

SEMESTER AND HOSTEL RULES

2010-11



**GURU ANGAD DEV VETERINARY AND
ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

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CHAPTER I

SEMESTER RULES

1 Academic year and Semester Calendar

1.1 The academic year shall ordinarily be from July to June, it shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the Registrar's office 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 all undergraduate programmes of the University shall be made in the beginning of the first semester of the academic year only.

2.3 Admission to Master's programme shall be made in the beginning of 1st semester. Admission to Ph.D. will be done in the 2nd semester. No admission will be made in the subsequent semesters for both the programmes.

2.4 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 offered to the next candidate on the waiting list subject to provision of Semester Rule 2.

2.5 Unauthorised absence from the registration at a programme at the time of admission shall be treated as a serious lapse and the seat will be vacated and offered to the next eligible candidate on the waiting list.

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 one or two days 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 late fee of Rs. 1500/- for five days and Rs. 3000/- for ten days.

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 **except for B.V.Sc. & A.H.**

3.2 Unauthorised 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 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 (Not applicable to B.V.Sc. & A.H.)

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 six weeks in the case of undergraduate students and five weeks in case of postgraduate students from the date of commencement of the course work for the semester.

For B. Tech. and B.F.Sc. courses however the change of course (addition or withdrawal) is allowed only in case of repeat courses. The students have to register for all the regular courses being offered in the running semester.

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

5. Advisory System

5.1 For Undergraduate Students

Each student shall be assigned to an advisor by the Dean 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. Where an advisor finds that his/her student is not making adequate progress in a certain course, he/she may ask him/her to withdraw that course except students of B.V.Sc. & A.H. The advisory group meeting within all the colleges shall be fixed on the same day and at the same time.

5.2 For Postgraduate Students

A major advisor shall be assigned to each postgraduate student within 2 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 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 Dean, Postgraduate Studies. Moreover, the Dean, Postgraduate Studies may give approval to add one or more members 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:

1. Two members representing major subject, one of them will be the major advisor who will also be the Chairman of the Committee.
2. At least two members from outside the major discipline with at least one from the minor field.

3. One or more nominee 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 university level. Within these, the research problems of individual student be finalized by a committee consisting of Major Advisor, Head of the Department, the Chairman of the Research Committee of the Department alongwith the Advisory Committee of the student. The student will also be associated in this exercise and shall deliver synopsis seminar at department level. The details of the programme of 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 (Before midterm) with the prior approval of Dean PGS on the recommendation of Student's advisory committee. The time between synopsis and thesis submission shall be three semesters for Master's programme, and two and a half years for Ph.D. programme.

6. Veterinary curriculum (Applicable to B.V.Sc. & A.H. registered under revised VCI guidelines - 2008)

6.1 (a) The Veterinary curriculum is comprised of six components of study :

- (i) Core Courses,
 - (ii) Tracking Programme(s),
 - (iii) Study Circles,
 - (iv) Entrepreneurial Training,
 - (v) Internship and
 - (vi) Competence in skills.
- (b) The curriculum is meant to 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) A judicious balance has been ensured in distribution of course credits in theory and practical and sequence among basic, production, pre-clinical and clinical subjects including public health and livestock products technology.
- (d) The educational process may be placed in a historic background as an evolving process and not merely as an acquisition of large number of disjointed facts without a proper perspective.
- (e) Medium of instructions for B. V. Sc. & A. H. degree course shall be English.
- (f) Clinical practice shall be organized in small groups of 5-10 students so that each teacher can give personal attention to each student with a view to improve his/her skill and competence in handling of the patients.
- (g) Efforts may be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character expression and other faculties which are necessary 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.
- (h) Practical training be imparted to produce a well balanced and an all-rounder graduate. Continuing self-education among students for further development in different aspects of veterinary and animal science/technology be encouraged. Tutorials be organized for this activity.

6.2 Core Courses

The semester-wise distribution of theory and practical courses comprising of 177 credits (core courses) for B. V. Sc. & A. H. degree course are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	11	7	18
	II	12	8	20
Second	III	12	9	21*
	IV	12	9	21*
Third	V	12	7	19
	VI	13	8	21
Fourth	VII	10	10	20
	VIII	10	8	18**
Fifth	IX	9	10	19
		101	76	177

* 1 credit (0+1) each for two course on Livestock Farm Practice (non- credit) included.

** 1 credit (1+0) for Veterinarian in Society (non - credit) included.

- (a) In addition to the core courses above, a student has to successfully complete the **Tracking Programmes, Study Circles, Entrepreneurial Training, Internship and Core Competence** in Veterinary skills as has been detailed under part IV(8)(1) of VCI regulations 2008 for the award of B.V.Sc. & A.H. degree.
- (b) Remount Veterinary Corps (RVC) Squadron shall be non-credit training programmes for duration of minimum of **Two Professional Years shall be compulsory** for the award of B.V.Sc. & A.H. degree. The performance of the students will be assessed and **graded as 'Satisfactory' or 'Unsatisfactory'**. A student has to obtain **'Satisfactory'** grading for successful completion of course requirement(s).

6.3 Tracking Programme(s)

- (a) These programmes have been developed to allow student(s) to exercise more control over the specific direction of their profession and motivate them for self-learning, through virtual classroom, distant learning, internet etc.
- (b) A student has to compulsorily take any two programmes of two credits each (2x2=4 credits) **any time** (one semester duration, each) **during second year to fifth year of B.V.Sc. & A.H.** Degree Course under the supervision of one faculty member as designated by the Dean of the college for that programme.
- (c) Evaluation of the student(s) for this programme shall be done internally on Grade basis (A-Excellent, B-Good, C-Average). In case of unsuccessful candidates, the programme can be carried to the next semester/year.
- (d) List of tracking programmes is given below :
 - i) Feline Medicine
 - ii) Cryobiology of Gametes
 - iii) Neurosciences
 - iv) Clinical/Interventional Nutrition
 - v) Dermatology/Integument Science

- vi) Alternate Veterinary Medicine
 - vii) Ophthalmology
 - viii) Anaesthesiology
 - ix) Small Animal Critical Care
 - x) Non-Mammalian Medicine
 - xi) Sports Animal Medicine
 - xii) Drug designing
 - xiii) Veterinary Biologicals
 - xiv) Microbial diversity in Wildlife
- (e) These will be Non-Credit course(s) but shall be mentioned in the Degree Transcript along with the grades obtained.

