

# University Calendar Vol-II

*(Approved by the Academic Council in its 37th meeting held  
on 06.06.2017 vide supplementary agenda item no. 37A-2)*



**Lala Lajpat Rai University of Veterinary and  
Animal Sciences, Hisar-125004**

*(Established by Haryana Act No. 7 of 2010)*

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**PART A**

**CHAPTER I & II**

**FOR UNDER-GRADUATE STUDENTS**

## CHAPTER I

### **RULES AND REGULATIONS FOR B.TECH. (Dairy Technology) DEGREE PROGRAMME**

#### **1. ACADEMIC YEAR AND SEMESTER CALENDAR**

The academic year shall generally be from August to July comprised of two semesters each having 100 teaching days excluding examination days. The Registrar shall issue academic calendar for the next year before the semester break of the 2nd semester of the previous year. B.Tech (Dairy Technology) degree programme comprised of curriculum and syllabus provided in these regulations will be spread over eight semesters including one semester or equivalent period to be spent by each student to gain work experience in a dairy factory / industry as part of the graduation programme. The credit hours for this work experience programme will be 0+20 (40 contact hours per week). The students will have to undergo a Rural Dairy Work Experience programme of 10 weeks comprising of 0+10 credit hours (20 contact hours per week) during summer vacations. Experiential Learning Module of 0+10 credit hours (20 contact hours per week) shall run concurrently in the final semester along with the regular courses.

#### **2. REGISTRATION**

- 2.1. The students shall have to fill in the prescribed form (Annexure-I) for registration of the courses offered for the class for the relevant semester. For studying a repeat course alongwith regular courses the students shall write the same in the blank space of registration cards.
  - (a) **Registration without late fee:** On the scheduled date (s) which shall be one or two days prior to the commencement of classes.
  - (b) **Registration with late fee of Rs. 200/- per day up to 15 days.** Late fee is not to be exempted under any circumstances. No registration shall be permissible after 15 days of the commencement of classes.
  - (c) No attendance benefit for the late registration will be allowed. It shall be at the risk and responsibility of the student to maintain the required attendance.
- 2.2 Normally registration for the semester is not permissible in absentia. However, the Dean may allow registration to a student who abstains himself/herself with prior approval of the Dean due to unavoidable reasons and on payment of a fee of Rs. 500/- extra on due date.
- 2.3 The Dean may refuse registration of a student who has indulged in acts of indiscipline or gross misconduct. The Registrar may cancel registration, if allowed by mistake; with the consent of the Dean.
- 2.4 In case a teacher other than the one who is teaching the course has signed the registration cards of the students, it would be obligatory on the part of the teacher signing the cards to inform in writing to the teacher who is teaching the course.

#### **3. CREDIT LOAD**

- 3.1 Each student shall compulsorily have to register for the courses offered in the relevant semester.

- 3.2 A non-credit course of sports/co-curricular/NSS activity of 0+1 credit hour will be compulsory in each semester of degree programme except the semester in which the students are required to attend off campus training. The student shall be awarded Satisfactory(S) or Unsatisfactory(US) grade but the same will not be counted towards OGPA. Separate entry will be made in the DMC/Transcript of academic record.
- 3.3 The Advisor must ensure that the student is eligible to register for the courses in the prescribed semester. Similarly he/she will also ensure the eligibility of the students for repeat course(s) before signing the form.

#### **4. ADVISORY SYSTEM**

- 4.1 Every student, soon after the admission, shall be assigned to an Advisor by the Dean of the college. The Advisor shall be from the concerned faculty including the faculty other than teaching. Each student shall be registered in the tutorial group by the Advisor preferably borne on the teaching faculty. The tutorial class would be held by the Advisor once in a week.
- 4.2 Advisory group should normally consist of five students. The same Advisor will continue to look after the interests of the student till the student completes the programme or withdraws from the college, whichever is earlier. Advisor of a student shall be changed by the Dean, only if the Advisor is on long leave exceeding three months or leaves university services or transferred at out station.
- 4.3 **The Advisor shall have the following responsibilities:**
- (a) Immediately after admission and personal enquiries, he/she will complete the Advisement Book. He/She will keep this record up-to-date which should be authenticated by the Dean at the end of each academic year. He/She will ensure that these rules and other registration rules are faithfully and strictly followed at the time of registration.
  - (b) He/She will keep in touch with the academic progress of the student for which purpose the DMC is to be issued to the student and shall be routed by the Dean through him/her on the basis of which entries on the Advisement Book be made. He/She will also render advice to the student and if need be, make correspondence with parents of the student.
  - (c) As and when considered necessary, the Advisor shall not hesitate to call a student individually for counselling.

#### **5. TEACHING**

- 5.1 Senior teachers, including Dean and Heads of Departments(HoDs), should also be involved in teaching fresh students.
- 5.2 As far as possible, no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses. The Dean of the college should ensure compliance of this regulation.
- 5.3 Where possible, new teachers should not be given independent teaching. They should be associated with senior teachers in practical classes. After one year of experience as taking practical classes, the teacher should be given under-graduate classes but not independently till the teacher gets sufficient confidence.

- 5.4 Dictation of notes in the class is banned, however, wherever felt necessary photo stat handouts may be given to the students or uploaded on the university website. The Dean and HoDs, would occasionally take surprise rounds and monitor the teaching process.
- 5.5 In order to enable the teachers to do their teaching work uninterruptedly, meetings as far as possible should be convened in the afternoon and Saturdays should be kept reserved for long detailed meetings.

## **6. ATTENDANCE REQUIREMENTS**

- 6.1 Every student is required to attend at least 75% of the lectures delivered and practicals held separately in each course, from the start of the classes of a semester, for being eligible to appear in the examination.
- 6.2 Instructor(s) shall maintain a record of the students' attendance in each course taught by him/her in each semester for theory and practical separately. The students falling short of attendance be apprised of their position on monthly basis by the instructor(s) in the class and also through the notice board/university website with a copy to the class in-charge and Dean. At the end of each semester, the instructor(s) shall notify the consolidated attendance of the course(s) taught by him/her after giving benefit of attendance, if any and submit the same to the in-charge of the concerned class as well as the Dean through the HoD concerned.
- 6.3 Apart from monthly attendance position of the students falling short of attendance, it shall be the responsibility of the instructor to submit the attendance report even during strike period to the Dean through the HoD.
- 6.4 A student falling short of attendance in any one or more course shall not be permitted to appear in the examination of course(s) registered and shall be declared fail in that/those course(s).

**Note:** *"Names of such students whose attendance in theory as well as practicals of all the courses is below 50% at the end of first year (1st and 2nd semester cumulative) shall be struck off by the Dean with no automatic provision for re-admission. Such students may compete afresh for admission, if interested.*

## **7. ATTENDANCE BENEFIT**

- 7.1 A student may get attendance benefit for absence to a maximum of 10 working days in each semester subject to prior permission of the Dean for participation in approved competitions. The student genuinely admitted to Govt./private hospital shall be allowed concession in attendance for corresponding number of days subject to a maximum of 10 days in a semester provided that the student informs the Dean about serious sickness requiring hospitalization, within three days of hospitalization. For such cases, the percentage of attendance shall be calculated after excluding the period of absence from the scheduled theory/practical classes.
- 7.2 The Dean, while granting permission as above for participation in approved competitions or in case the student is hospitalized, shall inform all the instructors through HoDs regarding the period for which attendance benefit has been allowed to the student(s). Instructors shall allow the attendance benefit to the extent of physically held classes during the period for which attendance benefit has been allowed.

**8. DISCONTINUANCE AND RE-ADMISSION**

8.1 The students of 1st year shall not be permitted to drop/discontinue their studies.

**8.2 Re-admission after leaving studies:**

(a) A student who leaves the college at the end of a semester with prior permission of the Dean shall be eligible for re-admission provided he/she seeks re-admission within one year of leaving the college. The re-admission will be at the discretion of the Dean of the college.

(b) A student who, for certain compelling reasons, has to leave the college with the permission of the Dean during the currency of a semester, may be re-admitted by the Dean within a period of one year of leaving the college.

**Note:** A student governed under the above rules will be re-admitted in the same semester in the next academic year.

(c) Names of such students who do not get/have not got registered continuously for two semesters without permission of the Dean shall be struck off from the rolls. Re-admission in such cases shall not be allowed. It is made clear that if a student turns up for registration after willful absence of one semester, a sum of Rs. 2000/- will be charged as penalty. He/She will also be issued a warning by the Dean, not to repeat such absence in future failing which, admission shall stand cancelled without issuing further notice.

(d) In all such cases, semester(s) dropped shall not be counted towards the minimum residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission. However, maximum time limit as per rules will apply.

**9. EXAMINATION AND ADMIT CARD****9.1 Admit Card**

The Dean will issue admit card, for appearing in the final examinations, in the following format to only those students who fulfil the attendance requirement:

<b>ADMIT CARD</b>		
<b>B. Tech. (Dairy Technology)</b>		
I/II Semester Exam.	_____	Latest Photo
	(Academic year)                      (Class)	
Name.....		
Admission No.....		
(Signature of student)		Dean (with stamp)

9.2 It shall be the responsibility of the teacher(s)/instructor(s) to ensure that the topics to be covered in theory and practical in each course shall be as per lecture/practical schedule. The HoD shall ensure that the lecture/practical schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.

9.3 The examination shall be to assess whether the student has been able to achieve a level of competence, requiring the student to secure a minimum of 50% marks in theory and practical separately in a course.

- 9.4 The final theory question paper shall be set by the external examiner who shall set the paper according to the course content provided to him/her. For non-credit courses, the evaluation will be internal.
- 9.5 There shall also be weightage for library/laboratory assignments. These assignments, along with classroom presentations, shall carry marks as given in the table. Proportionate weightage of theory and practical shall be on the following pattern with a weightage of 50% in theory for external examination:

Credit hours (Theory & Practical)	Marks (Theory + Practical)	Distribution of theory marks			Bifurcation of practical marks	
		Mid Term	Final external	Assignment	Practical	Assignment
0+1	0+100	-	-	-	75	25
1+0	100+0	40	50	10	-	-
2+0	100+0	40	50	10	-	-
3+0	100+0	40	50	10	-	-
1+1	50+50	25	25	-	35	15
2+1	70+30	35	35	-	25	05
3+1	75+25	35	40	-	20	05
1+2	30+70	15	15	-	60	10
2+2	50+50	25	25	-	45	05
3+2	60+40	30	30	-	35	05

- 9.6 The final examination shall be scheduled at the end of semester on the dates indicated in the Academic Calendar. Final examination shall cover the entire subject matter of the course. Practical examination shall be conducted in the scheduled examination week. The duration of final theory examination shall be three hours each.
- 9.7 Final examination shall be conducted by the Dean on such dates, time and places as the university may determine and must be completed so that the results are announced before the onset of next semester.
- 9.8 Practical examination, including assignment/case presentation, shall be conducted by the instructor concerned where the course consists of theory as well as practical. In courses where there is no theory and the course is fully based on practical, the practical examination shall be conducted by a Board of Examiners consisting of the course instructor and one nominee of the Dean.
- 9.9 Final theory examination shall be completed within the period as provided in the Academic Calendar. In no circumstances, the examination period shall spill over the dates provided in the Academic Calendar. No excuse whatsoever shall be entertained for re-fixing the examination. Student(s) missing the examination shall be awarded zero mark for that examination. Date sheet, which shall also include name(s) of examination instructor(s) and centre superintendent, shall be announced at least 15 days in advance of the examination. Schedule shall be prepared in such a manner that no student shall be required to appear in more than one examination on one day. Question papers for mid-



term theory examination shall be submitted by the instructor(s) concerned to the Dean, after announcement of date sheet of the examination. Seating plan and arrangement of examination in different rooms shall be done under the overall control of the Dean. Students must carry identity/admit cards with them in each and every examination.

- 9.10 During examination days, as far as possible, no student should be sponsored for participation in any event. However, if an International and National Championship falls during the examination days, the student (s) shall be allowed to represent the university.

## 10. QUESTION PAPER

The question paper for theory portion of the course shall consist of objective and subjective questions in the ratio of 40:60. Each theory paper shall be of 100 marks to be attempted in three hours. Weightage of marks after evaluation shall be given as per credit load of the course as mentioned under rule 9.5. The objective portion in theory examination shall consist of true or false, fill in the blanks, multiple choice, matching the answers, etc.

## 11. RESULT

- 11.1 **Pass:** A student obtaining 50% and above marks in theory and practical examination separately shall be declared pass in the relevant course(s). If a student is unable to maintain 5.00 OGPA ending the 1st year, he/she will be re-admitted, however, only one chance for re-admission will be given.

