

S. No.: _____

Date: _____

PROVISIONAL ADMISSION LETTER
FACULTY OF _____

Application No. : _____

Applicant's Name : _____

Applicant's Address : _____

Pin Code : _____

Mobile Number : _____

Dear _____,

Sub: Provisional Admission (Name of the Course) _____ Academic Session:

Greetings. We are happy to inform you that based upon your Application, you are, hereby, offered Provisional Admission into the **(Name of the Programme)** _____ in the Faculty of _____.

Eligibility: A Student with the Minimum Prescribed Aggregate of Marks and above in the Qualifying Examination is eligible for Admission. A Student whose result is awaited is also eligible to be granted "Provisional Admission" and will be required to furnish his/her Final Result by such date as may be notified by the IUHP failing which the Provisional Admission so granted will automatically stand cancelled and that the entire risk and responsibility in the matter in such a case shall solely lie upon the Applicant and that the IUHP will in no way be responsible for the same.

Registration Fee: The Registration Fee of **Rs. 10,000/ or as may be prescribed by the IUHP** is to be paid along with the Registration Remittance Form (**Annexure I**). Non-payment of the Registration Fee will lead to the Automatic Cancellation of the Provisional Admission.

Program Fee: The detail of the Program Fee Schedule is given in **Annexure II** and the Fee Remittance Form is given in **Annexure III**.

Registration: The Registration for Admission to a Course/Program by a Student will have to be done in July/August of a particular year or as may be notified by the IUHP. Registration is a formal reporting activity wherein the Student must report physically to the concerned HOD to submit the proof of payment of the 1st Installment of the Program Fee along with the requisite Documents.

Late Registration: If a Student is not able to register by the due date because of any reason beyond control, the Student will have to send a written request prior to the Registration date to the concerned HOD or to the Registrar, IUHP. Depending upon the merit of the case, the IUHP may permit the late Registration.

NOTE: *Late Registration requests without the payment of 1st Installment of the Program Fee and the Caution Deposit will not be considered.*

Documents to be Submitted by the Student: A Student will have to submit the following Documents when he/she reports for the Registration:

- 1) Copy of the Provisional Admission Letter.
- 2) Duly filled in Personal Information Form (**Annexure IV**)
- 3) Character Certificate (Original)
- 4) Transfer / Migration Certificate (Original)
- 5) Himachal Pradesh Domicile Certificate (if applicable) (Photocopy)
- 6) Health Record duly certified by a Registered Medical Practitioner (**Annexure V**).
- 7) Five latest Passport Size Photographs and one Stamp Size Photograph.
- 8) Self-attested copies of the Mark Sheets of Class X, XI and XII etc. as applicable.
- 9) Bank Demand Draft of the Applicable Fee for Semester-I and the Caution Deposit along with the duly filled in Program Fee Remittance Form and the Fee Receipt/Copy of proof of Online Payment as the case may be.
- 10) Declaration/Undertaking to be furnished by the Applicant and the Parents regarding observing the Discipline/Rules/Regulations/Norms of the IUHP by the Student and obeying the Dos & Dents of the IUHP. (**Annexure VI**).

You are also required to produce your Original Certificates for verification on the day of the Registration. The Registration officials will check the Original Certificates and match these with the Self-Attested Photocopies. Please do not forget to collect your Original Certificates after your Registration.

The detailed Academic Guidelines, Conduct Rules and Regulations being followed at the IUHP be thoroughly read by the Applicant/Student at the time of applying and seeking Admission.

Hostel Accommodation: The University facilitates off-Campus Hostel accommodation for a Student as near to its Campus as is possible. The Hostels are supervised by the Wardens who have been appointed by the University. The Hostel Charges are to be paid directly to the University. The Hostel seats are limited and will be offered on First Come First Serve basis.

Transport Facility: The University has a tie up with the local Transport Agencies to provide Transport Facility to the Day Scholars on payment basis to commute from one's place of Stay to the Campus and back. To avail the Transport Facility, an application is to be given right at the time of reporting itself and the advance charges are to be deposited in the IUHP Admin. Office.

Commencement of Classes: Classes for Semester-I are scheduled to commence from the 1st /2nd week of August of a particular year or as may be notified by the IUHP.

Mandatory Requirements:

1. Minimum required attendance for the Theory Classes is 75%. Any Student having less than 75% attendance will be debarred from appearing in the MSTs as well as the End Semester Examination/s. Similarly, the required attendance for the Practicals is 80%.
2. A Student must maintain Discipline at all times and follow the Rules & Regulations of the IUHP. If any Student is found guilty of breach of the Regulations & Discipline, the Admission of such a Student will be cancelled forthwith.
3. A Student must pay Fee in time and be in the proper Uniform as prescribed by the concerned Department/Faculty.
4. Ragging in any form is strictly prohibited and the indulgence of a Student in any act of Ragging will tantamount to his/her automatic cancellation of Admission and Rustication from the IUHP.

Contact Persons for Information:

Name	Designation	Mobile	Email ID
Ms. Hemanshu Verma	Warden, Girls Hostel	7018904910	hemanshu.verma@iuhimachal.edu.in
Suryanarayan Ojha	Warden, Boys Hostel	8078609002	suryanarayan.ojha@iuhimachal.edu.in
Vijay Kumar	Incharge Transport	7018140117	transport.incharge@iuhimachal.edu.in
Davinder Minhas	Admin. Officer	7973749764	davinder.m@icfaiuniversity.in

A Student or his/her Parents can also contact:

Dr. Ajay Sharma
Registrar
Mobile: 9896332669
E mail ID: registrar@iuhimachal.edu.in

Sh. Naresh Kumar
Cluster Head, Admission Cell
Mobile: 9805555501
E mail ID: naresh.kumar@icfaiuniversity.in

Educational Loans: For assistance in seeking Educational loan from a Bank, a Student may contact Sh. Kuldeep Singh, Accounts Manager, Mobile No. 7988168402, email: accounts@iuhimachal.edu.in

Wishing you the very best,

Yours Truly,

(Head of the Department)

Enclosures:

- Annexure I - Registration Fee Remittance Form
- Annexure II - Fee Schedule
- Annexure III - Fee Remittance Form
- Annexure IV - Personal Information Form
- Annexure V - Health Record
- Annexure VI - Declaration/ Undertaking