6.4 Study Circles

- (a) Each student of B.V.Sc. & A.H. Degree Course shall have to enroll himself/herself for at least two study circle activities during the B.V.Sc. & A.H. degree course out of the proposed Study Circle(s) as listed below :
- i) Livestock and Livelihood Study Circle
 - ii) Production Systems Study Circle
 - iii) Ecosystems and Livestock Study Circle
 - iv) Equine Study Circle
 - v) Canine Study Circle
 - vi) Diagnostic study Circle
 - vii) Alternate Animal Use Study Circle
 - viii) Fun/Sport Animal Study Circle
 - ix) Law and Veterinary Science Study Circle
- (b) The Dean shall designate an Advisor for each of the above study Circle activities who shall supervise, guide, monitor and evaluate the activities of the Study Circles.
- (c) Each student shall **have to present a seminar on the topics of his/her study circles any time during the semester**. The date and time of the seminar shall be notified inviting participation of all students. The Study Circle shall also put up news, wall papers, drawings, exhibits of their subjects in the college.
- (d) The **Dean of the college** shall coordinate the activities with the **advisors of each of the above study circles**.
- (e) The evaluation of the student for each of the registered **study circles shall be done by the advisor** who will grade them as A-Excellent, B-Good, C-Average as per the performance. The same shall be recorded in the Degree Transcript along with the grades obtained. **No student shall be allowed to change the circles during the professional year.**

6.5 Entrepreneurial Training

- (a) Each student of B. V. Sc. & A. H. degree course shall be required to **compulsorily undertake one of the activities of Entrepreneurial Training**. This training is aimed at developing entrepreneurial skill for self employment.

- (b) The University/college shall provide technical support and infrastructure for these activities inputs, day-to-day work and financial accounting shall be undertaken by the students. The profits/losses, if any, shall be kept/borne by the student(s).
- (c) However, in case of loss, the Dean of the college through the Entrepreneurship Committee consisting of four faculty members (atleast one subject matter specialist) may evaluate the reasons of such loss and provide compensation, in case it is found that the loss has been inadvertent.
- (d) Proposed list of 16 Entrepreneurial activities is as follows :
 - i) Goat Production
 - ii) Sheep Production
 - iii) Pig Production
 - iv) Broiler and Egg Production
 - v) Pet Production
 - vi) Dairy Production
 - vii) Meat Production and Processing
 - viii) Fish Production
 - ix) Feed Production – Mineral Mixture
 - x) Milk Products
 - xi) Food safety – residue Analysis
 - xii) Clinical Investigatory Laboratory
 - xiii) Quality Control – Evaluation (Microbial)
 - xiv) Shoeing and Shoe Manufacture
 - xv) Production of Diagnostics
 - xvi) Pharmaceutical Formulations

Besides, the College(s)/Institution(s) may also offer the facilities for Entrepreneurial Training involving the activities of the regional interest.

6.6 Internship rules

- (a) Every student of B.V.Sc. & A.H. degree course shall be required after passing the fifth annual examination to undergo compulsory rotating internship to the satisfaction of the University for a **minimum period of six calendar months**, so as to be eligible for the award of the degree of B.V.Sc. & A.H. and for full registration with the Council.
- (b) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays). The intern will devote whole time to the training and will 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 including Tracking Programmes, Study Circles, Entrepreneurial Training and R.V.C. Squadron as prescribed under VCI Regulations 2008.
- (d) The University shall issue a **provisional course completion certificate** of having passed all the professional examinations and having successfully completed course work.
- (e) The State Veterinary Council **will grant provisional registration** to the candidate on production of the provisional B.V.Sc. & A.H. course completion certificate. The

provisional registration will be for a **minimum period of six months** and maximum of **eight months**.

- (f) After provisional registration with the State Veterinary Council, the candidate shall register for internship of six calendar months.
- (g) Interns will be actively involved in rendering veterinary service(s) under the supervision of an experienced teacher.
- (h) They shall assist the teacher in all activities of the units they are posted in.
- (i) During the period of internship they shall be 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 candidate will **be entitled for 10 days casual leave**.
The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. If an intern willfully absents from the training programme even if for part of a day or during off hours duty (including Sundays/holidays) he/she may be treated absent for that day. The candidate will be required to undergo training for the additional days in lieu of the absence period and internship allowance will not be paid for these additional days.
- (k) The internship programme shall be monitored by a committee constituted by the Dean under his/her chairmanship including among others the Head of TVCC and the Head of ILFC as members. This committee shall monitor effective implementation of the internship training programme from time to time.
- (l) In case of unsatisfactory work/performance and/or shortage of attendance, the period of compulsory rotating internship **shall be extended by not more than two months** by the appropriate authority. If this period is more than two months, the intern has to re-register afresh for internship programme for entire six calendar months including registration with the State Veterinary Council.
- (m) Internship allowance will be paid only for six calendar months. No internship allowance will be paid for the period of absence/unsatisfactory performance/extended period.
- (n) The compulsory rotating internship for six calendar months shall be done in teaching and approved Veterinary Polyclinics/Veterinary Hospitals, Veterinary Biological Centres, Technology Centres, Farms and Veterinary Disease Investigation Centres. The internship programme can be undertaken at approved veterinary institutions in India.
- (o) The compulsory rotating internship shall be in the following areas:
 - (i) Clinical training covering veterinary medicine, surgery and radiology, animal reproduction, gynaecology and obstetrics, clinical emergencies, indoor ward care, hospital management record keeping etc. for three months.
 - (ii) Livestock production and management training, covering farm routines of cattle and buffalo farms, piggery/rabbitary, sheep and goat farms, and equine/ camel unit etc. for one month.
 - (iii) Poultry production and management covering layer and broiler production, hatchery and chick management, quail, turkey, duck units etc. as well as fishery or any other recycling unit where feasible, for one month.
 - (iv) Livestock technology and service covering familiarization in biological product units, disease control campaigns (disease investigation and sample collection and dispatch, vaccination, mass testing etc.) in plant training in meat plants, milk plants, etc. training in zoo/ wild life center/national parks, for one month.

- (p) Details of day to day work, posting and duration needs to be worked out by the Veterinary Institution as per its needs and infrastructure facilities.
- (q) Where an Intern is posted to a recognized Veterinary hospital for training, a representative of the College and the In-charge of the Veterinary hospital shall regulate the training of such intern(s).
- (r) Every Intern shall render professional veterinary service, skill and knowledge under supervision and guidance of a registered veterinary practitioner working in the approved Veterinary Institution.
- (s) Functions, responsibilities and duties of Interns:
 - (i) Participation with clinical faculty in the hospital practice.
 - (ii) Sharing 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) The intern responsibilities include hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian.
 - (v) Participation in the tutorial instructional program of the Veterinary College.
 - (vi) The intern will administer primary care to emergency cases and participate in service such as anaesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedure(s). Medicine and Surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.
- (t) The training shall be supplemented by weekly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns/ discussions in clinical training, farm training and technology and services, respectively .
- (u) For the purpose of internship all necessary inputs/adequate clinical facilities etc. shall be provided.
- (v) The intern shall maintain a log book of day to day work which may be verified and certified by the supervisor under whom he/she works. In addition, the **interns will prepare a brief project report on the basis of his/ her case study/ case analysis**, survey reports etc. This shall be based on his/ her own study during the internship. Such reports can be supervised by more than one teacher, if required. **The interns shall present such report in seminar organized for the purpose.**
- (w) The grading shall be based upon the evaluation of log book, their performance reports from all the minimum prescribed training postings, project report and comprehensive examination in core competence in veterinary skills conducted at the end of the programme by an Evaluation Committee comprising of the faculty representing the concerned department(s) appointed by the Dean for this purpose.
- (x) Every Intern shall have to submit an Entrepreneurial Project during the Internship Programme.