- 11.2 Student(s) who represent the university in International and National co-curricular/sports activities and miss examination, such student(s) shall have to clear these courses at the first opportunity available before the start of next semester and that check of minimum required OGPA shall be exercised in that semester. The examination for such students shall be conducted in the semester break. No provision for offering special courses shall be there even for such students.

### 11.3 **Compartment/supplementary examination:**

A student failing in a maximum of three courses only in a semester may be allowed only once to appear in the compartment examination for those courses. No second supplementary examination shall be allowed. The student failing in more than three courses in a semester shall not be allowed supplementary examination in any of the failed course and shall be declared fail in all those particular courses. Such students who are declared fail in one or the other course(s) shall be required to repeat that/those course(s) as non-teaching course(s) when offered in routine provided they fulfil the minimum attendance requirement. The student failing in a course on account of shortage of attendance shall have to register as a regular course when offered in routine. Repeat course(s), either teaching or non-teaching, can be taken by the student any number of times up to maximum extended limit of twelve semesters. However, a student shall not be permitted to offer more than four repeat courses in a semester, either teaching or non-teaching, in addition to normal credit load of that semester.

- 11.4 When a student is allowed to clear 'F' grade, if awarded in a course/ all the courses registered due to unfair means, he/she shall have to register the course/ courses in the

coming semester as per rule 11.3. He/She will have to pay extra fee as prescribed in the rules. In other cases student shall have to put in extra period for the completion of degree.

**11.5 Registration for in-plant training**

If a student fails to register for in-plant training due to any reason, he/she shall be offered another chance only in the next session. Under no circumstances the in-plant training shall be organized more than once a year.

**11.6** The following procedure shall determine the result of a student:

- (a) **Grade Point (GP)** in a subject shall be the total marks attained out of 100 divided by 10.
- (b) **Credit Point** in a subject shall be GP multiplied with credit hours. The credit points earned will be zero if the GP in a subject is less than 5.00.
- (c) **Grade Point Average (GPA)** : It is a quotient of the total credit points secured by a student in various courses registered in a semester divided with the total course credit hours during that semester. It shall be expressed up to second decimal place.
- (d) **Overall Grade Point Average (OGPA)**: It is computed by dividing the total number of credit points earned by a student over the semesters by the total number of credit hours. It shall be expressed up to second decimal place.
- (e) **Grading/Ranking** : The corresponding grading/ranking of OGPA, with respect to traditional scoring system of division, shall be as following:

<b>OGPA</b>	<b>Equivalent % marks</b>	<b>Division</b>
8.00 to 10.00	80 to 100%	First Division with distinction
7.00 to 7.99	70 to 79.99%	First Division
6.00 to 6.99	60 to 69.99%	Second Division
5.00 to 5.99	50 to 59.99%	Pass

*Note: In deficiency courses "S" or "US" grade shall be awarded which will have no effect on GPA/OGPA.*

**11.7 To qualify for the degree, the students must obtain a minimum OGPA of 5.00.**

**12. MODERATION OF QUESTION PAPER AND RESULT**

**12.1 Question paper:** The concerned course instructor(s) and one teacher nominated by the Dean, shall act as moderators. The moderators shall review the question paper(s) on the day of examination in the presence of Dean, one hour before the start of examination. Any correction/discrepancy in the question paper in respect of syllabus noticed will be rectified and conveyed to the examinees just at the start of examination.

**12.2 Result :** The Dean shall form a committee of three members consisting of Dean of the college as Chairman and two other teaching faculty members to moderate the results obtained at the end of semester. Any moderation suggested shall be uniformly applied to all the students. Moderation of result will be done only if 40% or more students are failing in a particular subject. Any moderation effected should not involve of enhancing of more than total of five marks in a semester and in no case more than three marks in one subject. The provisions for moderation of results shall not apply to supplementary/ missed examinations. There shall be no provision for grace marks in any case.

- 12.3 If a student is failing in any paper/course by 0.5 mark either in theory or practical (not both), the marks will be rounded off to the next whole number by the Dean just to pass him/her in that paper/course.

### 13. DETAILED MARKS CERTIFICATE (DMC)

Based on the position of result, the DMC (Annexure-II) shall be issued to the students registered. The DMC will clearly show GPA/OGPA at the end of each semester/year. Totalling shall cover all the up-to-date credits registered and grade(s) earned irrespective of the fact whether the student has passed or failed in the relevant course. For failed course, student will be awarded "0" credit point. 'S' or 'US' grade will not effect GPA/OGPA of student. On completion of degree programme, division shall also be indicated in the DMC of final semester/year as under:

<b>OGPA</b>	<b>Division</b>
5.00 to 5.99	Pass
6.00 to 6.99	2nd division
7.00 to 7.99	1st division
8.00 and above	1st division with distinction

### 14. ANSWER BOOK

- 14.1 Answer books and continuation sheets shall be used for attempting the subjective part (Part-B) of the question paper. The objective part (Part-A) of the question paper is to be attempted on the question paper itself.
- 14.2 On completion of the examination, the answer books shall be handed over by the centre superintendant to the Dean or his/her representative, who will count the same and give acknowledgement to the centre superintendant.
- 14.3 The Dean shall dispose off the answer books/continuation sheets/question papers, as per the university rules, after six months of the declaration of result, provided no representation, RTI application or court case is pending.

### 15. EVALUATION PROCESS

- 15.1 The Dean shall get the answer books of final theory external paper evaluated by the departmental faculty member other than the course instructor(s), who will submit the award list to the Dean of the college.
- 15.2 The evaluation of answer sheets of mid-term theory and practical examinations shall be done by the course instructor(s)/Board of examiners, as the case may be, and the marks shall be submitted to the Dean.
- 15.3 The Dean will arrange compilation and submission of result to the Registrar for its declaration.

### 16. SCRUTINY OF ANSWER PAPERS AND RECTIFICATION OF ERRORS

- 16.1 There shall be no provision of re-evaluation of answer book(s).
- 16.2 A student, however, may be allowed to get his or her theory answer book(s) scrutinised, for which, the student shall have to apply to the Dean within three days after the declaration of result and after paying prescribed fee.
- 16.3 The Dean shall arrange the scrutiny of answer book(s) by the Screening Committee to be constituted by him/her.

- 16.4 The scrutiny shall be for re-totalling of marks and evaluation of unmarked question(s), if any.
- 16.5 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) and if, 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.
- 16.6 No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- 16.7 In case a student on the basis of the result of scrutiny becomes eligible for the supplementary examination, he or she may apply to the concerned authority to appear in the supplementary examination on the announced scheduled date and the scheduled date of the supplementary examination shall under no circumstances be changed on this account.

### **17. RESIDENTIAL REQUIREMENTS**

Residential requirements for this programme shall be eight semesters. The students may be permitted by the Dean four semesters over and above the residential requirements to complete the degree programme. For this purpose, the students shall have to apply for extension in the residential requirements. Extension fee to be charged in case student is not able to complete the degree within the prescribed limit of eight semesters is as under:

1st semester	Rs. 500/-
2nd semester	Rs. 1000/-
3rd semester and onward	Rs. 1500/-

Such students who fail to complete the programme of study within the maximum period of 12 semesters, as indicated above, be dropped.

### **18. EXAMINATION FEE TO BE CHARGED FROM STUDENTS**

- |  |                                 |
|--|---------------------------------|
| 1. Examination fee per semester          | As prescribed from time to time |
| 2. Fee for supplementary examination     | Rs. 500/- per course            |
| 3. Fee for repeat course                 | Rs. 200/- per course            |
| 4. Re-checking/scrutiny of answer sheets | Rs. 200/- per course            |

### **19. MISCELLANEOUS**

- 19.1 In order to ensure that the requirements for the award of degree have been duly completed by a student, the Dean / Registrar shall keep a record of the courses completed by him/her. However, result notification will be issued by the Registrar after the Dean certifies that the student has completed the graduation requirements.
- 19.2 In all matters relating to admission and the operation of the semester system, the Registrar shall, ordinarily, act in accordance with the recommendations of the Admission Committee or the Dean as authorized for the purpose under the rules of the university. Where, however, he/she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.

- 19.3 The student who is convicted by the court of law will not be eligible for admission / continuation as a student.
- 19.4 The Dean will ensure that every student should carry his/her identity card and those without identity/admit card should not be allowed to sit in the examination. In case of impersonation, if both the students involved are students of this university they shall be expelled as per rules after following the prescribed procedure. If a person, who impersonates, is from outside the university, his/her case should, in addition, also be referred to the Police.
- 19.5 Generally rules are not to be relaxed. The Dean will screen all the cases relating to the students of the college and take necessary action as per rules. The cases which are not covered under the rules, but there is a sufficient justification for relaxation in the rules, the Dean shall obtain Vice-Chancellor's orders through the Registrar. This will, however, be done only in exceptional and extreme emergent circumstances.
- 20. *Any matter not covered under these rules shall be referred to the Academic Council/ Vice-Chancellor for decision.***

**Annexure-I**  
**[Rule 2.1]**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**  
**REGISTRATION CARD**

*[Please read the overleaf instructions carefully before filling this card]*

Name of the college .....

Name		Admission No.	
Class		Semester & Year	
Local address			
Mobile No.			

<b>Title of course</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Signature (in full) of instructor</b>

**Total credit hours offered**

Signature of student	Signature of Advisor	Signature of Librarian (stamp & date)	Signature of DSW-cum-EO (stamp & date)	Signature of AAO (stamp&date)	Signature of Dean (stamp&date)	Assistant Registrar (Academic) for Registrar
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**INSTRUCTIONS**

(To be observed strictly in the following sequence)

**A. FOR STUDENTS**

1. Obtain five cards meant for relevant class and semester from the Dean's office. Yellow coloured cards be used for registration of repeat courses.
2. Meet the Advisor and fill these cards in accordance with his/her advice. One filled in card will be retained by him/her.
3. Most of the courses are already printed. Enter those courses in ink that are not included in the printed list.
4. The entries should be made neatly and legibly. Erasing/scoring off etc. be duly authenticated by the Advisor to make/allow such corrections.
5. Obtain signatures of the instructors concerned against the relevant courses. In case a teacher other than the one who is teaching the course has signed the registration card, it would be obligatory on the part of the teacher signing the card to inform in writing the teacher who is teaching the course.
6. Pay hostel dues and obtain signature of DSW-cum-E.O. (non-hosteller should get this fact recorded from DSW-cum-E.O. on these cards).
7. Make payment of fees/dues and obtain signature of Administrative-cum-Accounts Officer (AAO) of the college.
8. Submit all the cards in the Dean's office and obtain acknowledgement on the reverse of fee receipt. The Dean's office after scrutiny shall transmit the cards to Registrar office within three days of the date of registration. The Registrar office after completing the formalities and proper scrutiny shall retain one card and rest of the cards will be sent to the o/o Dean. The Dean's office will retain one card and pass on two cards to the Advisor who will hand over one card to the student and retain the other for himself/herself.

**B. FOR ADVISOR**

1. Advise the student properly before he/she fills in these cards.
2. Please put full signature.
3. Ensure that the cards are properly filled in and cutting/erasing, etc. duly authenticated.
4. Do not allow registration by proxy.
5. Ensure that repeat course(s), if any, are registered by entering the same in the blank space of registration cards.

**C. FOR DSW-cum-E.O.**

1. Ensure that a student registers at least for one co-curricular/sports/NSS activity during each semester in 1st and 2nd year.

**Annexure-II  
[Rule-13]**

Roll No. :  
Admn. No.:



**Lala Lajpat Rai  
University of Veterinary and Animal Sciences, Hisar**  
(Established by Haryana Act No. 7 of 2010)

**DETAILED MARKS CERTIFICATE**  
(For Pass/Compartment/Failed students)  
**B.TECH. (DAIRY TECHNOLOGY)**  
**4 YEAR PROGRAMME**  
\_\_\_\_\_ Semester Examination \_\_\_\_\_ (Year)

Name:	
Father's Name:	Mother's Name:
Name of college: <b>College of Dairy Science and Technology, LUVAS, Hisar</b>	

Course No.	Title of Course	Credit Hours	Marks Obtained		Total Marks (100)	Grade Point (10 Points basis)	Credit Points
			Th.	Pr.			
<b>Total Credit Hours</b>			<b>Total Credit Points</b>				
			<b>Grade Point Average (GPA)</b>				
<b>Cumulative Credit Hours</b>			<b>Cumulative Credit Points</b>				
<b>Overall Grade Point Average (OGPA)</b>							

**Result:**

Hisar  
Dated:

Assistant Registrar (Acad.)



**Note:**

1. GPA/OGPA is indicated only in cases where all prescribed courses of the semester/ up-to-date have been cleared.
2. Following formula is followed for working out grade points/ credit points/GPA/OGPA on 10.00 point scale:
  - (a) Grade points: Marks obtained out of 100  $\div$  10
  - (b) Credit points: Grade points x credit hours
  - (c) Grade Point Average (GPA): Total credit points  $\div$  total credit hours
  - (d) Overall Grade Point Average (OGPA): Cumulative credit points  $\div$  cumulative credit hours
3. GPA as well as OGPA shall be calculated up to two decimal points. No rounding off is permissible at any stage.

