

ACADEMIC AND HOSTEL RULES

(2021-2022)



**GURU ANGAD DEV VETERINARY AND
ANIMAL SCIENCES UNIVERSITY
LUDHIANA-141 004**

Compiled by:

**Dr. Harmanjit Singh Banga, Registrar
Dr. Nirmal Singh, Assistant Librarian
Sh. Pardeep Kumar, Assistant Registrar
Sh. Kamal Kant, Superintendent
&
Sh. Munish Kumar Pandey, Clerk**

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CHAPTER-I

ACADEMIC RULES FOR UNDERGRADUATE PROGRAMME(S)

PART-A

ANNUAL SYSTEM BASED UNDERGRADUATE PROGRAMME

Bachelor of Veterinary Science & Animal Husbandry (B.V.Sc. & A.H.)

1 Academic year and Annual Calendar:

- 1.1 The academic year shall ordinarily be from **September to August**. The academic year shall consist of at least 210 instructional days. The academic calendar for each academic year shall be issued by the office of the Registrar during the end of the previous academic year.

2 Admission: Registration for First Professional Year:

- 2.1 Admission shall be made by the Registrar, taking in its' ambit selection after entrance examination and/or counselling/interview (as applicable), payment of the prescribed fee and registration for the first Professional Year.
- 2.2 Admission shall be made in the beginning of the academic year only.
- 2.3 A selected candidate shall pay his/her fee for admission and get himself/herself registered within the prescribed date which normally shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendation of the Dean concerned, permit the late admission of a candidate up to the working day immediately following the expiry of one week from the date of commencement of the classes. Provided that if a student after registration fails to attend the classes without written permission of the Dean for the last seven consecutive calendar days during the **spell of 12 calendar days** commencing from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2**.
- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3 Registration for subsequent Professional Year(s):

- 3.1 Registration for the subsequent professional year(s) shall be governed by the following schedule:
- Advisement:** On the prescribed date(s) which shall be at least one day prior to the commencement of the classes.
 - Registration without late fee:** On the prescribed date which shall be a day prior to the commencement of the classes.
 - Registration with late fee:** Registration for maximum up to ten days may be allowed to the student(s) with prescribed late fee as available in the University Prospectus.

Provided that the Registrar may, on the recommendation of the Dean concerned, register a student after the last date fixed for registration in each academic year up to the last date for adding a course.

- 3.2 Unauthorized absence from the advisement/registration will be treated as a serious lapse and for this lapse; a late fee will be charged as applicable in Academic Rule 3.1(c). If during the day of registration, a student happens to be outside the University in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself **in absentia** through his/her advisor by paying requisite fee with the prior approval of the Dean/Principal concerned.

4 **Advisory System:**

Each student shall be assigned to an advisor by the Dean/Principal of the college at the time of the student's registration. The advisor shall help the student in planning the programme of his/her studies. Students are expected to attend meeting(s) of the advisory group regularly and to be constantly in touch with their advisor(s), so that the advisor(s) may monitor their progress and guide them along righteous path. An advisory group meeting within the college shall be fixed on the same day and at the same time, as notified in the time-table.

5 **Course curriculum (As per MSVE - 2016) [Approved in the 43rd meeting of Academic Council dated 15.09.2016 vide Item No. AC 43.05]:**

- 5.1 (a) The Veterinary curriculum comprises of following components of study:
- (i) Core Courses
 - (ii) Internship, including Entrepreneurial Training.
- (b) The curriculum shall provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment(s), ability to collect information and to correlate them and develop habits of self-education.
- (c) Medium of instruction shall be English.
- (d) Practical training at the Livestock Farms Complex or Clinical practice shall be organized in small groups of 5-10 students, so that teacher(s) can give personal attention to each student with a view to improve his/her skill and competence in handling of the patient(s) and each practical batch for a course shall preferably be of not more than twenty students.
- (e) Efforts shall be afoot to encourage students to participate in group discussion(s) and seminar(s) to enable them to develop personality, character expression and other abilities, which are paramount for a veterinary graduate to function either in solo practice or as a team member, when he/she begins his/her independent professional career. An appropriate time slot for this activity be provided in the student study time table.

5.2 **Core Courses:**

The academic year-wise distribution of both theory and practical courses comprising of 81 credits (core courses) is summarized below:-

Professional Year	Credits		
	Theory	Practical	Total
First	12	6	18
Second	15	7	22
Third	15	9	24
Fourth*	8	9	17
	50	31	81

*Comprises of One and a Half years.

- (a) In addition to the core courses above, a student have to successfully complete the Internship including Entrepreneurial Training as specified under part IV (8) (1) of VCI Regulations 2016 for award of degree.
- (b) Remount Veterinary Squadron or National Cadet Corps or Equestrian or National Social Service or Sports, Co-curricular activities for NRIs & Foreign Nationals and games shall be non-credit (0+1) training programmes any of which for all the Professional Years (except fourth) shall be compulsory for the award of B.V.Sc. & A.H. degree. The performance of the students in these registered training programmes shall be assessed and graded as ‘Satisfactory’ or ‘Unsatisfactory’ and student has to obtain ‘Satisfactory’ grading for successful completion of the course requirement(s).
- (c) The Syllabus prescribed under Part IV (11) of VCI Regulations, 2016 is the minimum instructional syllabus and is illustrative of the course content for teaching different courses at the Veterinary College(s) in the country for B.V.Sc. & A.H. degree programme.

Provided that there is scope for flexibility of addition of topic(s) or course(s) in the programme as per need or regional or institutional demand from time to time and such changes shall be non-violative and commensurate to the basic structure, curriculum and infrastructure prescribed in these regulations.

5.3 Internship rules:

- (a) Every student shall be required after **passing the fourth Professional examination** to undergo a compulsory rotating internship to the satisfaction of the University for a minimum period of **twelve calendar months**, so as to be eligible for the award of the degree of B.V.Sc. & A.H. and full registration with the Veterinary Council.
- (b) Compulsory rotatory internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall devote whole time to the training and shall not be allowed to accept a whole time or part time appointment, paid or otherwise.
- (c) Internship shall be undertaken only after completion of all credit requirement(s) of veterinary curriculum as well of Non-Credit courses at Rule 5.2 (b) *ibid*.
- (d) The University shall issue a provisional course completion certificate to a student of having passed all the professional examinations and having successfully completed prescribed course work.
- (e) The State or Union Territory Veterinary Council shall grant a provisional registration to the candidate on production of the provisional B.V.Sc. & A.H. course completion certificate and the provisional registration **shall be valid for a minimum period of twelve months and maximum of sixteen months**.

- (f) After provisional registration with the State or Union Territory Veterinary Council, the candidate shall **register for internship of twelve calendar months**.
- (g) Interns shall be actively involved in rendering veterinary service under the supervision of an experienced teacher.
- (h) The intern shall assist the teacher or in-charge in all activities of the units, they are posted in.
- (i) During the period of internship an intern shall be provided accommodation or lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the University/Institution from time to time.
- (j) **Attendance will be compulsory**. The intern shall be **entitled for fifteen days casual leave** and the leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it and if an intern willfully remains absent from the training programme even if for part of a day or during off hours duty (including Sundays and holidays), he/she may be treated absent for that day and the candidate shall be required to undergo training for the additional day(s) in lieu of the absence period and **internship allowance shall not be paid for the additional day(s)**.
- (k) The internship programme shall be monitored by a Committee constituted by the respective Dean/Principal of the college comprising of Dean/Principal or Representative or nominee of the Vice-Chancellor, in-charge of Teaching Veterinary Clinical Complex (TVCC), in-charge of Livestock Farm Complex (LFC) and/or Associate Professor (Internship) as member(s) and this Committee shall monitor effective implementation of the internship training programme from time to time and shall be required to inspect the internship programme at different intervals of time randomly.
- (l) In case of **unsatisfactory work** or performance or shortage of attendance or both, the period of compulsory rotating internship shall be **extended by two months** and the student shall be reevaluated. If performance of student is again found unsatisfactory or he/she is unable to secure 50 marks, he/she shall be given one more chance after another two months and if he/she is still found unsatisfactory due to any reason, **the intern has to re-register afresh for internship programme for the entire twelve calendar months including registration with the State or Union Territory Veterinary Council**.
- (m) **Internship allowance** shall be paid only for twelve calendar months and no internship allowance shall be paid for the period of absence or unsatisfactory performance or extended period or re-registration period.
- (n) The compulsory rotating internship shall be in the following areas, namely:
 1. Posting in Veterinary Clinical Complex for Clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, laboratory diagnosis, ambulatory, hospital management, record keeping etc;
 2. Posting at Veterinary Clinical Complex of Veterinary College of any other state in India with provision of rent free accommodation;
 3. Posting in any four of Zoo or Wild Life Centre(s) or National Park(s), Meat Plant or Abattoir(s), Milk Plant(s), Poultry Farm(s), Field Hospital, Animal Welfare Organization, Vaccine Institute, Remount Veterinary Corps,

- Pharmaceutical, Feed Industry for hands on training in each establishment;
4. Entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery or rabbitary, sheep and goat farms, and equine or camel unit etc. Poultry production and management covering layer(s) and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities;
 5. Each intern shall submit a Project Report on completion of entrepreneurial training which is aimed at developing entrepreneurial skill for self-employment and the University or college shall provide interest free loans, technical support and infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students;
 6. The profits, if any, shall be kept by the students, provided, in case of loss, the respective Dean/Principal of the college through the Entrepreneurial Committee consisting of four faculty members (at least one subject matter specialist) may evaluate the reason(s) of such loss and provide compensation in case it is found that the loss has been inadvertent;
 7. The Incharge or nominee of each posting shall regulate the training of such interns and submit the evaluation report of each intern out of 20 marks which shall be accounted at the time of final evaluation;
 8. The remaining days shall be utilized for the final assessment of interns as prescribed in MSVE regulations-2016, with the objective of having achieved following core competencies namely:
 - (i) restraint of cow, sheep, horse, dog and pig. Haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging;
 - (ii) animal identification, dentition and ageing of animals;
 - (iii) housing layout or requirements of livestock and poultry;
 - (iv) computation of ration of livestock of different breeds and age groups in health and disease;
 - (v) fodder management and interpretation of feed quality evaluation;
 - (vi) physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rate, respiration rate etc.);
 - (vii) recording and interpretation of cardiovascular response;
 - (viii) testing of milk and milk products for quality, clean milk production;
 - (ix) carcass quality evaluation (ante-mortem & post-mortem examination);
 - (x) specific diagnostic tests for zoonotic diseases;
 - (xi) sample collection, handling and dispatch of biological materials for laboratory examination;
 - (xii) staining techniques for routine clinico-pathological examinations;
 - (xiii) relating post-mortem lesions to major livestock diseases;
 - (xiv) haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation;
 - (xv) tests and their interpretation for haemoprotozoan diseases;

- (xvi) body fluids collection, examination and interpretation as an aid to diagnosis;
 - (xvii) urine evaluation procedures and interpretation as indicators for diagnosis of diseases;
 - (xviii) fecal examination-procedures and interpretation;
 - (xix) examination of skin scrapings and interpretation;
 - (xx) interpretation of blood chemistry profile in diseases;
 - (xxi) deworming procedures and doses for different species of animals or birds;
 - (xxii) managing an outbreak of infectious or contagious diseases;
 - (xxiii) approach to diagnosis of a given disease condition;
 - (xxiv) pre-anesthetic administration and induction, maintenance of general anaesthesia and dealing with anaesthetic emergencies;
 - (xxv) local anaesthetic administration;
 - (xxvi) nerve blocks–sites, functional application;
 - (xxvii) suture material, suture pattern and tying knots;
 - (xxviii) common surgical procedures including dehorning, docking, caesarian section, ovariohysterectomy, castration, rumenotomy;
 - (xxix) application of plaster cast or splint for fracture immobilization and other bandaging procedure in large and small animals;
 - (xxx) soundness in horses;
 - (xxxi) rectal examination-palpation of pelvic or abdominal organs in cattle or horses or buffaloes;
 - (xxxii) detection of oestrus, artificial insemination, pregnancy diagnosis;
 - (xxxiii) management of vaginal or uterine prolapse and dystocia;
 - (xxxiv) andrological examination of bull, handling, preservation and evaluation of semen;
 - (xxxv) vaccination procedures, vaccination schedules and vaccine types for different diseases;
 - (xxxvi) handling of radiograph, interpretation of a given radiograph of large and small animals;
 - (xxxvii) client management;
 - (xxxviii) managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.;
 - (xxxix) dosage regimens of important drugs;
 - (xl) drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine;
 - (xli) identification of major livestock or poultry breeds;
 - (xlii) measuring climatic parameters and their interpretation;
 - (xliii) communication technology tools;
- (o) Details of day to day work, posting and duration should be worked out by the Veterinary Colleges as per needs and infrastructure facilities and the activities of interns shall be regulated by an Associate Professor (Internship) posted in Veterinary Clinical Complex and Assistant Professor (Internship and entrepreneurship) Livestock Farm Complex.
- (p) The intern shall have the following functions, responsibilities and duties namely:

- (i) Participation with clinical faculty in the hospital practice.
- (ii) To share the emergency and night duties on rotation in the large and small animal hospitals, including Sundays and holidays.
- (iii) Participation with staff of the place of posting in Veterinary Practice, Production or Technology.
- (iv) Hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian.
- (v) To administer primary care to emergency cases and participate in service(s) such as anaesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedure(s). Medicine, Gynaecology and Surgery rounds shall be held periodically allowing the interns to present cases and participate in topic discussion.
- (q) The training shall be supplemented by fortnightly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns/ discussions in clinical training, farm training and technology.
- (r) The intern shall maintain a log book of day to day work which shall be verified and certified by the supervisor under whom he/she works and in addition, an intern will prepare a brief project report on the basis of his/her case study/case analysis, survey reports etc. and it shall be based on his/her own study during the internship. Such reports can be supervised by more than one teacher, if required and the interns shall present such report(s) in seminar(s) organized for the purpose.
- (s) The assessment of each intern shall be based upon the evaluation of log book or project report, his/her performance report(s) from all the minimum prescribed training postings, entrepreneurial output, clinical case report and their presentation, viva and comprehensive examination in core competence in Veterinary skill through a written test by an Evaluation Committee comprising of the faculty representing the concerned departments appointed by the Dean for this purpose and the distribution of the marks for various components shall be as under:

Log book or Project Report	10 marks
Performance in different posting(s)	20 marks
Entrepreneurial output	20 marks
Case Report(s) or Presentation	10 marks
Written test	30 marks
Viva	10 marks
Total	100 marks

- (t) The minimum pass marks in internship assessment shall be 50 out of 100.
- (u) After successful completion of Internship, the Dean/Principal shall then issue the certificate of satisfactory completion of internship training as prescribed by the Veterinary Council of India.
- (v) A candidate shall become eligible for registration with State or Union Territory Veterinary Council only on the award of the B.V.Sc. & A. H. degree or production of a provisional degree certificate by the University.

- (w) Provided that the Dean of the college, in case the exigent situation requires, will send the case through Academic council for obtaining approval of the Vice-Chancellor for re-orientation of the internship programme, provided such charge shall be non-violative & commensurate to the basic structure, curriculum & instruction prescribed in the VCI regulations-2016.

6. Examinations and Evaluation:

- (a) The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examination(s) and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such examination.
- (b) The weightage of theory and practical shall be in the ratio of 60:40 respectively.
- (c) The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60 respectively in annual examinations provided the format of question paper in internal assessment shall be as per the choice of instructor(s).
- (d) The schedule of examination during B.V.Sc. & A.H. course shall consist of internal assessment and annual examinations as detailed below:

Internal Assessment	Course coverage	Max Marks	Weightage %
First	30%	40	10
Second	60%	40	10
Third	90%	40	10
Annual examination (Theory)	Paper-I	100	20
	Paper-II	100	20
Annual examination (Practical)	Paper-I	60	20
	Paper-II	60	20

6.1 Internal Examinations:

- (a) The instructor(s) shall conduct the internal assessment theory examinations.
- (b) The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical examination be conducted after completion of 50% syllabus and the second on full completion of course. The second exam shall comprise of the entire syllabus.
- (c) At the end-of-academic examination(s) in each course, the list of marks obtained and the incentive marks awarded as per University rules shall be submitted to the Dean, College of Veterinary Science for onward transmission to the Controller of Examinations.
- (d) Incentive marks for participation in sports and extracurricular activities at inter-university/State/National/International level and participation in horse show(s), Republic Day camp are allowed to the students under University rules and shall be awarded in the internal evaluation report for course of respective academic year.
- (e) The makeup examination(s) shall be **permissible only in internal assessment examination.**

If a student misses any of the examination on account of illness or some other

valid reason, he/she may submit petition through his/her advisor and the instructor to the Head of the Department concerned **within three working days** from the completion of the examination. The examination(s) on medical grounds should be allowed in case of hospitalization as certified by the Medical Officer of the University, **as envisaged in rule 7.2.1 (iii) (a)**. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for some valid reasons, he/she may direct the instructor to hold a **special make-up examination** for the student and endorse in the student's personal file. It will be the responsibility of the student to pursue with his/her instructor and have a date fixed for the make-up examination.

The make-up examination shall be **conducted within 5 working days** from the **completion of the missed examination** but under all circumstances before the commencement of the Annual Professional Examination.

6.2 Annual Professional Examinations:

- (a) The Annual Professional Examinations in both theory and practical(s) shall be conducted at the end of each professional programme(s) in accordance with the guidelines of Veterinary Council of India, 2016. The Annual Professional Examination shall be got conducted by the Controller of Examinations. The Controller of Examinations in consultation with the Dean, College of Veterinary Science shall appoint a board of examiners, comprising an external examiner for each theory paper for inviting the question papers. The practical examinations shall be conducted by a Board of Examiners consisting of the concerned Head of Department, teacher(s) and a representative of the Dean/Principal of the college.
- (b) The examining body may appoint a single moderator or a board of moderators (not exceeding three in number) to review the question paper(s) on the day of examination after those have been distributed. Any correction(s), if required will be conveyed to the examinees and any discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller of Examinations in a written report.
- (c) The evaluation in the practical shall be based on:
 - (1) day to day practical records/log books/case records/assignments/projects/seminars, etc.
 - (2) dissections/experiments/problem solving/operations/case study etc.
 - (3) viva-voce and or written test paper to evaluate the practical knowledge uniformly as per the subject requirement
 - (4) identification/spotting etc. and
 - (5) any other requirement specific to a subject as decided by the members of the examination board.
- (d) The Annual Professional Examination report(s) for the theory paper will be signed by the external examiner(s), and those for the practical by the internal examiner(s), and will be submitted to the Controller of Examinations.
- (e) **The schedule of examinations shall be adhered to strictly. No re-examination shall be allowed in event(s) of students strike, boycott, walkouts, and medical grounds or what-so-ever may be the reason.**

6.3 Distribution of marks and award of credit points:

- (a) The distribution of marks for objective and subjective questions in each course/paper shall be in the **ratio of 40:60**, respectively both in internal and annual examination(s). The method of calculation and recording of grade points shall be according to VCI-Minimum Standards of Veterinary Education (B.V.Sc & A.H.) Regulations.
- (b) The marks obtained in each of internal and annual theory & practical examinations in each course and then paper wise shall be recorded. **If a student obtains in each paper at least 50% marks in theory and practical, separately, the total marks rounded off to one decimal point in each paper shall be recorded.** The aggregate marks obtained in all the papers of each professional examination, shall be used to calculate the **Grade Point Average (GPA)** for that professional examination. The accumulated credit points and accumulated credit hours shall be taken in account for obtaining the Overall Grade Point Average (OGPA) at the end of subsequent professional examinations. **The OGPA may be rounded off up to three decimal places after taking in account the fourth place of decimal.**
- (c) Student failing to obtain at least 50% marks in theory and practical examination, separately in any paper, shall **'Fail'** in that professional examination. In failed cases, the CPA shall not be calculated/recorded until the student has cleared that paper in the compartment examination or is otherwise declared **'Pass'**.

