority will be abided. The Board of Examination may, at its discretion:

- a. Suspend the candidate from all activities of the Institute for a stated period. Cancellation of all Financial Assistantship/Scholarships from University.
- b. Recommend the expulsion of the candidate from the Institute. In such a case the expulsion order shall be issued by the appropriate authority and conveyed to BoE.
- c. Cancellation of registration (RC) for the course in which use of unfair means was established.



d. Cancellation of registration for the course along with suspension for a full semester. Suspension for a full semester implies that the Student cannot register for any course offered in that semester.

e. In Case a Student's involvement in an act of Malpractice is established, the Scholarship, Fellowship or any Financial assistance offered is suspended.

13. Assessment/Evaluation/Compilation of Results and Transmission thereof:

Evaluation of Answer Scripts:

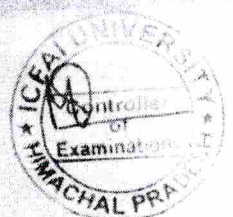
13.1 MST's Answer scripts:

Concerned Head of the Department shall be responsible for evaluating the Answer scripts of Mid-Semester Examination(s).

- a. The all concerned Answer Scripts handed will handed over to Subject In-charge by the CEW.
- b. The Subject In-charge evaluate the Answer scripts adopting delegated marking sheets within 03 Working days of MST of concerned subject and will show the Answer Scripts to the Students.
- c. If a subject is being taught by more than one teacher, then all concerned teachers shall mark their respective portions and shall consolidate the result.
- d. Subject In-charges will submit their results in prescribed format to CoE (CoE@iuhimachal.edu.in)
- e. The whole process should be completed within 05working days of the last date of MST.

13.2 ESE Answer scripts:

- a. **Central Evaluation:** To be done at a designated place and time by the faculty members of University under the supervision of Coordinator (Evaluation) assigned by the CoE.
- b. All the Answer Scripts will be coded numbers on the body of the Enrollment/ID No. Slips
- c. The slips having the details e.g Name, Enrollment Number, are to be removed from the Answer Scripts and a new code no. is to be given under the supervision of CoE or a person nominated by CoE. The record of the actual Enrollment numbers and the corresponding coded number has to be maintained.



d. Handing over the sheets for evaluation along with award list format to examiners. Evaluated Answer Scripts with award List are to be returned to the Controller of Examinations within specified time from the date of receipt of Answer Scripts.

e. Decoding the coded number by the actual roll number slips back to Answer Scripts.

f. The Examiner will submit their results in prescribed format to CoE (CoE@iuhimachal.edu.in).

g. The University may involve any other person (external or internal) for Evaluation of Answer scripts as decided by the Vice Chancellor from time to time.

13.3 Re-Counting / Re-checking of Evaluated Answer Scripts

a. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed.

b. This revaluation facility shall be for maximum 03 theory papers only.

c. The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical Examination /term work/ seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical Examinations.

d. The prescribed application form for revaluation of answer book can be obtained from the office of the Controller of Examinations.

e. The non-refundable prescribed fees of Rs.250/- per subject per answer book for the purpose of revaluation shall be paid by the examinee.

f. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, within seven (03) working days from the date of the declaration of the result of the respective Examination.

g. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.

13.3.1 Process of Re-evaluating the Answer scripts:

a. The previous result of cases approved by the Chairman, BoE will be cancelled and their Answer scripts will be Re-evaluated under the Supervision of COE or a person nominated by him adopting centralized mode of Evaluation.

b. The Answer scripts will be evaluated afresh by a second Evaluator, who is different than the previous one independently without knowing the marks allocated initially.

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- c. For this purpose before handing over the Answer scripts to an Evaluator, the marks given by previous one will be hid.
- d. If there is a variation of plus/minus 10%, the original result will stand.
- e. If the difference is more than plus/minus 10%, then the provided revised marks in Answer scripts will be considered otherwise original result will stand
- f. If such calculated average score is less than the original marks, the original result will stand.
- g. In case a candidate has applied for Re-evaluation of more than one subject, the result will be revised subject wise as and when Re-evaluation of concerned subject is complete.

14. Provision for Failed / Debarred / Absent / Exam Cancelled Students/Maximum Duration

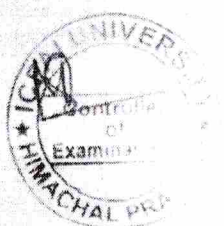
- a. If a Student has been awarded F grade or absent in any of the theory or practical component or their Examination Cancelled due to any reason, he/she shall have to take the opportunity to take the Examination with Odd and Even semester regular Students. Internal awards will remain the same.
- b. The Students re-appearing theory paper Student needs to pay Rs 500/Per Paper as Re-Examination fee.
- c. Debarred/Registration Cancelled Students are required to re-register themselves by paying the prescribed fees (Rs 5000/-Re-registration) for the course in which they have been debarred and will attend classes with the next batch of Students to undertake the deficient studies. These Students will be attached to the concerned faculty to take special classes or through self-study under the faculty guidance to study the course and clear the internal Examinations. Their Semester End Examination will be held with the Odd and Even semester of the next batch.
- d. Special Supplementary Examination (SSE)/Mercy Examination will be announced for final year Students only. In exceptional circumstances, Chairman, BoE may allow to conduct SSE for junior batches also.
- h. In case if any Student is unable to complete his/her registered program within course duration, he/she may allow to complete, in maximum 02 more years of course and may Re-appear maximum 03 times in a paper of registered program/course.

15. Grading

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University adopts a well-balanced curriculum. It also has implemented Choice Based Credit System (CBCS) in order to encourage the Students to learn subjects of other departments of their interest. Performance during the exams is analyzed on the basis of the of SGPA and CGPA. SGPA and CGPA will be calculated on the basis of grades earned during the semester.

SGPA / CGPA Calculation

There are two types of Grade Point Averages (GPA), which are:

- Semester Grade Point Average (SGPA)
- Cumulative Grade Point Average (CGPA)

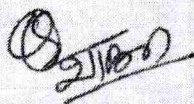
While SGPA is a measure for a semester performance only, CGPA is a measure of performance up to any specified semester beginning from the first semester. Every Student earns a distinct SGPA and a distinct CGPA at the end of each specified semester.

The scores of internal and external assessments are added for conversion into a Letter Grade as follows:

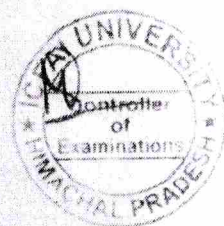
Percentage of Marks Obtained	Grade	Grade Point Attached	Qualitative Meaning
91-100	O	10	Outstanding
81-90	A+	9	Excellent
71-80	A	8	Very Good
61-70	B+	7	Good
51-60	B	6	Above Average
41-50	C	5	Average
30-40	P	4	Pass
Less than 30	F	0	Fail
Absent	AB	0	Absent

In case of B.Pharma Program (Faculty of Pharmaceutical Sciences) and for LLM Program (Faculty of Law), University will follow the mentioned grading system:

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Percentage of Marks Obtained	Grade	Grade Point Attached	Qualitative Meaning
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	0

15.1 Criteria for clearing a course Student need to score a minimum of **4.50 SGPA** in the Semester (UG& PG) and for completing the degree in the registered course as:

Course	Required Min. CGPA
UG	4.50
PG	5.00

15.2 The successful candidates shall be placed in Divisions as below:

Post-Graduation		
S.No	CGPA	DIVISION
1.	9.00 and above	Distinction
2	7.00 or more but less than 9.00	First Division
3.	5.00 or more but less than 7.00	Second Division
Under Graduation		
1.	9.00 and above	Distinction
2	7.00 or more but less than 9.00	First Division
3.	4.50 or more but less than 7.00	Second Division

16. Completion of Results:

- 16.1. Collection of continuous evaluation marks list from the subject In-charge.
- 16.2. Preparing the result sheet by posting of marks of written Examination, continuous Evaluation and Project work.
- 16.3. Rechecking of the result sheet.
- 16.4. List of examinees who, have passed or failed along with those having supplementary. This is to be completed within 12 working of the completion of the Theory/ Practical Examinations.
- 16.5. Approval of the Vice-Chancellor is obtained for the Final Result.

16.6 Declaration of Result:

- a. The CoE shall publish the final result within a specified period from the date of last Examination.
- b. At the end of each term (i.e. after End-Term Examinations) Students will be issued a grade card under the seal of University and signed by the Controller of Examinations and Registrar.
- c. The Grade Card shall include Enrollment No, Name of Students, Mother Name, Father Name, Batch, Academic Year Month, Year of Examination, Date of Issue and Semester of Examination along with Grade and Credits earned by him/her in each subject.
- d. The University may issue a Provisional Certificate to the eligible candidate after the declaration of result and before issuing the original Grade card provided the Student apply for that on a prescribed form along with prescribed fee.
- e. University can issue provisional result, even before declaration of result, in confidence, if it is needed for admission to higher level courses or employment purposes, provided Student apply for the same on a prescribed form along with prescribed and authentic documents.

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17. Contact Details: Email ID's

S.No	Authorities	E-Mail-Ids
1	Vice Chancellor	vc@iuhimachal.edu.in
2	Registrar	registrar@iuhimachal.edu.in
3	Controller of Examinations	CoE@iuhimachal.edu.in
4	Dean Student Welfare	dsw@iuhimachal.edu.in
5	Principal, FPS	fps@iuhimachal.edu.in
6	HOD,FST	hod.fst@iuhimachal.edu.in



7	HOD,FMS/FLA	hod.fms@iuhimachal.edu.in
8	HOD,FOL	hod.fol@iuhimachal.edu.in
9	System Admin.	systems@iuhimachal.edu.in

18. Scrapping of Answer Scripts:

Answer scripts can be scrapped after 05 years for law programs (as per the BCI norms), 03 years for Pharmacy Education programs (as per PCI norms) and rest of programs (as per UGC).

19. Evaluation components and their weight-ages:

Type of Course	Component	Weightage(%)
Theory	Pre Mid (Internal)	05
	Post Mid (Internal)	05
	Mid Term (I/II) (Internal)	30
	End Term	60
Theory+ Lab	Continuous Evaluation (Attendance /Practical File)	30
	Laboratory	20
	End Term	50
Special Project / Synopsis / Dissertation / Minor or Major Project	Abstract	10
	Literature Survey	10
	Seminar	30
	Project Report	50
Internship/Ind. Training	Quizzes	10
	Group Discussion	10
	Diary	10
	Observation	10
	Seminar	30
	Project Report	30

20. Summer Term Examination &

Guidelines

IUHP may offer a summer term after the completion of even semester, in order to provide an opportunity to the Students who have obtained a valid grade in the course but not meet the academic requirements. The rules and regulations governing the offer of the summer term are as under-

- ❖ RRA/RC-1/RC-2 Students can register for the course in the summer, subject to availability of the courses and faculty members.
- ❖ All registered Students are required to pay fee as per the University notification.
- ❖ All Registration Cancelled (RRA/RC1/RC-2) Students can register for the course only after the consent of disciplinary committee and paying approved fee.
- ❖ All the registered Students are required to collect information regarding summer semester Examination schedule (all the Examination components) from the concerned department only. If a Student has skipped a semester then he/she can be allowed to register for that semester only in the similar regular (odd/even) semester.
- ❖ IUHP reserves the right to offer / reject the application for registration to a particular course. It is not mandatory to offer such courses as requested by Students.