6.7 Comprehensive Examination on Core Competence in Veterinary skills

The Competence in veterinary skills examination shall be evaluated on core competence in professional skills as per the Veterinary Council of India - Minimum Standards of Veterinary Education – Degree Course (B. V. Sc. & A.H.) Regulations, 2008.

There shall be no marks for this examination. Every intern shall be graded as 'Satisfactory' or as 'Unsatisfactory' based on the evaluation of this examination and submission of Entrepreneurship Project. The Dean shall then issue the certificate of satisfactory completion of internship training as prescribed by the Veterinary Council of India. In case of unsatisfactory performance in the comprehensive examination for core competence in professional skills, the candidate has to repeat the entire internship programme.

7. Evaluation

For B.V.Sc. & A.H. (As per VCI norms)

7.1 The evaluation of the students of B.V.Sc. & A.H. programme shall be based on the total performance in the internal and the external annual/board examination with 50% weightage for each internal and external examination. The theory and practical papers shall be given weightage proportionate to the credit hours. The students shall have to obtain a minimum of 50% marks (as aggregate of internal and external examinations) to pass theory and practical examinations separately.

- (a) A student shall be **promoted to the next higher professional** class only if he/she has passed in all the papers by obtaining atleast 50% marks in theory and practical separately.
- (b) A student failing in a maximum of two papers, only may be allowed once to appear in compartment examination(s) for those paper(s). Compartment examination shall comprise of the external component of both the theory and practical of the failed paper(s), which shall constitute the 100% weightage for that paper(s) and the marks of internal examination shall not be considered for the evaluation of Compartment Examination(s).
- (c) If a student fails in a maximum of two papers as at 7.1 (b) in the Annual Board Examination, he/she may be promoted to the next professional, **provisionally** and the result(s) of that professional will be withheld till the student clears the paper(s) in which he/she has failed in one attempt only. The compartment examination shall be conducted within 20 calendar days after the date the results of the concerned professional year examination declared. The results of such compartment examination shall be declared within 5 days after the examination is conducted. In case of failure in any of the compartment paper(s), the student will be reverted back to the previous professional year and will be required to repeat all the requirements of that failed professional year.
- (d) 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 programme without any exemption/ relaxation.
- (e) A student failing in the annual 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.

7.2 Internal examinations

- (a) During a semester, the instructor shall conduct a practical examination and an end-of-semester examination. In addition depending upon the requirements of a course, the instructor(s) may allocate a suitable percentage of marks for day-to-day laboratory exercise(s), library assignment(s), seminar(s) etc.
- (b) The practical examination shall be scheduled by the instructor(s). The end-of-semester examinations shall be scheduled by the Controller of Examinations.
- (c) At the end-of-semester examinations 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 Controller of Examinations.

- (d) Incentive marks for participation in sports and extracurricular activities at inter university/ State/ National/ International level and participation in Chandigarh horse show, the police horse show, Republic Day camp are allowed to the students under University rules and shall be awarded in the internal evaluation report for course of respective semester.
- (e) The make up examination(s) shall be **permissible only in end-of-semester examination**. If a student misses any of the examination on account of illness or some other valid reason, he/she may petition through his/her advisor and the instructor to the Head of the Department concerned of the missed examination within three working days from the completion of the examination. The examinations on medical grounds should be allowed in case of hospitalization as certified by the Medical Officer of the University. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for valid reason, 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 get in touch with his/her instructor and have a date fixed for the make-up examination.

The make-up examination shall be **conducted within 7 working days** from the completion of the missed examination but under all circumstances before the commencement of the Annual Board Examination.

7.3 Annual Board Examination

- (a) The Annual Board Examination in theory and practicals shall be conducted at the end of each of the professional programmes in accordance with the guidelines provided by the Veterinary Council of India. The Annual Board 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, and one external examiner and 2-3 internal examiners for each practical examination and other supporting staff for conducting the Annual Board Examinations.

- (b) The examining body may appoint a single moderator or a board of moderators not exceeding three in number. The moderator(s) shall review the question papers on the day of examination after they 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 Board Examination reports for the theory paper will be signed by the external and those for the practical by the external as well as internal examiners, and submitted to the Controller of Examinations.
- (e) The schedule of examinations shall be adhered to strictly. **No re-examination shall be allowed in events of students strike, boycott, walkouts, medical grounds or whatsoever may be the reason.**
- (f) The Controller of Examinations in consultation with the Dean of the College shall form 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 board

examinations. This Committee shall review the results for the normal distribution of marks, the percentage of pass or failure. Any moderation suggested shall be uniformly applied to all students for that paper(s) without altering the merit of the passed candidate(s). Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper. The provisions for Moderation of results shall not apply to Compartment Examinations. There shall be no provision for grace marks in any case.

7.4 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 60:40, respectively both in internal and board examination(s). The method of calculation and recording of grade points shall be according to VCI-Minimum Standards of Veterinary Education (B.V.Sc & AH) regulations, 2008, page 185, Annexure I.
- (b) The marks obtained in each of internal and external theory and practical examinations in each course and then paperwise shall be recorded. If a student obtains in each paper atleast 50% marks in theory and practicals 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 credit point average (CPA) for that professional examination. The accumulated credit points and accumulated credit hours shall be taken into account for obtaining the overall credit point average (OCPA) at the end of subsequent professional examinations. The OCPA may be rounded off upto two decimal places after taking into account the third place of decimal.
- (c) Student failing to obtain atleast 50% marks in theory and/or practical examination 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 supplementary examination or is otherwise declared 'Pass'.

7.5 Answer Books

- (a) The students may see the answer books of the end-of-first semester examination within 15 days of the start of the second semester and those of final internal examinations before the start of Annual Board Examination.
- (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 Dean through the concerned Head of the Department immediately. The Dean 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 requests for such correction in the reports of end-of-semester examination shall not be accepted under any circumstances after 15 days from the start of next semester and in the reports of final internal examination after the start of the Annual Board Examination.
- (c) The answer books shall be kept by the concerned instructor/ Controller of Examinations for two semesters following that in which the examination has been conducted. After that the answer books may be disposed off.