6.4 Answer Books:

- (a) The answer-books of internal assessment shall be shown to students and the records of internal assessment as well as that of annual practical examinations shall be submitted to the Controller of Examinations.
- (b) Where an instructor finds that he/she has made a mistake in reporting the marks of the internal examination, he/she shall bring it to the notice of the respective Dean/Principal through the concerned Head of the Department, immediately. The Dean/Principal after going through all the documents and satisfying himself that there has been a genuine mistake, shall write to the Controller of Examinations to record the correction. The request(s) for such correction in the report(s) of internal examination **shall not be accepted under any circumstances after 15 days from the start of next internal examination** and in the report(s) of **final internal examination after the start of the Annual Professional Examinations.**
- (c) The answer books shall be kept by the concerned instructor/Controller of Examinations **for one year following the year** in which the examination has been conducted. After that the answer books may be disposed-off by a committee convened by the Controller of Examinations with representative of the Dean (not below the rank of Associate Professor) and Chairman, Academic Affairs Committee as members, provided that there is no litigation(s) in this regard.

6.5 Moderation of Annual Professional Examinations:

- (a) The Controller of Examinations in consultation with the Dean, College of Veterinary Science, Ludhiana shall form a **Committee of three members** consisting of Dean of the College as Chairman and two other teaching faculty members to moderate the results obtained at the Annual Professional Examinations. This Committee shall

review the results for the normal distribution of marks and the percentage of pass or failure.

- (b) Any moderation suggested; shall be uniformly applied to all the students for that paper(s) without altering the merit of the passed candidate(s).
- (c) Any moderation effected; should not involve of enhancing of more than a total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper.
- (d) The provision(s) for **Moderation of results shall not apply to Compartment Examination(s)**.
- (e) There shall be no provision for grace marks in any case.

6.6 Scrutiny of answer books of Annual Professional Examinations:

- (a) Since there is no provision(s) of re-evaluation of answer book(s), a student, however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to the Controller of Examinations **within three days after the declaration of result** and after paying the prescribed fee of Rs. 500/- per paper or as applicable from time-to-time. The Controller of Examinations shall arrange the scrutiny of answer book(s) by the Screening Committee.
- (b) Scrutiny shall only be re-totalling of the marks and examining of unmarked question(s), if any.
- (c) The answer book(s) of Annual Professional Examinations shall not be shown to the student under any circumstances.
- (d) In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly (even if it is towards lower side). If, however, any question is found to be unchecked by the Examiner, the answer book(s) shall be sent to the Examiner or to the committee **as per clause 6.6 (a)** for doing the needful and the result(s) shall be revised accordingly, if there occurs any change in the marks.
- (e) No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- (f) In case, a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he/she may apply to the concerned authority to appear in the compartment examination on the announced scheduled date. The scheduled date of the compartment examination shall under no circumstances be changed on this account.

6.7 Compartmental Examinations:

- (a) A student failing in a **maximum of two subjects** only may be allowed to appear in compartment examination for those subject(s) and the compartment examination(s) shall comprise of the annual component of both the theory and practical of the failed subject(s) which shall constitute 40 and 40 per cent weightage, respectively, and the **marks obtained in internal assessment of theory shall be considered for the evaluation of compartment examination(s)**.

- (b) The compartmental examination(s) shall be conducted **within twenty calendar days** of subsequent year registration and if the student fails in the compartmental examination(s), he or she shall be reverted back to the original class and the results of such compartment examination(s) shall be declared **within ten days** after the examination is conducted.

6.8 Evaluation – Promotion and Failure, thereof:

- (a) The evaluation of the students shall be based on the overall performance in the internal and the external Annual Professional Examinations with weightage of theory and practical in the ratio of 60:40, respectively. The student(s) shall have to obtain a minimum of 50% marks in theory as well as practical examination(s), for promotion to next higher level programme.
- (b) Promotion or failure of a student in a professional year shall be decided only on the basis of aggregate marks of internal assessment and annual examinations.
- (c) A student shall be promoted to next higher professional class only if he/she has passed in all the papers of his/her class by obtaining at least 50% in theory and practical separately (internal and external combined).
- (d) A student should secure **Overall Grade Point Average (OGPA) of 5.000 out of 10.000** at the end of degree programme to be eligible to get B.V.Sc. & A.H degree.
- (e) A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination(s). However, this promotion shall be subject to clearance in the compartment examination(s) of that/those paper(s) and shall be provisional. If the student fails in the compartment examination(s), he/she shall stand automatically reverted to the class from where he/she was allowed provisional promotion.
- (f) Failed students may seek re-admission (with the old admission number) by paying prescribed **re-admission fee** and shall have to repeat whole of the professional year **without any exemption/relaxation. However, such student(s) are exempted to repeat a non-credit course in case obtained 'Satisfactory' grade.**
- (g) **A student failing** in the Annual Professional Examination **for three consecutive years** in a professional year of B. V. Sc. & A. H degree programme, shall be finally dropped automatically from the University on account of poor academic performance, except in case of 4th Professional year.
- (h) In no case, a student shall be allowed to continue his/her B.V.Sc. & A.H. studies beyond nine academic years (excluding Internship) in Veterinary College.
- (i) The Controller of examinations will submit the results to the Registrar for its timely declaration. Thereafter, it shall be the responsibility of the Controller of Examinations to send the Detailed Marks Cards to the Registrar.

7 Graduation Requirements:

7.1 General:

The University has prescribed the minimum qualifications for admission to various programmes. But there may be candidates with qualifications similar to but not exactly the same as those mentioned in the minimum qualifications, but still may be considered by the University to be eligible for admission. There may also be student(s) with pre-admission qualifications higher than the minimum prescribed. In all such cases, the pre-admission qualifications will be evaluated by the **Academic Affairs Committee of the respective college**.

7.2 Residential Requirements:

The residential requirements for completion of B.V.Sc. and A.H. programme shall be as under:

Programme	Number of Professional year	
	Minimum	Maximum
B.V.Sc.& A.H.	4 ½ years followed by 1 year of internship programme	9 years followed by 1 year of internship programme

Note: i) The residential requirement in the University shall include the stay at GADVASU and/or stay at its research stations and such other institutions/research stations with which the University enters into cooperative and collaborative arrangements, and/or a Memorandum of Understanding (MOU) encompassing the same.

- ii) **Period of discontinuation of study shall not be counted** for calculating the maximum time limit of study period.
- iii) If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of this University.

7.2.1 Attendance Requirements:

- i. The required condition of attendance shall not be deemed to have been satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes; however, the minimum requirement of attendance **shall not be less than 75% (including attendance benefit, if any) of the scheduled theory and practical classes**, separately (5% additional relaxation on medical grounds will be given), with additional relaxation of **twenty working days** for R&V Sqn. NCC/NSS/Co-curricular activities. For the course(s) of (0+1) credit, the relaxation shall only be of **seven days**.
- ii. A candidate having attendance below 75% in a paper or course will not be eligible to appear in the annual examination of that paper.
- iii. The percentage of attendance of a student in a course/paper shall be computed on the basis of the total number of theory and practical classes scheduled between the date of the commencement of instruction(s) and date of closing of instruction(s), irrespective of the date of registration. However, for the students who are reverted back owing to failure in the compartment examination(s), the

attendance shall be counted from the date of declaration of result of compartment examination(s) and the date of closing of instructions.

Medical certificate

- a. Students residing in the University hostels should produce a medical certificate only from the Medical Officer of the University. **Outside certificate** will be accepted only in **emergency situations warranting hospitalization** e.g. sickness while on holidays and/or accidents outside the University campus etc. **Permissible medical leave will be granted only in case of complete bed rest and hospitalization.**
- b. Students having selective/partial attendance will not be granted Medical Leave facility.
- c. Even if a medical certificate from a private practitioner or hospital has been countersigned by the Medical Officer, a University committee will assess the validity of the certificate.
- d. **The attendance requirements in theory/practical classes for any online/offline classes held during exigencies, the natural disasters or any calamities etc., will be decided by the Academic Council.**

7.3 **Transfer of credits/migration:**

When a student migrates to this University after having obtained his/her degree, **no migration shall be necessary**. When a student migrates to **this University in the middle of a programme** from any other University, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken in the previous University from the Head of the Institution in which he/she studied first.

When a student migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This will be determined by a committee constituted by the Dean of the college, which will examine the course(s)/subject(s) already studied by the student, the examination passed and the syllabi thereof, **and also conduct a proficiency test, where it may be consider necessary**. The Overall Grade Point Average of the student shall be determined entirely by the course(s) undertaken by him/her in the University and the **credit points achieved there in**.

The students seeking migration should satisfy the following conditions (mentioned in clause 10 of Part IV of the Veterinary Council of India Minimum Standards of Veterinary Education Degree Course – B.V.Sc. & A.H. Regulations,–2016).

Migration/Transfer of Student from one recognized Veterinary College/institution to Another:

- (i) A student studying in a recognized veterinary college which is included in the 1st schedule of the Act may be allowed to migrate or be transferred to another recognized veterinary college under another or same University.
- (ii) The migration or transfer may be allowed by the University after passing 1st year of B.V.Sc. & A.H. degree course **within one month of the start of academic session** of 2nd year of the receiving college of the University. In such cases, the incumbent has to apply to the **Registrar within one month after passing 1st year B.V.Sc. & A.H. through the Dean/ Associate Dean of the college/institute with his/her No Objection Certificate**. The Registrar may then, admit (on transfer basis) the said

student, after reviewing the position of the college of **student's interest**.

- (iii) The number of students migrating or transferring from one veterinary college to another veterinary college during the period of one academic year will be kept to the **maximum limit of 5 per cent of the intake capacity** of each of the **veterinary colleges in one year**.
- (iv) The cases not covered under sub-regulations (i) to (iii) may be referred to Veterinary Council of India for consideration of merit.
- (v) An intimation about the admission of migrated or transferred students into any veterinary college should be sent to the Veterinary Council of India by the respective college or University.
- (vi) Transfer of student, however, will not be permitted in case of student who has been **expelled by the authority** of the University or constituent or affiliated college as a punishment for an act of misconduct.

7.4 **Normal, Maximum and Minimum Credit Load in an Academic Year:**

All the courses prescribed for the respective Professional Annual Board examinations under the guidelines by Veterinary Council of India shall be mandatorily be registered by all the students of respective professional programme(s).

7.5 **Minimum Grade Point Average Requirement:**

7.5.1 **Requirement of GOOD STANDING for Graduation:**

The minimum Overall Grade Point Average requirement for the B.V.Sc. & A.H. shall be 5.000 (out of 10.000). A student who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING/ PASS.

7.5.2 **Repeating Courses in order to fulfill the Minimum Requirement:**

There shall be **no provision for repeating of courses**. The students will be declared either 'Pass' or 'Fail' but eligible to appear in compartment examination in only two papers of a professional examination. The failed candidates shall repeat the whole professional programme after seeking re-admission, subject to clauses under rule 7.5.4.

7.5.3 **Dropping a student:**

The students who fail to fulfil the requirements as mentioned in rule 6.8 (g) shall be automatically dropped from the University.

7.5.4 **Re-admission of students:**

*A student, with GOOD STANDING who leaves the college under compelling circumstances with the permission of the respective Dean/Principal will be eligible for re-admission. Such a student, may be re-admitted by the Dean/Principal, if he/she seeks re-admission within a period of 1 year (excluding the year in which the student leaves the college) or with the approval of the Academic Council if he/she seeks re-admission within a period of 2 years (excluding the year in which the student leaves the college). Permission for leaving the college must be obtained by the student before the start of the final annual board examination. The **student leaving the college without the prior permission of the Dean/Principal shall not be eligible for re-admission.***

The request for re-admission giving detailed justification for consideration of the competent authority shall be submitted to the Dean/principal at least 2 months before the commencement of professional programme in which the student intends to seek re-admission.

Note : Compelling circumstances would mean personal sickness, hospitalization etc. The medical certificate from Senior Medical/Officer, Civil Hospital or University Hospital will be required. After seeking permission to leave the college on permissible grounds, if a student joins **some job or any other course of study, he/she will not be allowed re-admission.**

7.5.5 **Dropping of academic year, discontinuation of study and re-admission:**

A student may drop the current academic year for which he/she has registered, with the permission of the Dean/Principal due to personal sickness (at least for two weeks duration) or any other valid reason. The permission to drop the academic year must be obtained before the start of annual examination. The application should be supported by relevant documents. The medical certificate from the Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University or Senior Medical Officer of the University Hospital will be required. Such a student can register for the next academic year with the permission of the Dean/Principal of the college concerned.

8 **Other Requirements for Graduation:**

8.1 **R&V Sqn. NCC/NCC/NSS/CCA:**

R&V Sqn. NCC/NCC/NSS will be compulsory for all the students except NRIs/OCI/Foreign Nationals, provided, however, that **the Vice-Chancellor may grant exemption from these requirements to Indian nationals on medical grounds.** Applications for such exemptions shall be submitted to the Dean/Principal duly recommended by the Unit Commander/R&V Sqn. NCC Officer and supported by Medical Officer signed by the University Medical Officer/CMO or Assistant Civil Surgeon or by the Director Students Welfare-cum-Estate Officer (for NSS and CCA activities only). NRIs/Foreign Nationals have to opt for a Co-Curricular Activities (CCA) course for successful completion of degree course. The educational tours and R&V camps shall generally be arranged during the academic break.

8.2 **Educational Tours:**

Only one educational tour shall be compulsory for all the students. Every student, in order to qualify for the B.V.Sc & A.H. degree, shall be required to obtain satisfactory grades for this requirement provided, however, that the Dean/Principal of the college may allow the student not to undertake a particular tour on medical grounds or owing to the fact that a student was deputed by the University for attending pre-arranged NCC, CCA, NSS camps or the tournaments or coaching camps organized by the Association of Indian Universities and its subsidiary federations or by the Indian Olympic Association and its subsidiary federations. However, the Dean/Principal of the college may allow an alternate educational tour to such students. Applications for this purpose shall be submitted to the Dean/Principal duly recommended by the advisors concerned and supported by medical certificates signed by the University Medical Officer/ CMO or Assistant Civil Surgeon. The students will,

however, have to go on this alternative educational tour, **subsequently at their own expenses** and obtains ‘S’ grade. If the student obtains ‘US’ grade, after having been on tour, he/she will be given another chance to appear in the make-up tour and earn ‘S’ grade. **The students must obtain ‘S’ grade to qualify for internship.**

9 Role of Head of Department and Registrar:

- 9.1 The Head of the Department concerned will ensure that each instructor actually completes the entire courses that he/she has to teach stipulated time slots as per lecture schedule of courses and will send a report to the Dean/Principal, that he/she has satisfied himself/herself about it.
- 9.2 To ensure that requirements for the award of a degree have been completed by a student, the Registrar will keep a record of the courses completed by students.
- 9.3 In all matters relating to admission and the operation of the annual system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean/Principal concerned. Where however, the Registrar does not agree with such recommendations/ decisions, he shall refer the matter to the Vice-Chancellor whose decision would be final.

10 Unfair Means in Academic Examinations:

- 10.1 The Dean/Principal of the respective College in which the student is registered, shall be responsible for dealing with all such cases of use of unfair means in the academic tests and examinations.
- 10.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean/Principal through the Head of Department/ Centre Superintendent concerned **within two working days** of the occurrence of each case of unfair means with full details of evidence and the explanation of the students, if any.
- 10.3 The Dean/Principal shall take appropriate action and the penalty may be imposed as indicated below:
 - (a) Students found in possession of copying material or found using unfair means during practical examination/internal examination shall be awarded zero marks in all the internal examinations of all the subjects conducted during the Professional year and placed on conduct probation.
 - (b) Students found in possession of copying material or found using unfair means during the Annual Professional Examinations/Compartment Examination(s) shall be deemed to have failed in that professional programme and placed on conduct probation for rest of degree.
 - (c) Students found in possession of copying material or found using unfair means for the second time in any of the examinations, shall be deemed to have failed in that professional programme and he/she shall also stand debarred from pursuing studies in the college/University.
- 10.4 **Impersonation in Examination/Fake Degree Certificates:**
 - (i) The student who is impersonated shall be deemed to have failed in all the courses in the current academic year; and placed on conduct probation for the subsequent one academic year.

- (ii) If a person who impersonates a student in any examination during academic year is a student of the University (i) he/she shall be deemed to have failed in all the courses in the current academic year; and (ii) placed on conduct probation for the subsequent one academic year.
- (iii) If the person who impersonates is not a student of any constituent college of the University, the case may be registered with the police.
- (iv) If impersonation in the Entrance Test/Interview/Counselling or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University, and the case may be **registered with the local police**.
- (v) In all cases of use of unfair means/impersonation in the entrance test, the decision of Superintendent/Assistant Coordinator/Coordinator/Controller of Examinations to expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.
- (vi) If any student of GADVASU impersonates in the entrance test conducted by the University, action will be taken against him/her in the spirit of above rules.

10.5 Appeal for punishment under 10.4:

The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean/Principal **within two weeks** from passing of such orders and decision of the Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students, wards of employees of the University in case of use fake certificate(s)**, for which action will be taken as per the **University rules and the case also be registered with local police**.

11 Other Rules:

11.1 Conduct probation:

Any student involved in the violation of rules and regulations of the University or an act of indiscipline, may be placed on conduct probation by the Dean/Principal, as below:

- (a) Placed on conduct probation with respect to all academic activities.

or

- (b) Debarred from any accommodation in the hostel.

or

- (c) Placed both on conduct probation for:
 - (i) academic activities and
 - (ii) debarred from any accommodation in the hostel.

Such student(s) shall not represent the College/University team and shall lose any office that he/ she may be holding in any student organization. If a student, who is on conduct probation or who was on conduct probation on two previous occasions still commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

11.2 Maintenance of discipline:

All students are expected to maintain discipline and proper academic atmosphere. The student(s) indulging in an act(s) of indiscipline and misdemeanor, such as taking out processions, holding demonstration in the residential area(s) of the University and threatening the University Officer(s), interfering with the smooth functioning of the University, defacing of University building(s) by writing slogans, disturbing the classes in session, assaulting teachers and students etc., will be liable for the severe disciplinary action.

11.3 Regulations regarding rustication and expulsion of student:

- (a) The Dean/Principal of the College shall have the power to expel or rusticate student(s) for sufficient reason(s) including act(s) of indiscipline and/or any misconduct inside or outside the college on the recommendation of College Disciplinary Committee/Director Students' Welfare-cum- Estate Officer.
- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean/Principal of the college concerned immediately after rustication or expulsion for registration and notification.
- (c) **The Dean/Principal may revise his/her decision within 15 days of the date of passing of the order of rustication or expulsion.** The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**
- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean concerned for revision of the decision.
- (e) The minimum period of rustication shall be **one professional year** and the maximum period of rustication shall be **two professional years.**
- (f) The student under rustication shall have the option of rejoining the classes during the ensuing academic year after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to rejoin after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the college nor shall any **fees be charged during the period of rustication.**
- (i) A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another affiliated/constituent college without sanction of the Academic Council. In no case, such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean/Principal requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

11.4 Ragging in College/Hostel

Ragging is strictly prohibited in the University premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide order in May 2007 and**

implemented by the University Grants Commission under Regulations called “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” vide No: F.1-16/2007(CPP-II) dated 17th June, 2009.

The anti-ragging committees and squads constituted at the college level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.

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PART-B

SEMESTER BASED UNDERGRADUATE PROGRAMMES

**Bachelor of Technology (Dairy Technology) [B.Tech. (D.T.)];
Bachelor of Fisheries Science (B.F.Sc.); and Bachelor of Technology [B.Tech. (Biotechnology)]**

1. Academic Year and Semester Calendar:

- 1.1 The academic year shall ordinarily be from **August to July**. It shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the office of the Registrar during the second semester of the previous year.