The fee for Summer term Examinations is as under:

Faculty Name	
<ul style="list-style-type: none">• Faculty of Science & Technology• Faculty of Management Studies• Faculty of Liberal Arts• Faculty of Pharmaceutical Sciences• Faculty of Law	Rs 500/ Per Theory Paper

RRA: Required to Register Again (Dropout), RC1: Registration Cancelled due to Disciplinary Action during Semester, RC2: Registration Cancelled due to caught under UFM during End Semester Examination.



Examination Fee:

Sr No	Type of Fees	Amount
1	Reappear Examination Fee	Rs 500/- Per Subject
2	Duplicate Grade Card Fee (UG/PG)	Rs 200/- & Rs 300/-
3	Duplicate Transcript Certificate Fee(UG/PG)	Rs 500/- & Rs 800/-
4	Duplicate Degree Certificate Fee (UG/PG)	Rs 1000/- & Rs 1200/-
5	Additional Transcript Fee(UG/PG)	Rs 500/- & Rs 800/-
6	Provisional Certificate Fee(UG/PG)	Rs 100/-
7	Duplicate Admit Card (Mid Semester)	Rs 30/-
8	Duplicate Admit Card (End Semester)	Rs 50/-

ICFAI
UNIVERSITY
HIMACHAL PRADESH

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The ICFAI University, Himachal Pradesh
(Examination Wing)

I/ II Semester, 20____ - 20____

Mid Sem / End Sem Examinations

A	Date of Test	
B	Course No.	
C	Course Title	
D	No. of students registered in the Semester (D = E+F+G+H+I)	
E	No. of students appeared for Test	
F	No. of students with W/DP/RC	
G	No. of students not allowed for tests due to attendance shortage **	
H	No. of Absentees without reason ***	

*** Furnish the Students list allowed to appear for the makeup Test**

S. No.	Enrollment No.	Name
1		
2		
3		
4		
5		

****Furnish Students list not allowed for tests due to attendance shortage**

S. No.	Enrollment No.	Name
1		
2		
3		
4		

***** Furnish the Students list who are absent without any reason**

S. No.	Enrollment No..	Name
1		
2		
3		
4		
5		

Date:

Signature of the I/C

Note: If required use additional page or back side.

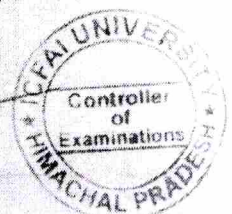
**** - If already submitted to CEW, no need to give again, just mention the number.**

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The ICFAI University, Himachal Pradesh

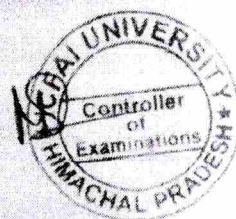
I / II Semester, 20____ - 20____
Mid Sem / End Sem Examinations

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The ICFAI University, Himachal Pradesh
I/II Semester, 20____ - 20____
Mid Sem / End Sem Examinations

Room No.:	Program:	Semester:

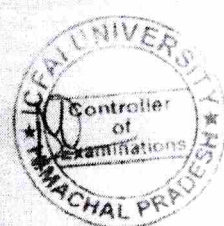
THE ICFAI UNIVERSITY, HIMACHAL PRADESH														
FACULTY OF _____														
COURSE NAME - _____ SEMESTER _____														
ATTENDANCE: MID /END SEMESTER EXAMINATION (MONTH, YEAR)														
SUBJECT NAME														
SUBJECT CODE														
S. N o.	Enrollme nt No.	Name	Ans wer Shee t No.	Signa ture	Ans wer Shee t No.	Signa ture	Ans wer Shee t No.	Signa ture	Ans wer Shee t No.	Signa ture	Ans wer Sheet No.	Sig nature	Answ er Sheet No.	Sig nature
1														
2														
3														
Total no. of Students Present														
Total no. of Students Absent														
Name of Invigilator														
Signature Of Invigilator														

* Mark Absent with Red ink Pen Only.

** Name and Signature of Invigilators are Mandatory

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Annex: IUHP-04
Announcement of Quiz / Practical / Viva-Voce

The ICFAI University, Himachal Pradesh
I/II Semester 20__ - 20__

Dated:

This is to inform all the students of (Program & Year _____) that the quiz / Practical/
Viva-Voce of (Course Name and Course No.) will be held as per the following
schedule:

Date:.....
Day:.....
Time:
Seating Arrangement:.....
Course / Remarks:

Course In-charge

HOD

Cc to:

CoE, IUHP

Please remove this notice on:



Annex: IUHP-05
Distribution of Answer books

The ICFAI University, Himachal Pradesh

I/ II Semester: 20__ - 20__

Component: (Mid Semester / Quiz / Assignment / End Semester Exam)

Dated: _____

Course Title: _____

Course Code: _____

The students can see their marked answer books of the above referred course as per the program given below-

Date	Time	Venue	ID No.

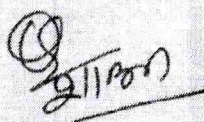
Course In-charge

HOD

Cc (i) CoE, IUHP

Please remove this notice on:

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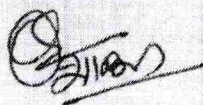


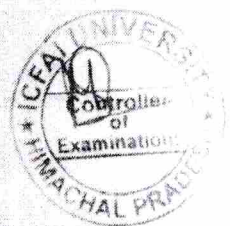


The ICFAI University, Himachal Pradesh

1.	Case No.		
2.	Faculty of		
3.	Name of Examination		
4.	Date of Examination		
5.	Name of Candidate		
6.	Discipline & Semester		
7.	Subject Name & Subject Code		
8.	Statements duly signed by		
	Invigilator 1		
	Invigilator 2		
	Flying Squad Member		
9.	Statement of Student caught Committing irregularity	Attached:	
		YES	NO
10.	Item used for committing irregularity		
11.	Answer Book	Main answer sheet =	
		Supplementary =	
12.	Question Paper		

8





The ICFAI University, Himachal Pradesh

Details of student caught committing irregularities in examination.

1	Name of Examination (Mid-I/II/ESE)			
2	Name of Examination & Discipline			
3	Name of the person catching irregularity (Invigilator)			
	Flying Squad Member			
4	Full Name and Residential address of the student committing irregularity			
Details related to examination of candidate				
5	Room No.	Enrollment No.	Course Code	Course Title
6	Date of committing irregularity			
7	Time of catching committing Irregularity			
	Details of literature/item or any other material used in committing irregularity			
8	Punishable under which Code No.		Code No. :	

Note: Use separate form for each case and each document to be signed by Student, Invigilator & Officer-in-Charge as per requirement.

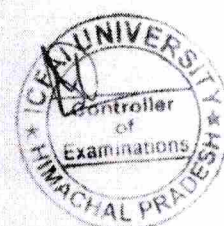
Date:

Signature of Invigilator

8

[Handwritten Signature]

[Handwritten Signature]



The ICFAI University, Himachal Pradesh
Statement of student caught in committing irregularity

I, _____ examination of _____ [Discipline] while appearing the _____ Course of the above discipline today, have been caught committing irregularity by Invigilator / Flying Squad Member at _____ hrs. My written statement in this regard is as under.

Enrollment No.:	
Seat No.:	
Address:	
Mobile No./Landline:	
<u>Statement</u>	
UNIVERSITY HIMACHAL PRADESH	

* use additional sheet (if required)

Date:

Signature of the Student

8

Q. J. M.

Q. J. M.



Statement of person catching irregularity

I, _____ Invigilator / Flying
Squad Member caught the above student committing irregularity in the examination. The said
student has given the above statement in my presence. The following literature, item, material,
including answer book, question paper with seat number under his signature is annexed hereto duly
signed by me.

Statement

ICFAI
UNIVERSITY
HIMACHAL PRADESH

* use additional sheet (if required)

Annexure:

[1]

[2]

[3]

[4]

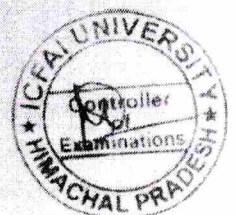
Date: _____

Signature of Invigilator

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[Signature]

[Signature]



Statement of Flying Squad Member

I, _____ Special / Flying squad member would like to state that the student having Enrollment No. _____ is committing irregularity in the examination. The said student has given the statement in my presence. The following literature, item, material, including answer book, question paper with seat number under his signature is annexed hereto duly signed by me.

Statement

* use additional sheet (if required)

Date: _____

Signature of Flying Squad Member

Name of Flying Squad Member

8

Signature

Signature



The ICFAI University, Himachal Pradesh

Remarks of Controller of Examinations

1.	Indicate clearly the place from where the literature, item, material is found.	YES NO	<input type="checkbox"/>
2.	Whether material caught is related to the subject mat		
3.	Whether copied or not? If yes, give details.(copied On which page no. in answer book)		
4.	If student caught with mobile phone then provide Password/pattern lock		
5.	Attach the legible image if student copied from the Body part		
6.	In Case Of Dummy Student		
6.1.	Whether Dummy student appeared for original student?	YES NO NOT APPLICABLE	<input type="checkbox"/>
6.2.	Enrollment No. of Dummy Student		
6.3.	Enrollment No of Original Student		
6.4.	Whether FIR copy available in dummy student case?(As per circular, FIR copy necessary for dummy student case)		
7.	The literature, item, material caught from the student, answer book, question paper are annexed hereto duly signed by me.		

Essential Enclosures:

(a) Statements duly signed by

Invigilator

Flying Squad Member

(b) Statement of student caught committing irregularity.

c) Item used for committing irregularity Cheats - ____ no. of cheats

Mobile – Model No. _____

Calculator:

Electronics gadget (Please Specify) –

Writing pad:

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[Signature]

[Signature]



Other (Please Specify) –

d) Answer Book No. 1 + Supplementary_____

e) Question Paper duly signed by the candidate

Invigilator: _____

Flying Squad Member: _____

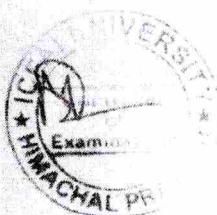
Note: * The whole case with statement and necessary documents should be sent to the Controller of Examinations, The ICFAI University, Himachal Pradesh on the day of Exam.