7.6 Re-evaluation of answer books of Annual Board Examinations

- (a) There shall be no provisions of re-evaluation of answer book(s).
- (b) A student, however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to Controller of Examinations **within three days after the declaration of result** and after paying prescribed fee of Rs. 500/- per paper.

- (c) The Controller of Examination shall arrange the scrutiny of answer book(s) by the Moderation Committee.
- (d) Scrutiny means re-totaling of the marks, and examination of unmarked question(s) if any.
- (e) The answer book(s) of annual examination shall not be shown to the student under any circumstances.
- (f) 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 for doing the needful and the result(s) shall be revised accordingly if there occurs any change in the marks.
- (g) No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- (h) 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.**

7.7 Promotions and failure

- (a) Promotion or failure of a student in a professional year shall be decided only on the basis of aggregate marks of internal and annual board examinations.
- (b) 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 atleast 50% in theory and practical separately (internal and external combined) as envisaged in rule 7.1(a) here-in above.
- (c) A student should secure over all grade point average (OCPA) of 5.00 out of 10.00 at the end of degree programme to be eligible to get B.V.Sc. & A.H degree.
- (d) 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.
- (e) Failed students shall register again for the entire professional class, they failed. Such students shall have to fulfill all requirements of the class afresh as envisaged in rule 7.1(d) here in above.
- (f) A student failing in the annual 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 as envisaged in rule 7.1(e) here in above.
- (g) In no case, a student shall be allowed to continue his/her B. V. Sc. & A.H. studies beyond 8 academic years (16 semesters) in a Veterinary College.

For B.Tech. (Dairy Technology) and B.F.Sc.

7.8 Evaluation of Course Work

The evaluation of student's achievements in a course shall be based on his performance in internal assessment and final examination. The relative weightage of internal assessment shall be 33% marks (internal theory) and final theory examination 67% marks (external). The internal assessment will be based on mid semester examination (80% of internal assessment) and various kinds of tests, library assignments, special problems, seminars and other types of exercises (20% of internal assessment).

Every instructor shall prepare course outline and lecture wise breakup for teaching and shall submit it to the Dean through the Head of Department.

a. Mid-semester Examination

During the 11th week of each semester, there shall be an examination in each course lasting for atleast one hour. The examination shall be scheduled by the concerned Dean, 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 shall be completed by the end of 12th week of the semester.

b. End-of-semester Examination

Towards the end of the semester, there shall be one external theory examination in each course which shall last for two and half hours and shall cover 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 in one day. The question paper for this examination will be set by the external examiner as per the guidelines issued by Controller of Examinations in consultation with Dean of the college. The answer booklets for this examination will be evaluated internally. The relative weightage of this examination will be 67% of total theory examination.

There shall be one practical examination for each course which will be conducted by course instructor(s) one week before the end-of-semester examination

The distribution of marks for each course Theory and Practical will be proportionate to the credit points allotted to said course. For example- Dairy Technology course DT-121 of credit hours 4(3+1) will allot 75 marks to Theory and 25 marks for practical examination. For theory examination Mid semester evaluation will be conducted for 33% marks out of 75 i.e. 25 marks and final external theory examination will be conducted for 67% marks i.e. 50 marks.

7.9 Evaluation of Practical Trainings/Field works

7.9.1 For B. Tech. (Dairy Technology)

During the degree course of B.Tech (Dairy Technology) in VII semester, the students will undergo Hands-on-training and Experiential learning {WE-411, credit hours 25 (0+ 25)} in different departments of college or off campus training in other College of Dairy Science, where facility of hands-on training is available. The evaluation of the students will be done by the following plan:

S. No.	Activity	Credits
1	Preparation of Business Plan	5
	i Selection of product to be manufactured	
	ii Innovativeness	
	iii Creativity	
	iv Realistic Plan	
	v Overall project report and project presentation	
2	Organizing the Production	3
	i Organization of resources	
	ii Organizing utility	
	iii Time management	
3	Production and Sales	6
	i Regularity in Attendance and Production	
	ii Product Quality	
	iii Positioning of product in market	

iv	Evaluation of presentation	
v	Adhering to rules and regulations	
vi	Adhering to plan	
4	Sales³	
i	Sale performance	
ii	Sale volumes	
iii	Profit generated including Current /Balance ratio and pay back period etc.	
5	Documentation and Reports	3
i	Book Keeping	
ii	People Management	
iii	Preparation of manual	
iv	Preparation of final report	
6	Oral examination	5
i	Presentation	
ii	Oral performance/ viva-voce	

The marks will be awarded individually for each section and on the basis of cumulative total the students will be graded as given below :

Marks %	Grades
50-60	Poor
60-70	Fair
70-80	Good
80-90	Very Good
>90	Excellent

In Semester VIII, the student will undergo In-Plant training in Commercial Dairy plants. One academic staff member of the college will coordinate the In-plant training program as Dean's representative and monitor the entire In-Plant training. The courses, In-Plant training (WE-421) will account for 20 (0+20) credit hours and Training Report Evaluation (WE-422) will account for 5(0+5) credit hours. The evaluation shall be done jointly by the representative (s) from the host industry and internal evaluation panel framed by the Dean of the college.

The grades secured by the students both for Hands-on- training (WE-411) and In-Plant training (WE-421) will be recorded separately along with the final OCPA of the student. The student securing <50 marks in WE-411, WE-421 & WE-422 will be declared 'Fail' and he has to repeat the courses.

7.9.2 For B.F.Sc.

During the degree course of B.F.Sc. in **VII semester**, the students will undergo Hands-on-Training (Experiential learning) {WE-411, credit hours 25 (0+25)} in different departments of College or off campus training in other fishery colleges, where facility of hands-on-training is available. Each student will undertake training in any of the following entrepreneurial activities:

1. Ornamental fish culture
2. Seed production
3. Aqua clinic
4. Post harvest technology
5. Aqua farming

Each student shall be provided with an advisor who will guide the students in Hands-on-training. The students will be evaluated according to the following plan by a committee constituted by the Dean.

S. No.	Activity	Credit
1.	Preparation of project plan	3
2.	Implementation of project	3
3.	Daily work diary	12
4.	Documentation and report	5
5.	Oral examination	2
Total		25

The marks will be awarded individually for each section and on the basis of cumulative total, the students will be graded as given below:

Marks %	Grades
50-60	Poor
60-70	Fair
70-80	Good
80-90	Very Good
>90	Excellent

In-Plant training:

In **Semester VIII**, the students will undergo In-Plant training in Aquaculture/Fisheries. One academic staff member of the college will coordinate the In-Plant training programme as Dean's representative and monitor the entire In-Plant training. The course In-Plant training (WE 421) will account for 20 (20+0) credit hours. The evaluation shall be done jointly by the representative (s) from the host industry and internal evaluation panel framed by the Dean of the college.