2. Admission: Registration for First Semester:

- 2.1 Admission to a programme, shall be made by the Registrar, including selection after entrance examination and/or counselling and/or interview, as applicable; payment of the prescribed fees; and registration for the first semester.
- 2.2 Admission shall be made in the beginning of the first semester of the academic year only.
- 2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendation of the Dean of the college concerned, permit the late registration of a candidate up to the working day immediately following the expiry of one week from the date of commencement of the classes.
Provided that, if a student after registration fails to attend the classes without written permission of the Dean for the **last seven consecutive calendar days** during the spell of **12 calendar days, commencing from the date of registration, his/her registration shall stand automatically cancelled** and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2**.
- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3. Registration for Subsequent Semester:

- 3.1 Registration for the subsequent semester shall be governed by the following schedule:
- (a) **Advisement**: On the prescribed date(s), which shall be at least one day prior to the commencement of the classes.
 - (b) **Registration without late fee**: On the prescribed date, which shall be a day prior to the commencement of the classes.
 - (c) **Registration with late fee**: Registration for maximum up to ten days may be allowed to the student(s) with prescribed late fee.

Provided that the Registrar may, on the recommendation of the Dean concerned, register a student after the last date fixed for registration in each semester up to the last date for adding a course.

- 3.2 Unauthorized absence from the advisement/registration will be treated as a serious lapse and for this lapse; a late fee will be charged. If on the day of registration, a student happens to be outside the University in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register

himself/herself in absentia through his/her advisor by paying requisite fees, with the prior approval of the Dean concerned.

4. Change of Course:

- i. The students have to register for all the regular courses being offered in the current semester.
- ii. Change of course(s) (addition or withdrawal) is allowed only in case of repeat/special courses.
- iii. Application for change of course, including **any addition** or **withdrawal** shall be made in the prescribed form along **with prescribed fee**. However, the exemption from this fee may be granted by the Dean, when the change of course is necessitated by administrative considerations.
- iv. The last date for adding a course shall be the working day immediately following the expiry of four weeks in the semester from the date of commencement of the course work.
- v. The last date for withdrawal of course shall be the working day immediately following the **expiry of six weeks from the date of commencement** of the course work for the semester.

5. Advisory System:

Each student shall be assigned an advisor by the respective Dean at the time of the student's registration. The advisor shall help the student in planning the programme of his/her studies. Students are expected to attend the advisory group meetings regularly and keep constantly in touch with their advisors, so that the advisor may watch their progress and guide them along righteous path. The advisory group meeting within the college shall be fixed on the same day and at the same time, and verified in the time table.

6. Course Curriculum:

6.1 Core Courses and Student READY (Rural Entrepreneurship Awareness Development Yojna) Program:

6.1.1 B.Tech. (Dairy Technology)

The semester-wise distribution of theory and practical courses comprising of 147 credits (core courses) +40 credits (for training/field work) are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	12	10	22
	II	14	12 (7+5*)	26
Second	III	15	7	22
	IV	15	13 (8+5*)	28
Third	V	14	7	21
	VI	15	8	23
Fourth	VII	0	20*	20
	VIII	10	15 (5+10*)	25

*Student READY Program:

Rural Dairy Work Experience Program – I (WE-121) during Semester Break(s) of respective semesters:

Under the WE-121 students will undergo training on milk production (at University Dairy Farms or any other commercial dairy farms) as well as milk procurement aspects in association with dairy co-operatives. At dairy farm the programme will focus on dairy farm management including breed identification, animal housing, animal nutrition and health, milking and record keeping etc.

Rural Dairy Work Experience Program – II (WE-223) during Semester Break(s) of respective semesters:

The training under WE-223 will focus on aspects of various processing operations related to both milk as well as food processing. During training students will be engaged at commercial milk/food processing plants.

In-Plant Training WE-411, Credit Hours (0+20): In VII semester, the students will undergo In-plant Training at commercial dairy plant(s), where they will get exposure of working in all major four sections viz. milk processing and product making, quality assurance, engineering and maintenance, and marketing.

Experiential Learning WE-424, Credit Hours (0+10): In Semester VIII, the student will undergo training along with course work at the Experimental Dairy Plant/ DIET of the college as per following modules:

Module No.	Title
1	Milk Processing
2	CIP
3	Milk Packaging
4	Butter & Ghee
5	Ice-Cream
6	Paneer & Cheese
7	Fermented Products
8	Quality Assurance
9	Services & Maintenance
10	Marketing & Dispatch
11	Accounts & Administration
12	EDP Parlour Outlet

6.1.2 **B.F.Sc.**

The semester-wise distribution of credit courses comprising of 59 core courses (141 credits)+ ‘STUDENT READY PROGRAM’ (40 credits), are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	14	9	23
	II	14	9	23
Second	III	15	10	25
	IV	15	9	24
Third	V	13	10	23
	VI	14	9	23
Fourth	VII	-	20*	20*
	VIII	-	20*	20*
Total		85	96	181

*Credits for STUDENT READY PROGRAM

Student READY PROGRAM- 4th Year (0+40)

Semester	Details*	Credit Hour
VII	1. In-Plant Training - 8 Weeks	10 (0+10)
	2. Rural Fisheries Work Experience - 8 Weeks	8 (0+8)
	3. Study Tour (In & Outside State) - 4 Weeks	2 (0+2)
Total		20 (0+20)
VIII	1. Experiential Learning (EL) Program	12 (0+12)
	2. Skill Development - 1 Week	5 (0+5)
	3. Project Work & Seminar	3 (0+3)
Total		20 (0+20)

* All Courses offered during the Student READY Program are credit courses and are evaluated in terms of marks.

In-Plant Training: Students shall be attached with an activity of interest for his/her in-plant training program i.e., Ornamental Fish Culture, Fish Feed Manufacturing, Aquatic Animal Health Management, Fish Processing Technology or any other related industry

Rural Fisheries Work Experience (RFWE): Students shall be attached with aquaculture farms and hatcheries for acquiring RFWE in close association with the rural setup.

Study Tour: Student shall undergo an exposure expedition to different ICAR fisheries institutes, fisheries colleges, fish/shell fish hatcheries, fish/shellfish

processing plants, fisheries gear industry, fish landing centers, fish markets (in and outside the state), public aquaria etc. to upscale their knowledge base in respect to different regions of the country.

EXPERIENTIAL LEARNING (EL) MODULE

Component	Detail
EL Program	In any of the following areas <ol style="list-style-type: none"> 1. Aqua-Farming 2. Ornamental Fish Culture and Breeding 3. Seed Production 4. Aqua-Clinics 5. Post-Harvest Technology
Skill Development	In any of the following areas as per student's interest <ol style="list-style-type: none"> 1. Aquarium Fabrication 2. Water and Soil Quality Analysis 3. Fresh Water Pearl Culture 4. Fish Processing and Value Addition (Products and By-Products) 5. Any Other Appropriate Aspect
Project Work & Seminar	On any of the following areas as per student's interest <ol style="list-style-type: none"> 1. Fish Pathology and Disease Diagnosis 2. Fish Toxicology 3. Fish Genetics and Breeding 4. Ornamental Fish Production 5. Genomics in Aquaculture 6. Fish Stock Assessment 7. Aquatic Pollution 8. Fish/Shellfish Feed Manufacturing 9. Fish Processing Waste Management 10. Quality Control and Assurance 11. Fish Products and By-Products 12. Intensive Aquaculture (Biofloc, RAS and Aquaponics etc.) 13. Any Other Suitable Aspect

6.1.3 B.Tech. (Biotechnology)

The semester-wise distribution of credit courses (115 credits) + 'Student READY PROGRAM' (40 credits) are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	11	5	16
	II	12	4	16
Second	III	13	7	20
	IV	14	6	20
Third	V	16	3	19
	VI	17	7	24
Fourth	VII	0	20*	20
	VIII	0	20*	20
		83	72	155

*Student READY – In-house Skill Development Modules

(*Note:* The deficiency courses (non-credit) mandatory for students will be of 3 credit hours each, per semester, wherever applicable).

Student READY Program:

Semester VII:

Course No.	Course Title
Biotech. 491	Student READY - In-house Skill Development Modules: 1. Plant Biotechnology 2. Animal Biotechnology 3. Microbial and Environmental Biotechnology 4. Bioinformatics *To opt only one module as per the chosen elective

Semester VIII:

Course No.	Course Title
Biotech. 492	Student READY Project Formulation, Execution and Presentation
Biotech. 493	Student READY Entrepreneurial Development in Biotechnology (On-campus/Off Campus)

7. Evaluation of Course Work and 'STUDENT READY' Program

7.1 Evaluation of Course Work

The student shall be evaluated on the basis of his/her performance in the following

internal and external examinations:

1. Mid-Semester Theory Examination
2. End-Semester Practical Examination
3. End-Semester Theory Examination

The relative weightage of internal examinations (short test, mid-semester theory examination and end of semester practical examination) and external examination (end semester theory examination) shall be as given below:

B.Tech. (Dairy Technology), B.F.Sc. and B.Tech. (Biotechnology)

Distribution of Marks (%) for Each Course (Theory and Practical)

B.Tech. (Dairy Technology)

Credit Hours	Internal Examinations		External Examination
	Mid-Semester Theory Examination*	End-Semester Practical Examination	End-Semester Theory Examination
0+1	-	100	-
1+0	50	-	50
1+1	25	25	50
2+0	50	-	50
2+1	30	20	50
2+2	25	25	50
3+1	35	15	50

B.F.Sc.

Credit Hours	Internal Examinations		External Examination
	Mid-Semester Theory Examination*	End-Semester Practical Examination	End-Semester Theory Examination
0+1	-	100	-
1+0	50	-	50
1+1	25	25	50
1+2	20	30	50
2+0	50	-	50
2+1	30	20	50
2+2	25	25	50
3+1	35	15	50

B.Tech. (Animal Biotechnology)

Credit Hours	Internal Examination		External Examination
	Mid-Semester Theory Examination	End of Semester Practical*	End of Semester Theory
1+1	25	25	50
2+1	30	20	50
2+2	25	25	50
1+0	50	-	50
0+1	-	100	-
3+1	35	15	50
2+0	50	-	50

***Note:**

i) Provision for the Short Test can be kept (before or after Mid-Semester Theory Examination) on discretion of the course Instructor(s) and marks of Mid-Semester Theory Examination may be divided among the Short Test and Mid-Semester Theory Examination in the ratio of 30:70.

ii) Provision of submission of assignments of 5% weightage can also be kept on discretion of the Course Instructor(s) out of internal marks of End-Semester Practical Examination.

iii) Every instructor shall prepare lecture wise breakup in respect to prescribed syllabus of each course and shall submit it to the Dean through the Head of Department.

7.1.1 Internal Examination**(i) Short Test (Theory)**

Short test (optional) shall be planned before or after mid-semester examinations (theory) by the course instructor(s), with information to the Dean through the Head of the Department at least 7 days prior to the conduct of short tests. Short test(s) will be conducted during the regular classes and **no make-up examination(s) will be allowed for short test(s).**

(ii) Mid-Semester Examinations (Theory)

During the 11th week of each semester, there shall be an internal theory examination for each course lasting for at least one hour. The examination shall be scheduled by the Dean concerned, during each semester. The probable date of examination and the subject matter to be covered therein shall be announced by the instructor to the students. However, the make-up examination, if any shall be completed by the **end of 12th week of the semester**, as envisaged in **Rule 7.3.1.**

(iii) End-Semester Examinations (Practical)

There shall be an internal practical examination for each course, which will be conducted by the course instructor(s) one week before the final theory examinations.

7.1.2 *External Examination*

End-Semester Examination (Theory)

Toward the end of semester, there shall be an external theory examination each course, which shall last for **two and half hours** and shall cover the entire subject matter of the course. This examination shall be scheduled by the Controller of Examinations, keeping in view that no student shall be required to appear in more than two examinations on same day. The question paper for this examination will be set by the external examiner(s) as per the guidelines issued by the Controller of Examinations in consultation with the Dean of the college concerned. The **answer books** for this examination will be **evaluated internally**.

Note:- Answer books of short test(s) and mid-semester examinations (theory) shall be shown to the students by the instructor(s).

7.2 **Evaluation of ‘Student READY’ Program:**

7.2.1 *B.Tech. (Dairy Technology)*

The evaluation of students’ achievement(s) in Student READY - In-Plant-Training (WE-411) and Student READY - Experiential Learning (WE-424) shall be based on his/her performance in activities.

The evaluation of course WE-411 shall be done by the representative(s) from the industry and Internal Evaluation Board constituted by the Dean of the College.

The following criteria will be followed for evaluation of Course No. WE-424:

Sr. No.	Particulars	Weightage
1	Attendance & Punctuality	20%
2	Timely Completion of Assignments/Tasks assigned	10%
3	Mid-Term Evaluation (Viva-Voce)	20%
4	Final Evaluation (Project Report/ Practical and viva-voce)	50%

The grades secured by the students both for In-plant Training (WE-411) and Experiential Learning (WE-424) will be recorded. The student securing marks below 50 in the said courses will be declared ‘Fail’ and he/she has to repeat the course.

The marks will be awarded individually for each activity and on the basis of cumulative total, the student(s) will be graded as given below:

Marks	Grades
Below 50	Fail
50 < 60	Fair
60 < 70	Good
70 < 80	Very Good
80 and above	Excellent

7.2.2 **B.F.Sc.**

The evaluation of students in respect to the ‘Student READY’ Program shall be done on the basis of his/her performance in the different activities, including In-Plant Training, Experiential Learning, Skill Development, Rural Fisheries Work Experience, Project Work, Seminar and Study Tour. Dean of the College shall constitute a committee for evaluation of the students in respect to different activities, as given below:

‘Student READY’ PROGRAM**i) VII - SEMESTER**

Evaluation Criteria	Distribution of Marks (%)		
	SR- IPT 411 In-Plant Training	SR- RFWE 411 Rural Fisheries Work Experience	SR-ST 411 Study Tour
Record Keeping	25	25	-
Documentation & Report	75	75	100
Total	100	100	100

ii) VIII- SEMESTER

Evaluation Criteria	Distribution of Marks (%)		
	SR-ELP 421 Experiential Learning Programme	SR-SD 421 Skill Development	PWS 421 Project Work and Seminar
Preparation and Implementation of Project	20	-	-
Daily Work Diary	50	-	-
Documentation & Report	30	25	70
Presentation/ Seminar	-	-	30
Practical Evaluation	-	75	-
Total	100	100	100

7.2.3 **B.Tech. (Biotechnology)****i) VII- SEMESTER**

Four Modules (Only one is to be opted as per chosen elective)

1. Plant Biotechnology
2. Animal Biotechnology
3. Microbial and Environmental Biotechnology
4. Bioinformatics

Evaluation criteria:

Activity within each Module	Marks Distribution (%)
Attendance	10
Mid-term	25
Practical Assignments	15
Final Exam for Practical Skill Assessment	40
Oral Examination	10

ii) VIII Semester:**Student READY - Project Formulation, Execution and Presentation (0+10)****Evaluation Criteria:**

Parameter	Marks Distribution (%)
Project Formulation and Implementation	20
Work Performance	30
Regularity, General Conduct and Discipline	10
Initiative and Creativity	10
Final Presentation	15
Final Project Report	15

Student READY - Entrepreneurial Development in Biotechnology (0+10)

Micro propagation; DNA fingerprinting; Genetic purity for maintenance breeding; Marker-assisted selection; Haploid production; Database Management skills; Molecular Diagnostics; Recombinant protein production; Animal cell culture and maintenance; Fermentation, Biopharma production; Bioprocess enrichment; Bioremediation; Biofuels, etc.

Evaluation Criteria:

Parameter	Marks Distribution (%)
Project planning, writing and presentation	20
Regularity	10
Monthly Assessment	10
Output Delivery	15
Technical Skill Development	15
Entrepreneurial and business Networking skills	10
Report Writing	10
Final Presentation	10

7.3 Other Examinations:

7.3.1 *Make-up Examination*

- i) **Mid-Semester Theory Examination:** The student(s), who miss mid-semester examination, on account of illness/some other valid reason, may file petition through respective advisor and the instructor to the Head of the Department concerned **within three working days** from the completion of the examination. The make-up examination on medical ground should be allowed only if certified by the Senior Medical Officer (SMO), Civil Hospital or Medical Superintendent of Hospital(s) recognized by the University or SMO or Chief Medical Officer (CMO) of the University Health Centre. If the Head of the Department is satisfied that the student did not appear in the examination for valid reason(s), he/she may direct the instructor to hold a make up examination (mid-semester) for the student and endorse copy of his/her order to the Dean concerned for being included in the student's personal file. It will be the responsibility of the student to get in touch with his/her instructor and have a date fixed for the make-up examination.

Such student(s) shall be required to take up the **make-up examination within 7 working days** from the completion of examination.

- ii) **End-Semester Practical/Theory Examination:** The student(s) who are deputed by the University to participate in various sports and extracurricular activities at Zonal/National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during end-semester examination days as authenticated by the CMO of University/Civil Surgeon, be given special examination in lieu of final examination missed. Practical should be conducted by the concerned Dean and external theory examination by the Controller of Examinations along with supplementary examination of that course(s). Even if no supplementary examination is being held for the course(s) missed by the student, the special examination is to be conducted **for the course(s), in which the student did not appear due to any of the above reasons.**

7.3.2 *Supplementary Examination:*

Supplementary examination for the End-Semester theory examination (external) may be allowed to the students, who have appeared in the End-Semester examination (both theory and practical) of that particular course provided the student has obtained **at least 20% marks in End-Semester theory examination and has secured pass marks (50%) in the practical examination. This provision will not be applicable to practical courses (say 0+1, 0+2).** The student who fulfill these conditions shall be eligible to appear in the supplementary examination of **not more than three courses**, irrespective of the number of courses he/she has failed in that semester. The Dean of the College shall display the list of students eligible for appearing in supplementary examination in various courses on the College notice board on receipt of the result.

The students shall apply for appearing in the supplementary examination to the Dean through his/her Advisor by paying the prescribed examination fees, within seven working days of the display of list of eligible students. The supplementary examination shall be held within seven working days of the last date of receipt of application for supplementary examination. The student(s) who fails to obtain prescribed credit points in the supplementary examination shall have to register for the same course(s) on regular basis.

Provided that, if the supplementary examination of a particular course is a pre-requisite for another course being offered in the same semester, the student may register for the latter course on provisional basis subject to the condition that the registration shall be regularized provided the supplementary examination is successfully cleared, wherever applicable.

The student who has to appear in supplementary examination will appear only in End-Semester (final) theory examination. His/her marks for Mid-Semester, End-Semester practical and other types of examinations or assignment(s) etc. as already obtained by him/her will be counted.

7.4 **Scrutiny of Answer Books of End-Semester Examination:**

- i. The answer book(s) of End-Semester examination shall not be shown to the student(s) under any circumstances. However, the student may be allowed to get his/her answer book(s) scrutinized, after paying a fee equivalent to that of supplementary examination **within five working days** of declaration of the result on a prescribed proforma available in the office of the respective Dean.
- ii. On the receipt of application, the Controller of Examinations shall arrange the scrutiny of answer book(s) by the Screening Committee.
- iii. Scrutiny of answer books may be limited to re-totaling and marking of unchecked question(s) only.
- iv. In case the total marks are found to be incorrect on scrutiny, the same shall be corrected and result shall be revised accordingly (even if it is towards lower side). If however, any question is found to be unchecked by the examiner, the answer book(s) shall be sent to the examiner for doing the needful and the result(s) shall be revised accordingly, if there occurs any change in the marks.
- v. No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.

In case, a student on the basis of the result of scrutiny becomes **eligible for the supplementary examination**, he/she may apply to the concerned authority to appear in the supplementary examination on the **announced scheduled date**. The scheduled date of the supplementary examination shall under no circumstances be changed on this account.

7.5 Moderation of Final Examination Result:

The marks obtained by the student(s) in the Mid-Semester Theory, End-Semester (Final) theory and End-Semester Practical examinations of each course shall be compiled by the Controller of Examinations. The Controller of Examinations may constitute a Moderation Committee, if required, under his/her chairmanship to moderate the results of final theory examination subject to grant of maximum of five marks to a student, with the condition that not more than two marks will be awarded in one course.