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[Signature]

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The ICFAI University, Himachal Pradesh

Course Code	Program (with Branch)	Length of Examination
Course Title	Semester	Max Marks
Internal Moderator	External Moderator	Date sent to Moderator

1: Internal Moderation

Internal moderator comments	Setter's response

Internal moderation completed and returned to the Examination Cell:

Signed:

Date:

General comments

Final examination paper confirmed and returned to the Examination Cell:

Signed:

Date:

(Controller of Examinations)

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STP

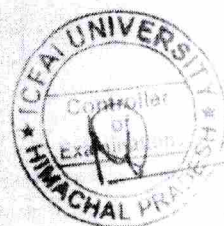
12



The ICFAI University, Himachal Pradesh

Admit Card Mid Sem / End Sem Examinations I/II Semester 20 - 20				Paste Your Recent Colour Photograph Here
NAME OF STUDENT:		ID No.:		
FATHER'S NAME:		DATE OF BIRTH:		
SCHOOL:		PROGRAM:		
SEMESTER:		YEAR:		
SUBJECT CODE:				
SIGNATURE OF STUDENT:				
Controller of Examinations				Verified by Dean/In
		Charge		

HIMACHAL PRADESH



Annex: IUHP-09
Examination Verification Format

The ICAI University, Himachal Pradesh

Verification Card Mid Sem / End Sem Examination I/II Semester 20____ – 20____						Photograph of Examinee
NAME OF STUDENT:		ID No.:				
FATHER'S NAME:		DATE OF BIRTH:				
SCHOOL:		PROGRAM:				
SEMESTER:		YEAR:				
S. No.	Course Title	Course Code	Date	Time	Sign of Student in Exam Hall	Sign of invigilator
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

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[Signature]

[Signature]



Instructions for Examinee

Examinees are advised to follow the following instructions during examination:

1. Always keep the Examination Admit Card and University I card with you and show it to the supervisory staff/inspection team on duty as and when required / demanded.
2. The examinee should check their pockets, desks, geometry boxes, purses etc. immediately after they occupy their seats. Any written paper found should be handed over to the invigilator before the schedule start of examination.
3. No candidate shall be allowed to carry inside the Examination Hall, any textual material, printed or written, bits of paper or any other material of like nature. If any candidate is found in possession of such material after commencement of examination-whether in use or not, he/she is liable to be disqualified.
4. Mobile phones, smart watches, pagers and other Electronic devices are not allowed during the examination.
5. If any candidate is found in possession of Mobile phones, cellular phones, pagers and other unauthorized electronic gadgets etc. in the Examination Hall after commencement of the examination-whether in use or not, he/she will be deemed to have been using unfair means.
6. Any candidate attempting to receive help from any source in any manner or attempting to render help to another candidate(s) will be dealt with in accordance with provisions of unfair means.
7. A candidate misbehaving in or around the Examination Centre is liable to be disqualified.
8. A candidate, who reports after 20 minutes of the commencement of the Examination, shall not be permitted to take the Examination. Candidate will not be allowed to leave the examination hall in first one hour of examination.
9. Write your ID No. neatly and correctly on the Question Paper.
10. Write carefully the Name of Examination, Name of Subject, Name of Paper/Course, Date of Examination on the cover page at the space provided for purpose.
11. Do not write any matter except your ID. on your question paper.
12. Number your answers according to the numbers given in the question paper

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[Signature]

[Signature]



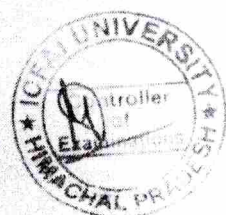
Annex: IUHP-11
Guidelines of Invigilators

1. Please implement the code of conduct for students during examination.
2. Examination duty is compulsory. In case of emergency, alternative arrangement to be made by respective faculty members only.
3. All invigilators must report within time to CEC and must reach to respective examination hall before 15 minutes of the examination schedule time.
4. All invigilators must maintain silence in the examination hall.
5. Mobile phone should be in silent mode but you should not use in the examination hall.
6. Please check the students have occupied their respective seats according to seating plan.
7. Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
8. Distribute the question paper to the students before 5 minutes of the examination.
9. Verify the admit card of every student in the examination hall and do not allow student to sit in examination hall if he/she is failed to show admit card.
10. Do not allow the students to go for washroom in first 30 minutes and last 30 minutes.
11. Without consent of CEC, do not allow students to sit in the examination if he/she is late by 20 or more minutes.
12. Take the signature of the students on the attendance sheet and on verification card in the examination hall.
13. Invigilators must watch the students continuously and should be vigilant.
14. Please move continuously in the examination hall to prevent indiscipline / copying.
15. Should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with the permission of CEC.
16. Other invigilators / faculty are not allowed to enter into other examination halls without consent of Deputy CoE / CoE.
17. Distribute the supplement answer books / graph sheets to the students when requested by students.
18. Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
19. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.

8

Signature

Signature



Annex: IUHP-12
Absentee & Debarred students detail

The ICAI University, Himachal Pradesh
I / II Semester, 20____ - 20____
Mid Sem / End Sem Examination

Date of Exam:

Session: FN/AN

School Name: FST/FMS+FLA/FOL/FPS

Program (With Year):


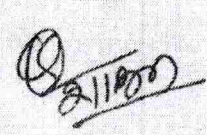

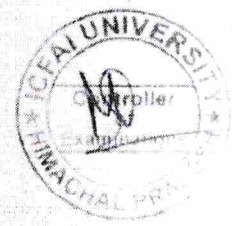
Course Code:

Course Title:

List of Debarred Students for tests due to attendance shortage			List of Absentees		
S. No	ID No.	Name of Student	S. No	ID No.	Name of Student
Total No. Debarred Students:			Total No. Absent Students:		

Date:

Controller of Examinations IUHP

Annex: IUHP-13
Answer Scripts Packing Report

The ICFAI University, Himachal Pradesh
I/II Semester, 20__-20____
Mid Sem / End Sem Examination

Date of Exam:.....

Session: FN/AN.....

School Name: FST/FMS+FLA/FOL/FPS

Program (With Year):.....

Course Code:.....

Course Code:.....

Total number of answer books packed -

Total number of Absent students -

Total number of Debarred students -

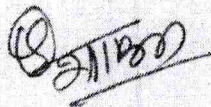
The answer books have been packed in our presence on ----- at AM/PM.

Signatures & Names of two invigilators

Date:

Controller of Examinations, IUHP

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Annex: IUHP-14
Guidelines of Question Paper Setter

1. Confidentiality must be strictly maintained.
2. Examination papers must be typed under secure conditions with disks, pen drive and master copies kept locked away after use.
3. Papers should be typed/printed in the format as: Paper size: A4; Font style: Times New Roman; Font size: 12; Line spacing: 1.5 Header portion should be in font size 14 with bold and capital letters.
4. The impression of material should be sufficiently dark and clear to produce good quality photocopies.
5. Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
6. Use only one side of the paper when printing the examination paper.
7. 'Instructions to the examinee' should be correctly specified on first page of the question paper.
8. The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus. Repetition of question must be avoided.
9. A question/sub question should not be split across two pages, it should appear on the same page.
10. Serial number of question should be given on the left hand margin and marks allotted to each question should be mentioned on right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.
11. Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typescript OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify clearly the question to which it refers.
12. The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus.
13. Abbreviation of all kinds should be avoided, except those in special subjects.
14. Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
15. IUHP has provision of submitting question paper through hardcopy in sealed envelope to CoE.

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[Signature]

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Annex: IUHP-15
Examiner Appointment Letter

The ICFAI University, Himachal Pradesh

Dated:

Ref No. IUHP/CEC/ 20__ - 20__ / __ Sem /

To,

Dear Sir/ Madam,

I am pleased to inform you that you have been appointed as an examiner of Course
Title _____ (Course Code:) for Mid-Sem / End-Sem Exam 20__
- 20__. You are requested to complete the evaluation within..... Days
and submit the answer scripts along with Marks List to Controller of Examination.

The Details of Answer Scripts are as follows:

No. of Answer Scripts:

Enclosed:

1. Question paper
2. Absentee and Debarred student List
3. Instructions for Examiner

Yours Faithfully

Controller of Examinations IUHP

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Integration of SWAYAM /NPTEL Courses into Academic Curriculum for the IUHP Students

The integration of SWAYAM/NPTEL courses into academic curriculum to enhance the quality of education while maintaining flexibility and academic rigor. Under this proposal, students will have the option to study up to **40% of their subjects in a semester through SWAYAM/NPTEL courses**, with two implementation models.

In the first model, students can complete assignments and take exams directly through the SWAYAM portal, and the marks obtained will be converted into Grade/Grade Point of IUHP and later Cumulative Grade Point Average (CGPA).

Alternatively, in the second model, students can study SWAYAM/NPTEL courses but appear for exams conducted by the university, where the question paper will be prepared based on the NPTEL syllabus to ensure alignment with institutional standards. A committee comprising faculty members from each department can curate a list of relevant SWAYAM courses, ensuring alignment with program outcomes and learning objectives.

This initiative offers numerous benefits, including access to high-quality content delivered by expert from premier institutions like IITs and IISc, flexibility for students to learn at their own pace, reduction in faculty workload, and cost-effective learning opportunities. Additionally, SWAYAM/NPTEL courses often include industry-relevant topics, enhancing students' employability.

Conclusion

By adopting this structured approach, we can create a robust and innovative learning environment that leverages SWAYAM/NPTEL's vast repository of courses while maintaining institutional autonomy and academic integrity.

Detailed Guidelines for SWAYAM/NPTEL Courses Integration

1. Eligibility and Course Selection

Eligibility: All students enrolled in undergraduate and postgraduate programs are eligible to opt for NPTEL courses as part of their curriculum, subject to the 40% cap on the total number of subjects per semester.

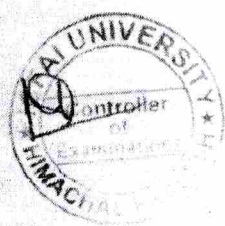
Course Selection:

- A pre-approved list of NPTEL courses will be curated by a faculty committee from each department based on relevance to the program curriculum and learning outcomes.

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the semester during course registration.

- Courses should align with the university's syllabus to ensure seamless integration and avoid redundancy.