The grades secured by the students both for Hands-on-training (WE-411) and in-Plant training (WE-421) will be recorded separately along with the final OCPA of the student. The student securing <50 marks in WE-411 and WE-421 will be declared "Fail" and he/she has to repeat the courses.

7.10 Evaluation of Course Work for postgraduate students

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 Department. This scheme of examination must include the mid- semester examination, the end of semester examination and atleast one evaluation short test/written test/ assignment before the end-semester examination, 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 Examination

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 shall be completed by the end of 12th week of the semester

ii) End-of-semester Examination

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

7.11 Make-up-Examination

If a student misses an examination (other than the end of semester examination) on account of illness or some other valid reason, 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 GADVASU or Senior Medical Officer or Chief Medical Officer of University Hospital. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for 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 with a copy 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 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 7 working days from the completion of examination.

The students 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 and also those students who are hospitalized during examination days as authenticated by the Chief Medical Officer of university/Civil Surgeon, be given special examination in lieu of final examination missed which should be conducted alongwith supplementary examination of that course(s). If no supplementary examination is being held for that course, even special examination is to be conducted for the course for these students.

7.11.1 Supplementary examination

Supplementary examination 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. In case the course comprised only practical (say 0+2), no supplementary will be given in practical. The students who fulfill these conditions shall be eligible to appear in the supplementary examination 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 in various courses on the College notice board on receipt of the grades. The students shall apply for appearing in the supplementary examination to Dean through the 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 result of the supplementary examination shall be submitted to the Dean of the College within three days of holding the supplementary examination for a particular course. The student who fails to obtain prescribed grade/ credit point in the supplementary examination shall have to register for the same courses 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 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

7.11.2 Re-evaluation for B.Tech. (Dairy Technology) and B.F.Sc.

The student may be allowed to get his/ her answer books scrutinized after paying a fee equivalent to that of supplementary paper within five working days of declaration of the result on a prescribed proforma available in the office of respective Deans. The Controller of Examinations shall arrange the scrutiny of answer book (s) by the Moderation committee. Scrutiny of answer books may be limited to re-totalling and marking of unchecked question (s) only. In case the total marks are found to be incorrect on scrutiny, the same shall 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, the answer book (s) shall be sent to the examiner for doing the needful.

7.11.3 Moderation of final examination result of B.Tech. (Dairy Technology) and B.F.Sc.

The marks obtained by the students in the internal and external theory and practical examination in each paper shall be compiled by Controller of Examinations. The Controller of Examinations may constitute a Moderation committee, if required, under his/ her chairmanship to moderate the results of End of Semester Examination subject to 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.

7.12 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 and on the basis of performance of the laboratory and the library assignments, special problem and seminars and other types of exercises.

The overall credit point average (OCPA) may be rounded off upto two decimal places after taking into account the third place of decimal as shown below:

Per cent of marks obtained in a particular course	Corresponding credit points
100.0	10.00
99.0	9.90
98.0	9.80
97.0	9.70
96.0	9.60
95.0	9.50
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 less than 50.0 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 Controller of Examination through the Dean concerned for which the course has been offered. It shall be responsibility of the Controller of Examination to send the credit point sheet to the Registrar.

- (c) For postgraduate students the Head of the Department concerned shall submit these credit points to the Dean postgraduate Studies for onward transmission to Registrar for which the course has been offered.
- (d) If the credit point(s) of course(s) is/are not received by the Registrar in respect of a student upto 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 concerned Dean that a particular result has been held up for reason to be specified in the communication.
- (e) 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.

7.13 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

7.13.1. 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 5.00 (10.00 basis) credit points in case of undergraduate students and 6.00 (10.00 basis) credit points in the case of postgraduate students.

7.13.2 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 practicals 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 examination/ assignments etc. alongwith 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 practicals 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 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 8.6.3 only.

7.13.3 An instructor shall award 'W' in his/her course only to a student who has been permitted to withdraw from a course under Rule 4.

7.13.4 (a) Research work done at the postgraduate level may extend to two or more semesters. Pending the 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 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 graduation 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 examination.
- (ii) that a student has fulfilled the requirements of the rules regarding the three fold programme of NCC/NSO/NSS where applicable; and
- (iii) that a student has successfully completed the programme of practical field-work, when it has been prescribed as a part of the graduation requirements.

7.13.4 (b) *Incomplete Grade*

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.

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

7.14

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

7.14.1 Where an instructor finds that he/she has made a mistake in reporting of the credit points achieved by a student, he shall immediately bring it to the notice of the concerned Dean. 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 reposted to the Registrar within 15 days of the issuance of the semester report.

7.15 *Preliminary Examination for Master's and Ph.D.*

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

	Master Programme	Doctoral Programme
Major subject	One paper	Two paper
Minor subject	One paper	One paper
Paper setting	Internal	Internal
Evaluation	External	External
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.

(a) Evaluation of Major and Minor field theory comprehensive papers

External Examiner(s) specialists in the student's major and minor field will be appointed by the Dean, Postgraduate Studies from a 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. The attempted answer sheets will be forwarded to Registrar through Dean PGS for onward dispatch to external examiner(s) appointed by Dean PGS. The registrar will notify the result of written comprehensive examination.

(b) Oral comprehensive examination for Ph.D.

The oral examination shall be conducted by the Students 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 alongwith the result of the written examination to him 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 not earlier than three months after the first examination.

7.16 Evaluation of the Thesis and Final Examination for Masters and Ph.D.

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

- i) Student's Advisory Committee.
- ii) External Examiner(s) specialists in the student's major field to be appointed by the Dean, Postgraduate Studies from a panel recommended by the Head of Department, provided that the Dean, Postgraduate Studies, may appoint any person outside the panel recommended by the Head of the Department. The oral examination of M.V.Sc./M.F.Sc./M.Sc./ Ph.D. students shall be conducted by the external examiner and the Advisory Committee alongwith the Head of the Department.

Procedure

- (i) *Thesis Writing*: The thesis 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 writing shall be taken up by the student.
- (ii) The reliability and authenticity of experimental results of thesis projects 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 of thesis but can send his/her comments, if any, while forwarding the thesis to the Dean, Postgraduate Studies.
- (iv) *Approval of the Thesis Draft*: The draft of the thesis shall be submitted to the members of the Advisory Committee on any date before submission to the Dean PGS. However, the draft of the thesis shall be submitted to the Dean PGS atleast 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 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 thesis in case of Ph.D. students.