7.6 Award of Grades/Credit Points:

- a) At the end of each semester, the instructor(s) of each course shall submit the result of the internal examinations (Mid-Semester, including short test, and End-Semester practical examinations) through the Head of the Department to the Dean of the College. The Dean shall submit the result to the Controller of Examinations before the **commencement of End-Semester external examination (Final Theory)**.

The marks of End-Semester examinations of each course will be added by the Controller of Examinations.

- b) On the basis of the cumulative marks of different kinds of examinations (both internal and external), Controller of Examinations will award credit points in respect to each credit course as given below:

Marks Obtained	Corresponding Credit Points (CP)
100.00	10.000
99.00	9.900
98.00	9.800
97.00	9.700
96.00	9.600
95.00	9.500
and so on	

The Overall Credit Point Average (OCPA) may be **rounded off up to three decimal places**, after taking into account the fourth place of decimal.

From credit points for different courses obtained by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses, as given below:

$$\text{CPA} = \frac{\text{Sum of CP of all Courses}}{\text{Sum of Credit Hours of all Courses}}$$

Similarly, the OCPA of the student shall be calculated by taking into account the accumulated credit hours and the accumulated credit points.

$$\text{OCPA} = \frac{\text{Cumulative Credit Points}}{\text{Cumulative Credit Hours}}$$

To complete a course, the students will have to pass both theory and practical examinations of the said course separately by obtaining 50% marks each and get minimum CP of 5.000 out of 10.000. Otherwise, he/she shall be awarded 'F'/'US' grade for that particular credit/non-credit course. The student will have to repeat all the courses in which he/she has obtained 'F'/'US' grade, for successful completion of the degree programme.

The Controller of Examinations shall prepare a Credit Point (CP) Sheet and send to the Registrar. The CP Sheet shall be kept as a permanent record by the Advisor and the Dean of the College for future reference.

7.7 Significance of Grades:

In addition to the credit points (CP), following grades shall be awarded in respect to course(s), under different conditions

F	Fail	Failed in Credit Course
S	Satisfactory	Non-Credit course passed with minimum CP 5.000
US	Un-Satisfactory	Failed in Non-Credit Course

7.7.1 A student who has failed in a particular course but has attended the requisite number of classes, may register for the same course when it is offered to the next class. It will be compulsory for such students to meet the attendance requirements in practical along with the regular class in this repeat course. However, the attendance in theory for such students will be optional. They will be required to appear in all the examinations/assignments etc., along with the regular class. The repeat course(s) will be designated as '**Special Courses**'. If a student taking a special course again fails, he/she will have to take it subsequently, whenever offered as a regular course and will have to meet **all the requirements including attendance in theory and practical as well as the examinations**. The students may be allowed to register for special course(s) in a semester, within the maximum prescribed limit of credit load.

When a student gets grade 'F' in a course, the credit points corresponding to that course shall not count for graduation requirements, but the credits and credit points shall be taken into account for computing the credit point average subject to the provision of **Rule 8.8.3 only**.

7.7.2 'S' and 'US' grades

'S' and 'US' will be awarded to indicate that whether a student has fulfilled the requirements of the rules regarding the three- fold programme of NCC/NSO/NSS or other such non-credit courses.

7.7.3 While sending the semester report to the parents/ guardian of a student, the progress made by the student shall be indicated.

7.8 Answer Books:

- (i) Answer books of all the tests and examinations except that of End-Semester examinations shall be shown to the students by the instructors. The answer books should be kept by the concerned teachers/Controller of Examinations for two semesters following that in which the examination is conducted. After this period, the answer books may be disposed of with the permission of the Dean concerned.
- (ii) Where an instructor finds that he/she has made a mistake in reporting of the marks of any of the internal examinations (short test, Mid-Semester/mid-term and End Semester practical examinations), he/she shall immediately bring it to the notice of the Dean concerned. The Dean, after going through all the documents and satisfying himself/herself that there has been a genuine mistake, shall write to the Controller of Examinations, recording the circumstances and giving the correct marks. The Controller of Examinations shall accordingly send revised result and CP Sheet(s) to the Registrar for declaration and issuance of the same. Such corrections should be normally **reported to the Registrar within 07 working days of the declaration of result.**

8 Graduation Requirements:

8.1 Time Frame for the Study Period:

The residential requirements and time limits for completion of various programmes shall be as under:

Sr. No.	Programme	Number of Semesters	
		Minimum	Maximum
1	B. Tech (Dairy Technology)	8	12
2	B.F.Sc.	8	12
3	B. Tech (Biotechnology)	8	12

- (i) The residential requirements in the University shall include the stay at Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana and/or stay at its' research stations and such other institutions/research stations with which the University enters into cooperative and collaborative arrangements, and/or any MOU signed thereof with the institute.
- (ii) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.
- (iii) If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of this University.

8.2 Attendance Requirements:

- (i) All students are expected to attend 100% lectures and practical scheduled in each course. However, students must have at least 75% attendance both in theory and practical separately, in each of the courses. Additional relaxation of 5% attendance on medical grounds shall be given to students as per University rules. However, the students are required to meet the minimum requirement of 85% attendance for 'Student READY' Program of College of Fisheries.

Student shall not be allowed to appear in the End-Semester examinations in theory or practical of the course in which his/her attendance falls short.

- (ii) The requirement of attendance for the student(s) who clear the 75% requirement of attendance in the first attempt and repeat the course(s) in subsequent semester(s) will be applicable as envisaged in sub rule 7.7.1.
- (iii) **The attendance requirements in theory/practical classes for any online/offline classes held during exigencies, the natural disasters or any calamities etc., will be decided by the Academic Council of the University.**

8.3 Credit Requirement for Graduation:

The minimum credit requirements for graduation shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin; subject to the provisions of rule 8.1 and 8.5.

8.4 Overall Credit Point Average (OCPA) Requirement:

For acquiring degree, a student must clear all the courses and 'Student READY' program and attain minimum OCPA of 5.500 (10.000 basis) at the end of the academic programme, along with completion of all other such requirement(s) as prescribed by the University.

8.5 Migration to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana from other University /Recognized Institute:

When a student migrates to this University after having obtained his/her degree, no migration shall be necessary. When a student migrates to this University in the middle of a programme from any other University/Institute, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken in the previous University from the Head of the Institution in which he/she studied first.

When a student migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This will be determined by a committee constituted by the Dean, which will examine the course/subject already studied by the student, the examination passed and the syllabi thereof, and also **conduct a proficiency test**, where it may be considered necessary. The Overall Credit Point Average of the student shall be determined entirely by the courses undertaken by him/her in the Guru Angad Dev Veterinary and Animal Sciences University and the credit points achieved there in.

The student(s) seeking migration shall satisfy the following conditions:

- i. The system of education in the institution from which the students is seeking migration and that of the Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana should be the same including the medium of instruction, i.e. English.

- ii. The student(s) seeking migration to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana must have successfully completed one-year study in the institution where he/she has been studying before seeking migration with an OCPA of minimum 7.000 (10.000 basis). He/she should not be on conduct probation and also should not have got 'F' grade during the whole study program. A migration fee as applicable should be charged if a student is allowed to migrate from another University to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana under the same category.
- iii. The tuition/annual fees and other charges for such students will be same as paid by them in the previous college or as per fee structure of the college being migrated to, whichever is higher, along with admission fees as applicable.
- iv. The migration may be allowed only against the vacant seat(s).
- v. If there are more than one student seeking migration, the migration should be allowed strictly on merit *inter-se* applicants for migration, subject to fulfilment of prescribed condition(s).
- vi. The student should apply for migration at least one month before the start of the academic session.
- vii. The student(s) admitted in this University will not be allowed to migrate to other Institution/University unless he/she pays full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- viii. Migration of students admitted through ICAR/GADVASU to other university/institute should not be allowed.

Migration of NRI/OCI Students (including NRIs/OCIs and wards of NRIs/OCIs) from/to this University:

- i. The status of the student(s) admitted under the NRI/OCI category in this University will remain unchanged.
- ii. The student(s) admitted under the NRI/OCI category in this University will not be allowed to migrate to other Institution/University unless he/she has paid full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- iii. The status of the NRI/OCI student(s) will remain unchanged at the time of migration to this University. Such student(s) will have to pay the fees prescribed for the NRIs for respective programme of this University. He/she will produce a certificate from his/her previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No Due' and 'No Objection' certificate along with his/her request for migration at this University. The University will charge fees prescribed for NRI/OCI candidates for the subsequent period along with other dues of the University being collected from the students of general category.

8.6 Normal, Maximum and Minimum Credit Load in a Semester:

The normal full-time programme of work in a semester will be as per the prescribed courses and syllabi approved by Academic Council. The student on '**Good Standing**' (Rule 8.7.1) may be **allowed to register for one additional course** each during the pre-graduation and graduating semester.

8.7 **Minimum Credit Point Average Requirement:**

8.7.1 **Requirement of GOOD STANDING for Graduation**

The minimum OCPA requirement for 'GOOD STANDING' shall be 5.500 (on 10.000 basis), provided that the student must have registered for all the offered regular courses.

8.7.2 **Scholastic Probation**

If a student fails at the end of a semester to fulfil the requirements for 'GOOD STANDING' under rule 8.7.1 above, he/she shall be placed on 'SCHOLASTIC PROBATION' during the following semester.

8.7.3 **Repeating Courses to Fulfil the Minimum Requirement**

A student getting 5.000 to 5.499 credit points in a course may repeat that course with the prior permission of the Dean subject to the following conditions:

- a) The repetition shall be allowed only once.
- b) The repetition shall be permitted only to enable the student to fulfil the minimum OCPA requirement and not for the improvement of his/her OCPA or for enabling him/her to qualify for the award of a scholarship/fellowship or for competing for a Certificate of Merit or for a position in the University.
- c) When a student repeats a course after getting grade 'F' or if permitted to repeat a course after getting 5.000 to 5.499 credit points, as the case may be, credits corresponding to that course shall be counted only once for the graduation requirements.
- d) The revised credit points shall be mentioned if there is an improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the office of the Registrar, both the earlier and the credit points obtained after repetition, improved or otherwise, shall be recorded and the fact that he/she repeated the course shall be indicated by the letter 'r' written above the credit points which he/she obtained after such repetition. But, till such time as the student repeats the course, the original credit points and credits shall be used to compute the OCPA of such students.

If a student, even after repeating a course with 5.000 to 5.499 credit points and after having studied all the courses prescribed for the given programme, does not obtain an OCPA of 5.500, he/she shall be allowed to repeat the other course(s) in which he/she has obtained 5.000 to 5.499 credit points till he/she obtains OCPA of 5.500 to complete his/her degree requirement, subject to the provisions of the Academic Rules.

- e) The restrictions contained in clause (a) of this rule shall apply in case of a student, getting 5.000 to 5.499 credit points. Student who is on "GOOD STANDING" but who might get 'F' grade in a particular course may be allowed to repeat that course without any such restrictions.

8.7.4 **Detaining/Dropping a Student on Account of Scholastic Probation**

If a student fails to achieve an OCPA of 5.000 and 5.250 at the end of 2nd and 4th semester, respectively, shall not be promoted to next professional year i.e. 2nd year and 3rd year, respectively until he/she attains specified OCPA. Student will remain on 'Scholastic Probation' (OCPA lesser than 5.500) for that period and the concerned Dean shall notify the same at least 2 days prior to the Registration of 1st semester of the following academic year. Such student shall be detained by the

concerned Dean for maximum of two semesters each at the end of 2nd and 4th semester for attaining OCPA of 5.500 (GOOD STANDING), failing which he/she shall be dropped from the University automatically. Such dropped students shall have no right to petition for re-admission. In no case a student shall be allowed to continue his/her studies **beyond the maximum time limit of 12 semesters as prescribed under Rule 8.1.**

Note: A semester which is cancelled on any ground by the University shall not be taken into account for the purpose of automatic dropping. Similarly, a semester for which a student is allowed to drop on valid ground or semester(s) for which he/she is rusticated shall not be taken into account for the purpose of automatic dropping. For both the eventualities, the next semester(s) for which he/she gets registered will be counted.

8.7.5 *Registration of Student(s) Detained under Rule 8.7.4*

- i) Such Student(s) will be granted exemption from those courses which they have already cleared with minimum 5.500 credit points. In order to avail this exemption, they shall have to apply to the Dean concerned through Advisor within seven working days from the date of registration to 1st year/2nd year class after which the request for exemption shall not be accepted.
- ii) Such students who have been detained after 2nd and 4th semesters will have to **register only for those courses which are offered to regular class.**
- iii) For calculation of OCPA of detained students the credit hours and credit points for exempted courses shall be included in corresponding semester in which the course(s) are offered as per schedule of the programme.

8.7.6 *Dropping of Semester and Re-admission*

A student may drop the current semester for which he/she has registered, with the permission of the Dean, due to personal sickness (at least for two weeks duration) or any other valid reason. **The permission to drop the semester must be obtained before the start of End-Semester examination**, by submitting an application supported by relevant documents. The medical certificate from the SMO, Civil Hospital or Medical Superintendent of Hospitals recognized by the University or SMO of the University Hospital will be required. Such a student **can register for the next semester with the permission of the Dean concerned.**

9. **Other Requirements for Graduation:**

9.1 **NCC/NSO/NSS:**

Every student in the 1st and 2nd year of degree courses i.e., B.Tech (Dairy Technology), B.F.Sc. and B.Tech (Biotechnology), shall have to register in any one of three compulsory non-credit (CNC) programmes/courses (viz. National Cadet Corps (NCC); National Sport Organization (NSO); and National Service Scheme (NSS) in accordance with the rules prescribed by the Academic Council and are required to obtain satisfactory (S) grade. Further, the students registered in B.F.Sc. degree program shall have to take up CNC course in 'Swimming' (0+1) during the 3rd year (7th semester) of the degree programme.

However, the Vice-Chancellor may grant exemption from these requirements on medical grounds. Application for such exemption shall be submitted to the Dean of the

constituent College in case of NCC and Swimming, and to the Director of Students' Welfare-cum-Estate Officer in case of NSO and NSS; duly recommended by the Unit Commander/R & V Sqn. Officer (Part-time NCC Officer)/ In-charge Swimming and In-charge NSO/NSS, respectively and supported by Medical Certificate signed by the University Medical Officer/ CMO or Assistant Civil Surgeon.

The NCC, NSS and NSO camps shall generally be arranged during inter semester break.

9.2 Educational Tour:

9.2.1 B.F.Sc.

Educational Tour shall be a compulsory credit course (0+2) for all the students admitted to the programme and in order to qualify the degree the student shall obtain minimum 50% marks in the said course.

9.2.2 B.Tech. (Dairy Technology) and B.Tech. (Biotechnology)

One educational tour shall be compulsory for all the students admitted to the undergraduate programmes and every student, in order to qualify for the degree, shall be required to obtain 'S' grade for this requirement.

Note: 1. If a student fails to obtain minimum 50% marks/'S' grade, as applicable, he/she will be given another chance to appear in the make-up tour and earn the required scores/grade, as applicable.

2. The Dean concerned may allow the student not to undertake a particular tour on medical grounds or owing to the fact that a student was deputed by the University for attending pre-arranged NCC, NSS, NSO camps or the tournaments or coaching camps organized by the Association of Indian Universities and its subsidiary federation or by the Indian Olympic Association and its subsidiary federations. However, the Dean of the concerned college shall allow alternative educational tour to such students. Applications for the purpose shall be submitted to the Dean duly recommended by the advisors concerned and supported by medical certificate (signed by the University Medical Officer) or orders issued by the Director Students Welfare-cum-Estate Officer (for NSS and NSO activities only).

3. The student(s) will have to attend an alternative/make-up tour at his/her own expenses to meet the minimum requirement.

10. Role of Head of Department and Registrar:

10.1 The Head of the Department concerned will ensure that each instructor actually completes the entire course that he/she has to teach during a semester and will send a report to the Dean, that he/she has satisfied himself/herself about it.

10.2 To ensure that requirements for the award of a degree have been completed by a student, the Registrar will keep a record of the courses completed by students.

10.3 In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean concerned. Where however, the Registrar does not agree with such recommendations/ decisions, he shall refer the matter to the Vice-Chancellor whose decision would be final.

11. Unfair Means in Semester Examinations:

- 11.1 The Dean of the respective College in which the student is registered shall be responsible for dealing with all cases of use of unfair means during the semester tests and examinations.
- 11.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean through the Centre Superintendent/Head of Department concerned within two working days of the occurrence of each case of unfair means with full details of evidence and the explanation of the students, if any.
- 11.3 The Dean shall take appropriate action and the penalty may be imposed as indicated below:
- i. Students found using unfair means during a short test may be required to withdraw from the course in that semester.
 - ii. Students found in possession of copying material or found using unfair means during Mid-Semester theory examination/ End-Semester practical examination may be debarred from the College for the remaining portion of the semester and deemed to have failed in all courses during the semester.
 - iii. Students found in possession of copying material or found using unfair means during the End-Semester examination(s)/supplementary examination(s) may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.
 - iv. Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, may be deemed to have failed in all courses taken by him/her in the current semester and also debarred from the College/University during the subsequent semester.
- 11.4 **Impersonation in Examination/Fake Degree Certificate(s):**
- i. The student who is impersonated shall be deemed to have **failed in all the courses in the current semester; debarred from registration for next one semester;** and placed on conduct probation for the subsequent **two semesters**.
 - ii. If a person who impersonates a student in any examination **during a semester** is a student of the University (i) he/she shall be deemed to have failed in all the courses **in the current semester;** (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for subsequent **semesters**.
 - iii. If the person who impersonates is not a student of any constituent/affiliated college/institution of the University, the case may be registered with the police.
 - iv. If impersonation in the Entrance Test/Interview/Counselling or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University for the two subsequent academic years, and the case may be **registered with the local police**.
 - v. In all cases of use of unfair means/impersonation in the entrance test, the decision of Superintendent/Assistant Coordinator/Coordinator/Controller of Examinations to

expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.

- vi. If any student of GADVASU impersonates in the entrance test conducted by the University action will be taken against him/her in the spirit of above rules.

- 11.5 **Appeal Against Punishment under Rule 11.4:** The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean within two weeks from passing of such orders and decision of Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students, wards of employees of the University in case of use fake certificate(s)**, for which action will be taken as per the **University rules and the case also be registered with local police.**

12 Other Rules

12.1 Conduct Probation:

Any student involved in the violation of rules and regulations of the University or an act of indiscipline, may be placed on conduct probation by the Dean, as below:

- (a) Placed on conduct probation with respect to all academic activities.

or

- (b) Debarred from any accommodation in the hostel.

or

- (c) Placed both on conduct probation for
 - (i) academic activities and
 - (ii) debarred from any accommodation in the hostel.

Such student(s) shall not represent the College/University team and shall lose any office that he/ she may be holding in any student organization. If a student, who is on conduct probation or who was on conduct probation on two previous occasions still commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

12.2 Maintenance of Discipline:

All students are expected to maintain discipline and proper academic atmosphere. The student(s) indulging in an act(s) of indiscipline and misdemeanor, such as taking out processions, holding demonstration in the residential area(s) of the University and threatening the University Officer(s), interfering with the smooth functioning of the University, defacing of University building(s) by writing slogans, disturbing the classes in session, assaulting teachers and students etc., will be liable for the severe disciplinary action.

12.3 Regulations Regarding Rustication and Expulsion of Students:

- (a) The Dean of the College shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college on the recommendation of College Disciplinary Committee/Director Students' Welfare-cum- Estate Officer.

- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean of the College concerned immediately after rustication or expulsion for registration and notification.
- (c) The Dean may revise his/her decision within 15 days of the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**
- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean concerned for revision of the decision.
- (e) The minimum period of rustication shall be **two semesters** and the maximum period of rustication shall be **four semesters.**
- (f) The student under rustication shall have the option of rejoining the classes during the ensuing academic year after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to rejoin after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the college nor shall any **fees be charged during the period of rustication.**
- (i) A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another affiliated/constituent college without sanction of the Academic Council. In no case, such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

12.4 Ragging in University/College/Hostel:

Ragging is strictly prohibited in the University premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide Supreme Court order in May 2007 and implemented by the University Grants Commission (UGC) under Regulations called "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" vide No: F.1-16/2007(CPP-II) dated 17th June, 2009.**

The anti-ragging committees and squads constituted at the college level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.

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CHAPTER-II

ACADEMIC RULES FOR POSTGRADUATE PROGRAMMES

1 Academic year and Semester Calendar:

- 1.1 The academic year shall ordinarily be from **August to July**. It shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the office of the Registrar during the second semester of the previous year.

2 Admission: Registration for First Semester:

- 2.1 Admission to a programme which shall be made by the Registrar, shall include selection after entrance examination and/or counselling/interview, payment of the prescribed fees and registration for the first semester.
- 2.2 Admission to Master's programme shall be made in the beginning of semester. Admission to Ph.D. will be made in 1st semester as per ICAR norms; however, for left over seat(s) the admission may be made in the 2nd semester. No admission will be made in the subsequent semesters for both the programmes.
- 2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendation of the Dean, permit the late admission of a candidate up to the working day immediately following the expiry of one week from the date of commencement of the classes.

Provided that, if a student after registration fails to attend the classes without written permission of the Dean for the last seven consecutive calendar days during the spell of 12 calendar days commencing from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2**.

- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3 Registration for Subsequent Semester:

- 3.1 Registration for the subsequent semester shall be governed by the following schedule:
- (a) **Advisement**: On the prescribed date(s) which shall be at least one day prior to the commencement of the classes.
 - (b) **Registration without late fee**: On the prescribed date which shall be a day prior to the commencement of the classes.
 - (c) **Registration with late fee**: Registration for maximum up to ten days may be allowed to the students of all programmes with prescribed late fee.

Provided that the Registrar may, on the recommendation of the Dean concerned register a student after the last date fixed for registration in each semester up to the last date for adding a course.

- 3.2 Unauthorised absence from the advisement/registration programme will be treated as a serious lapse and for this lapse; a late fee will be charged. If during the day of registration, a student happens to be outside the University in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself in absentia through his/her advisor by submitting registration cards and paying fees with the prior approval of the Dean concerned.

4 Change of Course:

Application for change of course including any addition or withdrawal shall be made in the prescribed form along with prescribed fee in accordance with the instructions given on the back of the form provided. However, the exemption from this fee may be granted by the Dean when the change of course is necessitated due to administrative considerations.

The last date for adding a course shall be the working day immediately following the expiry of four weeks in the semester from the date of commencement of the course work. The last date for withdrawal of course, shall be the working day immediately following the expiry of **five weeks from the date of commencement of the course work** for the semester.

Note: Student who adds a course after the start of the semester will not be allowed to withdraw that course.

5 Advisory System:

A major advisor shall be assigned to each postgraduate student **within two months of admission** by the concerned Head of the Department keeping in view the recommendations of the Departmental Academic Affairs/ Teaching Committee and approved by the Dean, Postgraduate Studies. Besides, there shall also be an Advisory Committee for each student which will be appointed by the Dean, Postgraduate Studies, on the recommendations of the advisor through the Head of the Department. The members of the Advisory Committee shall be chosen from the postgraduate faculty.

For a student preparing for the **Master's degree**, the Advisory Committee shall consist of minimum of **four members**. Two members of the faculty shall represent the major subject and one of them will be the major advisor who will also be the Chairman of Committee. The third member shall represent the minor subject pertaining to the area of research of the student and the fourth member shall represent nominee of the Dean, Postgraduate Studies. Moreover, the Dean, Postgraduate Studies may give approval to add one or more member(s) to the Committee, on the request of advisory committee.

For students preparing for **Doctorate degree**, the Advisory Committee shall consist of minimum of **five members** as given below:

- (i) Two members representing major subject, one of them will be the major advisor who will also be the Chairman of the Committee.
- (ii) At least two members from outside the major discipline with at least one from the minor field.
- (iii) One or more nominee(s) of the Dean, Postgraduate Studies.

The Advisory Committee shall guide the student in the choice of courses in major, supporting and minor fields, with a view to enhance the quality, usefulness and to avoid repetition of research. Each department shall fix priorities in advance in tune with the overall research priorities/mandates decided for the department at the University level. Within these, the research problems of individual students be finalized by a committee consisting of Major Advisor, Head of the Department, and Chairman of the Research Committee of the Department along with the Advisory Committee of the student. The student will also be associated in this exercise and shall deliver synopsis seminar at the Departmental level. The details of the programme of the study (synopsis) prepared by the student, in consultation with the Advisory Committee shall normally be submitted to the Dean, Postgraduate Studies before the registration of 2nd Semester. However, in case of delay, the synopsis must be submitted by the end of 7th week of 2nd Semester with the prior approval of the Dean, Postgraduate Studies on the recommendation of student's Advisory Committee. Time gap between synopsis and thesis submission shall be two semesters for Master's programme and four semesters for Ph.D. programme.

6 Evaluation of Course Work:

The evaluation of student's achievements in a course shall be based on his/her performance in various kinds of tests, laboratory and library assignment, special problems, seminars and other types of exercises. The relative weightage to be given to these shall not be rigid and shall be determined by the instructor in consultation with the Head of the Department.

In addition to course outline, every instructor shall prepare a scheme of examination for- his/her course and shall submit this scheme to the Dean through the Head of the Department. This scheme of examination must include the mid-semester examinations, the end of semester examinations and at least one evaluation short test/written test/assignment before the end of semester examinations, the result of which shall be declared within six weeks after registration. Some of the different types of tests which may be employed by the instructor are described below:

i. *Mid-semester Examinations*

During the 11th week of each semester, there shall be an examination in each course lasting for at least 1-2 hour(s). The probable date of examination and the subject matter to be covered therein shall be announced by the instructor to the student(s). However, the make-up examination(s) shall be completed by the end of 12th week of the semester.

ii. *End of semester Examinations*

Toward the end of the semester, there shall be one examination in each course which shall last for at least two-three hours and shall cover the entire subject matter of the course. This examination shall be scheduled by the Instructor(s) keeping in view that no student shall be required to appear in more than one examination in one day.

6.1 **Make-up Examination(s):**

If a student misses an examination (other than the end of semester examination) on account of illness or some other valid reason(s), he/she may file petition through his/her advisor and the instructor to the Head of the Department concerned **within three**

working days from the completion of the examination. The examination on medical ground should be allowed as certified by the Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University or Senior Medical Officer or Chief Medical Officer of the University Hospital. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for valid reason(s), he/she may direct the instructor to hold a special make-up examination for the student and endorse a copy of his/ her order to the Registrar with a copy to the Dean, Postgraduate Studies for being included in the student's personal file. It will be the responsibility of the students to get in touch with his/her instructor and have a date fixed for the make-up examination. **For end of term examination, permission will be taken from the Dean, Postgraduate Studies.**

Such a student shall be required to take up the make-up examination within 7 working days from the completion of examination.

The student(s) who are deputed by the University to participate in various sports and extracurricular activities at Zonal/National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during examination days as authenticated by the Chief Medical Officer of the University/Civil Surgeon, be given special examination in lieu of final examination missed which should be conducted along with supplementary examination(s) of that course(s). Even if no supplementary examination is being held for that course, the special examination is to be conducted for the course for these students.

6.2 Supplementary examination(s):

Supplementary examination(s) may be allowed to the students who have appeared in the end of term examination and failed in theory securing not less than 20% marks in the end of term examination provided (i) their attendance requirements have been duly met with, and (ii) they have secured pass marks in the practical (viz. 50%). In case the course comprised only practical (say 0+2), no supplementary will be given in practical. The students who fulfil these conditions shall be eligible to appear in the supplementary examination(s) in not more than three courses irrespective of the number of courses they have failed in that semester. The Dean of the college shall display the list of students eligible for appearing in supplementary examination(s) in various courses on the College notice board on receipt of the grades. The students shall apply for appearing in the supplementary examination(s) to Dean through the Advisor by paying the prescribed examination fees, within seven working days of the display of the list of eligible students. The supplementary examination(s) shall be held within seven working days of the last date of receipt of application for supplementary examination(s). The result of the supplementary examination(s) shall be submitted to the Dean, Postgraduate Studies within three days of holding the supplementary examination(s) for a particular course. The student who fails to obtain prescribed grade/credit points in the supplementary examination(s) shall have to register for the same course(s) on regular basis.

Provided that, if the supplementary examination course is a pre-requisite for another course being offered in the same semester, the student may register for the latter course

on provisional basis, subject to the condition that the registration shall be regularized provided the supplementary examination is successfully cleared.

The candidates who have to appear in supplementary examination(s) will appear only in final examination. Their marks for mid-term/practical and other types of exercise etc. as already obtained by them will be counted.

6.3 Award of Grades/Credit Points:

- (a) At the end of each semester, the instructor in each course shall in consultation with the Head of the Department, give credit points to the students on the basis of the cumulative results of different kinds of tests, examination(s) and on the basis of performance of the laboratory and the library assignment(s), special problem and seminar(s) and other types of exercise.

The Overall Credit Point Average (OCPA) may be rounded off up to three decimal places after taking into account the fourth place of decimal as shown below:

Per cent of marks obtained in a particular course	Corresponding credit points
100.0	10.000
99.0	9.900
98.0	9.800
97.0	9.700
96.0	9.600
95.0	9.500
and so on	

From credit points for different courses taken by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credit hours and the accumulated credit points. If a student obtains lesser than 60.0 percent marks in a particular course, he/she shall be awarded 'F' grade. No credit point shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to repeat all the courses in which he/she has obtained 'F' grade for successful completion of the degree programme.

- (b) The Head of the Department concerned shall submit these credit points to the Dean, Postgraduate Studies for onward transmission to the Registrar for which the course has been offered.
- (c) If the credit point(s) of course(s) are not received by the Registrar in respect of a student up to the end of the subsequent semester, the student shall be automatically awarded 'F' grade in that/those course(s) and the result shall be declared accordingly unless intimation is received within this period from the Dean, Postgraduate Studies

that a particular result has been held up for reason(s) to be specified in the communication.

- (d) The credit point sheet shall be kept as permanent record by the teacher, Head of the Department and Dean of the college for future reference.

6.4 Significance of grades:

In addition to the credit points, the significance of various grades shall be as follows:

F	-	Fail
I	-	Incomplete
S	-	Satisfactory
US	-	Unsatisfactory
W	-	Withdrawn
NC	-	Non-Credit Course

- 6.4.1 In order to complete a course and earn the credit points corresponding to that course, a student is required to pass in theory and practical separately and must get a minimum of 6.000 (10.000 basis) credit points.

- 6.4.2 A student who has failed in a particular course but has attended the requisite number of classes may register for the same course when it is offered to the next class. It will be compulsory for such students to meet attendance requirements in practical along with regular class in this repeat course. However, the attendance in theory for such students will be optional. They will be required to appear in all the examinations/assignments etc. along with regular class. These courses will be designated as special courses. If a student taking a special course again fails, he/she will have to take it subsequently whenever offered as a regular course and will have to meet all the requirements including attendance in theory and practical as well as the examinations. The students may be allowed to register for special courses in a semester, within the maximum prescribed limit of credit load. The students on good standing may be allowed to register for one additional special course in addition to the maximum credit.

When a student gets grade 'F' in a course, the credit points corresponding to that course shall not be counted for requirements for completion of degree, but the credits and credit points shall be taken into account for computing the credit point average subject to the provision of Rule 7.6.3.1 only.

- 6.4.3 An instructor shall award 'W' in his/her course only to a student who has been permitted to withdraw from a course under Rule 6.4.
- 6.4.4 Research work done at the postgraduate level may extend to two or more semesters. Pending evaluation of the thesis and the final oral examination, the progress made during each semester shall be graded as 'S' or 'US'. If a student does not put in the required effort(s) for the credits for which he/she was registered, the Major Advisor may either give him/her 'US' grade for the entire credit for which he/she was registered or may give 'S' grade for the reduced number of credits. Credits corresponding to research for the semester shall count

towards degree requirement only, if the student gets ‘S’ grade for research for that semester. ‘S’ and ‘US’ grades will also be awarded to indicate:

- (i) that a Master’s/Ph.D. student has passed the preliminary comprehensive examination.
- (ii) that a student has successfully completed the programme of practical field-work, when it has been prescribed as a part of the requirements for completion of degree.

6.4.5 When a student cannot complete the special problem or seminar on account of a valid reason, the instructor may award him/her ‘I’ grade which the student must clear subsequently.

When ‘I’ grade is awarded in a course, the Registrar shall declare the result of the student showing ‘I’ grade in that course.

6.4.6 While sending the semester report to the parents/guardian of a student, the progress made by the student shall be indicated.

6.5 Answer papers of all the tests and examinations except that of end of semester examinations, shall be returned to the students by the instructors. After the end of semester examinations, students may see the answer books of the final examinations within 15 days of the start of the next semester. The answer books should be kept by the concerned teachers for two semesters following that in which the examination is conducted. After this period, the teacher may dispose off the answer books with concurrence of the Dean, Postgraduate Studies through the Head of the Department.

6.5.1 Where an instructor finds that he/she has made a mistake in reporting of the credit points achieved by a student, he/she shall immediately bring it to the notice of the Dean, Postgraduate Studies. The Dean, after going through all the documents and satisfying himself/herself that there has been a genuine mistake, shall write to the Registrar recording the circumstances and giving the correct credit points. The Registrar shall accordingly issue a revised semester report. Such corrections should be normally reported to the Registrar within 15 days of the issuance of the semester report.

6.6 Preliminary Examination:

There shall be a preliminary examination for Master's and Ph.D. students to be held on successful completion of at least 75 per cent of the course work. The preliminary examination shall include a written examination followed by an oral *viva-voce* as mention below:

Particulars	Master’s programme	Doctoral programme
Major Subject	One paper	Two papers
Minor subject	-	One paper (Internal)
Paper setting	External	External
Evaluation	Internal	Internal
Qualifying marks	60%	60%
Viva-voce	No	External
Grading	Satisfactory/Unsatisfactory	Satisfactory/Unsatisfactory

The written examination shall consist of theory papers from the major field and minor field. The Major Advisor shall be responsible for conducting the written examination in the major field in consultation with the teachers who have offered various courses related therewith. The written examination in the minor field shall be conducted by the advisory committee member representing the minor field. The question papers shall be so designed that these tests judge the overall comprehension of the student in the major/minor field and are not restricted only to the courses studied. The process of written examination of both major and minor fields shall be completed within a month after the start of first examination and the two papers of major field for Ph.D. shall be conducted within one week.

6.6.1 *Evaluation of Major and Minor field theory comprehensive papers*

External Examiner(s) specialist(s) in the student's major and minor field will be appointed by the Dean, Postgraduate Studies from the panel recommended by the Head of the Department, provided that the Dean, Postgraduate Studies, may appoint any person(s) outside the panel recommended by the Head of the Department.

(a) For Master's programme

Paper setting for Major comprehensive examination should be done externally and evaluation should be done internally. The Head of the Department will make panel of two teachers from the discipline, wherever, possible, for evaluation of comprehensive paper. The evaluation of the paper will be done in the presence of the Head of the Department.

(b) For Ph.D. programme:

Minor written comprehensive examination: It should be conducted internally as there is variability of courses taken by the students from the same discipline as well as from different disciplines. Thus it is not possible to set common paper for minor written comprehensive examination externally. Paper setting should be done by the Head of the Department of minor field, providing true weightage to the concerned teachers who have taught the courses. The Head of the Department will make panel of two teachers from the discipline, wherever possible, for evaluation of minor written comprehensive paper. The evaluation of the papers will be done in the presence of the Head of the Department.

Major written comprehensive examination (Paper-I & Paper-II): Paper setting should be done externally and evaluation should be done internally. The Head of the Department will make panel of two teachers from the discipline, wherever possible, for evaluation of major written comprehensive paper. The evaluation of the papers will be done in the presence of the Head of the Department.

6.6.2 *Oral comprehensive examination for Ph.D. (to be conducted within one month of result declaration)*

The oral examination shall be conducted by the Student's Advisory Committee with an additional member from outside the University who shall be chosen by the Dean, Postgraduate Studies, from a list of names submitted along with the result of the written examination to him/her by the Head of the Department in

the major field, provided that the Dean, Postgraduate Studies may also appoint any person outside the panel recommended by the Head of the Department.

If a student fails in the preliminary examination, he/she shall be allowed to re-appear in the **examination(s) not earlier than three months after the first examination.**

6.7 Thesis Requirements:

6.7.1 A postgraduate student shall submit to the Dean, Postgraduate Studies, through major advisor, the subject of his/her proposed thesis/dissertation and its synopsis. The subject of the thesis shall, as far as possible, relate to the research priorities/mandates/needs decided for the Department at University level and the area of specialization of the major advisor and shall be approved by the committee consisting of the following:

- i. Student's Advisory Committee
- ii. Head of the Department concerned
- iii. Dean of the College
- iv. Dean, Postgraduate Studies
- v. Director of Research
- vi. Director of Extension Education

6.7.2 *Submission of thesis/dissertation*

Thesis/dissertation may be submitted provided the student has fulfilled all the requirements. However, the rough draft of the thesis shall be submitted at least 10 days before the actual submission of the final thesis/dissertation. The maximum time for the submission of final thesis (Master's) and final dissertation (Doctorate) shall be thirty (30) and sixty (60) days, respectively after the submission of rough draft of the thesis/dissertation. However, the Dean, Postgraduate Studies may grant permission for extending the time period for the submission of final thesis/dissertation as per following norms:

Sr. No.	Extension period	Fees (in Rs.)
1.	Up to one week	5,000/-
2.	Up to two weeks	10,000/-
3.	Up to three weeks	15,000/-
4.	Up to four weeks	20,000/-

Failing to submit final thesis/dissertation after the aforementioned extension period(s), the student would have to register for the entire semester by paying the semester fee.

6.7.3 The student shall be required to submit two copies of final draft of thesis in case of Master's programme and three copies of dissertation in case of Ph.D. programme having loose (*kacha*) binding for external evaluation to the Head of the Department through his/her advisor. The Head of the Department shall send one copy in case of Master's and two copies in case of Ph.D. student to the Dean, Postgraduate Studies. The Dean, Postgraduate Studies will send the thesis/dissertation directly to the external examiner(s) with information to the Registrar and Head of the Department concerned. After the final

thesis/dissertation oral examination, the student will submit five (5) revised copies of the thesis in case of Master's and six (6) revised copies of dissertation in case of Ph.D. with final binding, after incorporating correction(s) marked/suggested by the external examiner(s), to the Head of Department, who will send these copies to the Dean, Postgraduate Studies. Immediately after approval of the thesis/dissertation, the Dean, Postgraduate Studies shall send three (3) copies of the thesis/dissertation to the Head of Department (one for the Departmental Library, one for the major advisor and one for the student) and two/three copies to the University Librarian in case of Masters' and Ph.D. student, respectively, who would keep one copy for the use of readers and rest of the copies under lock and key as permanent record of the University. The student shall submit one soft copy of the thesis/dissertation to University Library, in both .docx and .pdf formats, which should be true replica of the final thesis/dissertation.

6.7.4 The thesis shall be evaluated in accordance with Rule 6.8

6.7.5 Master's students will write and submit one research paper based on their research work in the journal having minimum NAAS Rating of 4, before submission of final thesis or file a patent out of research work before submission of final thesis.

In case of Ph.D. students, two research papers should have been submitted to the journal(s) having minimum NAAS Rating 4 or one patent filed out of research work before submission of final dissertation.

6.8 Evaluation of the thesis and final examination:

The thesis shall be evaluated and the final oral examination conducted by an examining committee constituted as under:

- a) Student's Advisory Committee.
- b) External Examiner(s) specialists in student's major field to be appointed by the Dean, Postgraduate Studies from a panel of four external examiners recommended by the Head of the Department in consultation with the major advisor, provided that the Dean, Postgraduate Studies, may appoint any person outside the panel recommended by the Head of the Department. The oral examination of Master's/Ph.D. students shall be conducted by the external examiner and the Advisory Committee along with the Head of the Department.