2. Models of Implementation

Model 1: Direct NPTEL Assessment

- Students complete the NPTEL course, including assignments and exams, directly through the NPTEL portal.
- Marks obtained (out of 100) will be converted into grades as per the university's grading policy and added to the student's CGPA.
- The university will verify the NPTEL certificate and marks before updating the academic record.

Model 2: NPTEL Content + University Exam

- Students study the NPTEL course content but appear for an exam conducted by the university.
- The question paper will be prepared by the respective department based on the NPTEL syllabus, ensuring alignment with the program's learning objectives.
- Evaluation will follow the university's standard examination and grading procedures.

3. Credit Allocation

- Each NPTEL course selected by the student will carry credits equivalent to the corresponding university course it replaces.
- The credit allocation will be clearly mentioned in the course catalog and communicated to students during registration.
- For example, if a university course carries 3 credits, the corresponding NPTEL course will also be treated as a 3-credit course.

4. Grading Policy

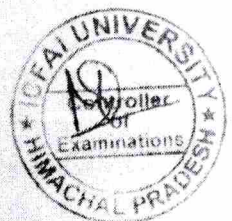
Model 1 (Direct NPTEL Assessment):

- NPTEL assigns grades based on performance in assignments (weighted 30%) and the final proctored exam (weighted 70%).
- The university will map NPTEL grades to its own grading system (e.g., O, A+, A, B+, B, etc.) using a predefined conversion table.

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Grading will follow the university's existing policy, where internal assessments (if any) and the final exam contribute to the overall grade.

5. Examination and Certification

(a) Model 1:

- Students must register for the SWAYAM course and enroll for the proctored exam within the deadlines specified by SWAYAM.
- Upon successful completion, students will receive an SWAYAM e-certificate, which must be submitted to the University for Verification.

(b) Model 2:

- Students must inform the department of their intent to study via SWAYAM but take the university exam.
- No NPTEL/SWAYAM certification is required in this model, as the university conducts the assessment.

6. Monitoring and Evaluation

Faculty Role: Faculty members will act as mentors, guiding students in selecting appropriate SWAYAM/NPTEL courses and clarifying doubts related to the content.

Feedback Mechanism:

- A feedback form will be circulated to students at the end of the semester to assess their experience with Faculty/SWAYAM/NPTEL courses.
- Feedback will be analyzed to identify challenges and improve the implementation process.

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List of SWAYAM/ NPTEL Courses Enrolled by Students of IUHP

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Course In-Charge

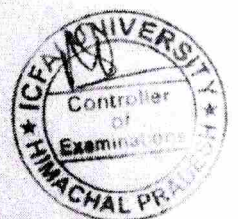
Class Mentor

HOD

Controller of Examinations

Approved By:

Chairman, BoE



Bilingual Approach to Conducting Examinations

The primary objective of this proposal is to introduce a bilingual approach to conducting examinations or assignments for students in prescribed language format by Department/BOS along with Bhartiya Bhashas (Regional Languages). This will help bridge language barriers, ensuring that students from diverse linguistic backgrounds can equally participate and demonstrate their academic understanding.

Implementation Strategy:

1. Selection of Subjects and Topics:

- **Core Subjects:** Focus initially on core subjects like Bio- Science, Social Studies, Physics, Chemistry and Mathematics.
- **Optional Subjects:** For elective subjects, introduce a bilingual format based on the specific needs of the student population.

2. Bilingual Paper Format:

- **Question Paper Layout:** Questions will be presented in prescribed language format by Department/BOS and a regional language, side by side. The student can choose to answer in either language.
- **Answer Sheets:** Students will be allowed to write answers in one or a combination of both. Teachers will be trained to assess responses based on the content, not just the language.
- **Translation Support:** Complex terms or concepts that might be difficult for students in either language will be explained with brief definitions in the other language. Example: a mathematical term in English will be explained in simple Hindi (or vice versa).

3. Technical Integration:

- **Digital Exams:** For online assessments, introduce a toggle between prescribed languages and opted language, ensuring seamless switching between languages.
- **Manual Exams:** Ensure the printed question paper and answer sheets are available in both languages.

4. Teacher Training:

- **Bilingual Assessment:** Teachers will be trained to fairly evaluate papers in both languages, focusing on the quality of content rather than the choice of language.
- **Encouraging Comprehension:** Teachers should be skilled at guiding students to use both languages effectively without confusion, encouraging bilingual fluency.

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- A few sample bilingual papers will be prepared and piloted in a select group of students.
- Feedback will be collected from both students and teachers regarding comprehension ease of answering, and overall experience.

6.Evaluation & Feedback:

- After the implementing bilingual exams, an extensive review process will take place.
- Student feedback on language clarity and assessment fairness will be gathered.
- Teacher feedback regarding any challenges in bilingual assessment will also be reviewed.

Conclusion:

A bilingual approach to examinations will ensure that no student is left behind due to language barriers. This proposal aims to create a more inclusive, fair, and supportive learning environment for all students, regardless of their linguistic background. By implementing bilingual assessments, IUHP can promote language diversity and cognitive growth while fostering academic success.

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HIMACHAL PRADESH

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Sample Proposal for Conducting Bilingual Papers: English and Hindi for IUHP-Students

Annexure 19.1: Example of Bilingual Question Paper Format

English	BhartiyaBhasha (For Example Hindi)
Q1.	प्रश्न 1:
Q2.	प्रश्न 2:
Q3.	प्रश्न 3:

Annexure 19. 2: Sample Bilingual Answer Format

English Answer	Hindi Answer
Q1.	प्रश्न 1:
Q2.	प्रश्न 2:
Q3.	प्रश्न 3:

Annexure 19.3 Teacher Training Plan for Bilingual Evaluation

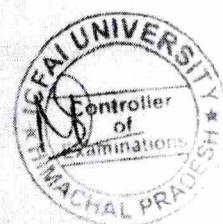
Training Session	Content	Duration
Session 1: Introduction to Bilingual Examination Format	Overview of bilingual papers, expected outcomes, and benefits	2 hours
Session 2: Translating Academic Terms in Both Languages	How to accurately translate key academic terms without altering the meaning	3 hours
Session 3: Fair Evaluation in Multiple Languages	Techniques for assessing answers based on content, not language; strategies to ensure fairness	3 hours
Session 4: Handling Language Conflicts in Responses	Strategies for managing responses in mixed languages and ensuring clear evaluation	2 hours
Session 5: Feedback and Review Process	Understanding how to collect feedback from students and how to make adjustments for future assessments	2 hours

Annexure 19. 4 Sample Feedback Form for Students and Teachers

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Question	Options
Did you find the bilingual paper easier to understand?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
Did you feel confident answering questions in both languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Was the translation between the two languages clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
Do you believe that bilingual papers helped you express your understanding better?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
What challenges, if any, did you face with bilingual questions?	

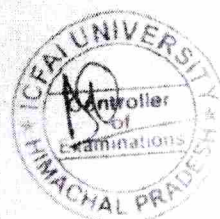
Feedback Form for Teachers:

Question	Options
Was the bilingual format helpful for evaluating students effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Did the students seem more engaged and confident with the bilingual paper?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
Were there any difficulties in evaluating answers in different languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
How would you rate the clarity of the translations provided in the bilingual paper?	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

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Q. 21/10/20

21/10/20



further training is required for evaluating bilingual responses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
Suggestions for improving the bilingual exam process:	<hr/>

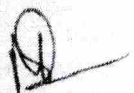
Annexure 19.5: Sample Bilingual Translation Guidelines

- Terminology and Consistency:** Ensure the translation of key academic terms is consistent throughout the paper. Refer to an academic glossary in both languages.
 - Example: "Chemical Reaction" → "रासायनिक प्रतिक्रिया"
 - Example: "Equation" → "समीकरण"
- Language Proficiency:** Ensure that translations are simple and clear for students at all levels of language proficiency.
 - Example: "In the case of force, $F = ma$ " → "बलके मामलेमें, $F = ma$ "
- Subject-Specific Translation:** Use expert translators or faculty members in each subject area to create accurate and context-specific translations. E.g., Science teachers for translating technical terms in science subjects, Mathematics faculty for mathematical terminology.
- Bilingual Terms:** For some subjects, it may be beneficial to leave certain terms untranslated if they are universally recognized (e.g., "photosynthesis", "atoms", "ecosystem").

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Bilingual Paper List

[illegible]

Controller of Examinations

Chairman, BoE

8

Q. 11



EXAMINATION GRIEVANCE REDRESSAL CELL

An examination Grievance Redressal Cell(EGRC)has been established to address issues of the students connected to the examinations. The grievance or grievances of students related to examinations/ results/ grading / Conduction/time of Examination, provoking other students during exam etc and its redressal only shall be considered by EGRC. The Primary responsibilities of cell are to:

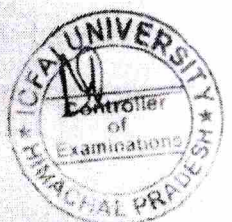
- To receive the applications of the students both online and off line.
- To check the nature/category of grievances related to exams whether genuine or fake.
- To attend all applications relating to the grievances.
- To entertain and consider the grievances of the students.
- It may hear the students in person by giving opportunities of hearing.
- To hear all the concerned parties and settle grievances as early as possible.
- To counsel the students whenever necessary to resolve their grievances.
- To give advice to the students through correspondence.
- The EGRC shall not discuss with any sub-judice grievances.
- It shall make efforts to settle the disputes amicably.
- To prepare and submit the recommendations relating to the redressal of grievances to the concerned authority i.e. CoE/Registrar and if required for final approval of Chairman, BoE.
- The Grievance Cell shall examine the grievances and ensures justice to the student.

Constitution of Complaint Redressal Committee (CRC)

- i. Registrar (Chairman)
- ii. Principal/HOD/DSW/Admin.(Member) (Appointed by Chairman, BoE)
- iii. One Faculty Member from concerned Dept.(Member) (Appointed by chairman,BoE)
- iv. One Faculty Member from other Dept. (Member) (Appointed by chairman,BoE)
- v. Controller of Examinations (Member Secretary)

Role of Controller of Examination as Member Secretary

- Chairperson shall preside over the meeting
- CoE, being the custodian of the Cell shall place before the meeting all related issues/ documents for disposal.
- Convene the meeting in permission of the Chairperson to redress the grievances of the students received online/ offline within the stipulated date and time.



- Shall meet as per the exigency in order to redress the grievances registered on portal related to examination issues.
- Shall be recorded serially in the examination grievance redressal file.
- CoE shall communicate to all the parties with its Agenda and necessary documents prior to the meeting.

Quorum of the Meeting of EGRC

The Quorum for the EGRC shall be minimum 3 members including Controller of Examinations. The presence of Chairman and Member Secretary is Mandatory.