Prepared by (Name and signature) .....
Checked by (Name and signature) .....
Verified by (Name and signature) .....

## **CHAPTER - II**

### **RULES AND REGULATIONS FOR B.V.Sc.&A.H. DEGREE PROGRAMME FOR THE STUDENTS ADMITTED FROM 2016-17 ONWARDS (As per VCI Regulations - 2016)**

F. No. 12-5/2015-VCI.-In exercise of the powers conferred by sub-section (1) of section 66 read with sub- section (1) of section 22 and clause (b) of sub-section (1) of section 21 of the Indian Veterinary Council Act, 1984 (52 of 1984) and in supersession of the Veterinary Council of India - Minimum Standards of Veterinary Education - Degree Course (B.V.Sc. & A.H.) Regulations, 2008, the Veterinary Council of India, with the previous approval of the Central Government hereby makes the following regulations, namely:-

#### **PART I**

#### **PRELIMINARY**

#### **1. SHORT TITLE AND COMMENCEMENT**

- (1) These regulations may be called the Veterinary Council of India Minimum Standards of Veterinary Education- (Bachelor of Veterinary Science and Animal Husbandry - Degree Course) Regulations, 2016.
- (2) Provided that any increase in the annual admission may be made after seeking the permission of the Council and may not be done unilaterally by the University. Such increase shall be allowed subject to proportionate increase in facilities and manpower as provided under these Regulations and verification by the Council as per Section 19 of the IVC Act.
- (3) They shall come into force on the date of their publication in the Official Gazette.

#### **2. DEFINITIONS**

- (1) In these regulations, unless the context otherwise requires,-
  - (a) "Act" means the Indian Veterinary Council Act, 1984 (52 of 1984);
  - (b) "Course" means teaching units of a subject to be covered within a professional year as prescribed in the syllabus of a department;
  - (c) "Credit Hour" means the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two hours duration and a working period of three hours in the Veterinary Clinical Complex (VCC) and Livestock Farm Complex (LFC) per week shall count as one credit.
  - (d) "Degree Course" means the course of study in Veterinary Science, namely Bachelor of Veterinary Science and Animal Husbandry (B.V.Sc. and A.H.);
  - (e) "First Schedule" and "Second Schedule" means the First Schedule and Second Schedule respectively appended to the Act;
  - (f) "Guidelines or Instructions" means the guidelines or instructions issued by the Veterinary Council of India from time to time for uniform implementation of these regulations;
  - (g) "Inspector" means the Veterinary Inspector appointed under sub-section (1) of section 19 of the Act;

- (h) "President" means the President of the Veterinary Council of India;
  - (i) "Qualifying Examination" means Senior Secondary (10+2) examination or equivalent conducted by a State Board of Education or Central Board of Education;
  - (j) "Professional Year" means a period consisting of minimum two hundred and ten instructional days, excluding annual examination days except fourth professional year which consists of 315 instructional days;
  - (k) "Secretary" means the Secretary of the Veterinary Council of India appointed under section 11 of the Act;
  - (l) "Syllabus" and "Curriculum" means the syllabus and curriculum for courses of study as specified by the Veterinary Council of India;
  - (m) "Teaching Experience" means the experience of teaching in the subject concerned in a recognised veterinary college or provisionally recognised veterinary college or recognised veterinary university after obtaining post-graduate qualification in the concerned subject;
  - (n) "Veterinary Hospital or Institution" means the Veterinary Clinical Complex of the college or Veterinary hospital of State Government or private hospital recognised by the University and duly approved by Veterinary Council of India which shall have the basic infrastructure such as diagnostic lab, X-ray, Ultrasonographic facilities etc. or institution relevant to livestock health, reproduction and diagnostics by whatever name called;
  - (o) "Visitor" means a Visitor appointed under sub-section (1) of section 20 of the Act;
  - (p) "Recognised Veterinary College" means any veterinary college or institution either a constituent College of the University or affiliated to a University and engaged in imparting teaching of Bachelor of Veterinary Science and Animal Husbandry degree course and recognised by the Central Government on the recommendation of Veterinary Council of India after inclusion in the First Schedule for the Act under overall administrative control of the Dean or Principal or Associate Dean;
  - (q) "University" means any university or other institution within or outside India which grants degrees and post-graduate diplomas;
  - (r) "Provisionally Recognised Veterinary College" means a newly established veterinary college where admission shall be allowed by the Veterinary Council of India on annual basis after conducting inspection and subject to fulfillment of Minimum Standards of Veterinary Education regulations 2016.
- (2) Words and expressions used herein and not defined but are defined in the Act shall have the same meaning as assigned to them in the Act.

## **PART II**

### **COURSE OF STUDY**

#### **3. DEGREE COURSE**

- (1) A degree course of Bachelor of Veterinary Science and Animal Husbandry shall comprise of a course of study consisting of curriculum and syllabus specified in Part IV of these regulations spread over five and half complete professional years including a compulsory internship of "one year" duration undertaken after successful completion of all credits as prescribed in the syllabus.

- (2) During the course of study there shall be training in veterinary clinical complex or state veterinary hospital, private veterinary hospital, animal farm or livestock farm complex as part of the course.

#### **4. DURATION OF PROFESSIONAL YEAR**

- (1) First professional year of Bachelor of Veterinary Science and Animal Husbandry classes shall commence latest by 1st September of every year.
- (2) The annual examination shall be conducted prior to summer vacation for the year.
- (3) Each professional year shall cover at least two hundred ten days of instruction excluding time spent for annual examinations.

#### **5. PROCEDURE TO BE ADOPTED FOR IMPARTING TRAINING IN THE VETERINARY HOSPITALS OR INSTITUTIONS AND INTERNSHIP WITH SUITABLE ADJUSTMENT AT**

- (1) The Veterinary Clinical Complex shall be a separate department in every veterinary college under the independent charge of a Faculty Member of the rank of a Professor with specialisation in any of the clinical subjects and shall operate round the clock.
- (2) Veterinary Clinical Complex shall be recognised only if it has an average minimum of 500 outdoor cases and 10 indoor cases in a month.
- (3) In case the Veterinary Clinical Complex does not have requisite number of out-patient and in-patient cases as provided in sub-regulation(2) above, the University or College shall set up outreach facilities not beyond twenty km radius of the College to fulfill the above minimum requirements. Such outreach clinical facility shall have the entire infrastructure as prescribed for a veterinary clinical complex under these regulations.
- (4) The attached veterinary hospitals shall have properly built in-door wards, client accommodation, emergency service and the necessary facilities to conduct and demonstrate or train all medical, surgical and gynaecological cases and separate "in Health" care facilities like artificial insemination, pregnancy diagnosis, animal birth control, health verification tests, prophylaxis etc.
- (5) There shall be residential accommodation for clinical and hospital staff and suitable accommodation for students on emergency or night duties and cafeteria or canteen for staff, students and clients.
- (6) All the concerned staff on duty in the Veterinary Clinical Complex or veterinary hospital or both shall be responsible for the treatments and allied public services and shall invariably attend the clinics including emergencies or night duties and on Sundays or any holidays and the staff as well as students shall be properly attired {Apron, Coverall (dangree), etc} and equipped for the performance of clinical duties.
- (7) The teaching institutions shall maximally utilise the animal or patient information observing all the time the principles of animal welfare and ethics, and arrange the following namely:-
  - (i) the teaching material in the form of clinical cases in sufficient number, variety and species;
  - (ii) subsidized treatment to encourage larger attendance in teaching veterinary hospitals;
  - (iii) procure or provide free maintenance to, cases of academic interest or typical cases of teaching value so that students can benefit from them;

- (iv) in the case of death or euthanasia detailed necropsy be demonstrated and specimens preserved;
- (v) maintenance of clinical data registers.
- (8) The Livestock Farm Complex shall be a separate department in every veterinary college under the independent charge of a faculty member of the rank of a Professor of animal production departments preferably with specialization in Livestock Production Management subject and shall operate twenty four hours and the farm complex shall be for teaching in rearing of livestock species and poultry with the following facilities namely:-
  - (i) housing, feeding, breeding and management of large and small ruminant, piggery, poultry and animals of regional interest;
  - (ii) record keeping;
  - (iii) storage facilities for feed and fodder;
  - (iv) production facilities for fodder crops;
  - (v) suitable housing for managerial and technical staff.
- (9) In case other facilities like Gaushalas or community farms are utilised, these shall be in addition to the above requirements but shall not serve as a substitute.
- (10) Being a twenty four hours service there shall be suitable accommodation for staff and students on duties.
- (11) All the concerned staff on duty in the Livestock Farm Complex shall be responsible for management including emergencies of the animals in the livestock farm and they shall arrange and supervise the routine management practices from time to time and shall maintain records for the same and shall also be responsible for production activity in each of the units.

### **PART III**

#### **ADMISSION TO THE BACHELOR OF VETERINARY SCIENCE AND ANIMAL HUSBANDRY DEGREE COURSE**

##### **6. CRITERIA FOR ADMISSION**

A candidate shall not be admitted to Bachelor of Veterinary Science and Animal Husbandry degree course unless,

- (a) he or she has completed the minimum age of 17 years and the maximum age of 25 years on or before the 31st December of that year of his or her admission to the 1st year of Bachelor of Veterinary Science and Animal Husbandry course; and there shall be relaxation of maximum age by five years for Scheduled Caste or Scheduled Tribe or Other Backward Class candidates.
- (b) he or she has passed the qualifying examination as defined under these regulations with the subjects of Physics, Chemistry, Biology or Biotechnology and English (as a core course) and obtained marks as specified under regulations 7 or an examination equivalent to intermediate science examination of an Indian University or Board recognised by the Association of Indian Universities taking Physics, Chemistry and Biology including a practical test in each of these subjects and English.

## **7. SELECTION OF STUDENTS**

- (1) The selection of students for admission to Bachelor of Veterinary Science and Animal Husbandry Degree Course in Government or Private Colleges shall only be on the basis of merit through a competitive entrance examination conducted by University or State Government or Veterinary Council of India to achieve a uniform evaluation, as there may be variation among students at qualifying examinations conducted by different agencies and reservation policy shall be as per Government of India for Veterinary Council of India seats and for States as per their reservation policy.
- (2) To be eligible for competitive entrance examination, a candidate shall have to pass any of the qualifying examinations as enumerated under the head, "Admission to Bachelor of Veterinary Science and Animal Husbandry Degree Course" specified under regulation 6.
- (3) A candidate under General Category for admission to the Bachelor of Veterinary Science and Animal Husbandry degree course shall have to qualify in each of the subjects of English, Physics, Chemistry and Biology, and obtained 50% marks in aggregate of these subjects, at the qualifying examination and admission of students to B.V.Sc. and A.H. degree course shall be made only on the basis of his or her merit in the competitive entrance examination and no other merit or weightage shall be considered for admission to Bachelor of Veterinary Science and Animal Husbandry degree course.
- (4) In respect of candidates belonging to the Scheduled Castes or the Scheduled Tribes or other special category of students as specified by the Government from time to time, marks required for admission shall be 5% less than that prescribed for general category i.e 47.5 % and where the seats reserved for the Scheduled Caste and the Scheduled Tribes students in any State cannot be filled for want of requisite number of candidates fulfilling the minimum requirement prescribed from that State, then such vacancies shall be filled up on all India basis with students belonging to the Scheduled Castes and Scheduled Tribes obtaining not less than the minimum prescribed pass percentage.
- (5) The students who are educated abroad seeking admission in veterinary colleges in India should have passed the subjects of Physics, Chemistry, Biology or Biotechnology and English up to the 12th Standard level with 50% marks in aggregate of these subjects.
- (6) Sponsored candidates shall have to qualify the admission procedures as laid down for the students under general category.
- (7) Admission of candidates to Bachelor of Veterinary Science and Animal Husbandry degree course under bilateral exchange programme shall be regulated by Veterinary Council of India or on recommendation of Government of India.
- (8) 15% of the total number of seats of each recognised veterinary college which is included in the First Schedule of the Act shall be reserved and filled on an all India basis through Common Entrance Examination and seats for the candidates belonging to Schedule Caste or Schedule Tribes or Physically handicapped or Other backward classes against said 15% quota of Veterinary Council of India shall be reserved to be filled up as per Government of India Policy.
- (9) The candidates selected through this examination shall be admitted in various recognised veterinary colleges as per the eligibility criteria prescribed in these regulations only and

the last date for reporting of these candidates to the allotted University or Veterinary Institution shall be 15th September of that year irrespective of the closing date of admission of that University or Veterinary Institution for that year, if earlier, the vacant seats may be filled by the veterinary college or university by 30th September which shall be the final cut-off date for the admission and thereafter no admission shall be made.