Note: The names of the teacher(s)/scientist(s) who have retired for more than three (3) years will not be forwarded by the Head of the Department as external examiner(s). The panel will be updated every year.

Procedure:

- (i) **Thesis/Dissertation Writing:** The thesis/dissertation writing shall be approved only after a seminar is delivered by the student presenting all the data and its analysis. After the approval by the Advisory Committee on the quantum of work done, the thesis/dissertation writing shall be taken up by the student.

- (ii) The reliability and authenticity of experimental results of thesis/dissertation shall be the exclusive responsibility of the student and the Major Advisor rather than any other member of the Advisory Committee.
- (iii) The Head of the Department shall in no case withhold the draft thesis/dissertation, but can send his/her comments, if any, while forwarding the thesis/dissertation to the Dean, Postgraduate Studies.
- (iv) **Approval of the draft of thesis/dissertation:** The draft of the thesis/dissertation shall be submitted to the members of the Advisory Committee on any date before submission to the Dean, Postgraduate Studies. However, the draft of the thesis/dissertation shall be submitted to the Dean, Postgraduate Studies at least ten days before the actual submission of the final thesis/dissertation. A certificate to this effect shall be given to the Dean at that time by the members of the Advisory Committee and such thesis/dissertation will be accepted provided other formalities have also been met with. The preliminary examination should have been passed at least six months before the submission of dissertation in case Ph.D. students. **Time gap between synopsis and thesis submission shall be as per Rule 5.**
- (v) The Master's thesis shall be sent to the one External Examiner for evaluation and Ph.D. thesis shall be sent to two External Examiners for evaluation. The Examiner(s) shall submit a report commenting on thesis/dissertation and indicating whether examiner recommends its acceptance or rejection. If the Examiner recommends acceptance, then the oral examination of Masters' students shall be conducted by the External Examiner and Advisory Committee along with the Head of the Department. In case of Ph.D. students, after receiving the dissertation evaluation report from both External Examiners, the examination shall be conducted by the one out of two External Examiners appointed by the Dean, Postgraduate Studies and Advisory Committee along with Head of the Department. If the Examiner rejects the thesis/dissertation, his/her evaluation report shall be placed before the Advisory Committee and Head of the Department for a decision. If the Advisory Committee along with the Head of the Department accepts the recommendations, then the thesis/dissertation will be rejected. If the Advisory Committee along with Head of the Department does not agree with the report of the External Examiner(s), then the thesis/dissertation shall be re-examined by another External Examiner(s) whose decision for conducting oral examination as above or not, shall be final.
- (vi) If the thesis/dissertation is not accepted or the performance of the student in the oral examination is found unsatisfactory, the student shall have to resubmit the thesis/dissertation or re-appear in the oral examination in the following semester (not earlier than three months).
- (vii) A student who fails to appear in the final oral examination should apply for arranging a fresh examination through the Head of the Department. If the circumstances are beyond the control of the student, the Dean, Postgraduate Studies may permit the re-examination within the same semester. If, however, the Dean, Postgraduate Studies is not satisfied with the circumstances stated by the

student, the student shall register for one more semester and the examination shall be arranged on the payment of the thesis/dissertation re-submission fee.

6.8.1 The performance of the candidates will be recorded in a certificate of thesis/dissertation and oral examination for Master's/Ph.D. candidates *mutatis mutandis* and submitted to the Registrar through the Dean, Postgraduate Studies. The failure of the candidate to appear in the oral examination will be regulated in accordance with rule 6.8(vii).

6.9 In the programme of study, a student may be required to take such special courses as Seminar (691, 791, 792), Special Problems etc. Seminar of one (1) credit hour will be compulsory for all Master's programmes and two seminars of one (1) credit hour each will be compulsory for Ph.D. programme. The Advisory Committee shall specify the credits for Special Problems. However, a postgraduate student may be given a maximum of three credits. A special problem would be assigned to the student only when there are specific assignments for techniques of laboratory training to be undertaken by him/her during a term. For such credits, the student is required to maintain a regular record of the work done and to write a report at the end of his/her project. On the basis of the work done and report submitted, the student is graded 'S' or 'US' in Special Problem. Every student has to clear four non-credit compulsory courses as envisaged in Rule 7.7.1.

7 Requirements for Completion of Degree:

7.1 General

The University has prescribed the minimum qualification for admission to various programmes. But there may be candidates with qualifications similar to but not exactly the same as those mentioned in the minimum qualifications, but still may be considered by the University to be eligible for admission. There may also be student(s) with pre-admission qualifications higher than the minimum prescribed. In all such cases, the pre-admission qualifications will be evaluated by the Student's Advisory Committee. The committee shall, after evaluating the deficiencies and/or additional attainments of the candidates (by holding a proficiency test (if necessary), recommend additional courses and/or grant exemption from certain course(s).

7.2 The residential requirements for completion of programme(s) shall be as under:

Sr. No.	Programme	Number of Semesters	
		Minimum	Maximum
1	Master's	4	8
2	Ph.D.	6	12

Note: (i) The residential requirements in the University shall include the stay at the University campus and/or stay at its' research station(s) and such other institution(s)/research station(s) with which the University enters into cooperative and collaborative arrangements.

(ii) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.

- (iii) If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of this University.

7.2.1 *Attendance Requirements for Postgraduate Programme*

All postgraduate students are expected to attend 100% lectures and practical(s) scheduled in each course. However, postgraduate students must have attended at least 75% of lectures and practical(s) in each of the courses (5% additional relaxation on medical grounds will be given) failing that, he/she shall not be allowed to appear in the End of semester Examinations in theory or practical(s) of the course in which his/her attendance falls short. Credit Points in that course shall be submitted on the basis of the marks obtained in the course excluding the End of semester Examinations (not taken). The requirement of attendance is also applicable to credit hours for which postgraduate students have registered for research, failing which 'US' grade will be submitted for the total registered credit hours.

7.3 **Credit requirement for completion of degree programme:**

The minimum credit requirements for degree shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin, subject to the provisions of Rules 7.1 and 7.4.

7.4 **Transfer of credits/migration:**

When a student migrates to this University after having obtained his/her degree, no migration shall be necessary. When a student migrates to this University in the middle of a programme from any other University, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken by him/her in the previous University from the Head of the Institution in which he/she studied first.

When a student migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This will be determined by a committee constituted by the Dean, Postgraduate Studies, which will examine the course(s)/subject(s) already studied by the student, the examination passed and the syllabi thereof, and also conduct a proficiency test, where it may be considered necessary. It should, however, be noted that while credits may be transferred, credit points shall not be. The overall credit point average of the student shall be determined entirely by the courses undertaken by him/her in this University and the credit points achieved there in.

The student seeking migration shall satisfy the following:

1. The system of education in the institution from where the student is seeking migration and that of the Guru Angad Dev Veterinary & Animal Sciences University should be the same including the medium of instruction i.e. English.
2. The student seeking migration to Guru Angad Dev Veterinary & Animal Sciences University must have successfully completed one-year study in the institution where he/she has been studying before seeking migration. He/she must have completed 1st year of the course/programme with overall credit point average of

7.000 (10.000 basis) and/or above. He/she should not be on conduct probation in the study programme and also should not have got 'F' grade during the whole course curriculum. A migration fee as applicable should be charged if a student is allowed to migrate from some other University to this University under the same category.

3. The tuition/annual fees and other charges for such students will be same as paid by them in the previous college or as per fee structure of the college being migrated to, whichever is higher, along with admission fees as applicable.
4. The migration may be allowed only against the vacant seat.
5. If there are more than one students seeking migration, the migration should be allowed strictly on merit *inter-se* applicants for migration, subject to the fulfilment of prescribed condition(s).
6. The student may apply for migration at least one month before the start of the academic session.
7. The student(s) admitted in this University will not be allowed to migrate to other Institution/University unless he/she paid full fees except miscellaneous University charges/dues for the entire programme in instalment(s).
8. Migration of postgraduate students admitted through the ICAR/Guru Angad Dev Veterinary & Animal Sciences University to other University/Institute should not be allowed.

Migration from/to Guru Angad Dev Veterinary & Animal Sciences University in respect of students admitted under NRI quota (including NRIs, wards of NRIs)

- (i) The status of the student(s) admitted in the NRI category in this University will remain unchanged.
- (ii) The student(s) admitted in the NRI category in this University will not be allowed to migrate to other Institution/University unless he/she has paid full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- (iii) The status of the student(s) from NRI will remain unchanged at the time migration to this University. Such student(s) will have to pay the fees prescribed for the NRI for the particular programme of this University. He/she will produce a certificate from his/her previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No Due' and 'No Objection' certificate along with his/her request for migration at this University. The University will charge fees prescribed for NRI candidates for the subsequent period along with other dues of the University being collected from the students of general category.

7.5 Normal, maximum and minimum credit load in a semester:

The normal full-time programme of work in a semester shall be 15 credit hours. A maximum of 18 and a minimum of 9 credit hours may be taken by a student. The postgraduate students may be allowed to register for two extra credit hours than the prescribed maximum limit of credit hours during their final semester by the Dean, Postgraduate Studies, provided the student is not on scholastic probation.

7.6 Minimum Credit Point Average Requirement:

7.6.1 Requirement of GOOD STANDING for Completion of Degree

The minimum Overall Credit Point Average required at the postgraduate level shall be 6.500 (out of 10.000). A student, who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING.

7.6.2 Scholastic Probation

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 7.6.1 above, he/she shall be placed on SCHOLASTIC PROBATION during the semester immediately following.

7.6.3 Repeating Courses in order to fulfil the Minimum Requirement

The postgraduate students getting 6.000 to 6.490 credit points may repeat that course with the prior permission of the Dean, Postgraduate Studies, subject to the following conditions:

- a) The repetition shall be allowed only once at the end of the completion of the course work.
- b) The repetition shall be permitted only to enable the student to fulfil the minimum Credit Point Average (CPA) requirement and not for the improvement of his/her CPA or for enabling him/her to qualify for the award of a scholarship/ fellowship or for competing for a Certificate of Merit or for a position in the University.
- (c) When a postgraduate student repeats a course after getting grade 'F' or if permitted to repeat the course after getting 6.000 to <6.500 credit points, as the case may be, credits corresponding to that course shall be counted only once for the post-graduation requirements.
- (d) When a postgraduate student is allowed to repeat a course with 6.000 to <6.500 credit points, the revised credit points shall be mentioned if there is an improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the Registrar's office, both the earlier and the credit points obtained after repetition improved or otherwise, shall be mentioned and the fact that he/she repeated the course **shall be indicated by the letter 'r' written above the credit points** which he/she obtained after such repetition. But till such time as the student repeats the course, the original credit points and credits shall be used to compute the overall credit point average.

If a postgraduate student, even after repeating a course with 6.000 to <6.500 credit points does not obtain an OCPA of 6.500 or above, he/she shall be allowed to repeat the course with 6.000 to <6.500 credit points in other course(s) to complete his/her degree requirement subject to provision of Academic Rule 8.2.

7.6.4 Dropping a student or extension of the period of Scholastic Probation

- (a) Those postgraduate students who fail to achieve OCPA of 6.000 and/or also fail to clear a minimum of 18 credit hours (including deficiency courses) at the end of first two semesters of their studies (excluding the semesters) dropped by the student on medical ground), shall be dropped from the University by the Registrar automatically. Such students shall have the right

to petition for re-admission to the 1st year class only once. They may be granted admission against additional seats subject to the following conditions:

- (i) They will be allotted revised/old admission numbers.
- (ii) They will be granted exemption from those courses which they have cleared with minimum 6.500 credit points or with ‘S’ grade in deficiency courses. In order to avail this exemption they shall have to apply to the Dean, Postgraduate Studies through Advisor within seven working days from re-admission to the 1st year class after which the request of the exemption shall not be accepted.
- (i) The condition of 9 credit hours under **Rule 7.5** shall not be applicable to such re-admitted students for the first two semesters.
- (iv) For calculation of OCPA of re-admitted students the credit hours and credit points for exempted courses shall be included in corresponding semester in which the course(s) are offered as per schedule of the programme.
- (v) Such re-admitted students shall have no right to petition again for admission.

Note: A semester which is cancelled on any ground by the University shall not be taken into account for counting two semesters for the purpose of automatic dropping. Similarly, a semester for which a student is allowed to drop on valid ground or semester(s) for which he/she is rusticated shall not be taken into account for counting two semesters for the purpose of automatic dropping. For both the eventualities, the next semester(s) for which he/she gets registered will be counted.

- (b) If a postgraduate student obtains unsatisfactory grade in research for two semesters continuously, he/she shall be dropped.

7.6.5 *Re-admission of students*

A student who is dropped under Rule 7.6.4 may, within seven working days of the passing of such order, petition to the Registrar through respective Deans for re-admission, provided he/she is not placed on conduct probation on account of indiscipline in and outside the University. The petition shall be considered by a committee constituted for this purpose and the decision of the committee shall be final, provided, however, that if the Dean, Postgraduate Studies decides to allow his/her re-admission, the student shall continue to be on scholastic probation for another semester. On the detection of a patent error of fact, the Dean may review his/her decision.

The academic programmes of postgraduate students are prepared for them individually and courses are also prescribed in accordance with their research problems; therefore, every case of their dropping from the University will be decided on its own merit and cannot be quoted as a precedent.

7.6.6 *Registration of Student Re-admitted under Rule 7.6.5*

A Student who is permitted to seek re-admission under Rule 7.6.5 shall be allowed to register for the semester without any fine for late registration within two days of the passing of the order allowing him to be so re-admitted and with

a late fee a further period of ten (10) days or up to the date for registration with late fee which is generally prescribed for all students for that programme whichever is later.

7.6.7 ***Dropping of Semester, discontinuation of study and readmission***

(a) Dropping of a semester

A student may drop the current semester for which he/she has registered, with the permission of the Dean, Postgraduate Studies due to personal sickness (at least for two weeks duration)/the female students who are on the family way/suffer miscarriage/undergo medical termination of pregnancy. The medical certificate from the Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognised by the University or Senior Medical Officer of the University Hospital will be required. The permission to drop the semester must be obtained before the start of end of semester examinations. Such a student can register for the next semester with the permission of the Dean concerned.

(b) Discontinuation of study programme and readmission

Discontinuation of a study programme shall be allowed only for such postgraduate students who have secured jobs and want to join the post and/or other unavoidable and legitimate circumstances with prior approval of the Dean, Postgraduate Studies. Such students must have completed at least two semesters. Discontinuation shall be allowed from any date after submission of result of the semester by the instructor to the Head of Department as per academic calendar. A student leaving in the middle of the semester, thereafter, will have to register for that semester again on his/her return to the respective academic programme. Students have to pay the prescribed fee for the entire period he/she discontinues his/her studies.

Such student may be re-admitted by the Dean, Postgraduate Studies, if the student seeks re-admission and joins the programme in the following semester. The approval of the Academic Council will be required if the period of this discontinuation exceeds two (2) semesters but is not than four (4) semesters. In such cases the student shall have to clear the comprehensive examination afresh even if he/she had cleared the examination earlier

The request for re-admission for consideration of the competent authority should be submitted to the Dean at least 7 days before the commencement of the semester in which the student intends to seek re-admission. All such students will be re-admitted against the additional seats.

The student who discontinues his/her study programme without the permission of the Dean shall not be eligible for re-admission.

7.7 **Preliminary Examination and Language Requirements for Postgraduate Programme:**

- (a) Passing in a preliminary Examination as given in Rule 6.6 shall be one of the requirements for completion of the Master's and Ph.D. degree.

- (b) Every candidate for the Ph.D. degree shall also be required to obtain a certificate of satisfactory reading knowledge of one foreign language, viz. German, French or Russian.

7.7.1 *Non-Credit compulsory courses for postgraduate programme*

Every postgraduate candidate admitted to the Guru Angad Dev Veterinary & Animal Sciences University has to clear four non-credit compulsory courses as approved by the academic regulations.

8 Role of Head of Department, Dean Postgraduate Studies and Registrar:

- 8.1 The Head of the Department concerned will ensure that each instructor actually completes the entire course that he/she has to teach during a semester and will send a report to the Dean, Postgraduate Studies that he/she has satisfied himself/herself about it.
- 8.2 The Dean, Postgraduate Studies will keep a complete track of the departmental activities pertaining to postgraduate students and will ensure that all the examinations have been conducted in time in the spirit of academic rules and approved schedule.
- 8.3 To ensure that requirements for the award of a degree have been completed by a student, the Registrar will keep a record of the courses completed by students.
- 8.4 In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean concerned. Where, however, the Registrar does not agree with such recommendations/decisions, he/she shall refer the matter to the Vice-Chancellor whose decision would be final.

9 Unfair Means in Semester Examinations:

- 9.1 The Dean shall be responsible for dealing with all cases of use of unfair means in the semester tests and examinations.
- 9.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean through the Centre Superintendent/Head of Department concerned **within two working days** of the occurrence of each case of unfair means with full details of evidence and the explanation of the student(s), if any.
- 9.3 The Dean shall take appropriate action and the penalty may be imposed as indicated below:
- (a) Student(s) found using unfair means during a short test may be required to withdraw from the course in that semester.
- (b) Student(s) found in possession of copying material or found using unfair means during mid semester examination/practical examination may be debarred from the College for the unexpired portion of the semester and deemed to have failed in all courses during the semester.
- (c) Student(s) found in possession of copying material or found using unfair means during the semester examination(s)/supplementary examination(s) may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.

- (d) Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, may be deemed to have failed in all courses taken by him/her in the relevant semester and also debarred from the College/University during the subsequent semester.

9.4 Impersonation in Examination/Fake Degree Certificates:

- (a) The student who is impersonated shall be deemed to have failed in all the courses in the current semester; debarred from registration for next one semester; and placed on conduct probation for the subsequent two semesters.
- (b) If a person who impersonates a student in any examination during a semester is a student of the University (i) he/she shall be deemed to have failed in all the courses in the current semester; (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for two subsequent semesters.
- (c) If the person who impersonates is not a student of any constituent college of the University, the case may be registered with the police.
- (d) If impersonation in the Entrance Test/Interview/Counselling (as applicable) or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University, and the case may be **registered with the local police**.
- (e) In all cases of use of unfair means/impersonation in the entrance test, the decision of Superintendent/Assistant Coordinator/Coordinator/Controller of Examination to expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.
- (f) If any student of the University impersonates in the entrance test conducted by the University, action will be taken against him/her in the spirit of above rules.

- 9.5 **Appeal for punishment under Rule 9.4:** The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean within two weeks from passing of such orders and decision of Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students. Action will also be taken against the University employee as per the University rules, in case his/her ward(s) uses fake certificate(s) to get admission in the University. The case will also be registered with local police.**

10 Other Rules:

10.1 Conduct probation

Any student involved in the violation of rules and regulations of the University or an act of indiscipline, may be placed on conduct probation by the Dean, as below:

- (a) Placed on conduct probation with respect to all academic activities.

or

- (b) Debarred from accommodation in the hostel.

or

- (c) Placed both on conduct probation for
 - (i) academic activities and
 - (ii) debarred from hostel accommodation.

Such student(s) shall not represent the College/University team and shall lose any office that he/ she may be holding in any student organization. If a student, who is on conduct probation or who was on conduct probation on two previous occasions still commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

10.2 Maintenance of discipline

All students are expected to maintain discipline and proper academic atmosphere. The student(s) indulging in an act(s) of indiscipline and misdemeanor, such as taking out processions, holding demonstration in the residential area(s) of the University and threatening the University Officer(s), interfering with the smooth functioning of the University, defacing of University building(s) by writing slogans, disturbing the classes in session, assaulting teachers and students etc., will be liable for the severe disciplinary action.