Minutes

- The draft notes shall be prepared by Controller of Examinations.
- The record notes of the decisions taken by the EGRC in the meeting and the discussions will be final.
- The CoE shall submit the confirmed decisions of EGRC to all members concern for finalization.

Appearance before EGRC

The complainant student may appear in person. If he/ she is incapable to attend / represent his/her grievances, then his/her representative (parents) other than legal practitioner may be authorized to present his/her case. In case the student is unwilling to appear in self, grievances may be informed.

PROCEDURE-EXAMINATION GRIEVANCE

In order to guarantee fairness and transparency in the resolution of complaints or issues related to university examinations (Mid/End Term) the procedure is as :-

- The student shall write an application for requesting for **Examination Grievance Redressal Form** to the Examination Wing.
- The student shall fill form and submit with all supporting documents and grievance letter to the DEC /HOD in person. OR may register his/her grievance(s) online available on website within **07 working days of the incidence.**

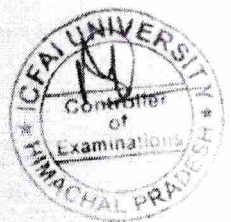
Disposal of Applications

- On receipt of an Applications of Grievances from the Students, it shall be scrutinized in consultation with the concerned person.
- Non-accepted applications shall be communicated to the student in writing by the CEW..
- The CEW shall communicate the date, time to the students who have registered their grievances on the portal for redressal.
- The concerned authority may also discuss the grievance personally with the applicant.
- The CoE may advise all the concerned related to grievance to give clarification writing

8

[Signature]

[Signature]



- The EGRC shall redress all the grievances by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.
- The CoE shall communicate a copy of Order/ Decision/ Resolution to the student/ s whose grievances were mentioned in the Agenda.

Non-Entertainment of Application

1. No applications for redressal of grievances shall be entertained, if the EGRC is satisfied that.
 - a. The applicant has knowingly made false statement or furnished false information.
 - b. There is no prima facie case for considering it.
 - c. The Application is frivolous or fictitious.
 - d. The matter is sub-judice and/or rejected previously
 - e. If there is a gross delay.
 - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
2. In case of any false or frivolous complaint, the EGRC may recommend appropriate action against the complainant student.

Consideration of Applications

- The CoE/its authorized member and/or EGRC - shall study the applications/ cases sent to them in advance.
- Applications shall be discussed in the Cell/ Committee for further line of action shall be decided.
- If the EGRC finds it necessary it may refer any matter to an expert and obtain his / her opinion.
- After following all the procedures enumerated above, the EGRC may formulate its recommendations on the Application for final action and complete the process in 05 working days.

Recommendations for Final Action

- The decision of the recommendation of the Grievance Committee for redressal is notified by the Controller of Examinations:
- To ensure implementation of resolutions/ decisions made during the EGRC on top priority basis.
- To upload the Decisions/ Resolutions/ Action Taken on the portal.
- To see that any of the employees/ officials is involved in misconduct, they can recommend departmental enquiry against him/her.

Pursuing the Matter

- Shall keep in touch with the concerned / departments and see that the decision is implemented immediately.

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- Upload the Decisions/ Resolutions/ Minutes/ Action Taken Report of EGRC on the portal.

Appeal on the Decisions

- The student may appeal on the decision given by EGRC to The Controller of Exam through the HOD of the concerned department within 10 working days from the receipt of the decision of the EGRC.
- In that case, the grievance will be forwarded to the VC through Registrar.
- The decision of the Vice Chancellor in all such cases will be the final.

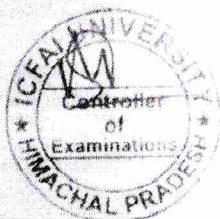
ICFAI

HIMACHAL PRADESH

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Signature

Signature



The ICFAI University, Himachal Pradesh
(Examination Wing)
EXAMINATION GRIEVANCE REDRESSAL FORM

Date:

Name of the Student:		
Enrollment .No:		
Batch:		
Semester:		
Contact Number:		
Paper Code:		
Subject Name:		
Nature of Grievance:	Internal Exam	External Exam
• Time Related <input type="checkbox"/>		
• Conduction of Exam Related <input type="checkbox"/>		
• Question Paper Related <input type="checkbox"/>		
• Assessment Related <input type="checkbox"/>		
• Others <input type="checkbox"/>		
Signature:		

Office Use

Received by:

Date:

Forwarded to:

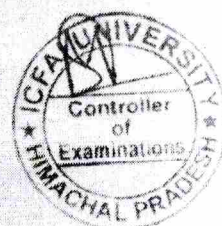
Date:

Action Taken:

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21/11/20

P. J.



The ICFAI University, Himachal Pradesh
(Examination Wing)
Application Form for Migration

1. Name (in Capital Letters): _____
2. Father's Name: _____
3. Mother's Name: _____
4. Roll No.: _____
5. Name of the present University: _____
 With documentary proof.
- (a) Name of the Last Examination: _____
- (b) Year/Session/Semester: _____
- (c) Result: _____
6. Last Examination of this University: _____
 (in which appeared/pass/fail)
7. Give the reasons if the migration: _____
8. Name of the Department/university: _____
 to which migration is sought
9. Payment of Migration fees Rs. _____
 University Receipt No. with Date
10. Full Address of the Applicant: _____

Mobile No: _____

Date: _____

Signature of the Candidate

Note:- Attach NOC from the University's i.e. from where migration is sought

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]



The ICFAI University, Himachal Pradesh
(Examination Wing)
Criteria for Multiple Entry/ Exit as per NEP

The purpose of this annexure is to allow Multiple Entry/Exit options to students of IUHP and outside the university after the mapping with the NSQF and NCrf as per the guidelines of the University Grants Commission (UGC) and the National Education Policy (NEP) 2020. This alignment will ensure that the curriculum remains industry-relevant, skill-based, and credit-transferable, enhancing the employability and mobility of technology graduates.

NSQF Level Guidelines

The National Skills Qualifications Framework (NSQF) defines 10 levels based on learning outcomes, complexity of knowledge, skill application, and autonomy.

- **Level 4.5-5:** Basic diploma-level skills, introductory knowledge.
- **Level 5.5-6:** Bachelor's degree level, professional knowledge.
- **Level 6.5-7:** Advanced knowledge, research orientation, and industry-ready skills.
- **Level 8:** Research, innovation, and leadership roles.

The mapping is based on the following parameters:

1. **NSQF Level Definitions:** Categorization from Level 4.5 to Level 8, based on complexity, skill application, and learning-outcomes.
2. **NCrf Credit Framework:** Allocation of academic credits for theory, practical, and project-based learning.
3. **Industry & Job Role Alignment:** Ensuring subjects match IT industry requirements (e.g., Software development, System Admin, Quality Control).
4. **Multiple Entry & Exit Flexibility:** Enabling students to obtain:
 - Certificate (Level 4.5) : (Minimum 40 Credits required)
 - Diploma (Level 5): (Minimum 60 Credits required)
 - Bachelor's (Level 5.5): (Minimum 120 Credits required)
 - Honors (Level 6): (Minimum 160 Credits required)



The NEP 2020 envisages flexibility in the designs and duration of Master's degree programmes:

The structure and duration of master's programmes of study proposed by the NEP 2020 include:

- A 2-year Master's programme (with the option of having the second year devoted entirely to research) for those who have completed a 3-year Bachelor's programme;
- A 1-year Master's programme for students who have completed a 4-year Bachelor's degree; and
- An integrated 5-year Bachelor's/Master's programme.
- A Ph.D. programme shall require a Master's degree or a 4-year Bachelor's degree.

As per provided description of UGC/NEP-2020 students can be choose multiple Entry/Exit options to/from IUHP Campus.



THE ICFAI UNIVERSITY, HIMACHAL PRADESH
ADMIT CARD FOR THE MID SEMESTER EXAMINATIONS (MSTs)-I/II

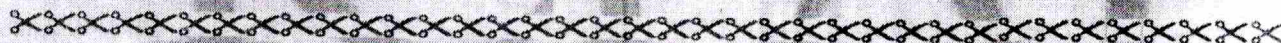
SEMESTER

BATCH

STUDENT'S NAME:	FATHER'S NAME:
ENROLLMENT NO.:	DEPARTMENT:
COURSE/PROGRAMME:	SEMESTER:

Signatures of the HoD/Mentor _____ Signatures of the COE _____

- NOTE:** 1. It is mandatory for a Student to clear all kinds of dues to be eligible to appear in the MSTs.
2. No Student will be allowed to appear in the Examination without the prescribed Uniform.
3. Rs. 50 will be charged for the issue of a duplicate Admit Card. Please affix a copy of the receipt to be obtained from the Admin Office.



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BATCH.....

**Latest Passport Size
Photograph of the
Student to be affixed
(Self Attested)**

S.No.	SUBJECT NAME	SUBJECT CODE
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3.		
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11.		
12.		

Signatures of the HoD _____ Signatures of the COE _____

S. No.....

BATCH.....




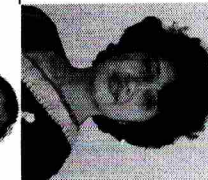
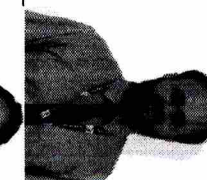
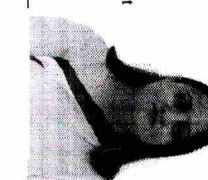
**Latest Passport Size
Photograph of the
Student to be affixed
(Self Attested)**


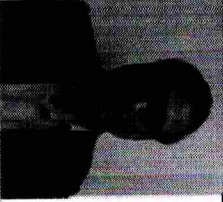
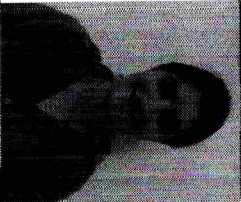
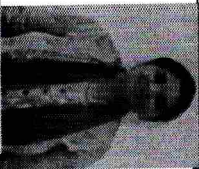
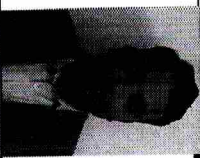
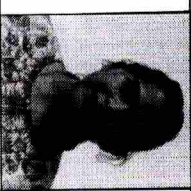
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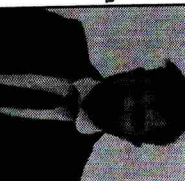
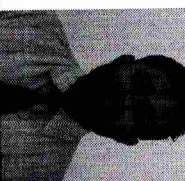
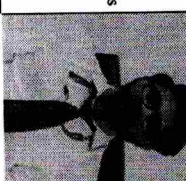
Signatures of the HoD _____ Signatures of the CCE _____