- (10) A candidate shall not be allowed admission to Bachelor of Veterinary Science and Animal Husbandry degree course including those admitted under 15% reserved quota of Veterinary Council of India if he or she suffers the following disabilities, namely:-
- (a) disability of total body including disability of chest or spine more than 50%,
  - (b) disability of lower limb of more than 50%,
  - (c) disability of upper limb,
  - (d) visually handicapped candidates and those with hearing disability,
  - (e) candidates with progressive diseases like myopathies etc.,
  - (f) disabilities which otherwise would interfere in the performance of the duties of a veterinarian.
- (11) The disability shall be certified by a duly constituted and Government authorized Medical Board comprising of at least three specialists out of which two shall be of the specialty concerned and the candidate has to present him or her-self before the Medical Board and the last valid disability certificate of the candidate from a Medical Board shall not be more than three months old from the date of submitting his or her certificate for disabled candidates.
- (12) After the final admissions, each Veterinary college shall submit the details of the students admitted in the first professional of B.V.Sc.&A.H. programme and similarly the list of students who pass out shall also be submitted to the Veterinary Council of India.

#### **PART IV**

### **VETERINARY CURRICULUM - STRUCTURING AND ORGANIZATION OF COURSE CURRICULUM**

#### **8. VETERINARY CURRICULUM**

- (1) The following shall be the veterinary curriculum, namely:-
- (a) (i) Core Courses; and
  - (ii) Internship including Entrepreneurial Training;
  - (b) the curriculum shall provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment, ability to collect information and to correlate them and develop habits of self-education;
  - (c) medium of instruction for B.V.Sc. and A.H. degree course shall be in English;
  - (d) practical training at Livestock Farm Complex or Clinical practice shall be organised in small groups of 5 to 10 students so that each teacher can give personal attention to each student with a view to improve his or her skill and competence in handling of the patients and each practical batch for a course shall be preferably not more than twenty students;

- (e) efforts shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character expression and other abilities which are necessary for a veterinary graduate to function either in solo practice or as a team member when he or she begins his or her independent professional career and an appropriate time slot for this activity be provided in the student study time table.

## **9. SUBJECTS TO BE COVERED IN THE BACHELOR OF VETERINARY SCIENCE AND ANIMAL HUSBANDRY DEGREE COURSE**

- (1) The following shall be the subjects for B.V.Sc. and A.H. degree course, namely:-
  - (a) Veterinary Anatomy,
  - (b) Veterinary Physiology,
  - (c) Veterinary Biochemistry,
  - (d) Veterinary Pharmacology and Toxicology,
  - (e) Veterinary Parasitology,
  - (f) Veterinary Microbiology,
  - (g) Veterinary Pathology,
  - (h) Veterinary Public Health and Epidemiology,
  - (i) Animal Nutrition,
  - (j) Animal Genetics and Breeding,
  - (k) Livestock Production Management,
  - (l) Livestock Products Technology,
  - (m) Veterinary Gynaecology and Obstetrics,
  - (n) Veterinary Surgery and Radiology,
  - (o) Veterinary Medicine,
  - (p) Veterinary and Animal Husbandry Extension Education,
  - (q) Veterinary Clinical Practices,
  - (r) Livestock Farm Practices.
- (2) In addition to above subjects, a non-credit course in Communicative English (0+1) is to be cleared by the students of College of Veterinary Sciences, LUVAS, Hisar.

## **10. REGISTRATION**

- (1) At the beginning of each professional year, a student shall register as per approved academic calendar on prescribed date(s).
- (2) If a student fails to register on the scheduled date(s) notified for the purpose, registration may be allowed by the Dean with late fee of Rs.200/- per day up to 15 days. Late fee is not to be exempted under any circumstances. No registration shall be permissible after 15 days of the commencement of classes on any ground, whatsoever may be the reason.
- (3) No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk and responsibility of the student to maintain the required attendance.
- (4) Normally registration is not permissible in absentia. However, the Dean may allow registration to a student who abstains himself/herself with prior approval of the Dean due to unavoidable reasons and on payment of a fee of Rs.500/- extra on due date.
- (5) The Dean may refuse/cancel registration of a student who has indulged in acts of indiscipline or gross misconduct. The Registrar may cancel registration, if allowed by mistake, with the consent of the Dean.



**11. MIGRATION OR TRANSFER OF STUDENT**

- (1) Only those students who have been admitted under 15% quota of VCI and studying in a recognised veterinary college which is included in the First Schedule of the Act may be allowed to migrate or be transferred to another recognised veterinary college under another or same university.
- (2) The migration or transfer may be allowed by the university concerned after passing 1st year of Bachelor of Veterinary Science and Animal Husbandry degree course within one month of the start of academic session of 2nd year only of the receiving college or university.
- (3) The candidates may apply in advance but not later than 10 days from the date of registration of 2nd professional year of the receiving college or university.
- (4) The number of students migrating or transferring from one veterinary college to another veterinary college during the period of one academic year will be kept to the maximum limit of 5% of the intake capacity of each of the veterinary colleges in one year.
- (5) The migration shall be considered mainly on the basis of merit list of students who apply for migration.
- (6) Even if the candidate fulfils the above criteria yet it is the discretion of the LUVAS to allow or may not allow migration. The Vice-Chancellor will be the final authority to approve the Dean's recommendations.
- (7) The cases not covered under sub regulations, (1) to (4) may be referred to the Veterinary Council of India for consideration on merits.
- (8) An intimation about the admission of migrated or transferred students into any veterinary college shall be sent to the Veterinary Council of India by the respective institution.
- (9) Student(s) who migrate from other universities/colleges will not be eligible for any type of LUVAS Scholarship/Stipend/Medal.
- (10) Grades/marks earned by the student in previous institution shall be indicated in the Composite Grade Point Average Certificate/Transcript with a clear note that these have been given to the student by the previous institution before migration to LUVAS. These grades/marks however, shall not be counted for calculating OGPA in this university.

**(11) Documents etc. to be submitted by the candidate for migration**

- (i) Photocopy of secondary school (10th) certificate
- (ii) Photocopy of senior secondary school (12th) certificate
- (iii) Photocopy of 1st year DMC of B.V.Sc. & A.H.
- (iv) Original character certificate from the institute attended last
- (v) No objection certificate-in original, from the institute
- (vi) Latest passport size photo
- (vii) Processing fee as prescribed by the University
- (viii) Photocopy of VCI allotment letter

**Note:** *In case migration is permitted, all the original document have to be deposited with the o/o Registrar.*

**(12) Migration certificate**

Migration certificate may be issued to the students even if they leave their studies before completing their degree programme to join any other university, after payment of prescribed fee and 'No Dues Certificate' from the Dean, COVS.

**12. SYLLABUS**

- (1) The details of syllabus comprising of 81 credits (equivalent to 179 credit hours as per semester system) are the minimum requirement for a programme leading to Bachelor of Veterinary Science and Animal Husbandry degree and the summary of the distribution of courses shall be as follows:-

<b>Professional Year</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>
First (one year)	12	6	18
Second (one year)	15	7	22
Third (one year)	15	9	24
Fourth (one and a half year)	08	9	17
<b>Total</b>	50	31	81

(equivalent to 179 credit hours  
as per semester system)

- (2) In addition to the Core Courses above, a student shall have to successfully complete the Internship including Entrepreneurial Training as has been specified in sub-regulation (1) of regulation 8 for the award of Bachelor of Veterinary Science and Animal Husbandry degree.
- (3) R & V Squadron NCC shall be compulsory for B.V.Sc. & A.H. students in 1st, 2nd and 3rd year of their degree programme. The students admitted to B.V.Sc. & A.H. programme shall be governed by the following regulations regarding R&V Sqn NCC:
- i) Every student admitted to B.V.Sc. & A.H. programme shall be required to enroll for compulsory R&V Sqn NCC in 1st, 2nd and 3rd year for the courses NCC-111, NCC-211 and NCC-311 respectively. The Dean, College of Veterinary Sciences is authorized to allow exemption only for physically handicapped students from R&V Sqn NCC on the recommendation of R&V Sqn NCC Officer duly supported by a medical certificate from the University Medical Officer. The NRIs and Foreign nationals are exempted from this programme.
  - ii) Every student will be registered for 0+1 non-credit course in this programme in each of the 1st three academic years. The students will be evaluated at the end of each academic year and will be awarded Satisfactory/Unsatisfactory (S/US) grade. Failure to attend 75% parades will make the student ineligible for 'S' grade. He/She shall register, in the subsequent year for the next R&V Sqn NCC course. However, for 'US' course(s) the student will register after taking R&V Sqn NCC-311 course and will have to obtain 'S' grade in that/those course(s). The students can't register simultaneously for two R&V Sqn NCC course(s) in an academic year. The student shall have to attend one annual training camp for obtaining course completion certificate to be eligible for provisional registration to Haryana Veterinary Council and internship programme for completion of B.V.Sc. & A.H. degree programme. The student will be awarded attendance benefit for this camp in addition to the existing norms for attendance benefit.
  - iii) The student (cadet) attending a Republic Day Camp/Parade at New Delhi will also be awarded attendance benefit for twenty days in addition to the existing norms for attendance benefit.

- iv) Every student on successful completion of R&V Sqn NCC-111, NCC-211 and NCC-311 courses and attending one annual training camp, may be discharged from R&V Sqn NCC.
  - v) All students enrolled under the scheme will be charged the prescribed R&V Sqn NCC fee/ fund.
  - vi) During emergency, if any of the requirements of the compulsory R&V Sqn NCC training can not be arranged by the authorities, the Vice-Chancellor may suspend these regulations as cannot be completed
  - vii) The DSW-cum-E.O. shall have overall control of R&V Sqn NCC in the College of Veterinary Sciences.
  - viii) The post-graduate students having basic degree of B.V.Sc. & A.H. may also join this programme.
- (4) A course in Communicative English (0+1) to be offered in the first professional year will also be compulsory for the students of college of veterinary sciences, LUVAS, Hisar for the award of Bachelor of Veterinary Science and Animal Husbandry degree. The performance of the students in this course shall be assessed and graded as 'Satisfactory(S)' or 'Unsatisfactory(US)' and student has to obtain 'S' grade for successful completion of course requirements. The student has to secure minimum 40% marks to obtain 'S' grade. The ratio of marks in the mid-term and final-term examination will be 40:60. For both mid-term and final-term examination, 50% will be written component and 50% will be communicative (speaking) component. The mid-term examination shall be conducted alongwith 2nd Internal Assessment examination and the final-term examination shall be conducted 15 days prior to final examination.
- (5) From Academic year 2017-18 onwards, the sports or cultural activity of 0+1 credit load will be offered in each professional year to all students of B.V.Sc.&A.H. programme under VCI MSVE (B.V.Sc.&A.H.-Degree Course) Regulations, 2016 in LUVAS. The NRI and physically disabled students will be offered either sports or cultural activity or both of (0+1) X 2 credit load for each professional year as NCC is exempted to these students.
- (6) The syllabus prescribed in regulation 12 is the minimum instructional syllabus and is illustrative of the course content for teaching different courses at the veterinary colleges in the country for Bachelor of Veterinary Science and Animal Husbandry degree programme:  
 Provided that there is scope for flexibility of addition of topics or courses in the programme as per need or regional or institutional demand from time to time and such changes shall be non-violative and commensurate to the basic structure, curriculum and infrastructure prescribed in these regulations.

### **13. INTERNSHIP**

- (1) Every student of Bachelor of Veterinary Science and Animal Husbandry degree course shall be required after passing the fourth professional examination to undergo compulsory rotating internship to the satisfaction of the university for a minimum period of twelve calendar months so as to be eligible for the award of the degree of Bachelor of Veterinary Science and Animal Husbandry and full registration with the Council.