10.3 Regulations regarding rustication and expulsion of students:

- (a) The Dean of the College shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college on the recommendation of College Disciplinary Committee/Director Students' Welfare-cum- Estate Officer.
- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean of the College immediately after rustication or expulsion for registration and notification.
- (c) The Dean may revise his/her decision within 15 days of the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**
- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean for revision of the decision.
- (e) The minimum period of rustication shall be **two semesters** and the maximum period of rustication shall be **four semesters.**
- (f) The student under rustication shall have the option of re-joining the classes during the ensuing academic year after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to re-join after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the college nor shall any **fees be charged during the period of rustication.**
- (i) A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another affiliated/constituent college without sanction of the Academic Council. In no case, such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.

- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

10.4 Ragging in College/Hostel

Ragging is strictly prohibited in the University premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide Supreme Court order in May 2007 and implemented by the University Grants Commission under Regulations called "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" vide No: F.1-16/2007(CPP-II) dated 17th June, 2009.**

The anti-ragging committees and squads constituted at the college level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.

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CHAPTER-III

ACADEMIC RULES FOR DIPLOMA PROGRAMME

Diploma in Veterinary Science and Animal Health Technology

1. Academic Year and Semester Calendar:

1.1 The academic year shall ordinarily be from **September** to **August** and shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the Office of the Registrar during the second semester of the previous year.

2. Admission: Registration for First Semester:

2.1 Admission shall be made by the Registrar taking in its' ambit selection after entrance examination and/or counselling and/or interview (as applicable), payment of the prescribed fees and registration for the first semester.

2.2 Admission shall be made in the beginning of the first semester of the academic year only.

2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendations of the Dean/Principal of the college/institution, permit late admission of a candidate up to the working day immediately following the **expiry of ten days** from the date of commencement of the classes.

Provided that if a student after registration fails to attend the classes without written permission of the Dean/Principal of the college/institution for the **last seven consecutive calendar days** during the spell of 12 calendar days commencing from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2..**

2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3. Registration for Subsequent Semester:

3.1 Registration for the subsequent semester shall be governed by the following schedule:

(a) **Advisement:** On the prescribed date(s) which shall be at least one day prior to the commencement of the classes.

(b) **Registration without late fee:** On the prescribed date which shall be a day prior to the commencement of the classes.

(c) **Registration with late fee:** Registration for maximum **up to ten days** may be allowed to the student(s) with prescribed late fee.

Provided that the Registrar may, on the recommendation of the Dean/Principal of the college/institution register a student after the last date fixed for registration in each semester up to the last date for adding a course.

- 3.2 Unauthorized absence from the advisement programme will be treated as a serious lapse and for this lapse; a late fee will be charged. If during the day of registration, a student happens to be outside the college/institution in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself in absentia through his/her advisor by paying requisite fees with the prior approval of the Dean/Principal of the college/institution.

4. **Change of Course:**

Application for change of course including any addition/withdrawal shall be made in the prescribed form along **with prescribed fee in accordance with the instructions** given on the back of the form provided, however, the exemption from this fee may be granted by the Dean/Principal of the college/institution when the change of course is necessitated due to administrative considerations.

The last date for adding a course shall be the working day immediately following the **expiry of four weeks in the semester from the date of commencement of the course work**. However, the change of course (addition) is allowed only in case of repeat course. The students have to register for all the regular courses being offered in the running semester.

5. **Advisory System:**

Each student shall be assigned to an advisor by the Dean/Principal of the college/institution at the time of the student's admission. The advisor shall help the student in planning the programme of his/her studies. Students are expected to attend advisory group meetings regularly and keep constantly in touch with their advisors so that the advisor may watch their progress and guide them along right lines.

6 **Evaluation:**

The evaluation of student's achievements in a course shall be based on his/her performance in various kinds of the tests, laboratory and library assignments.

6.1 **Examination and Evaluation:**

Every instructor shall prepare course outline and lecture wise breakup for teaching and shall submit it to the Dean/Principal of the college/institution before the start of semester. The evaluation of student's achievements in a course shall be based on his/her performance in a mid-term and an end of semester theory examinations and one end of semester practical examinations.

(a) Mid-semester Examinations

The Mid-term examination shall be conducted during the 11th week of each semester, lasting for at least one hour. The examination shall be scheduled and conducted by the Dean/Principal of the concerned college/institution, during each semester. However, the make-up examination, if any, shall be announced by the end of 12th week of the semester. The subject matter to be covered therein shall be announced by the instructor to the students.

Marks obtained by each student in Mid-semester Examination(s) shall be submitted by the Dean/Principal of respective college to the Controller of Examinations **within 15**

days of the completion of Mid-semester Examinations and the make-up examination(s), if any. The records of Mid-semester Examinations shall be made available to the University, as and when required and the records of assessment may be retained for two semesters after the conduct of the examinations by the respective college/institution, provided there is no litigations in this regard.

(b) End of semester Examinations

Towards the end of the semester, there shall be one End of semester Theory Examination in each course which shall last for two hours and shall cover entire subject matter of the course. The examinations shall be scheduled and conducted by the Controller of Examinations of the University keeping in view that no student shall be required to appear in more than two examinations in a day. The answer booklets for the examinations shall be evaluated by the University.

There shall be one practical examination for each course which will be conducted by the course instructor(s) in association with expert(s) nominated by the University two week before the End of semester Examinations.

The distribution of marks for each course Theory and Practical will be proportionate to the credit points allotted to the said course. For example - Elementary Animal Husbandry (LPS-111) of Credit Hours 3(2+1) will allot 67 marks to Theory and 33 marks for Practical examination. For theory examination, Mid-semester evaluation will be conducted for 33% marks out of 67 i.e. 22 marks and final external theory examination will be conducted for 67% marks i.e. 45 marks. For Elementary Poultry Science (LPS-121) of Credit Hours 2(1+1), the Mid-semester evaluation will be conducted of 16 marks and the final external theory will be conducted for 34 marks. For the courses, which have only practical paper e.g., Basic Computer Applications (LPS-114) of 0+2 credit hours, only the End of semester Practical examination of 100 marks will be conducted.

There will be one End of semester Examination at the end of 4th semester for the Non-Credit Course LVT-221 (Practical Trainings). The paper of this course shall be 50% written and 50% practical. To obtain Satisfactory Grade it will be essential to score 50% marks in theory and practical separately. This examination shall be conducted by the University by nominating experts from relevant disciplines.

The distribution of marks for objective and subjective questions in each theory course/paper shall be in the ratio of 40: 60 respectively.

The final examinations shall be held on such dates, time and places as the University may determine and must be completed so that the results are announced before the onset of the ensuing semester. The schedule of examinations shall be adhered to strictly.

The teachers while evaluating practical, shall take into account the following:-

- (a) A record or log book maintained by each student as practical records.
- (b) Observation and recording of the skill with which each student executes the practical.
- (c) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).

6.2 Answer Books:

The answer books of Mid-semester Examinations shall be shown to the students by the instructors and shall be kept by the Dean/Principal, of the concerned college and the Controller of Examinations (End of semester Examinations) for one semester following that in which the examination has been conducted. After this period the answer books may be disposed off.

6.3 Make-Up and Supplementary Examination(s):

6.3.1 *Make-Up Examination*

If a student misses an examination (other than the End of semester Examinations) on account of illness or some other valid reason, he/she may file petition through his/ her advisor and the instructor to the Dean/Principal of the college/institution **within three working days** from the completion of the examination. The examination on medical ground should be allowed as certified by the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University. If the Dean/Principal is satisfied that the student was prevented from appearing in the examination(s) for a valid reason, he/she may direct the instructor to hold a special Make-up Examination for the student and endorse copy of his/ her order to the Registrar. The Dean/Principal will keep a record of this in the student's personal file. It will be the responsibility of the student to get in touch with his instructor and have a date fixed for the make-up examination. Such a student shall be required to take up the Make-up Examination **within seven working days from the completion of examination.**

The students who are deputed by the University to participate in various sports and extra-curricular activities at Zonal/ National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during examination days as authenticated by the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University or misses an examination on some other valid reason be given special examination in lieu of End of semester (theory) examination missed, provided that his/her attendance requirement has been duly met with and he/she has secured pass marks in the practical which should be conducted along with supplementary examination of that course(s). If no supplementary examination is being held for that course, a special make-up examination is to be conducted for the course for these students.

6.3.2 *Supplementary Examination(s)*

Supplementary Examination(s) may be allowed to the students who have appeared in the End of semester Examination and failed in theory provided they have secured pass marks in the practical. **No supplementary will be given in practical examination.** The students who fulfill these conditions shall be eligible to appear in the supplementary examination(s) in not more than three courses, irrespective of the number of courses they have failed in that semester.

The Dean/Principal of the college/institution shall display the list of students eligible for appearing in supplementary examination in various courses on the notice board on receipt of the grades. The students shall apply for appearing in the supplementary examination to Dean/Principal of the college/institution through the Advisor by paying the prescribed examination fees, **within three working days of the display of list of eligible students**. The Dean/Principal of college/institution shall communicate with the Controller of Examinations of the University for the conduct of Supplementary Examination(s) in accordance with the Academic Calendar. The result of Supplementary Examinations shall be announced by the Registrar.

The candidates who have to appear in Supplementary Examination(s) will appear only in final theory examination. Their marks for Mid-semester and other types of exercise etc. as already obtained by them will be counted. The student who fails to obtain prescribed credit points in the Supplementary Examination shall have to register for the same course(s) on regular basis.

Students clearing Supplementary Examination and eligible for registration as per OCPA criteria must get themselves registered for the next semester **within three days of declaration of result**.

6.4 Moderation of Final Examination Result:

The Marks obtained by the students in the Mid-semester, final theory and practical examinations of each paper shall be compiled by the Controller of Examinations. The Controller of Examinations may constitute a Moderation committee, if required, under his/her chairmanship to moderate the results of final theory examinations, subject to the grant of maximum of five marks to a failing student with the condition that not more than two marks will be awarded in one paper.

6.5 Scrutiny of Answer Books and Rectification of Errors:

There shall be no provisions of re-evaluation of answer book(s). A student, however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to the Dean/Principal **within three days** after the declaration of result and after paying prescribed fee. Scrutiny of End of semester examination(s) shall be done by expert(s) nominated by the University as per laid down procedure.

Scrutiny means re-totaling of the marks, and examining of unmarked question(s), if any. In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly (even if it is towards lower side).

6.6 Award of Grades/Credit Points:

At the end of each semester, the Controller of Examinations shall give credit points to the students in each course on the basis of the cumulative results of Mid-semester, End of semester and practical examinations. The Overall Credit Point Average (OCPA) may

be rounded off up to three decimal places after taking into account the fourth place of decimal as shown below:

Percent of marks obtained in a particular course	Corresponding credit points
100.0	10.000
99.0	9.900
98.0	9.800
97.0	9.700
96.0	9.600
95.0 and so on	9.500 and so on

From credit points for different courses taken by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credit hours and the accumulated credit points. If a student obtains lesser than 50.00 percent marks in a particular course, he/she shall be awarded 'F' grade. No credit point shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to **repeat all the courses in which he/she has obtained 'F' grade** for successful completion of the diploma programme.

The Controller of Examinations shall prepare credit point sheet of the individual student and send to the Registrar. The credit point sheets sent to the Dean/Principal of respective college shall be kept as permanent record by the teacher, and Dean/Principals of respective colleges for future reference.

6.6.1 *Significance of Grades*

In addition to the credit points, the significance of various grades shall be as follows:

F	-	Fail
S	-	Satisfactory
US	-	Unsatisfactory

6.6.2 In order to complete a course and earn the credit points corresponding to that course, a student is required to pass in theory and practical separately and must get a minimum of 5.000 (10.000 basis) credit points in diploma.

6.6.3 Students failing in a particular course can register for this course (additional) in the immediate next semester along with regular courses for that semester. Any uncleared course must be registered after completion of 3rd semester of Diploma in a 'Special Semester'. The students can register in 4th semester (practical training) after clearing the left out courses in Special Semester(s). Students registering for additional courses in 'Special Semester' will have to pay additional fee as decided. It will be mandatory for such students to again meet the attendance requirements subject to provision of **Academic Rule 7.2 (a)**.

When a student gets grade 'F' in a course, the credit points corresponding to that course shall not count for diploma requirements but the credits and credit

points shall be taken into account for computing the CPA, subject to the provision of **Academic Rule 7.5.3 only**.

6.6.4 **Promotions and Failure:**

- a) The minimum OCPA requirement to get register for 4th Semester (Institutional training) shall be 5.500 (out of 10.000) provided that the student must have registered and cleared all courses of 1st, 2nd and 3rd semesters of the Diploma course.
- b) Diploma in Veterinary Science and Animal Health Technology will be awarded to those students who qualify all the courses of 1st, 2nd and 3rd semester with minimum OCPA of 5.500/10.000 and obtain satisfactory grade in the 4th semester.

7 **Residential Requirements:**

7.1 **The residential requirements for completion of diploma shall be as under:**

Number of Semester	
Minimum	Maximum
4	8

- Note:**
- i) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.
 - ii) In no case, a student shall be allowed to continue his / her diploma studies beyond four academic years (8 semesters) in a Veterinary Polytechnic/Pharmacy College/Institute.
 - iii) If a student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of Veterinary Polytechnic/Pharmacy College/Institute.

7.2 **Attendance Requirements for Diploma Programme:**

- (a) All students are expected to attend 100% lectures and practical scheduled in each course. However, students must have attended at least 75% of lectures and practical in each of the courses for 1st, 2nd and 3rd semester (5% additional relaxation on medical grounds will be given) failing that, he/she shall not be allowed to appear in the End of semester Examination in theory or practical of the course in which his/her attendance falls short. Credit Point in that course shall be submitted on the basis of the marks obtained in the course excluding the End of semester Examination (not taken).
- (b) The requirement of attendance for the student(s) who clear the 75% requirement of attendance in the first attempt and repeat the course(s) in subsequent semester(s)/year(s) is mandatory i.e. it will be mandatory for such students to again meet the attendance, subject to the provisions of **Academic Rule 7.2(a)**.

- (c) Full attendance will be compulsory during the 4th semester (Institutional training). The trainee students will be entitled for 10 days leave. The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. If a trainee willfully absents from the training programme even if for a part of the day or during off hours duty (including Sundays/ holidays) he/she may be treated absent for the day. The trainee student will be required to undergo training for additional days in lieu of absence period. The training programme will be monitored by the faculty constituted by the controlling authority. In case of unsatisfactory work/ performance and/ or shortage of attendance, **the period of institutional training shall be extended by not less than 15 days. If this period is more than 15 days the trainee student has to register afresh for the entire semester.**

7.3 Credit Requirement for Diploma:

The minimum credit requirements for diploma shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin; subject to the provisions of rules 7.1.

7.4 Normal, Maximum and Minimum Credit Load in a Semester

Normal full-time programme of work in a semester will be as per the prescribed courses and syllabi approved by Academic Council, with a minimum of 15 and a maximum of 22 Credit Hours, including the repeat course. However, the condition of 15 Credit Hours will not be applicable if the courses left out are lesser than 15 Credit Hours.

7.5 Minimum Credit Point Average Requirement

7.5.1 *Requirement of GOOD STANDING for Diploma*

The minimum OCPA requirement shall be 5.500 (out of 10.000) provided that the student must have registered for all the offered regular courses at the end of the semester. A student, who has achieved this minimum requirement, shall deem to be on GOOD STANDING.

7.5.2 *Scholastic Probation*

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 7.5.1 above, he/she shall be placed on SCHOLASTIC PROBATION during the semester immediately following.

7.5.3 *Repeating Courses in order to fulfil the Minimum Requirement*

A student getting 5.000 to 5.499 credit points in course may repeat that course with the prior permission of the Dean/Principal subject to the following conditions:

- (a) The repetition shall be allowed only once.
- (b) The repetition shall be permitted only to enable the student to fulfill the minimum credit point average requirement and not for the improvement of his/her credit point average or for enabling him/her to qualify for the award

of a scholarship/ fellowship or for competing for a Certificate of Merit or for a position in the University.

- (c) When a student repeats a course after getting grade 'F' or if permitted to repeat a course after getting 5.000 to 5.499 credit points, as the case may be, credits corresponding to that course shall be counted only once for the diploma requirements.
- (d) A student on scholastic probation shall be allowed to repeat a course only once and revised credit points shall be mentioned if there is improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the Registrar's office, both the earlier and the credit points obtained after repetition improved or otherwise, shall be mentioned and the fact that he/she **repeated the course shall be indicated by the letter 'r'** written above the credit points which he/she obtained after such repetition. But till such time as the student repeats the course, the original credit points and credits shall be used to compute the overall credit point average.
- (e) If a student, even after repeating a course with 5.000 to 5.499 credit points and after having studied all the courses prescribed for the given programme, does not obtain an OCPA of 5.500 he/she shall be allowed to repeat the other course(s) in which he/she has obtained 5.000 to 5.499 credit points till he/she obtains OCPA of 5.500 to complete his/her diploma requirement subject to provision of Academic Rule 7.1. The semester in which a particular course is not offered will not be considered for counting maximum number of semesters.
- (f) The restriction contained in clause (a) of this rule shall apply in case of a student, getting 5.000 to 5.499 credit points. A diploma student who is on "GOOD STANDING" but who might get "F" grade in a particular course may be allowed to repeat that course without any such restrictions.

7.5.4 ***Pre requisite requirement for the registration of 4th semester/final semester of the Diploma***

"For the students of Diploma, it is mandatory to clear all the courses of 1st, 2nd and 3rd semesters with a minimum OCPA of 5.500/10.000 and 5.000 to 5.499 for the students on Scholastic Probation. The students who fail to qualify even a single subject pertaining to 1st, 2nd and 3rd semesters will not be allowed to register for the 4th semester/final semester as all the subjects/courses of 4th semester are of practical/institutional duty."

7.5.5 ***Grading of Non Credit Courses***

There will be one End of semester examination at the end of 4th semester. The students are required to obtain "SATISFACTORY GRADE" in the End of semester Examinations. The End of semester Theory Examination will be conducted for 50 marks and the practical will be of 50 marks. To obtain Satisfactory Grade it will be essential to score 50% marks in theory as well as practical individually.

7.6 Award of Diploma Certificate:

Diploma in Veterinary Science and Animal Health Technology will be awarded to those students who qualify all the courses of 1st, 2nd and 3rd semesters with a minimum OCPA of 5.500/10.000 and obtain “SATISFACTORY GRADE” in the 4th semester.

7.7 Requirement for Merit Certificate:

Merit Certificate to the students of Diploma in Veterinary Science and Animal Health Technology shall be awarded who achieve an OCPA of 8.000 (out of 10.000) and above at the end of their diploma.

7.8 Dropping of a Semester/Discontinuation of Study:

A student may drop the current semester for which he/she has registered, with the permission of the Dean/Principal of the college/institution due to personal sickness (at least for two weeks duration). The medical certificate from the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University will be required. The permission to drop the semester must be obtained before the start of End of semester examination. Such a student can register for the next semester with the permission of the Dean/Principal. A student may be allowed to drop a semester if specific course(s) is not being offered to the admitted regular students in the said semester.

8 Role of the Dean/Principal and the Registrar:

- 8.1 The Dean/Principal of the college/institution will ensure that each instructor actually completes the entire course that he/she has to teach during a semester.
- 8.2 (a) To ensure that requirements for the award of a diploma have been completed by a student, the Registrar will keep a record of the courses completed by students.
(b) In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean/Principal of the college/institution. Where, however, the office of the Registrar does not agree with such recommendations/decisions, he shall refer the matter to the Vice-Chancellor whose decision would be final.

9 Unfair Means in Semester Examinations:

- 9.1 The Dean/Principal of the college/institution shall be responsible for dealing with all cases of use of unfair means in the Mid-of-semester Examinations and Superintendent of the examination centre for End of semester Examinations shall report all the cases of use of unfair means to the Controller of Examinations.
- 9.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean/Principal of the college/institution **within two working days** of the occurrence of each case of unfair means with full details of evidence and the explanation of the student(s), if any.