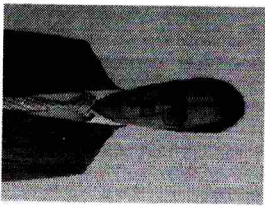
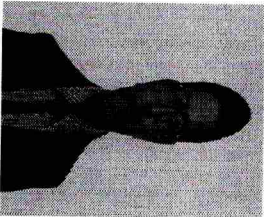

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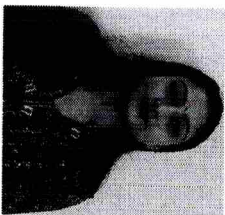



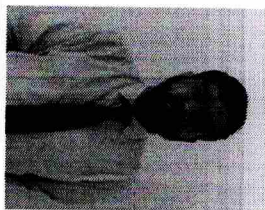
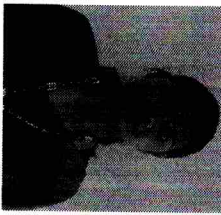
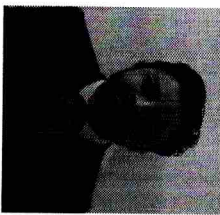


Sr. No.	Faculty Name	Designation	Contact Details (Mobile & Email)	Qualification	Area of Specialization	Brief Write Up	Photograph
1	Dr. Shweta Agarwal	Professor and Principal	9882032426 shwetaagarwal@ujmahal.edu.in	Ph.D., M. Pharm, B. Pharm	Pharmaceutics	Dr. Shweta Agarwal possesses approx. 20 years of teaching experiences. Her area of interests are novel drug delivery systems, topical drug delivery systems, and gastro-retentive drug delivery systems.	
2	Dr. Disha Arora Mediratta	Professor	985542584 disha.arora@ujmahal.edu.in	Ph.D., M. Pharm.,	Pharmacognosy	Dr. Disha possesses 15 years of teaching experience. Her area of interests are pharmacognosy and phytochemistry, bioactivity guided fractionation, and chromatographic techniques.	
3	Dr. Ravinder Sharma	Associate Professor (Pharmaceutical Chemistry)	9023801234 ravinder.sharma@ujmahal.edu.in	Ph.D., M. Pharmacy, B. Pharmacy	Pharmaceutical Chemistry	Dr. Ravinder possesses 16 years of teaching experiences. His area of interests are medicinal chemistry, In silico drug development, and network pharmacology.	
4	Dr. Kiran Yadav	Associate Professor (Pharmaceutics)	7888907793 kiran.yadav@ujmahal.edu.in	Post Doc., Ph.D., M. Pharmacy, B. Pharmacy	Pharmaceutics	Dr. Kiran possesses 14 years of teaching and research experience. Her area of interests are herbal medicines and nutraceuticals, Nanoformulations, novel drug delivery systems, and topical drug delivery systems.	
6	Mr. Ashok Kumar	Associate Professor (Pharmacology)	9817222946 Ashokkumar@ujmahal.edu.in	Ph.D., M. Pharmacy, B. Pharmacy, D. Pharmacy	Pharmacology	Dr. Ashok possesses 12 years of teaching and research experiences. His area of interests are pharmacology and toxicology.	
5	Ms. Shipa Chandel	Associate Professor (Pharmaceutical Chemistry)	9805613531 shipa.chandel@ujmahal.edu.in	M. Pharmacy, B. Pharmacy, D. Pharmacy, Pursuing Ph.D	Pharmaceutical Chemistry	Ms. Shipa possesses 13 years of teaching and research experiences. Her area of interests are nano formulation, pharmaceutical method development and validation, and pharmaceutical analysis.	

11	Dr. Akshay Parihar	Associate Professor (Pharmaceutics)	9829102727 akshay.parihar@uiuhmachel.edu.in	Ph.D., M.Pharmacy, B.Pharmacy.	Pharmaceutics	Dr. Akshay possesses 6 years of teaching experiences. His area of interests are Nano-formulation, drug delivery, solubility enhancement and nano-technology.		
7	Mr. Sumet Sharma	Assistant Professor (Pharmacology)	9041412521 sumet.sharma@uiuhmachel.edu.in	M.Pharmacy (Pharmacology), PGD in Clinical research, PGD in Bio Informatics, Pursuing Ph.D.	Pharmacology	Mr. Sumet possesses 13 years of teaching experiences. His area of interests are nano-formulation, drug delivery, solubility enhancement and nano-technology.		
8	Ms. Swati Pal	Assistant Professor (Pharmaceutical Chemistry)	8679603548 swati.pal@uiuhmachel.edu.in	Pursuing Ph.D., M.Pharmacy, B.Pharmacy	Pharmaceutical Chemistry	Ms. Swati possesses 9 years of teaching experiences. Her area of interests are In silico drug development, and organic synthesis.		
9	Dr. Ashima	Assistant Professor (Pharmaceutical Chemistry)	7860355428 ashima@uiuhmachel.edu.in	Ph.D., M.S. (Pharm.), B.Pharmacy	Pharmaceutical Chemistry	Dr. Ashima possesses 7 years of teaching and research experiences. Her area of interests are organic synthesis of heterocyclic compounds, in silico drug design, and characterisation of synthesised compounds through hyphenated techniques.		
10	Mr. Subh Naman	Assistant Professor (Pharmaceutics)	7903480399 shubh.naman@uiuhmachel.edu.in	M.Pharmacy, B.Pharmacy, Pursuing Ph.D	Pharmaceutics	Mr. Subh Naman possesses 7 years of teaching and research experiences. His area of interests are artificial intelligence, machine learning, pharmaceutical product development, herbal drug formulation, quality by design, and Indian spices.		
12	Ms. Anchal	Assistant Professor (Pharmacology)	8146007377 anchal@uiuhmachel.edu.in	M. Pharm, Ph.D. (Pursuing)	Pharmacology	Ms. Anchal possesses 6 years of teaching and research experiences. Her area of interests are pharmacology & toxicology, network pharmacology.		

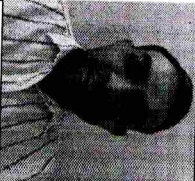
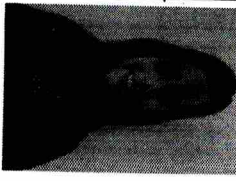


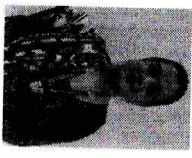
13	Mrs. Kanchan Sharma	Assistant Professor (Pharmaceutics)	8263989817 kanchan.sharma@juhimachal.edu.in	M.Pharmacy, B. Pharmacy Ph.D. (Pursuing)	Pharmaceutics	Ms. Kanchan sharma serves as an Assistant Professor in the Department of Pharmaceutics at ICF AI University, Himachal Pradesh. She holds a Master's degree in Pharmacy (Pharmaceutics) and has over 5.5 years of academic and research experience in the field of pharmaceutical sciences. Ms. Kanchan sharma has contributed several publications		
14	Mr. Maneesh Banyal	Assistant Professor (Pharmaceutics)	9816035767 maneesh.banyal@juhimachal.edu.in	M.Pharmacy, B. Pharmacy Ph.D. (Pursuing)	Pharmaceutics	Mr. Maneesh possesses 5.5 years of teaching experiences. His area of interests are novel drug delivery system, enhancing bioavailability of BCS Class-II Drugs, solubility enhancements techniques, targeted drug delivery system.		
15	Ms. Pritiksha Raj	Assistant Professor (Pharmacognosy and Phytochemistry)	70188 41280 pratiksha@juhimachal.edu.in	M. Pharmacy, B. Pharmacy, Ph.D. (Pursuing)	Pharmacognosy	Ms. Pritiksha Raj brings with her 5 years of teaching and industrial experience. Her research expertise lies in the Extraction and Isolation of Crude Drugs and Molegro Virtual Docker (Computer-Aided Drug Design, CADD).		
16	Mr. Ashish Jain	Assistant Professor (Pharmaceutics)	6283067366 ashish.jain@juhimachal.edu.in	M.Pharmacy, B. Pharmacy	Pharmaceutics	Mr. Ashish possesses 4 years of teaching and research experiences. His area of interests are nano technology, market research, instrumental engineering.		
17	Mr. Sushtant	Assistant Professor (Pharmaceutical Analysis)	6284845112 sushtant@juhimachal.edu.in	M. Pharmacy, B. Pharmacy	Pharmaceutical Analysis	Mr. Sushtant has 3 year of teaching experience. His area of interest is Pharmaceutical Analysis.		
18	Mr. Krishna Nailwal	Assistant Professor (Pharmaceutics)	9548599454 krishna.nailwal@juhimachal.edu.in	M.Pharmacy, B. Pharmacy	Pharmaceutics	Mr. Krishna possesses 3 years of teaching experiences. His area of interests are novel drug delivery systems, cosmetics development.		

Sr. No.	Faculty Name	Designation	Contact Details (Mobile & Email)	Qualification	Area of Specialization	Brief Write Up	Photograph
1	Dr. Nisha Chanaana	Head of the Department	9501117002 hod_fms@uuhimachal.edu.in	Ph.D, MBA, UGC-NET	Human Resource Management and Marketing Management	Dr. Nisha Chanaana has 17 years of teaching and research experience. Her current research focuses on key areas such as Organizational Behaviour, Human Resource Practices, Employee Engagement and Marketing Management.	
2	Dr. Ravi Vashisht	Assistant Professor	9805599832 ravi.vashisht@uuhimachal.edu.in	Ph.D, MBA	Human Resource Management and Business Communication	Dr. Ravi Vashisht has 12 years of teaching, research and industrial experience. His areas of specialization include Human Resource Management, Organization Behaviour and Business Communication.	
3	Dr. Bharat Bhushan	Assistant Professor	9805597030 dsw@uuhimachal.edu.in	Ph.D, MBA, M.Com, UGC-NET	Marketing Management and Finance	Dr. Bharat Bhushan has 17 years of experience in teaching and research. His research spans Investment Behaviour, Stock Market Operations, Marketing Management and Finance.	
4	Dr. Esha Bansal	Assistant Professor	9306107676 esha.bansal@uuhimachal.edu.in	Ph.D, MBA, UGC-NET, Diploma in Banking & Finance	Finance and International Business	Dr. Esha Bansal possesses 17 years of teaching experience. Her areas of expertise are Behavioural Finance, Operation Research, Strategic Management, Security Analysis and Investment Management.	