- (2) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall devote whole time to the training and shall not be allowed to accept a whole time or part time appointment paid or otherwise.
- (3) Internship shall be undertaken only after completion of all credit requirements of veterinary curriculum including Remount Veterinary Squadron or NCC or Equestrian or National Social Service or Sports and games as applicable under these regulations.
- (4) The university shall issue a provisional course completion certificate of having passed all the professional examinations and having successfully completed prescribed course work.
- (5) The State or Union Territory Veterinary Council shall grant provisional registration to the candidate on production of provisional Bachelor of Veterinary Science and Animal Husbandry course completion certificate and the provisional registration shall be valid for a minimum period of twelve months and maximum of sixteen months.
- (6) After provisional registration with the State or Union Territory Veterinary Council, the candidate shall register for internship of twelve calendar months.
- (7) Interns shall be actively involved in rendering veterinary service under the supervision of an experienced teacher.
- (8) The intern shall assist the teacher or in-charge in all activities of the units they are posted in.
- (9) During the period of internship the intern shall be provided accommodation or lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the university or institution from time to time.
- (10) The intern shall be entitled for fifteen days casual leave and the leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it and an intern willfully absents from the training programme even if for part of a day or during off hours duty (including Sundays and holidays) he or she may be treated absent for that day and the candidate shall be required to undergo training for the additional days in lieu of the absence period and internship allowance shall not be paid for these additional days.
- (11) The internship programme shall be monitored by a Committee constituted by the Dean and the Committee shall comprise of Dean or representative or nominee of the Vice Chancellor, in-charge of Veterinary Clinical Complex, in-charge of Livestock Farm Complex and Associate Professor (Internship) as members and this Committee shall monitor effective implementation of the internship training programme from time to time and shall be required to inspect the internship programme at different intervals of time randomly.
- (12) In case of unsatisfactory work or performance or shortage of attendance or both the period of compulsory rotating internship shall be extended by two months and the student shall be re-evaluated, if again found unsatisfactory or is unable to secure 50 marks, he/she shall be given one more chance after another two months and if he/she still is found unsatisfactory due to any reason, the intern has to re-register afresh for internship programme for entire twelve calendar months including registration with the State or Union Territory Veterinary Council.

- (13) Internship allowance shall be paid only for twelve calendar months and no internship allowance shall be paid for the period of absence or unsatisfactory performance or extended period or re-registration period.
- (14) The compulsory rotating internship shall be in the following areas, namely:-
- (i) posting in Veterinary Clinical Complex for Clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, lab diagnosis, ambulatory, hospital management, record keeping etc;
  - (ii) posting at Veterinary Clinical Complex of veterinary college of other state in India with provision of rent free accommodation;
  - (iii) posting in any four of Zoo or wild life centre or e-National Parks, Meat Plant or Abattoirs, Milk Plants, Poultry Farms, Field Hospital, Animal Welfare Organization, Vaccine Institute, Remount Veterinary Corps, Pharmaceutical, Feed Industry for hands on training in each establishment;
  - (iv) entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery or rabbitary, sheep and goat farms, and equine or camel unit etc; poultry production and management covering layer and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities;
  - (v) each intern shall submit a Project Report on completion of entrepreneurial training and this training is aimed at developing entrepreneurial skill for self-employment and the university or college shall provide interest free loans, technical support and infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students;
  - (vi) the profits, if any, shall be kept by the students, provided, in case of loss, the Dean of the college through the Entrepreneurial Committee consisting of four faculty members (at least 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;
  - (vii) the In-charge or nominee of each posting shall regulate the training of such interns and submit the evaluation report of each intern out of 20 marks which shall be accounted at the time of final evaluation;
  - (viii) the remaining days shall be utilised for the final assessment of interns as prescribed in these regulation, with the objective of having achieved following core competency namely:-
    - (a) restraint of cow, sheep, horse, dog and pig. Haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging;
    - (b) animal identification, dentition and ageing of animals;
    - (c) housing layout or requirements of livestock and poultry;
    - (d) computation of ration of livestock of different breeds and age groups in health and disease;
    - (e) fodder management and interpretation of feed quality evaluation;
    - (f) physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rate, respiration rate etc.);
    - (g) recording and interpretation of cardiovascular response;
    - (h) testing of milk and milk products for quality, clean milk production;

- (i) carcass quality evaluation (ante-mortem & post-mortem examination);
- (j) specific diagnostic tests for zoonotic diseases;
- (k) sample collection, handling and dispatch of biological materials for laboratory examination;
- (l) staining techniques for routine clinico-pathological examinations;
- (m) relating post-mortem lesions to major livestock diseases;
- (n) haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation;
- (o) tests and their interpretation for haemoprotozoan diseases;
- (p) body fluids collection, examination and interpretation as an aid to diagnosis;
- (q) urine evaluation procedures and interpretation as indicators for diagnosis of diseases;
- (r) faecal examination- procedures and interpretation;
- (s) examination of skin scrapings and interpretation;
- (t) interpretation of blood chemistry profile in diseases;
- (u) de-worming procedures and doses for different species of animals or birds;
- (v) managing an outbreak of infectious or contagious disease;
- (w) approach to diagnosis of a given disease condition;
- (x) pre-anaesthetic administration and induction, maintenance of general anaesthesia and dealing with anaesthetic emergencies;
- (y) local anaesthetic administration;
- (z) nerve blocks- sites, functional application;
- (za) suture material, suture pattern and tying knots;
- (zb) common surgical procedures including dehorning, docking, caesarian section, ovariohysterectomy, castration, rumenotomy;
- (zc) application of plaster castorsplint for fracture immobilization and other bandaging procedure in large and small animals;
- (zd) soundness in horses;
- (ze) rectal examination-palpation of pelvic or abdominal organs in cattle or horses or buffaloes;
- (zf) detection of oestrus, artificial insemination, pregnancy diagnosis;
- (zg) management of vaginal or uterine prolapse and dystocia;
- (zh) andrological examination of bull, handling, preservation and evaluation of semen;
- (zi) vaccination procedures, vaccination schedules and vaccine types for different diseases;
- (zj) handling of radiograph, interpretation of a given radiograph of large and small animals;
- (zk) client management;
- (zl) managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.;
- (zm) dosage regimens of important drugs;
- (zn) drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine;

- (zo) identification of major livestock or poultry breeds;
- (zp) measuring climatic parameters and their interpretation;
- (zq) communication technology tools.
- (15) 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 and the activities of interns shall be regulated by an Associate Professor (Internship) posted in Veterinary Clinical Complex and Assistant Professor (Internship and Entrepreneurship) in Livestock Farm Complex.
- (16) The intern shall have the following functions, responsibilities and duties namely:
- (i) participation with clinical faculty in the hospital practice;
  - (ii) to share the emergency and night duties on rotation in the large and small animal hospitals including Sundays and holidays;
  - (iii) participation with staff of the place of posting in veterinary practice, production or technology;
  - (iv) hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian;
  - (v) to administer primary care to emergency cases and participate in service such as anesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedures. Medicine, Gynaecology and Surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.
- (17) The training shall be supplemented by fortnightly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns or discussions in clinical training, farm training and technology.
- (18) The intern shall maintain a log book of day to day work which shall be verified and certified by the supervisor under whom he or she works and in addition, the interns shall prepare a brief project report on the basis of his or her case study or case analysis, survey reports etc. and shall be based on his or her own study during the internship and such reports be supervised by more than one teacher, if required and the intern shall present such report in seminar organised for the purpose.
- (19) The assessment of each intern shall be based upon the evaluation of log book or project report, his or her performance reports from all the minimum prescribed training postings, entrepreneurial output, clinical case reports and their presentation, viva and comprehensive examination in core competence in veterinary skills through a written test by an Evaluation Committee comprising of the faculty representing the concerned departments appointed by the Dean for this purpose and the distribution of marks for various components of assessment shall be as under, namely:-

Log book or Project Report:	10 marks
Performance in different postings:	20 marks
Entrepreneurial output:	20 marks
Case Reports or Presentation:	10 marks
Written test:	30 marks
Viva :	10 marks
Total:	100 marks

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

#### **14. EXAMINATION AND EVALUATION**

- (1) Senior teachers including Deans, Directors and Heads of the departments (HoDs), should also be involved in teaching fresh students.
- (2) As far as possible no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses. The Deans of the colleges concerned should ensure compliance of this regulation.
- (3) New teachers should not be given independent teaching. They should be associated with senior teachers in practical classes. After one year of experience as taking practical classes, the teacher should be given under-graduate classes but not independently till the teacher gets sufficient confidence.
- (4) Dictation of notes in the class is banned (wherever felt necessary photostat handouts be given). Dean and HoDs would occasionally take surprise rounds and monitor to ensure this.
- (5) In order to enable the teachers to do their teaching work uninterruptedly meetings as far as possible should be convened in afternoon and Saturdays should be kept reserved for long detailed meetings.
- (6) It shall be the responsibility of the teacher(s) or instructor(s) to ensure that the topics to be covered in the theory and practical in each course shall be recorded through a lecture or practical schedule and distributed to the students at the beginning of each course and the HoD or Dean shall ensure that the schedule is adhered to and alternate arrangement are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.
- (7) Work distribution chart of each teacher shall be available with Dean's office for inspection of the Council. In each subject, professor and senior teachers shall be actively involved in teaching, especially in conducting practical for degree course.
- (8) The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such examination.
- (9) The weightage of theory and practical shall be in the ratio of 60:40 respectively.
- (10) A preparatory leave for a maximum of five days including holidays may be allowed before annual examination.
- (11) The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60 respectively in annual examinations.



- (12) The format of question paper (internal assessment and external theory examination) will be as below:

**Format of question paper for internal assessments as per VCI MSVE (B.V.Sc. & A.H. - Degree Course) Regulations, 2016.**

Q. No.	Type of question	Marks allotted
1	Fill in the blanks	10 x 0.5 = 05
2	Multiple choice questions	10 x 0.5 = 05
3	Matching questions	10 x 0.5 = 05
4	Definitions/ Justifications/ Explanations/ Diagrams/ Formulae/ Equations/ Enumerate	10 x 1 = 10
5	Differentiate/ Short notes	4 x 2.5 = 10
6	Detailed subjective question	1 x 5 = 05
	Maximum Marks	40
	Weightage	10

**Format of question paper for external theory examinations as per VCI MSVE (B.V.Sc. & A.H. - Degree Course) Regulations, 2016.**

Q. No.	Type of question	Marks allotted
<b>Section-1 (objective questions)</b>		
1	Fill in the blanks	20 x 0.5 = 10
2	Matching questions	15 x 0.5 = 7.5
3	Multiple choice questions	15 x 0.5 = 7.5
4	Definitions/Justifications/Explanations/ Diagrams/Formulae/Equations/Enumerate	15 x 1 = 15
<b>Section-II (subjective questions)</b>		
5	Differentiation	6 x 2 = 12
6	Short notes	6 x 3 = 18
7-9	Detailed subjective questions (3 out of 4)	3 x 10 = 30
	Maximum Marks	100
	Weightage	20

**Note:**

- 1) First internal assessment examination will be from first 30% theory course.
  - 2) Second internal assessment examination will be from 31-60% theory course.
  - 3) Third internal assessment examination will be from 61-90% theory course.
  - 4) External theory examination will be from the entire course.
  - 5) Internal and external examinations will be of one hour and three hours duration, respectively.
- (13) The schedule of examination during Bachelor of Veterinary Science and Animal Husbandry course shall consist of internal assessment and annual examination as detailed below, namely:

<b>Internal Assessment Examination</b>	<b>Course coverage</b>	<b>Maximum Marks</b>	<b>Weightage</b>
First	30%	40	10
Second	60%	40	10
Third	90%	40	10
Annual examination (Theory)	Paper-I	100	20
	Paper-II	100	20
Annual examination (Practical)	Paper-I	60	20
	Paper-II	60	20

- (14) There shall be four professional examinations- one each after 1st, 2nd, and 3rd year, and the fourth after one and half year and these professional examinations shall have only the theory component with external system and the practical component shall be dealt with internally. Annual professional examination shall be held after the completion of 100% course content in each subject and the result of the best two internal assessments shall be accounted for.
- (15) The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical exam after completion of 50% syllabus and the second one, when the course is completed but the second exam shall comprise of entire syllabus.
- (16) The evaluation of answer books of internal examinations shall be done by the concerned teacher(s) whereas evaluation of answer books of annual theory examinations shall be done by the external examiner(s).
- (17) The practical examinations shall be conducted by a Board of Examiners consisting of concerned HoD, teacher(s) and a representative of the Dean and while evaluating practical the Board shall take into account the followings, namely:-
- (i) a record or log book maintained by each student as practical records;
  - (ii) written test or observation and recording of the skill with which each student executes the practical;
  - (iii) assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).
- (18) The answer-books of internal assessments shall be shown to students and the records of internal assessments as well as that of annual practical examination shall be submitted to Controller of Examinations (COE) within 15 days of conduct of examinations.
- (19) The practical manuals shall be prepared by the respective departments for each subject.
- (20) The duration of internal assessment shall be atleast one hour whereas the duration of annual theory examination shall be three hours and one month prior to the commencement of annual examinations the best of two internal assessment marks shall be submitted by the instructor through the Head to the COE.
- (21) The internal assessment examinations shall be conducted by the concerned Department(s) during free period without affecting the teaching schedule. The dates of the internal assessment examinations will be decided by the concerned teacher(s) in the class atleast one week in advance, within the stipulated time schedule as per the

academic calendar. Head of the concerned department will act as superintendent for the examination of his/her subject. The faculty members of that department shall be the invigilators. If any department is not having sufficient number of faculty members, it will be the responsibility of the HoD to have collaboration with other departments in this connection. If more than one internal assessment examinations are scheduled on the same date and time, only one of the HoDs (to be communicated by the COE) will act as superintendant for those examinations. The question paper(s) will be prepared by the concerned instructor (s) and the requisite number of photocopies may be got done in the office of COE within 3 days prior to the examination by maintaining complete secrecy. The sealed packet (s) containing these copies will be kept by the Head of the concerned department and will be delivered to the invigilator(s) just before the start of examination. Seating plan will be prepared by the concerned teacher(s).