- (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 the thesis and indicating whether examiner recommends its acceptance or rejection. If the Examiner recommends acceptance, then the oral examination of M.V.Sc./M.F.Sc./M.Sc. 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 thesis evaluation report from both External Examiners, the examination shall be conducted by the one out of two External Examiners appointed by Dean PGS and Advisory Committee along with Head of the Department. If the Examiner rejects the thesis, 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 will be rejected. If the Advisory Committee along with Head of the Department does not agree with the report of the external examiner then the thesis shall be re-examined by another external examiner whose decision for conducting oral examination as above or not, shall be final.
- (vi) If the thesis is not accepted or the performance of the student in the oral examination is found unsatisfactory, the student shall have to re-submit the thesis 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.

7.16.1 The performance of the candidates will be recorded in a certificate of dissertation and oral examination for M.V.Sc./M.F.Sc./M.Sc./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 7.16 (vii).

7.17

In the programme of study, a student may be required to take such special courses as Seminar (691, 791), Special Problems etc. Seminar of 1 credit hour will be compulsory for all Master's programmes and two seminars of 1 credit hour each one from major and the other from minor subject will be compulsory for Ph.D. programme. The topic of Ph.D. major credit seminar should be on writing and presenting research grant for research project. 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 project. On the basis of the work done and report submitted, the student is graded 'S' or 'US' in Special Problem.

8. Graduation Requirements

8.1 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 students with pre-admission qualifications higher than the minimum prescribed. In all such cases, the pre-admission qualifications will be evaluated by a committee. In the case of undergraduate programmes, it will be the Academic Affairs Committee of the college. In the case of postgraduate programmes, it will be 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 courses.

8.2

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

S No	Programme	Number of Semester	
		Minimum	Maximum
1.	B.V.Sc. & A.H.	9 followed by 6 months of internship programme	16
2.	B.Tech. (Dairy Technology)	8	12
3.	B.F.Sc.	8	12
4.	Master's	4	8
5.	Ph.D.	6	12

- 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.
- 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.

8.2.1 Attendance Requirements for Undergraduate/Postgraduate Programme

All undergraduate/postgraduate students are expected to attend 100% lectures and practical scheduled in each course. However, undergraduate/ postgraduate students must have attended atleast 75% of lectures and practicals 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 examination in theory or practicals 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). 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.

8.2.1 (a) For students of B.V.Sc. & A.H. programme

- The required condition of attendance shall not be deemed to have been satisfied in respect of the course, 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 **on the basis of cumulative attendance of all the courses grouped for a paper for annual examination** (5% additional relaxation on medical grounds will be given).
- A candidate having attendance below 75% in a paper 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, the attendance shall be counted from the date of declaration of result of compartment examination and the date of closing of instructions.

8.2.1 (b) For students other than B.V.Sc. & A.H. programme

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 optional as envisaged in sub rule 7.13.2.

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 rules 8.1 and 8.4.

8.4 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 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. 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 the University and the credit points achieved there in.

The student seeking migration except for B.V.Sc. & A.H. programme shall satisfy the following:

1. The system of education in the institution from where the students is seeking migration and that of the GADVASU should be the same including the medium of instruction i.e. English.
2. The student seeking migration to GADVASU 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 7.00 (10.00 basis)** and above. He/She should **not be on conduct probation** in the study programme and also **should not have got 'E' 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 GADVASU under the same category.
3. The migration may be allowed only against the vacant seat.
4. 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 conditions.
5. The student may apply for migration **atleast one month before the start of the academic session**.

6. 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 one instalment.
7. Migration of PG students admitted through ICAR/GADVASU to other university/institute should not be allowed.

Migration from/to GADVASU in respect of students admitted under NRI (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 of 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 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 alongwith his/her request for migration at this University. The University will charge fees prescribed for NRI candidates for the subsequent period alongwith other dues of the University being collected from the students of general category.

For the students of **B.V.Sc. & A.H.** seeking migration should satisfy the following conditions mentioned in clause 8(3) of Part IV of the Veterinary Council of India (Minimum Standards of Veterinary Education Degree Course – B.V.Sc. & A.H. Regulations–2008).

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

- (i) A student studying in a recognized veterinary college may be allowed to migrate/be transferred to another recognized veterinary college under another/same University.
- (ii) The migration/transfer may be allowed by the University concerned after passing 1st year B.V.Sc. & A. H. degree course within one month of the start of academic session of 2nd year of the receiving college/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 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) Migration/transfer of a student shall not be allowed during the middle of an academic year.
- (iv) The number of students migrating/ 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 its intake capacity of each of the veterinary colleges in one year.
- (v) Cases not covered under such regulations (i) to (iv) may be referred to Veterinary Council of India for consideration of merit.
- (vi) An intimation about the admission of migrated/transferred students into any veterinary college should be sent to the Veterinary Council of India by the respective college/ University.

- (vii) 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 act of misconduct.

8.5 Normal, Maximum and Minimum Credit Load in a Semester

8.5.1 For Undergraduates

8.5.1.1 For B.V.Sc. & A.H.

All the courses prescribed for the respective semester and grouped for the professional Annual Board examinations under the guidelines by Veterinary Council of India shall be required to be registered by all the students of respective professional programmes.

8.5.1.2 For B. Tech. (Dairy Technology) and B.F.Sc.

The normal full-time programme of work in a semester will be as per the prescribed courses and syllabi by Academic council. It varies from 21 credit Hours to 25 credit Hours excluding the repeat courses with minimum of 12 credit hours.

The undergraduate students on 'Good Standing' may be allowed to register for one additional course during the pre-graduation semester and a maximum of two courses during graduating semester (including special courses) of their programme provided these courses have been offered on regular basis.

8.5.2 For Postgraduates

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.

8.6 Minimum Credit Point Average Requirement

8.6.1 Requirement of GOOD STANDING for Graduation

8.6.1.1 For B.V.Sc. & A.H.

The minimum overall credit point average requirement for the B.V.Sc. & A.H. shall be 5.00 (out of 10.00). A student who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING.

8.6.1.2 For B. Tech. (Dairy Technology) and B.F.Sc.

The minimum overall credit point average requirement shall be 5.50 (out of 10.00) provided that the student must have registered for all the offered regular courses at the end of 2nd and 4th semester respectively. A student who has achieved this minimum requirement, shall deemed to be on GOOD STANDING.

8.6.1.3 For Postgraduates

The minimum overall credit point average required at the postgraduate level shall be 6.50 (out of 10.00). A student, who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING.

8.6.2 Scholastic Probation (except for B.V.Sc. & A.H.)

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 8.6.1 above, he/she shall be placed on SCHOLASTIC PROBATION during the semester immediately following.