5	Ms. Chitra	Assistant Professor	9781411515 chitra@jubhimachal.edu.in	MBA, M.COM, UGC-NET, Pursuing Ph.D	Industrial Relations and Labour Law, Banking and Insurance Management	Ms. Chitra has 17 years of experience in teaching. Her areas of interest are Training and Development, Industrial Relations and Labour Law, Compensation Management, Banking and Insurance Management, Business Law.	
6	Dr. Yuvika Singh	Assistant Professor	9416377844 yuvika.singh@jubhimachal.edu.in	Ph.D, MBA, UGC-NET, B.Tech	Human Resource Management and Marketing Management	Dr. Yuvika possesses 15 years of experience in teaching and industry. Her area of interest are Organizational Behavior, Business Communication, Industrial Relations, Business Ethics and Corporate Governance, Employee Engagement and leadership	
7	Ms. Nisha Rani	Assistant Professor	788895223 nisha.rani@jubhimachal.edu.in	M.Com, UGC-NET	Financial Management, Management Accounting and Financial Accounting	Ms. Nisha Rani brings over 7 years of teaching experience. Her expertise lies in Financial Management, Management Accounting, Financial Accounting, Microeconomics, and Security Analysis	
8	Ms. Anjali	Assistant Professor	7404901893 anjali@jubhimachal.edu.in	M.Com, UGC-NET, Pursuing Ph.D	Managerial Economics, Microeconomics and Macroeconomics	Ms. Anjali has 5 years of teaching experience. She imparts knowledge in subjects like Income Tax, E-Commerce, Managerial Economics, Microeconomics and Macroeconomics	








9	Mr. Gurpreet Singh	Assistant Professor	9802040029 gurpreetsingh@uhimachal.edu.in	MBA	Finance and Management Accounting	Mr. Gurpreet Singh brings over 7 years of teaching experience. His teaching expertise spans across subjects such as Credit Management, Financial Management, Financial Accounting, Corporate Accounting, Cost Accounting, Management Accounting and Managerial Accounting.	
10	Ms. Sakshi Jindal	Assistant Professor	8607091350 sakshi.jindal@uhimachal.edu.in	<u>M.Com</u>	Financial Accounting, Cost Accounting and Corporate Accounting	Ms. Sakshi Jindal possesses 5 years of teaching experience. She is specialized in Financial Accounting, Cost Accounting, Corporate Accounting, Management Accounting, Financial Management, Financial Analysis, Portfolio Management and Business Mathematics.	
11	Mr. Kshitiy Saklani	Assistant Professor	9882068975 kshitiysaklani@uhimachal.edu.in	M.Com, JRF UGC-NET	Business Statistics, Indian Economy and Money Banking	Mr. Kshitiy has 3 years of teaching experience. He imparts knowledge in subjects such as Direct Taxes, Indirect Taxes, Business Statistics, Indian Economy and Money Banking.	
12	Ms. Amandeep	Assistant Professor	9736641636 amandeepchaudhary92@gmail.com	M.Com, B.Ed	Insurance Management and Retail Management	Ms. Amandeep possesses 2 year of work experience and exhibits a keen interest in Principles of Banking and Insurance, Retail Management and Business Environment.	
13	Ms. Himanshi	Assistant Professor	8901321240 thimanshi560@gmail.com	<u>M.Com, Pursuing PHD</u>	Microeconomics, Banking Law and Financial Management	Ms. Himanshi brings 4 years of experience. Her areas of expertise are Microeconomics, Banking Law, Business Environment and Financial Management.	



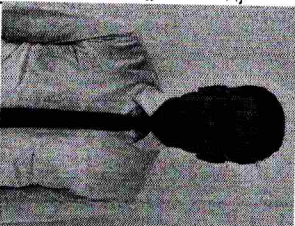
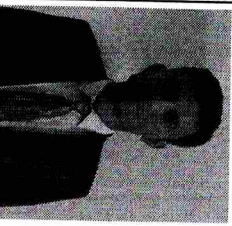

14	Ms. Aanchal	Assistant Professor	9736524584 aanchalchaudhary1122@gmail.com	MBA, Pursuing PhD	Human Resource Development, Entrepreneurship, Marketing Management, Human Resource Development	
15	Ms. Simran	Assistant Professor	8385285awatsimran207@gmaila.cc	M. Com.	International Financial Management, Entrepreneurship, Marketing Management, Human Resource Development	


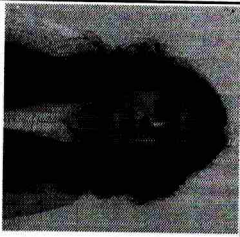
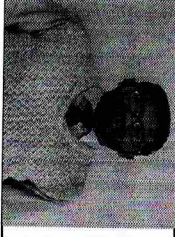

Sr. No.	Faculty Name	Designation	Contact Details (Mobile & Email)	Qualification	Areas of Specialization	Experience	Photograph
1	Dr. Anil Kumar	Assistant Professor	8222824434 anil.piran@juhimachal.edu.in	Ph.D., MA English, M.Phil, UGC-NET, PGCTE (EFLU Hyderabad)	Indian Literature and Translation, Caste Narratives,	Dr. Anil Kumar possesses 11 years of teaching and research experience and 8 years of administrative-cum-extension experience. His research focus lies in the realms of Indian Literature and Translation, Caste Narratives and Caste Discourses.	
2	Ms. Surbhi	Assistant Professor	8398973823 surbhi.dev@juhimachal.edu.in	MA(English Literature), BA (Honours School in English), UGC NET 2021	English Literature, Americal Literature and Gender Studies.	Ms. Surbhi possesses 6 years of teaching experience. Her areas of interest are English Literature, Americal Literature and Gender Studies.	
3	Dr. Sarishti Joshi	Assistant Professor	8437977589 sarishti.joshi@juhimachal.edu.in	MA (Sociology), HPSC-SET, Ph.D	Population Studies	Ms. Sarishti Joshi has 5 years of teaching experience. Her areas of academic interest include Sociology, Social-Psychology, Cultural & Religious Studies, Rural & Tribal Studies, Criminology, Social Stratification and Development.	
4	Ms. Nancy Sharma	Assistant Professor	8626824520 sharmannancy02@gmail.com	MA (Ancient Indian History, Culture and Archaeology)	Archaeology, Ancient Indian Culture, and Modern Indian History	Ms. Nancy Sharma has 2 year of teaching experience. Her keen interest in Archaeology, Ancient Indian Culture and Modern Indian History.	
5	Ms. Shivam Khan	Assistant Professor	9646651686 shivamkhan1@gmail.com	MA (Political Science), B.Ed	Indian Polity and Western Political Thought.	Ms. Shivam has 5 years of experience. Her primary areas of interest encompass Indian Polity and Western Political Thought.	

Sr. No.	Faculty Name	Designation	Contact Details (Mobile & Email)	Qualification	Area of Specialization	Brief Write Up	Photograph
1	Dr. Ram Krishan Bhardwaj	Head of the Department	9417474024 hod.fat@juhimachal.edu.in	Ph.D, M.Sc	Physics, Mechanics, Semi-Conductor Electronics, Nanotechnology.	Dr. Bhardwaj has academic and administrative experience spanning over 22 years. His area of interest is Semi-Conductor Electronics.	
2	Dr. Manish Saraswat	Associate Professor	7597347224 manish.saraswat@juhimachal.edu.in	Ph.D, MCA, PGDCA	Genetic Algorithms, Cloud Computing, Real Time System Testing Techniques and Expert Systems	Dr. Manish Saraswat has 19 years of teaching and industry experience. His areas of interest are Optimization Techniques using Genetic Algorithms, Cloud Computing, Real Time System Testing Techniques and Expert Systems.	
3	Dr. Pankaj	Associate Professor	8370975865 pankajhakar@juhimachal.edu.in	Ph.D, M.Phil (Gold Medalist), M.Sc. (Gold Medalist)	Applied Mathematics, Polymer Science, Mechanics.	Dr. Pankaj is a renowned scholar in the field of Mathematics and has more than 17 years of experience. His areas of interest are Applied Mathematics, Polymer Science and Mechanics.	
4	Mr. Mahendra Kumar Soni	Assistant Professor	8901459727 mahendrasoni@juhimachal.edu.in	M. Tech, M.Sc.	Micro Processor, Micro-Controller, Digital Logic Design, Digital Electronics, and Electrical Science.	Mr. Soni has around 4 years of experience in academics and administration. His areas of interest are Micro Processor, Micro-Controller, Digital Logic Design, Digital Electronics and Electrical Science.	
5	Ms. Yogesh Kumari	Assistant Professor	9878935614 yogeshhakar@juhimachal.edu.in	M.Sc. (Chemistry)	Organic Chemistry	Ms. Yogesh Kumari has around 6 years of teaching experience. She has expertise in Organic Chemistry.	
6	Dr. Sangeeta Bhogal	Assistant Professor	7018126381 sangeeta.b@juhimachal.edu.in	Ph.D, M.Phil, M.Sc.	Inorganic Chemistry, Nanomaterial, Photocatalysis.	Dr. Sangeeta Bhogal has 5 years of experience. Her areas of interest are Inorganic Chemistry, Nanomaterial and Photocatalysis.	
7	Dr. Ankit Verma	Assistant Professor	9439452917 ankit.verma@juhimachal.edu.in	Ph.D, M.Sc.	Hydrogel, Hydrogel Nanocomposite, Ferrites and Water remediation by Adsorption as well as Photo-catalysis.	Dr. Ankit Verma has 2 years of teaching experience. His current research interests include Hydrogel, Hydrogel Nanocomposite, Ferrites and Water remediation by Adsorption as well as Photo-catalysis.	
8	Ms. Rachna Devi	Assistant Professor	8968373310 rachna.thakur@juhimachal.edu.in	M.Sc (Zoology), B.Ed	Animal Physiology and Genetics	Ms. Rachna Devi has 8 years of teaching experience. Her areas of interest are Animal Physiology and Genetics.	
9	Mr. Vivek Kumar Sharma	Assistant Professor	7696246366 viveksharma@juhimachal.edu.in	M.Tech (ME) & B.Tech (ME) Diploma (Production & Industrial Engg.)	Mechanics, Thermodynamics, Machine Design	Mr. Sharma has more than 10 years of experience. His areas of interest are Mechanics, Thermodynamics and Machine Design	