- (22) The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s) and a paper setter shall be provided the courses and syllabus prescribed by the Veterinary Council of India including detailed course outline and the paper setter shall be requested to prepare two sets of question paper, one each for main examination and compartment examination (if any). The sealed question papers, received from the external examiner, will be used by the COE, LUVAS for getting requisite number of copies made under his/her supervision by maintaining complete secrecy. The sealed packets containing these copies will be delivered to the examination superintendant which shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.
- (23) The COE, LUVAS shall be responsible for annual examinations in coordination with Coordinator of Examinations (COVS). As per schedule in the academic calendar, Coordinator of Examinations (COVS) in consultation with the Dean shall notify date-sheet for annual theory and practical examinations at least 15 days before the start of examinations for the information of students and others concerned. Date-sheet for compartment examinations will be notified by the Coordinator of Examinations (COVS) in consultation with the Dean within 7 days of the subsequent year registration. Seating plan for annual /supplementary examinations shall be prepared by the Coordinator of Examinations.
- (24) The HoD will act as superintendent of the external theory examination of the subject concerned and the faculty members of the department shall be the invigilators. If any department is not having sufficient number of faculty members, it will be the responsibility of the HoD to have collaboration with other departments in this connection. If more than one external theory examination is scheduled on the same date and time, only one of the HoDs (to be communicated by the COE) will act as superintendant for those examinations.
- (25) Student(s) will be allowed to appear in annual examinations only with valid admit card(s) issued by the Dean, concerned.
- (26) A candidate who is late beyond 15 minutes shall not be allowed to appear in the examination. However, justification for coming late shall be examined by the superintendent whose decision shall be final.

- (27) No candidate will be allowed to leave the examination hall before half time after the commencement of examination.
- (28) All examinations shall be held on such dates, time and places as the university may determine and shall be completed in time so that the results are announced before the onset of the ensuing academic year.
- (29) The schedule of annual examinations shall be adhered to strictly and no re-examination shall be allowed in events of students' strike, boycott, walkouts, medical grounds or what-so-ever may be the reason.
- (30) The compartment examination shall be conducted within twenty calendar days of subsequent year registration:  
Provided that a student may be allowed to provisionally sit in the next class provided he or she has failed only in two subjects and cannot be promoted to the next Bachelor of Veterinary Science and Animal Husbandry class unless he or she has cleared the failed subject (s).
- (31) The record of examination shall be made available to the Council, as and when required and the records of assessments may be retained till six months after the conduct of the annual examination.

#### **14A. DESTRUCTION OF RECORD**

- (1) The record relating to Admissions/ET/DET/UG/PG and Diploma examinations shall be destroyed after an incubation period of six months subject to the condition that before the record is disposed of, proper lists will have to be prepared / maintained with the following certificates:
- (i) that no request/representation of any student is pending;
  - (ii) that no court case/enquiry/RTI is pending;
  - (iii) that no case (like copying/ impersonation etc.) against any student is pending.
- (2) Examination record(theory and practical) will consist of question papers along with keys and CDs received from external/internal examiners, attendance sheets, correspondence with the examiners, award list including proceedings of moderation committee meetings concerning result and re-totalling of marks, answer sheets and spare papers of internal, external and supplementary examinations.
- (3) The record relating to Attendance Register of the students shall be destroyed after an incubation period of six months of annual examinations subject to the conditions provided under Rule 14A(1).

#### **15. TEACHERS, EXAMINERS, PAPER SETTERS**

- (1) The persons with only basic veterinary qualification including in Schedules to the Act, registered with a State Veterinary Council and having a post-graduate degree in the concerned subject, shall be recruited as teaching faculty in the veterinary colleges and preference shall be given to the candidates who have qualified National Eligibility Test conducted by Agricultural Scientist Recruitment Board and in case National Eligibility Test qualified candidates are not available they shall qualify National Eligibility Test prior to their promotion and the college or university may employ Graduate Assistants with B.V.Sc. & A.H. or M.V.Sc. degree against the vacant post for a maximum period of two years and not more than one in each department.

- (2) The post of Dean and HoD in a veterinary college shall be filled up only with a teacher with basic veterinary qualification and the teaching staff in a veterinary college shall be whole-time teacher and shall be entitled for Non-Practicing Allowance (NPA).
- (3) A person possessing qualifications included in the First or Second Schedule to the Act shall be generally appointed as examiner or paper setter for the conduct of a professional examination for the Bachelor of Veterinary Science and Animal Husbandry course: Provided that a person without the qualifications mentioned above may also be appointed examiner in his or her concerned subject provided he or she possesses the doctorate degree in that subject and a minimum three years under-graduate teaching experience. Provided, further that -
- (a) no such person shall be appointed as an external examiner unless he or she has at least three years teaching experience;
  - (b) no person below the rank of Lecturer or Assistant Professor or equivalent shall be appointed as internal examiner;
  - (c) no person shall be appointed as an external examiner in any para clinical or clinical subject unless he or she possesses a recognised veterinary qualification and holds a post-graduate degree and teaching experience in the subject concerned;
  - (d) persons working in Government or Semi-Government or similar organisations may also be considered for appointment as external examiners provided they possess qualification and experience as laid down above;
  - (e) local person(s) shall normally not be appointed as paper setter(s) or external examiner(s), provided, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like not arrival of appointed examiner or non-receipt of question paper from paper setter etc.), the university may appoint any qualified person for the purpose to avoid postponement or cancellation of annual examination.

## **16. ATTENDANCE**

- (1) The required condition of attendance shall not be deemed to have been satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes, provided, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately with relaxation of twenty working days for NCC or NSS, co-curricular activities and medical ground and for the course of 0+1 credit, the relaxation shall be of only seven days, subject to prior permission of the Dean for participation in co-curricular activities (cultural and sports) and intimation within three days of hospitalization. For such cases, the percentage of the attendance shall be calculated after excluding the period of absence from the scheduled theory/practical classes.
- (2) A candidate having attendance below 75% in a subject shall not be eligible to appear in the annual examination of that subject.
- (3) The percentage of attendance of a student in a subject shall be computed on the basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions 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.

- (4) Instructor(s) shall maintain a record of the students' attendance in each course taught by him/her for theory and practical separately in a register prescribed by the university for the purpose. Student(s) falling short of attendance be apprised of their position on monthly basis by the instructor(s) in the class and also through the notice board with a copy to the Dean. At the end of each professional year, the instructor(s) shall notify the attendance of the course(s) taught by him/her after giving benefit of attendance if any and submit the same to the In-charge of the concerned class as well as the Dean through the HoD concerned.

## **17. DISCONTINUANCE AND RE-ADMISSION**

- (1) A student of 1st professional year shall not be allowed to drop/discontinue his/her studies.

### **(2) Re-admission after leaving studies**

- (i) A student who leaves college at the end of professional year with prior permission of Dean of the college shall be eligible for re-admission provided he/she seeks re-admission within one year of leaving the college. The re-admission will be at the discretion of the Dean of the college.
- (ii) A student who for certain compelling reasons has to leave the college with the permission of the Dean during the currency of a professional year, will be re-admitted by the Dean within a period of one year of leaving the college.

Note : A student governed under the above rule will be re-admitted in the same professional year in the next academic year.

- (iii) Name of such students who do not get/have not got registered continuously for two or more professional years without permission of the Dean shall be struck off. Re-admission in such case shall not be allowed.
- (iv) In all such cases, professional year(s) dropped shall not be counted towards the minimum residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission. However, maximum time limit as per rules will apply.
- (3) Names of such students whose attendance in theory as well as practical of all the courses is below 50% at the end of 1st year shall be struck off by the Dean with no automatic provision for re-admission. Such students may compete afresh for admission, if interested.

## **18. PROMOTION AND FAILURE**

- (1) Promotion of a student in a professional year shall be decided only on the basis of aggregate marks of internal assessment and annual examinations.
- (2) A student shall be promoted to next higher professional class only if he or she has passed in all the subjects of his or her class by obtaining at least 50% marks in theory (internal and external combined) and practical separately. However, if a student is failing by 0.5 mark either in theory or practical (not both) of a paper, the marks will be rounded off to the next whole number by the COE just to pass him/her in that paper.

- (3) A student should secure OGPA of 5.00 out of 10.00 at the end of degree programme to be eligible to get Bachelor of Veterinary Science and Animal Husbandry degree.
- (4) A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination. However, the provisional promotion shall be subject to clearance in the compartment examination of that or those subject(s). If the student fails in the compartment examination, he or she shall stand automatically reverted to the class from where he or she was allowed provisional promotion and such student has to register for that class within three days of declaration of result of the compartment examination.
- (5) Failed students shall register again for the entire professional class they failed and such students shall have to fulfill all requirements of the class afresh.
- (6) A student failing in the annual examination for three consecutive years in a professional year of Bachelor of Veterinary Science and Animal Husbandry degree programme shall be finally dropped automatically from the university on account of poor academic performance (except fourth professional year).
- (7) In no case, a student shall be allowed to continue his or her Bachelor of Veterinary Science and Animal Husbandry studies beyond nine academic years (excluding internship) in a veterinary college.

#### **19. COMPARTMENTAL EXAMINATION**

- (1) A student failing in a maximum of two subjects only may be allowed only once to appear in compartment examination for those subject(s) and the compartment examination shall comprise of the annual component of both the theory and practical of the failed subject(s) which shall constitute 40 and 40 per cent weightage, respectively, and the marks obtained in internal assessment of theory shall be considered for the evaluation of compartment examination. Further, compartment will be awarded only if the attendance of the student in that particular course is equal to or more than 50%. If attendance is less than 50% even in any of the single course, he/she will be declared fail in that class and no compartment will be awarded in such cases.

**Note:** *Dean's office will ensure in such cases that no Admit Card is issued to such student(s) for external examinations. Further, the class in-charges will inform the students' parents through fastest means (mobile, e-mail etc.) regarding shortfall of their attendance well before the examinations.*

- (2) The compartmental examination shall be conducted within twenty calendar days of subsequent year registration and the result of such compartment examination shall be declared within ten days after the examination is conducted and if the student fails in the compartmental examination, he or she shall be reverted back to the original class. Such student has to register for that class within three days of declaration of result and shall have to fulfill all requirements of the class afresh.

#### **20. SCRUTINY OF ANSWER PAPERS AND RECTIFICATION OF ERRORS**

- (1) There will be no re-evaluation of the answer-book(s).

- (2) A student, however, may be allowed to get his or her theory answer book(s) scrutinised, for which, the student shall have to apply to COE or Coordinator of Examinations within three days after the declaration of result and after paying prescribed fee.
- (3) The Controller or Coordinator (Examinations) shall arrange the scrutiny of answer book(s) by the Screening Committee to be constituted by the Dean.
- (4) The scrutiny shall be for re-totalling of the marks, and evaluation of unmarked question(s), if any.
- (5) 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) and if, 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.
- (6) No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- (7) In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he or she may apply to the concerned authority to appear in the compartment examination on the announced scheduled date and the scheduled date of the compartment examination shall under no circumstances be changed on this account.

## **21. MODERATION OF RESULT**

- (1) The Controller or Coordinator 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 examination and the committee shall review the results and recommend the moderation in the event of failure of more than 10% of the students actually appearing in that particular subject and any moderation suggested shall be uniformly applied to all students for that paper(s) without altering the merit of the passed students.
- (2) Any moderation effected should not involve of enhancing of more than total of five marks in a professional year and in no case more than three marks in one subject and the provisions for moderation of results shall not apply to compartment examinations and there shall be no provision for grace marks in any case.

## **22. GRADING**

- (1) **Grade Point (GP)** in a subject shall be the total marks obtained by a student out of 100 divided by 10.
- (2) **Credit Point** in a subject shall be GP multiplied by the credit hours. The credit points earned will be zero if the GP in a subject is less than 5.00.
- (3) Total credit points shall be the sum of the credit points secured.
- (4) **Grade Point Average (GPA)** shall be the sum of the total credit points earned divided by the sum of credit hours.
- (5) **Overall Grade Point Average (OGPA)** shall be the sum of the grand total of credit points earned divided by the grand sum of credit hours.
- (6) The corresponding ranking of OGPA with respect to traditional scoring system of division shall be as follows:



OGPA	Equivalent % marks	Division
8.00 to 10.00	80 to 100%	First Division with distinction
7.00 to 7.99	70 to 79.99%	First Division
6.00 to 6.99	60 to 69.99%	Second Division
5.00 to 5.99	50 to 59.99%	Pass

(7) The formats of Detailed Mark Certificate (DMC) and Transcript are annexed at Annexure-I and II to these regulations.