8.6.3 Repeating Courses in order to fulfill the Minimum Requirement

For UG programmes

8.6.3.1 For B.V.Sc. & A.H.

There shall be no provision for repeating of courses. The students will be declared either 'Pass' or 'Fail' or fail but eligible to appear in supplementary examination in only two papers of a professional examination. The failed candidates shall repeat the whole professional programme after seeking re-admission subject to the rule 7.1.

8.6.3.2 For B. Tech. (Dairy Technology) and B.F.Sc.

A student getting 5.00 to 5.49 credit points in 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 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 5.00 to 5.49 credit points, as the case may be, credits corresponding to that course shall be counted only once for the graduation 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 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 student, even after repeating a course with 5.00 to 5.49 credit points and after having studied all the courses prescribed for the given programme, does not obtain an OCPA of 5.50 he/she shall be allowed to repeat the other course(s) in which he/she has obtained 5.00 to 5.49 credit points till he/she obtains OCPA of 5.50 to complete his/her degree requirement subject to provision of semester rule 8.2.

- (e) The restriction contained in clause (a) of this rule shall apply in case of an undergraduate student, getting 5.00 to 5.49 credit points. An undergraduate or postgraduate 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.

For PG programmes

8.6.3. 3 The postgraduate students getting 6.00 to 6.49 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 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 postgraduate student repeats a course after getting grade 'F' or if permitted to repeat the course after getting 6.00 to 6.49 credit points, as the case may be, credits corresponding to that course shall be counted only once for the postgraduation requirements.

- (d) When a postgraduate student is allowed to repeat a course with 6.00 to 6.49 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 6.00 to 6.49 credit points does not obtain an OCPA of 6.50 he/she shall be allowed to repeat the course with 6.00 to 6.49 credit points in other course(s) to complete his/her degree requirement subject to provision of semester rule 8.2.

8.6.4 Dropping a student or Extension of the period of Scholastic Probation

8.6.4.1 For B.V.Sc. & A.H.

The B.V.Sc. & A.H. students who fail to fulfil the requirements as mentioned in rule 7.1 (e) shall be automatically dropped from the University.

8.6.4.2 For B. Tech. (Dairy Technology) and B.F.Sc.

8.6.4.2 (a) If a student other than covered in sub-rule (b), who remained on scholastic probation during a semester, fails to achieve the minimum required OCPA at the end of that semester also, the Registrar shall bring it to the notice of the Dean who shall order whether the student is to be allowed to continue on scholastic probation for one more semester or whether he/she is to be dropped from the University. On receipt of the Dean's decision, the Registrar shall taken action accordingly. A student thus dropped shall have the right to petition for re-admission.

8.6.4.2 (b) Those undergraduate students who fail to achieve the overall credit point average specified below and/ or also fail to take a minimum of 24 and 48 credit hours of courses at the end of second/ fourth semesters respectively, shall be dropped from the University by the Registrar automatically.

1. At the end of 2nd semester 5.00 OCPA.
2. At the end of 4th semester 5.25 OCPA

Re-admission of dropped students

Such students shall have the right to petition for re-admission to the first year class. They will be granted re-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 5.50 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 re-admission to 1st year class after which the request for exemption shall not be accepted.
- (iii) Such students who have been re-admitted after two semesters will have to register for those course which have been offered to the regular first year class. The students, readmitted after four semesters will be required to register for those courses which are offered to regular first year/second year classes. These students may be allowed to register for advance courses on the recommendations of the Academic Affairs Committee of the college concerned.
- (iv) The condition of minimum 12 credit hours under semester rule 8.5.1 shall not be applicable to such re-admitted students.

- (v) 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.
- (vi) Such re-admitted student shall have no right to petition again for re-admission.

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

8.6.4.3 For postgraduate students

8.6.4.3 (a) Those postgraduate students who fail to achieve OCPA of 6.00 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 semester (s) 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 re-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 6.50 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 the re-admission to the 1st year class after which, the request of the exemption shall not be accepted.
- iii) The condition of 9 credit hours under Semester Rule 8.5.2 shall not be applicable to such re-admitted students for the first two semesters.
- iv) For calculation of OCPA of readmitted 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 re-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.

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

8.6.5 Re-admission of students

8.6.5.1 For B.V.Sc. & A.H.

A student, with good standing who leaves the college under compelling circumstances with the permission of the Dean will be eligible for re-admission. Such a student, may be re-admitted by the Dean, 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 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 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.

8.6.5.2 For Postgraduate, B. Tech. (Dairy Technology) and B.F.Sc. students

A student who is dropped under rule 8.6.4.2 (b), 8.6.4.3 (a) and (b) 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 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.

8.6.5.3 For postgraduate students

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 can not be quoted as a precedent.

8.6.6 Registration of Student Re-admitted under Rule 8.6.5.2.

A Student who is permitted to seek re-admission under rule 8.6.5.2 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 for a further period of ten days or up to the date for registration with late fee which is generally prescribed for all students for that programme whichever is later.

8.6.7 Dropping of Semester, discontinuation of study and readmission

8.6.7(a) Dropping of a semester

A student may drop the current semester for which he/she has registered, with the permission of the Dean due to personal sickness (atleast for two weeks duration). 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 examination. Such a student can register for the next semester with the permission of the Dean concerned.

8.6.7(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. Such students must have completed all the course work, minimum of 75 per cent of research credits and cleared the preliminary comprehensive examination.

Such student may be re-admitted by the Dean, if the student seeks re-admission and joins the programme in the following semester or earlier. The approval of the Academic Council will be required if the period of this discontinuation exceeds 2 semesters but is not more than 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 2 months 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.

8.7 Preliminary Examination and Language Requirements for Ph.D.

Passing in a preliminary Examination as given in Rule 7.15 shall be one of the graduation requirements for the Masters and Ph.D. degree.

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

8.7.1 Non-Credit compulsory courses for PG programme

Every postgraduate candidate admitted in GADVASU has to clear four non-credit compulsory courses as per new approved academic regulations.

8.8 Thesis Requirements for M.V.Sc./M.F.Sc./M.Sc. and Ph.D.

8.8.1 A postgraduate student shall submit to the Dean, Postgraduate Studies, through major advisor, the subject of his/her proposed thesis and its synopsis before the registration of 2nd Semester of his/her first academic year. 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 Deptt. concerned
- iii. Dean of the College
- iv. Dean, Postgraduate Studies
- v. Director of Research
- vi. Director of Extension Education

8.8.2 Thesis/dissertation may be submitted on any date during the semester. However, the rough draft of the thesis shall be submitted atleast ten days before the actual submission of the final thesis/dissertation (means complete thesis/dissertation).