10	Mr. Vishal	Assistant Professor & System Administrator	9459846476 vishal@juhimachal.edu.in	M.Tech (CSE), B.Tech (CSE)	Databases & Data Structures	Mr. Parayal has 12 years of teaching experience. His areas of expertise are Computer Science & Information Technology, Databases and Data Structures.	
11	Mr. Ajay Prashar	Assistant Professor	8986439907 ajay.parashar@juhimachal.edu.in	M.Tech (CSE), B.Tech (CSE), UGC-NET	Cloud Computing, Machine Learning, Data Mining and Swarm Intelligence	Mr. Ajay has 2 years of teaching experience. His areas of interest include Cloud Computing, Machine Learning, Data Mining and Swarm Intelligence.	
12	Dr. Bandna	Assistant Professor	9736737586 mehbandna18@gmail.com	Ph.D. (Botany), M.Sc., B.Ed.	Forest ecology, carbon sequestration and nutrient cycling	Dr. Bandna Kumari has 1 year of teaching experience. Her areas of interest include Forest Ecology, Carbon Sequestration and Nutrient Cycling.	
13	Ms. Charu Sharma	Assistant Professor	9463070892 charu8190@gmail.com	M.C.A., M.Sc.(IT), PGDCA, B.Ed	Software design, development, testing, and maintenance Programming languages (Java, Python, C++, etc.) Software project management	Ms. Charu has 5 years of academic experience. Her area of interest is Information Technology.	
14	Ms. Rishika	Assistant Professor	7895907399 rishikagupta5184@gmail.com	M.Sc. (Organic Chemistry), Pursuing Ph.D	Natural Products, Phytochemicals and Spectroscopy.	Ms. Rishika Guleria has 4 years of experience working in a Research and Development Laboratory (DRF) funded by DST and ICFRE. Her areas of interest are Natural Products, Phytochemicals and Spectroscopy.	
15	Ms. Apurva Pundir	Assistant Professor	8544747274 apurvapundir79@gmail.com	M.Sc. (Zoology)	Immunology, Animal physiology and Developmental Biology	Ms. Apurva Pundir has an academic experience of 1 year. Her areas of interest are Immunology, Animal Physiology and Developmental Biology.	
16	Ms. Vandna	Assistant Professor	9816571164 vandnaverma101@gmail.com	M.Tech (CSE), B.Tech (CSE)	Internet of Things	Ms. Vandna has 2 years of experience in teaching. Her area of specialization is the Internet of Things.	
17	Ms. Priya Gullai	Research Scholar	9816212937 gullaiPriya184@gmail.com	M.Sc (Mathematics), Pursuing Ph.D	Solid Mechanics and Applied Mathematics	Ms. Priya Gullai has one year of teaching experience. Her areas of interest are Solid Mechanics and Applied Mathematics.	
18	Ms. Preeti	Assistant Professor	8894370488 spkranish@gmail.com	M.Tech (CSE), B.Tech (CSE)	Machine learning and Image processing	Ms. Preeti has 6 years of experience in teaching. Her area of specialization is Machine Learning and Image Processing.	

19	Mr. Abhishek Kaundal	Assistant Professor	7018755590 kaundabhishek95@gmail.com	MCA	Database Management System, Software development and Software Engineering	Mr. Abhishek Kaundal has 2 years of experience in teaching. His areas of interest are Database Management System, Software Development and Software Engineering.	
20	Ms. Priyanka Devi Sharma	Research Scholar	8894971537 devipriyankasharma@gmail.com	M.Sc. (Chemistry)(2023), B.Sc. (Chemistry)(2020), Pursuing Ph.D	Structure and bonding in inorganic and coordination compounds	Ms. Priyanka has experience of 1 year and 2 months in Teaching. Her area of research is Polymer	
21	Mr. Ankit Sharma	Research Scholar	8210198238 ankusharma86290@gmail.com	M.Sc. (Physics)(2023), B.Sc.(2021)	Design and execution of physical experiments	Mr. Ankit sharma has 10 months experience in Teaching. His approach is in Material science	
22	Mr. Palvinder Thakur	Assistant Professor	9885258881 palvinderthakur@gmail.com	M.Sc. Math(2018), B.ed(2020), Pursuing Ph.D.	Numerical algorithms, simulations, and high-performance computing	Mr. Palvinder has a teaching experience of 1 year.	
23	M. Sandeep Kumar	Research Scholar	9418806920 kashiyap.sandeep768@gmail.com	M.C.A.(2013)	Design and execution of physical experiments	Mr. Sandeep has 6 years of experience in teaching area of research is Computational computers	
24	Ms. Asha Sarole	Assistant Professor	9604382842 ashaasargole7@gmail.com	M.Tech(2022)	Network security, cryptography, ethical hacking, cyber laws	Ms. Asha has a teaching experience of 9 Months. Beside this she has industrial experience	
25	Ms. Indu Verna	Assistant Professor	9541775821 induverna50@gmail.com	UGC-NET(2015), HTEET(2016), MCA(GOLD-MEDALIST)(2015), B.Sc.(2010)	Programming Languages(C, C++, Python, SQL), Database, Computer Network	Ms. Indu has a teaching experience of 6 Years. Her area of interest is Programming Languages.	

Sr. No.	Faculty Name	Designation	Contact Details (Mobile & Email)	Qualification	Area of Specialization	Brief Write Up	Photograph
1	Dr. Suresh Kumar	Head of the Department	9459251058 suresh.kumar@juhimachal.edu.in	Ph.D, LL.M., UGC NET, LL.B, B.A., PGDPM & L.W., Honors Diploma in Web Application	Business Law, ADR and Cyber Law	Dr. Suresh Kumar has 13 years of teaching experience. His areas of interest are Business Law, ADR and Cyber Law.	
2	Dr. Legha Mamta	Assistant Professor	8877740006 legha.mamta@juhimachal.edu.in	Ph.D,LLM (Gold Medalist), UGC NET, B.B.A LL.B, PG Diploma in IPR and Cyber law, PG Diploma in Human Rights, pursuing LLD	Constitutional Law and IPR.	Dr. Legha Mamta Ranjitsingh has 4.5 years of teaching experience in law. Her core areas of interest include Constitutional Law and Intellectual Property Rights (IPR).	
3	Dr. Sadanand Pandit	Assistant Professor	9910557494 sadanand.pandit@juhimachal.edu.in	Ph.D, LL.M., UGC NET, LL.B, B.A., PG Diploma in Cyber Law and Cyber Forensic	Constitutional law, Administrative law, Public International Law, Criminal Laws, Environmental Law	Dr. Sadanand Pandit has 9 years of teaching and industry experience. His areas of interest are Constitutional Law, Administrative Law, Public International Law, Criminal Law and Environmental Law.	
4	Sh. Keshva Nand	Assistant Professor	9459819156 keshva.nand@juhimachal.edu.in	B.A., LL.B, LL.M, UGC-NET, Pursuing Ph.D	Constitutional Law, Cyber Law and IPR Laws	Sh. Keshva Nand brings over 8.6 years of experience in academia. He has been actively engaged in teaching and research, with a strong focus on Constitutional Law, Cyber Law, and Intellectual Property Rights (IPR) Laws. His interdisciplinary approach and practical insights enhance the academic environment and contribute significantly to the holistic	
5	Dr. Mamta Kumari	Assistant Professor	9459786651 mamta.kumari@juhimachal.edu.in	Ph.D, LL.M, UGC-NET, B.A., LL.B.	criminology	Dr. Mamta Kumari has 7.5 years of teaching experience. Her areas of interest are Criminal Law and Criminology.	

6	Champa Devi	Assistant Professor	8219664792 champa.kaundal@iuhimachal.edu.in	B.A., LL.B, LL.M., UGC-NET, Pursuing Ph.D (Thesis Submitted)	Constitutional Law, Environmental Law, Law of evidence and Property Law.	Ms. Champa has 5 years of teaching experience. Her areas of interest are Constitutional Law, Environmental Law, Law of Evidence and Property Law.	
7	Ms. Pragya Singh	Assistant Professor	9457466760 pragya.singh@iuhimachal.edu.in	B.A.LL.B(H), LL.M, USET, UGC-NET, Diploma in French, Certificate Course in Patenting Systems, Certificate Course in Global Constitutional Laws, Pursuing Ph.D	Constitutional law, Criminal law, Jurisprudence	Ms. Pragya Singh has 5 years of teaching experience. Her areas of interest are Constitutional Law, Criminal Law and Jurisprudence.	
8	Sh. Munish kumar	Assistant Professor	9816634276 munish.kumar@iuhimachal.edu.in	B.A., LL.B, LL.M, UGC-NET, Pursuing Ph.D	Criminal Law, Administrative Law, Constitutional Law	Sh. Munish Kumar has 5 years of teaching experience. His areas of interest are Criminal Law, Administrative Law and Constitutional Law.	
9	Preeti	Assistant Professor	7404166581 preetidhiman912@gmail.com	M.Com, UGC-NET, Pursuing Ph.D	Micro Economics, Marketing, Business Statistics	Ms. Preeti has 6 years of corporate experience. Her areas of interest are Micro Economics, Marketing and Business Statistics.	

Annexure 23

The ICFAI University, Baddi, Himachal Pradesh Library Details

The University possesses a well-Stocked and fully automated library. Students have access to the finest collection of contemporary books and journals which supplement the prescribed reference books and textbooks, providing Students an opportunity to gain significant appreciation of the subjects in Engineering, Sciences, Commerce, Management, Law and Information Technology beyond the classroom-based Programs. The library is augmented with books, periodicals, journals, magazines and other publications on a regular basis. A biometric recorder has been installed in the library to track the number of Students and the Faculty members who are visiting the library. The aim is to encourage them to attend the library regularly and frequently.

S. No.	Subject	No. of Titles	Opening Balance	Titles Procured in 2024-25	Volumes Procured in 2024-25	Total Volumes
1	Management (FMS)	1229	4341	1	10	4351
2	Engineering (FST)	1633	3567	--	--	3567
3	Law (FOL)	773	2818	40	156	2974
4	Pharmacy (FPS)	246	2506	33	333	2839
	TOTAL	3903	13232	74	499	13731
DERIVATIVES (EDITED BOOKS), ICFAI PUBLICATIONS						
S. No	Subject	No. of Titles		No. of Volumes		
1	Management	2746		5517		
	TOTAL	2746		5517		
STUDY MATERIAL (TEXT BOOKS), ICFAI PUBLICATIONS						
S. No.	Subject	No. of Titles		No. of Volumes		
1	Management	120		1500 (Approx.)		
2	Case Studies in Management	22		118 (Approx.)		

PERIODICALS

S. No.	Journals/Magazines	Total	Periodicity	Name of Publication
1.	Management (IUP)	33	Quarterly/Monthly/Weekly	ICFAI University Publications/Outsourced Publications
2.	Engineering (IUP)	03	Quarterly	ICFAI University Publications
3.	Pharmacy	14	Quarterly	Outsourced Publications
4.	Law	07	Monthly/Quarterly	Vardhman Agency/ Eastern Book Company
5.	Newspapers	08	Daily	Outsourced Publications
6.	Manupatra: Law Database	01	Yearly	Legal Research Platform: Manupatra Noida
7.	DELNET: Resource Sharing Network	01	Yearly	Delhi Library Network
	Total	67		