(8) The final result will be declared and the DMC/Transcript will be issued by the Registrar, LUVAS, Hisar.

**Note:** If a student passes with compartment the same shall be reflected in DMC/Transcript.

### 23. AWARD OF PROVISIONAL DEGREE CERTIFICATE

A Provisional Degree Certificate (PDC) shall be awarded under the seal of the university to the student after successful completion of internship including entrepreneurial training.

### 24. EXAMINATION FEE TO BE CHARGED FROM STUDENTS

1. Examination fee	As prescribed from time to time
2. Fee for supplementary examination	Rs.500/- per paper
3. Re-totalling/ scrutiny of answer sheets	Rs.200/- per paper

### 25. PROFESSIONAL YEAR-WISE DISTRIBUTION OF COURSE

Sr. No.	Professional Year	Credit hours
1	<b>First</b>	
	(i) Veterinary Anatomy	4+3 = 7
	(ii) Veterinary Physiology	4+1 = 5
	(iii) Livestock Production Management	4+2 = 6
	<b>Total</b>	<b>12+6 = 18</b>
2	<b>Second</b>	
	(i) Veterinary Biochemistry	2+1 = 3
	(ii) Veterinary Microbiology	3+2 = 5
	(iii) Veterinary Pathology	4+2 = 6
	(iv) Animal Genetics & Breeding	3+1 = 4
	(v) Animal Nutrition	3+1 = 4
	<b>Total</b>	<b>15+7 = 22</b>
3	<b>Third</b>	
	(i) Veterinary Pharmacology and Toxicology	4+1 = 5
	(ii) Veterinary Public Health and Epidemiology	3+1 = 4
	(iii) Veterinary Parasitology	3+2 = 5
	(iv) Livestock Products Technology	2+1 = 3
	(v) Veterinary and Animal Husbandry Extension Education	3+1 = 4
	(vi) Veterinary Clinical Practices - I	0+1 = 1
	(vii) Livestock Farm Practices	0+2 = 2
	<b>Total</b>	<b>15+9 = 24</b>
4	<b>Fourth</b>	
	(i) Veterinary Surgery and Radiology	2+1 = 3
	(ii) Veterinary Medicine	4+1 = 5
	(iii) Veterinary Gynaecology and Obstetrics	2+1 = 3
	(iv) Veterinary Clinical Practices - II	0+6 = 6
	<b>Total</b>	<b>8+9 = 17</b>

## **26. REMUNERATION TO BE PAID TO EXAMINERS**

Remuneration will be paid for different jobs concerning external examinations as prescribed by the university from time to time.

## **27. MISCELLANEOUS**

- (1) In order to ensure that the requirements for the award of a degree have been duly completed by a student, the office of Registrar shall keep a record of the courses completed by the student and the result notified by the office of Registrar.
- (2) In all matters relating to admission and the operation of the annual system, the Registrar shall, ordinarily, act in accordance with the recommendations of the Admission Committee or the Dean concerned, as authorized for the purpose under the rules of the university. Where, however, he/she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.
- (3) Admission/continuation of those students who are convicted by the court of law or against whom a case in a court of law is in progress will not be permitted. However, when such a student takes re-admission his/her case would be considered afresh on merits keeping in view the grounds of conviction.
- (4) Dean/Superintendent of examination will ensure that every student should carry his/her identity card during internal examinations and admit card during external examinations and those without identity card/admit card should not be allowed to sit in the examination.
- (5) In case of impersonation, if both the students involved are students of this university they should be expelled as per rules after following the prescribed procedure. If a person, who impersonates is from outside the university, his/her case should, in addition, also be referred to the Police.

## **28. RULES AND REGULATIONS RELATED TO EXAMINATION SYSTEM AT THE AFFILIATED COLLEGES / INSTITUTES**

**Note:** 1. These rules are in addition to the rules mentioned earlier and are mainly concerned with the examination system.

2. Guidelines for internal and external examinations of B.V.Sc & A.H. of the affiliated colleges/institutes, as approved earlier alongwith modifications from time to time, will also be applicable, wherever required.

- (1) Both internal assessment and external theory and practical examinations will be carried out in the campus of the respective affiliated college/institute.
- (2) Conduct of internal assessment examinations shall be the responsibility of the Dean of the affiliated college/institute through Coordinator of Examinations, if any.
- (3) The COE, LUVAS, Hisar shall be responsible for annual examinations in coordination with Coordinator of Examinations or Dean of the affiliated college/institute. As per schedule in the academic calendar, The COE, LUVAS, Hisar shall notify date-sheet for theory as well as practical examinations of annual examinations at least 15 days before the start of examinations for the information of students and others concerned.
- (4) All examinations shall be held on such dates, time and places as prescribed in the date-sheet and must be completed in time so that the results are declared before the onset of

the ensuing professional year. Seating plan for the internal assessment examinations shall be prepared by the Coordinator of Examinations or Dean of the affiliated college/institute for each examination and for the external theory examinations, the same will be prepared by the COE, LUVAS, Hisar.

- (5) The internal assessment examination(s) will be conducted by the concerned college/institute. A senior faculty member of the college/institute will act as superintendent for all the examinations and at least two faculty members per examination room/hall shall perform the invigilation duty. The question paper(s) will be prepared by the concerned instructor(s) and the requisite number of photocopies may be got done in the office of Coordinator of Examinations/Dean of the affiliated college/institute within three days prior to the examination by maintaining complete secrecy. The sealed packet(s) containing these copies will be kept by the concerned HoD or Dean and will be delivered to the superintendent/invigilator(s) just before the start of the examination.
- (6) For conducting annual theory examinations, the superintendent shall be deputed from Hisar Campus. Atleast one invigilator per examination room/hall will be from Hisar Campus and the second invigilator shall be from the affiliated college/institute. The examination material including question paper (s) will be provided by the COE, LUVAS, Hisar and will be brought by the superintendent to the examination centre. The sealed packets of the papers shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.
- (7) Student(s) will be allowed to appear in annual examinations only with valid admit card(s) issued by the Dean of the affiliated college/institute.
- (8) A candidate who is late beyond 15 minutes shall not be allowed to appear in the examination. However, justification for coming late shall be examined by the superintendent whose decision shall be final.
- (9) No candidate will be allowed to leave the examination hall before half time after the commencement of examination.
- (10) The duration of internal assessment examinations of each subject will be of one hour. For the external theory examinations, the duration will be of three hours. The format of question paper (internal and external examination) will be the same as has been mentioned earlier under Rule 14 (12).
- (11) If the sessions will be running simultaneously at COVS, Hisar and at affiliated college/institute, the moderation of the result will be carried out by the Moderation Committee of COVS, LUVAS, Hisar with an additional senior faculty member of the affiliated college/institute. However, if the sessions are not running simultaneously, then COE in consultation with the Dean of the affiliated college/institute, shall form a committee of three members consisting of Dean of the affiliated college/institute as Chairman and two other teaching faculty members (one from the affiliated college/institute and another from COVS, Hisar) to moderate the results obtained at the annual examination. This committee shall review the results for the normal distribution of marks and the percentage of pass or failure. Any moderation suggested shall be uniformly applied to all the students of all the colleges/institute(s) for the paper(s) without altering the merit of the passed candidates. Moderation of result will be done only if 10% or more students of the

cumulative strength of all the colleges/institutes of that class are failing in a particular paper. Any moderation effected should not involve of enhancing of more than a total of five marks in a professional year for a student, and in no case more than three 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.

- (12) For scrutiny of answer book(s) of annual (external) examinations, a student has to apply to the COE, LUVAS, Hisar through Dean of the affiliated college/institute within three days after the declaration of result and after paying prescribed fee. The filled in proforma alongwith the prescribed fee is to be submitted to the office of the Dean of the affiliated college/institute, who in turn will send the same to the COE, LUVAS, Hisar within two days after the last date for applying is over. The scrutiny will be done by the scrutiny committee of COVS, LUVAS, Hisar.

**29. *Any matter not covered under these rules shall be referred to the Academic Council/ Vice-Chancellor for decision.***

**Annexure-I**  
**[Rule 22 (7)]**

Roll No. : \_\_\_\_\_

Admn No.: \_\_\_\_\_



**Lala Lajpat Rai**  
**University of Veterinary and Animal Sciences, Hisar**  
(Established by Haryana Act No. 7 of 2010)

**DETAILED MARKS CERTIFICATE**  
(For Pass/Compartment/Failed students)  
**BACHELOR OF VETERINARY SCIENCES AND ANIMAL HUSBANDRY**  
**5½ YEAR PROGRAMME**  
\_\_\_\_\_ Professional Year Examination \_\_\_\_\_ (Academic Year)

Name:	
Father's Name:	Mother's Name:
Name of college:	

Sr. No.	Subjects	Credit Hours	Marks Obtained				Total Marks Obtained (100)	Grade Point (10 Points basis)	Credit Points
			Internal Assessment		Annual Examination				
			First (10)	Second (10)	Theory (40)	Practical (40)			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
NCC									
CCA									
<b>Total Credit Hours</b>			<b>Total Credit Points</b>						
			<b>Grade Point Average (GPA)</b>						
<b>Previous Credit Hours</b>			<b>Previous Credit Points</b>						
<b>Cumulative Credit Hours</b>			<b>Cumulative Credit Points</b>						
			<b>Overall Grade Point Average (OGPA)</b>						

Result:

1. PASS
2. \*Cleared with compartment
3. FAIL

Hisar

Dated:

Assistant Registrar (Acad.)

**Calculation of Grade Point (GP), Credit Point (CP), Grade Point Average (GPA) and Overall Grade Point Average (OGPA)**

- GP in a subject is the total marks obtained by a student out of 100 divided by 10.
- CP in a subject is GP multiplied by the credit hours (the credit points earned will be zero if the GP in a subject is less than 5.00).
- $GPA = \frac{\text{Sum of the total credit points earned}}{\text{sum of credit hours}}$ .
- $OGPA = \frac{\text{Sum of the grand total credit points earned}}{\text{grand sum of credit hours}}$ .

**NOTE :**

1. **Evaluation :** Overall performance of the student in various examinations including the internal and annual examination by securing 50% in theory and practical separately shall be the criterion of passing or failing in a subject. A student is required to secure an aggregate of 50% marks in theory and an aggregate of 50% marks in practical to be declared to have passed in a subject. If a student fails in two subjects only, he or she is eligible to appear in the compartment examination of those subjects.
2. The compartment examination shall comprise of the annual component of both the theory and practical of the failed subject(s) which shall constitute 40 and 40 per cent weightage, respectively, and the marks obtained in internal assessment of theory shall be considered for the evaluation of compartment examination.
3. In case of discrepancy, this Result-cum-Detailed Marks Certificate should be returned to the Registrar's office within a fortnight from the date of issue along with a request for rectification, if any. The revised Result-cum-Detailed Marks Certificate will be issued as per university rules.
4. The Registrar reserves the right to correct and rectify and any stage, any mistake that comes to his/her notice.

Prepared by (Name and signature) .....
Checked by (Name and signature) .....
Verified by (Name and signature) .....

**Annexure-II**  
**[Rule 22 (7)]**

Admn No.:

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

(Established by Haryana Act No. 7 of 2010)



**TRANSCRIPT**  
**BACHELOR OF VETERINARY SCIENCES AND ANIMAL HUSBANDRY**  
**5½ YEAR PROGRAMME**

Photo

Name:									
Father's Name:					Mother's Name:				
Name of college:									
Sr. No.	Subjects	Credit Hours	Marks Obtained				Total Marks obtained (100)	Grade Point (10 Points basis)	Credit Points
			Internal Assessment		Annual Examination				
			First (10)	Second (10)	Theory (40)	Practical (40)			
<b>FIRST PROFESSIONAL YEAR</b>									
1.	Veterinary Anatomy								
2.	Veterinary Physiology								
3.	Livestock Production Management								
NCC									
CCA									
<b>SECOND PROFESSIONAL YEAR</b>									
1.	Veterinary Pathology								
2.	Veterinary Biochemistry								
3.	Veterinary Microbiology								
4.	Animal Genetics & Breeding								
5.	Animal Nutrition								
NCC									
CCA									
<b>THIRD PROFESSIONAL YEAR</b>									
1.	Veterinary Pharmacology & Toxicology								
2.	Veterinary Public Health and Epidemiology								
3.	Veterinary Parasitology								
4.	Livestock Products Technology								
5.	Veterinary and Animal Husbandry Extension Education								
6.	Veterinary Clinical Practices-I								
7.	Livestock Farm Practices								
NCC									
CCA									
<b>FOURTH PROFESSIONAL YEAR</b>									
1.	Veterinary Surgery and Radiology								
2.	Veterinary Medicine								
3.	Veterinary Gynaecology and Obstetrics								
4.	Veterinary Clinical Practices-II								
CCA									
<b>FIFTH PROFESSIONAL YEAR</b>									
<b>INTERNSHIP</b>									
<b>TOTAL CREDIT HOURS</b>					<b>TOTAL CREDIT POINTS</b>				
<b>OVERALL GRADE POINT AVERAGE (OGPA)</b>					<b>PERCENT MARKS</b>				

DIVISION:

Hisar

Dated:

Assistant Registrar (Acad.)