8.8.3 The student shall be required to submit 5 copies of his thesis to the Head of the Department through his advisor. The Head of Department shall send a copy to the Dean, Postgraduate Studies. After the final thesis oral examination, the Head of Department will send these copies to the Dean, Post Graduate Studies. Immediately after approval of the thesis, the Dean shall send three copies of the thesis to the Head of Department (one for the Departmental Library, one for the major advisor and one for the student) and two copies to the University Librarian who would keep one copy under lock and key as permanent record of the University and the second copy for the use of readers.

8.8.4 The thesis shall be evaluated in accordance with rule 7.16.

8.8.5 Master's students will write and submit one research paper on their research work in journal having minimum NAAS rating of 4, before their final viva voce examination.

In case of Ph. D. students one research paper should have been accepted in journal having minimum NAAS rating of 4 and second research paper submitted or one patent filed out of thesis work before their final viva voce examination.

9 Other Requirements for Graduation

9.1 For B.V.Sc. & A.H.

R&V Sqn. NCC will be compulsory for all B.V.Sc. & A.H. students except NRIs/other foreign nationals, provided, however, that the Vice-Chancellor may grant exemption from these requirements on medical grounds. Applications for such exemptions shall be submitted to the Dean 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.

The educational tours and R&V camps shall be generally arranged during the semester break.

9.2 For B. Tech. (Dairy Technology) and B.F.Sc.

Every student in the 1st and 2nd year of degree course shall have to participate in any one of three programme 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 grade.

Provided, however, that 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/R and V Sqn NCC, and to the Director of Students' Welfare in case of NSO scheme and NSS duly recommended by the Unit Commander/R and V Sqn. Officer (Past-time NCC Officer) Incharge NSO, Incharge NSS and supported by Medical Certificate signed by the University Medical Officer/ CMO or Assistant Civil Surgeon.

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

9.3 Educational Tours

Only one educational tour shall be compulsory for all the students admitted to the undergraduate programmes at GADVASU Ludhiana and every student, in order to qualify for the Bachelor's degree shall be required to obtain satisfactory grades for this requirement provided, however, that 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 may allow alternative educational tour to such students. Applications for this purpose shall be submitted to the Dean duly recommended by the advisors concerned and supported by medical certificates signed by the University Medical Officer or by the Director Students Welfare (for NSS and NSO activities only). 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.

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 courses 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.

11 Unfair Means in Semester Examinations

11.1 The Dean of the College in which the student is registered shall be responsible for dealing with all cases of use of unfair means in 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:

11.3.1 For B.V.Sc. & A.H.

- (i) Students found in possession of copying material or found using unfair means during practical examination / end of semester examination / final internal examination shall be awarded zero marks in all the internal examinations of all the courses of the respective semesters, and placed on conduct probation for the next semester.
- (ii) Students found in possession of copying material or found using unfair means during the Annual Board examination / compartment examination shall be deemed to have failed in that professional programme and placed on conduct probation for one academic year.
- (iii) 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.

11.3.2 For Others

- (a) Students found using unfair means during a short test may be required to withdraw from the course in that semester.
- (b) Students 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) Students 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) Students found in possession of copying material or found using unfair means for the second time, in any of the examination, he may be deemed to have failed in all courses taken by him in the relevant semester and also debarred from the College/University during the subsequent semester.

11.4 Impersonation in Examination

- (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 two subsequent semesters.
- (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 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 GADVASU for the two subsequent academic sessions, 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 Examination 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 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 comes to notice during subsequent semester(s), necessary disciplinary action will be taken in the spirit of the above rule.

12 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.

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:

placed on conduct probation with respect to academic activities.

or

debarred from the accommodation in the hostel.

or

placed both on conduct probation for academic activities and debarred from hostel accommodation.

Such student 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 commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

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 University and threatening the University Officers, interfering with the functioning of the University, defacing of University buildings by writing slogans, disturbing the classes in session, assaulting teachers and students etc. will be liable for severe disciplinary action.

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 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 to the College(s), Union/State Public Service Commission, State Education Board and other Universities immediately after the expiry of 15 days period allowed to the Dean for revision of the decision.
- (e) The minimum period of rustication shall be one semester 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 semester 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 college 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 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.

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 letter no : F.1-16/2007(CPP-II) dated 17th June, 2009.**

CHAPTER II

HOSTEL RULES

I General

1. The University hostels shall be opened to the regular students on the rolls of the college. The students shall not be entitled to retain hostel accommodation beyond the normal duration of their degree programmes. Inservice 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 coming from outstations for joining M.V.Sc. / M.F.Sc. /M.Sc./ Ph.D. programmes at Ludhiana may be allowed to get hostel accommodation at Ludhiana.
2. The students whose parents are residing in Ludhiana 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 shall result in punishment to the actual allottee and the other student residing in his/her place.
4. The hostel residents shall vacate the rooms before they leave for semester/summer break or whenever asked to do so by the Director Students' Welfare. 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.
5. While visiting the dining hall, common room and canteen, the residents should be properly dressed.
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 important notices are displayed on the Notice Board.
10. No boarder should see the Director Students' Welfare for ordinary affairs. He/she should contact Hostel Warden/Assistant Warden for such purposes.
11. For organising any meeting in the hostel, the residents should seek the approval of the Director Students' Welfare through the Hostel Warden concerned atleast 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 alongwith other fees. The fund shall be operated by the Director Students' Welfare.
13. Each boarder shall pay the prescribed charges per semester as the common room fund. This amount shall be collected by the Dean concerned alongwith other fees. The fund shall be operated by the Director Students' Welfare.

14. The residents shall make proper use of common room, newspapers, allied literature and the articles required for indoor games. Hours of the 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 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.
15. The Director Students' Welfare 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 is competent to write off or declare an article of the Hostel Fund unserviceable. He may 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 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.
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 of the College, Director Students' Welfare and Hostel Warden are fully satisfied that his/her residing in the hostel will not constitute any cause for indiscipline. Such allotment will be conditional.
7. 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 and Hostel Warden are fully satisfied that his/her residing in the hostel will not cause indiscipline.

8. In hostel No 9, 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.

III. Furniture

1. Every boarder is provided with a chair, a table and a cot, 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 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 upto 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/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 semester until and unless he/she clears all these dues and obtains 'No Due Certificate' from the Hostel Warden or the Director Students' Welfare. 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.
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 penalised.

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.

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.
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 upto 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.
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 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 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. The defaulting students may be punished by the Director Students' Welfare 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/Hostel Warden as under:
 - (a) The Hostel Warden may impose a warning and/or fine upto Rs.1000/- or cancel the hostel seat of the defaulting boarder.
 - (b) The Director Students' Welfare 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.