- 9.3 The Dean/Principal of the college/institution and the Controller of Examinations shall take appropriate action and the penalty may be imposed as indicated below:
- (a) Student(s) found in possession of copying material or found using unfair means during Mid-semester Examinations/Practical Examinations may be debarred from the college/institution for the unexpired portion of the semester and deemed to have failed in all courses during the semester.
 - (b) Student(s) found in possession of copying material or found using unfair means during the End of semester Examinations/Supplementary examinations may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.
 - (c) Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, he/she may be deemed to have failed in all courses taken by him/her in the relevant semester and also debarred from the college/institution during the subsequent two semesters.

9.4 Impersonation in Examinations/Fake Degree Certificate(s)::

- (i) The student who is impersonated shall be deemed to have failed in all the courses in the current semester; debarred from registration for next one semester; and placed on conduct probation for the subsequent two semesters.
- (ii) If a person who impersonates a student in any examination **during a semester** is a student of the University (i) he/she shall be deemed to have failed in all the courses of the academic/professional year; (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for one subsequent semester.
- (iii) If the person who impersonates is not a student of any constituent/affiliated college/institution of the University, the case may be registered with the police.
- (iv) If impersonation in the Entrance Test/Interview/Counselling or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University for the two subsequent academic years, and the case may be **registered with the local police**.
- (v) In all cases of use of unfair means/impersonation in the entrance test (if applicable), the decision of Superintendent/ Assistant Coordinator/ Coordinator/ Controller of Examinations to expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.

- 9.5 The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean/Principal of the college/institution within two weeks from passing of such orders and decision of the Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students, wards of employees of the University**

in case of use fake certificate(s), for which action will be taken as per the University rules and the case also be registered with local police.

10 Other Rules:

10.1 Conduct Probation:

Any student involved in the violation of rules and regulations or act of indiscipline, may be placed on conduct probation of the following kind by the Dean/Principal of the college/institution:

(a) Placed on conduct probation with respect to academic activities.

Or

(b) Debarred from the accommodation in the hostel.

Or

(c) Placed both on conduct probation for academic activities and debarred from hostel accommodation.

Such student shall not represent the college/institution/University team and shall lose any office that he/she may be holding in any student organization. If a student who **is on conduct probation** or who was on conduct probation on **two previous occasions** commits an act of indiscipline, **he/she shall be dropped permanently from the rolls of the college/institution.**

10.2 Maintenance of Discipline:

All students are expected to maintain discipline and proper academic atmosphere. The students indulging in acts of indiscipline and misdemeanour, such as taking out processions, holding demonstration in residential area of the University/College/Institution and threatening the University/College/Institution Officers, interfering with the functioning of the University/College/Institution, defacing of the University/College/Institution buildings by writing slogans, disturbing the classes in session, assaulting teachers and students etc. will be liable for severe disciplinary action.

10.3 Regulations Regarding Rustication and Expulsion of Students:

(a) The Dean/Principal of the college/institution shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college/institution on the recommendation of the Dean/Principal/ Director Students' Welfare-cum-Estate Officer/ Disciplinary Committee of the College/ Institution.

(b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean/Principal of the college and institution immediately after rustication or expulsion for registration and notification.

(c) The Dean/Principal may revise his/her decision within 15 days or the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**

- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean/Principal of the college/institution for revision of the decision.
- (e) The minimum period of rustication shall be **one semester** and the maximum period of rustication shall be **two semesters**.
- (f) The student under rustication shall have the option of rejoining the classes during the ensuing semester after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the Veterinary Polytechnic/ Pharmacy College/ Institution to readmit a rusticated student if he/she wishes to rejoin after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the Veterinary Polytechnic/ Pharmacy College/ Institution nor shall any **fees be charged during the period of rustication**.
- (i) A student expelled from the Veterinary Polytechnic/ Pharmacy College/ Institution shall not be allowed to seek fresh admission into the same Veterinary Polytechnic/ Pharmacy College/ Institution without the sanction of the Academic Council. In no case such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean/Principal, Veterinary Polytechnic/ Pharmacy College/ Institution requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

10.4 **Ragging in Veterinary Polytechnic/ Pharmacy College/ Institution /Hostel:**

Ragging is strictly prohibited in the University/ College/ Institution premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide Supreme Court order in May 2007 and implemented by the University Grants Commission under Regulations called "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"**. Vide letter no: F.1-16/2007(CPP-II) dated 17th June, 2009.

The anti-ragging committees and squads constituted at the college/institute level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.

CHAPTER-IV

HOSTEL RULES

I General:

- 1 The University hostels (encompassing off-campus colleges) shall be opened to the regular students on the rolls of the constituent colleges of the University. The students shall not be entitled to retain hostel accommodation beyond the normal duration of respective degree/diploma programme(s). In-service postgraduate students who are claiming house rent allowance shall not be eligible for hostel accommodation. The students who are unable to get hostel accommodation may make their own arrangements.
In-service candidate of this University coming from outstation(s) for joining M.V.Sc./M.F.Sc./M.Sc./ Ph.D. programmes at the University campus may be allowed to get hostel accommodation at Ludhiana.
- 2 The students whose parents are residing at headquarters of the respective college(s) shall not ordinarily be eligible for hostel accommodation. However, if accommodation is available, they may be considered for allotment on merit.
- 3 The student who has been provided hostel accommodation must stay in the allotted room. Violation of this rule in form of sub-letting shall invoke severe punishment to the actual allottee and the other student residing in his/her place.
- 4 The hostel residents shall vacate the rooms whenever asked to do so by the Director Students' Welfare-cum-Estate Officer and/or Dean, College of Veterinary Science, Rampura Phul/Principal, Veterinary Polytechnic, Kaljharani, respectively. All the hostel articles issued to the residents should be returned to the Hostel Supervisor/Clerk before vacating the room. The resident shall be responsible for any loss, which will be made good from him/her. The residents may deposit their luggage/belongings in the Hostel Cloak Room. Then only a process of N.O.C. from Hostel will be initiated.
- 5 While visiting the dining hall, common room and canteen, the hostel residents should be properly dressed and no outsider should be allowed to enter.
- 6 The Hostel Warden shall exercise general supervision and control over the hostel affairs. In granting character certificate to a boarder, the opinion of the Hostel Warden will be given due weightage.
- 7 All cases of illness should be reported to the Hostel Warden/University Medical Officer.
- 8 In each wing of the hostel, a senior student of good standing may be appointed as a prefect for that wing who will assist the Hostel Warden/Assistant Warden in the administration of the hostel.
- 9 The resident must see the Hostel Notice Board twice a day as an important notice(s) are displayed on the Notice Board.
- 10 No boarder should see the Director Students' Welfare-cum-Estate Officer/Dean, College of Veterinary Science, Rampura Phul/Principal, Veterinary Polytechnic, Kaljharani for routine affairs. He/she should contact Hostel Warden/Assistant Warden/Prefect for such purposes.
- 11 For organizing any meeting/activity in the hostel, the residents should seek the approval of the Director Students' Welfare-cum-Estate Officer through the Hostel Warden concerned at least one week in advance.

- 12 Each boarder shall pay the prescribed charges as the utensils, crockery and breakage fund for the academic year. This amount shall be collected by the Dean/Principal concerned along with other fees. The fund shall be operated by the Director Students' Welfare-cum-Estate Officer.
- 13 Each boarder shall pay the prescribed charges per semester/annum, as applicable, as the common room fund. This amount shall be collected by the Dean concerned along with other fees. The fund shall be operated by the Director Students' Welfare-cum-Estate Officer/ Controlling Officer.
- 14 The residents shall make proper use of common room, newspapers, allied literature and the articles required for indoor games. Hours of the hostel common room shall be fixed by the Hostel Warden from time to time. The common room Secretary and Joint Secretary shall be responsible for running the hostel common rooms. An amendment to common room rules can be made by the Committee consisting of the Hostel Warden, Secretary and Joint Secretary of Common Room subject to approval by the Director Students' Welfare-cum-Estate Officer/Dean/Principal, respectively.
- 15 The Director Students' Welfare-cum-Estate Officer/Controlling Officer is authorized to make purchases out of the amount collected as common room fund and utensils, crockery and breakage fund for the following purposes:
 - (a) Purchase of newspapers, magazines, indoor games and prizes for hostel competitions, registers, rubber stamps, etc.
 - (b) The purchase and repair of radio/TV sets, crockery and utensils, celebration of hostel functions and festivals or any other miscellaneous expenditure which the Hostel Warden may deem fit in consultation with the Common Room Secretary/Joint Secretary.
 - (c) The Director Students' Welfare-cum-Estate Officer/Controlling Officer is competent to write off or declare an article procured of the Hostel Fund unserviceable. He may himself or appoint a committee to advise him/her for declaring the article unserviceable and auction thereof.
- 16 Every boarder must have a copy of the hostel rules. He/she must observe them in letter and spirit. Ignorance of rules will not be considered as an excuse.

II Allotment:

- 1 Merit and seniority primarily will be taken into consideration for allotment of accommodation available in the University and its off-campus hostels.
- 2 The cubicles shall be allotted to the postgraduate students on merit and the left-over cubicles shall be allotted to the undergraduate students as under:
 - (a) 90-95% of the left-over cubicles shall be allotted to the undergraduate students on merit.
 - (b) 5-10% of the left-over cubicles shall be allotted to the students of outstanding merit in sports and co-curricular activities.

In case of College of Veterinary Science, Rampura Phul and Veterinary Polytechnic College, Kaljharani, the cubicles shall be allotted to the students on merit basis.

- 3 Students must be personally present at the time of allotment of rooms. The room to be allotted will be specified immediately before the allotment is made.
- 4 The room-mates in the dormitories shall preferably be students of the same class. This rule, however, shall not apply to real brothers.

- 5 No resident is allowed to change the room without permission of the Hostel Warden. No change of room will ordinarily be permitted after general allotment. Violation of this rule will result in cancellation of the hostel seat.
- 6 The students who have been rusticated from the university/expelled from hostel and/or placed on Conduct Probation shall not be eligible for hostel accommodation. However, the student rusticated/expelled and/or placed on Conduct Probation but subsequently re-admitted or after completing the period of Conduct Probation may be considered for hostel accommodation, if the Dean/Principal of the College, Director Students' Welfare-cum-Estate Officer and Hostel Warden are fully satisfied that his/her residing in the hostel will not lead to any cause for indiscipline. Such allotment will still be conditional.
 - i) A student who was awarded minor punishment on account of his/her involvement in any act of indiscipline, misconduct and misdemeanour in the college/hostel in cases other than those covered under clause 6 above, may be allotted a seat in the hostel if the Dean of the College concerned, Director Students' Welfare-cum-Estate Officer and Hostel Warden are fully satisfied that his/her residing in the hostel will not cause indiscipline.
 - ii) In Hostel No. 9 and/or any other hostel allotted for the purpose at University campus, rooms will be allotted to foreign students. After allotment, if some rooms remain vacant, these may be allotted to other students. However, they will be charged as per fees for Hostel No. 9 and/or any other hostel meant for foreign students.

III. Furniture:

- 1 Every boarder is provided with a chair, a table and a bed, subject to availability. He/she shall be responsible for this furniture. Furniture should not be removed from one room to another. Every boarder shall ensure that no damage is done to the hostel property and furniture. Repair charges for any damage (intentional or through negligence) shall be borne by the boarder concerned.
- 2 The removal of electric fittings and charpoy from the room is prohibited.

IV. Withdrawal and Removal from the University Hostel:

- 1 After the general allotment, the application for withdrawal from the hostel should be countersigned by the parent/guardian and submitted to the Director Students' Welfare-cum-Estate Officer through the Hostel Warden after hostel dues have been cleared,
- 2 Despite the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues and fines up to the day he/she continues to be on the rolls of the hostel, until his/her name is formally withdrawn from the hostel.
- 3 A boarder may be expelled from the hostel by the Director Students' Welfare-cum-Estate Officer/Warden, if he/she is in the habit of staying away from the hostel without permission or is found guilty of misconduct or indiscipline.
- 4 No boarder shall be allowed to stay in the hostel if his/her hostel fees and mess dues are in arrears for more than a month.
- 5 The boarder who does not clear hostel, mess or canteen dues or fine by the prescribed date, shall not be registered for the subsequent academic year/semester until and unless he/she clears all these dues and obtains 'No Due Certificate' from the Hostel Warden or the Director Students' Welfare-cum-Estate Officer. In case of those students who are to leave the university after completing their degree requirement or otherwise, their results

as well as the provisional certificate/degree will be withheld till 'No Due Certificate' is produced from the Hostel Warden concerned or the Director Students' Welfare-cum-Estate Officer.

- 6 No boarder shall leave the hostel without personally handing over the charge of the room to the Hostel Supervisor/Clerk concerned. Loss, if any, shall be recovered from him/her.

V Leave Rules:

- 1 Leave sanctioned for absence from the college does not mean leave from the hostel. Leave from the hostel for one or more nights must be got approved from the Hostel Warden.
- 2 Leave should be personally got sanctioned, before it is availed of.
- 3 Residents absenting themselves from the hostel, without getting the leave sanctioned, shall be penalized.

VI. Night Roll-Call:

- 1 The night roll-call will be taken by the Block Prefect at 9.00 p.m. in winter and 10.00 p.m. in summer. Every boarder must be present in his/her room to avoid inconvenience for taking the roll-call.
- 2 A boarder absent at the time of roll-call is liable to be fined. The fine list shall be put up on the notice board at the end of each month.
- 3 After roll-call, no student is allowed to leave the hostel. But, if some emergency arises, he/she should inform the Hostel Warden/Assistant Warden before leaving the hostel at night.
- 4 Absence from the hostel for the whole night without prior permission of the Warden in an act of gross negligence and misconduct and will call for heavy punishment, and might invoke cancellation of seat.

VII. Guests:

- 1 The boy boarder must get prior written permission of the Warden for keeping his father or real brother as guest in the hostel in exceptional cases. The name of the guest should be entered in the guest register by the student himself under his signatures. The guest, so allowed, will be kept in the hostel guest room. Suitable identity details like Aadhar Card, details and/or Mobile No. be got noted and a photocopy of same be kept.
- 2 Lady guests are not permitted to stay in the boys' hostels.
- 3 Ordinarily no guests (even female) are allowed to stay in the girls' hostels.
- 4 A boarder keeping a guest without permission or entertaining a student who has been expelled from the university/hostel shall be expelled from the hostel by the Warden on spot enquiry.

VIII. Electricity:

- 1 Light/fan must be switched off when not in use. The use of electric bulb/LED lights up to 60 watts/ electric tube is allowed in the room.
- 2 The use of electric heaters, electric rods and other electric appliances are prohibited. Those found using these electric appliances shall be fined Rs.500/- and their electric appliances confiscated. This rule does not apply on residents of hostel No 9 and/or any other hostel allotted for foreign students.

- 3 Boarders must not tamper with electric fittings and installations. For all electric repairs, the electrician should be contacted.

IX. Discipline and Complaints:

- 1 Boarders must maintain perfect discipline and congenial atmosphere for studies in the hostel.
- 2 All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour of playing loud music that is likely to cause disturbance or annoyance to the residents is prohibited.
- 3 Maltreating or abusing the hostel staff, mess and canteen employees is strictly prohibited. Any complaint against them should be reported to the Security/Warden Officer.
- 4 Dealings in general and especially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Residents must not take law into their own hands but must report all quarrels and disputes to the Hostel Warden.
- 5 Teasing, maltreating or indulging in any act of ragging of the newly admitted students is prohibited. Severe disciplinary action shall be taken against the defaulting students.
- 6 Boarders should not keep firearms, lethal weapons, poisons or intoxicants of any kind in the hostel. A boarder found guilty of having committed breach of this rule or using alcohol shall be expelled from the hostel by the Warden on spot enquiry and a medical check-up. The defaulting students may be punished by the Director Students' Welfare-cum-Estate Officer on the recommendation of the Disciplinary Committee.
- 7 A boarder found guilty of having committed a breach of rules shall be liable to be punished by the Director Students' Welfare-cum-Estate Officer /Hostel Warden as under:
 - (a) The Hostel Warden may impose a warning and/or fine up to Rs.1000/- or cancel the hostel seat of the defaulting boarder.
 - (b) The Director Students' Welfare-cum-Estate Officer may expel a student from the hostel and/or impose a suitable fine for violation of hostel rules.
- 8 Boarders involved in fights, factional fights/other serious act of indiscipline are liable to be expelled from the hostel/University.

X. Lawn and Cleanliness:

- 1 Students are expected to show a sense of responsibility in the maintenance of hedges, lawns and flowers. They should avoid crossing the lawns. Hedges and fences should not be tampered with.
- 2 Cycling/plying of any type of vehicles in verandahs and lawns in and around the hostel is prohibited.
- 3 Spitting at all places should be avoided. Walls, furniture and doors should not be defaced.
- 4 The washbasins, toilets and latrines should not be blocked by any extraneous material and must be kept clean.
- 5 Always close the taps of the bathrooms, latrines and washbasins after use.
- 6 Cycles/motorcycles should be parked in cycle sheds.

CHAPTER-V

UNIVERSITY LIBRARY RULES

I Membership:

- 1 Students, faculty members and staff of the University are eligible to become members of the University Library. Persons other than those listed above can be enrolled as members only on recommendation of any full time employee of GADVASU subject to the approval of the University Librarian. However, these members will not be issued any library material. The library charges for these members are as follows:

Retired teachers/employees of the university: Refundable security Rs 500/-

Corporate membership for Membership fee of Rs 10,000/-(one time) plus

Industries /autonomous bodies: annual library services charges Rs. 1000/-

Casual membership:

Period	For wards of GADVASU employees	For outsiders
Upto one week	Rs. 100/-	Rs. 200/-
Upto one month	Rs. 300/-	Rs. 600/-
Upto six months	Rs. 600/-	Rs. 1200/-
Upto one year	Rs. 1200/-	Rs. 2400

The University Librarian reserves the right for enrolment of casual members to the library

2 Loan privileges:

The bonafide members shall be permitted to borrow books from the library by producing library card. The number of books a borrower can take and the period for which can retain is as follows:

Entitlement for borrowing books

S. No.	Category of library users	Entitlement
1	Teachers and officers of the university	8
2	Non-teaching staff	2
3	Under-graduate students	3
4	Post-graduate students	4

Period of loan

S.No	Category of books	Period of loan
1	General books	14 days (3 books for semester for teachers and officers of the university)

2	Text books	overnight
3	Reference books, abstracts and indexes	overnight
4	Current periodicals	not to be issued
5	Bound periodicals and serials (Post-graduate students, teachers and officers of the university)	overnight
6	Theses, rare books and micro-film reading materials	not to be issued
7	CD-ROMS with books for all except students	not to be issued
8	CD-ROMS of databases, software etc.	not to be issued

3 **Overdue charges:**

The following overdue charges shall be charged from members, if they fail to return the library material within the stipulated time period as indicated on due-date-slip in book(s).

General books: Rs 1 per day per book (a grace period of 4 days is provided and minimum fine charged is Rs. 5/-)

Overnight text books : Rs 1 per hour per book

Overnight bound volumes: Rs 1 per volume per hour

4 **General rules:**

- It is advisable to keep the library card in safe custody to avoid any misuse.
- Always bring the library card for library usage. The member is responsible for all the books/journals issued on his/her card.
- The member will produce his/her card at the time of borrowing books.
- Before borrowing, member should ensure that the book is in good condition and no page is missing.
- Sub lending of books is not allowed.
- The member can obtain 'No Dues Certificate' from the library after returning all the books issued to him/her and surrendering the card.
- The Library staff on duty is authorized to search any person on entry and exit of the Library.
- Smoking, making noise, spitting, use of mobile or doing anything else which may disturb other readers or may be against the discipline of the institution is strictly prohibited.
- Personal books, files, raincoats, umbrellas etc. should be placed at the property counter.
- The Librarian is empowered to recall any library material at any time according to circumstances especially at time of stock verification.
- Theft and mutilation of the library material, damaging or defacing of the library property is punishable under rules.