**Calculation of Grade Point (GP), Credit Point (CP), Grade Point Average (GPA) and Overall Grade Point Average (OGPA)**

- GP in a subject is the total marks obtained by a student out of 100 divided by 10.
- CP in a subject is GP multiplied by the credit hours (the credit points earned will be zero if the GP in a subject is less than 5.00).
- GPA = Sum of the total credit points earned divided by the sum of credit hours.
- OGPA = Sum of the grand total credit points earned divided by the grand sum of credit hours.

**NOTE :**

1. **Evaluation :** Overall performance of the student in various examinations including the internal and annual examination by securing 50% in theory and practical separately shall be the criterion of passing or failing in a subject. A student is required to secure an aggregate of 50% marks in theory and an aggregate of 50% marks in practical to be declared to have passed in a subject.
2. In case of discrepancy, the Transcript should be returned to the Registrar's office within a fortnight from the date of issue along with a request for rectification, if any. The revised Transcript will be issued as per university rules.
3. The Registrar reserves the right to correct and rectify and any stage, any mistake that comes to his/her notice.
4. The corresponding ranking of OGPA with respect to traditional scoring system of division shall be as follows:

<b>OGPA</b>	<b>Equivalent % marks</b>	<b>DIVISION*</b>
5.000-5.999	50.00 - 59.99	Pass
6.000-6.999	60.00 - 69.99	Second Division
7.000-7.999	79.00 - 79.99	First Division
8.000 -10.000	80.00 - 100.00	First Division with Distinction

- \* In case a student has passed a subject through compartment examination, the same be mentioned against the particular subject in the transcript.
- \* In case a student fails in a particular year, the same be mentioned in the Transcript.
- \* If the internship is extended or repeated, the same be mentioned in the Transcript

Prepared by (Name and signature) .....

Checked by (Name and signature) .....

Verified by (Name and signature) .....



**PART B**

**CHAPTER-III**

**FOR POST-GRADUATE STUDENTS**

## CHAPTER III

### RULES AND REGULATIONS FOR POST-GRADUATE (M.V.Sc. & Ph.D.) STUDENTS

#### 1. ACADEMIC YEAR AND SEMESTER CALENDAR

The "Academic Year" means a period, consisting of two semesters (21 weeks each) generally from August to July as notified each year in the Academic Calendar of the University.

#### 2. ADMISSION AND REGISTRATION

2.1 Admission to both M.V.Sc. and Ph.D. programmes shall be made strictly as per the procedure prescribed in the PG prospectus of LUVAS.

2.2 Registration for the first semester of the programme is a part of admission and is governed by admission rules. Registration for subsequent semesters shall take place on the dates notified in Academic Calendar and shall be governed by the following schedule:

(a) Advisement and registration (Appendix-I) without late fee on the prescribed date (s) which shall be one or two days prior to the commencement of classes. However, registration for thesis submission and/ or viva-voce shall also be allowed at any time with a nominal fee of Rs.1000/-.

(b) Registration with late fee of Rs. 200/- per day up to 15 days, is permissible. Late fee is not to be exempted under any circumstance. No registration shall be permissible after 15 days of the commencement of classes.

(c) No attendance benefit for late registration will be allowed.

2.3 If, during the days of registration, a student happens to be outside the university in connection with his/her studies, field work or research or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself by submitting the necessary registration cards and fees of Rs.500/- (for in absentia registration) with the prior approval of the Dean, PGS.

2.4 The Dean, PGS may refuse/cancel registration of a student who has indulged in acts of indiscipline or gross misconduct. The Dean, PGS may cancel registration, if allowed by mistake, on the recommendation of the Admission Committee.

2.5 In case the Major Advisor/ concerned teacher is not available, Head of the Department (HoD) shall sign the registration cards and inform the Major Advisor/ concerned teacher, accordingly.

#### 3. CREDIT LOAD

3.1 A credit load with minimum of nine credit hours and a maximum of 20 credit hours may be taken by a student. Under no circumstances, except as provided below, the student should be allowed to take more or less credits than these limits. Non-credit courses to the extent of one course only in a semester are not to be taken into account while calculating the minimum and maximum number of credit hours to be registered by a student.

(a) Minimum condition of nine credit hours may not be adhered to if the student has completed course work;

- (b) Final year students in the final semester be allowed to offer an additional load of not more than five credit hours of research;
  - (c) More credit load than prescribed may be allowed to the extent of one course only by the Dean, PGS provided the student is on good standing.
- 3.2 Major Advisor will be responsible to ensure that all the registration rules are strictly followed at the time of registration and addition/withdrawal of courses.

#### **4. CHANGE OF COURSE**

- 4.1 Application for change of course including any addition or withdrawal shall be made in appendix II, III and IV respectively along with a fee of Rs. 200/- in accordance with the instructions given on the back of the form on the dates notified in Academic Calendar. Normally the last date for adding a course shall be the working day immediately following the expiry of six days from the commencement of classes in all semesters. The last date for withdrawal from a course shall normally be the working day immediately following the expiry of 10 days from the date of completion of mid-term examination. Withdrawal shall not be allowed if a student is taking minimum credit load.

**Note:** *The Dean, PGS may allow addition of course on the grounds considered genuine up to 15 days of the commencement of classes. No further addition shall be allowed after 15 days whatever the reasons may be. Late withdrawal of courses may be allowed on the grounds considered genuine up to 10 days of the date fixed for the event.*

- 4.2 The Dean, PGS may permit a student to drop all the courses on exceptional emergent conditions like ill health up to the last date for dropping courses. In such cases, the student will withdraw from all the courses and grade 'W' will be recorded against each course.

#### **5. ADVISORY SYSTEM**

- 5.1 The HoDs shall be responsible for maintenance of academic standard in the departments.
- 5.2 The HoD will ensure that a Major Advisor is assigned to each post-graduate student within five days after admission, in consultation with the post-graduate faculty of the department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student which shall be approved by the Dean, PGS on the recommendation of the Major Advisor through the HoD, in the same semester (form PG-1). The members of the Advisory Committee shall be chosen from the post-graduate faculty. The Dean, PGS will ensure that Advisors are appointed in time so that non-appointment of Advisors does not come in the way of implementation of the rules. Under no circumstances, the appointment of Advisors should take more than one month.

**Note:** *In the departments, where due to shortage of qualified persons, the number of students allotted to the faculty members, according to their academic seniority, is more than the sanctioned strength (four to Professor and Associate Professor and two to Assistant Professor), the Dean, PGS is authorized to allow extra students after taking stock of the situation.*

- 5.3 The Advisory Committee shall meet at least once in a semester and Major Advisor should send proceedings of the meeting to the Dean, PGS through the HoD.
- 5.4 The Advisory Committee shall consist of at least two members of the PG faculty including the Major Advisor representing the major subject and one member of PG faculty representing the each minor and supporting subject. The Chairman of the committee

shall be the Major Advisor. The Dean, PGS will add one more member from other department to represent him/her on Advisory Committee. However, if it is not possible to have two members to represent the major subject, the fact must be brought to the notice of the Dean, PGS. The Dean, PGS may approve the constitution of Advisory Committee with only one Advisor from the major subject and approve the appointment of a second member from a closely related field.

5.5 A Co-Major Advisor from same or other department/discipline may be appointed by the Dean, PGS on the recommendation of Major Advisor and HoD under the following conditions:

- (a) Where there is an inter-institutional collaboration with an outside agency.
- (b) When Major Advisor has gone on long leave for a period exceeding six months.
- (c) Where there is distinct split in the research programme, extending to minor/supporting field.
- (d) When Major Advisor is at outstation, Co-Major Advisor will be from headquarter.

5.6 **Submission of programme of work**

- (a) The Advisory Committee shall guide a student in the choice of courses in the major, minor and supporting fields, in the selection of a suitable research problem for the thesis and in all other matters relating to the student's academic activities. Major Advisor will ensure that the programme of work (form PG-2) must be submitted and got approved by the students through HoD from the Dean, PGS till the end of Ist semester after admission failing which admission shall stand cancelled.
- (b) The Major Advisor of such a student, whose admission has been cancelled because of non-submission of programme of work or the synopsis in time, shall also be held responsible for this lapse and improper guidance, if any.

5.7 **The Major Advisor shall also have the following responsibilities:**

- (a) He/ She will guide the student in planning the programme of his/her studies and in the choice of courses. He/ She will also help in determining the credit load which the student can safely and conveniently carry in each semester and advise regarding the addition and withdrawal of courses. He/ She will be responsible to ensure that these rules and all other registration rules are strictly followed at the time of registration/addition or withdrawal of courses.
- (b) He/ She will keep in touch with the academic progress of the student for which purpose he/ she will be supplied with a copy of the semester report. He/ She will maintain a record of the student's academic performance.
- (c) As and when deemed necessary, the Major Advisor shall not hesitate to call students individually, for counseling, and the Major Advisor shall encourage students to avail of this form of counseling, as often as possible.
- (d) In order to strengthen teacher taught relationship, following ways and means be adopted so that students and teachers may come in close contact with each other:
  - (i) The teachers and students should participate in extra co-curricular and sports activities.
  - (ii) All faculty members, including officers of the university, should visit hostels regularly.

**5.8 Change of discipline**

Change of discipline in M.V.Sc. programme within the college may be considered as per admission rules of relevant year, before the registration of 2nd semester on the recommendations of Major Advisor and the concerned HoDs, as per schedule to be notified by the Dean, PGS.

**5.9 Change of Advisor(s)**

- (a) The Dean, PGS may change an Advisor, on the recommendation of the Major Advisor, submitted through the HoD, only in case the following situations arise:
- (i) He/ She ceases to be a member of the faculty.
  - (ii) He/She has gone out of the jurisdiction of the university or on leave for a period of more than six months in case of M.V.Sc. student and one year in case of Ph.D. student.
  - (iii) He/ She is prevented by illness or other compelling reasons from functioning as Advisor.
- (b) (i) Where the Major Advisor has gone out of the country but continues as Major Advisor under rule 5.5 (b) ordinarily the second member of the Advisory Committee from the major discipline may be appointed by the Dean, PGS as Co-Major Advisor and should continue to be so till the student completes the study programme.
- (ii) The second member of major subject may be appointed as Major Advisor of the student by the Dean, PGS in certain extra ordinary circumstances.
- (iii) If Major Advisor leaves or retires from the university and only viva- voce examination of the student is left, he/she may be allowed to continue as Major Advisor for the purpose and may be paid TA/DA accordingly. In case, there is any problem in allowing the Major Advisor to continue, he/she may be changed as per existing rules.

**6. TEACHING**

- (a) Senior teachers should also be involved in teaching fresh students.
- (b) As far as possible, no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses.
- (c) New PG faculty members should not be given independent teaching. They should be associated with senior teachers in practical classes. After one year of experience, as taking practical classes, the teacher should be given theory classes.
- (d) In order to enable the teachers to do their teaching work uninterruptedly, meetings as far as possible, should be convened in afternoon and Saturdays should be kept reserved for long detailed meetings.
- (e) Every instructor shall prepare at the beginning of the semester, a course outline and submit the same to the HoD. A copy of the outline shall be given to the students.

**6.1 Attendance requirements**

- (a) Every post-graduate student is required to attend at least 75% of the lectures delivered from the date of start of classes of a semester and also of the practicals conducted in every course. Those who do not have the required attendance will not be allowed to appear for the end-term examination. They will be deemed to have got zero in the examination and the grade shall be awarded accordingly.

- (i) All the post-graduate students should mark their attendance daily in the 'Attendance Register' kept in the office of HoD. Monthly attendance of all PG students must reach o/ o Dean PGS, by the 7th day of next month on the prescribed proforma (Appendix-VI).
  - (ii) In order to keep the proper record of attendance of students in various classes during the period of strike, the following procedure be followed strictly:  
In case of students who have not completed credits of both course and research, the attendance of these students will be sent by the teachers offering the course to the Dean, PGS through their HoDs. While in case of students who have completed all course credits and only research credits are left or for those students who have completed both course and research credits, the attendance of such students be sent by their Major Advisors through the HoDs to the Dean, PGS.
  - (b) Final examination will be held as per schedule given in the Academic Calendar notwithstanding any absence from classes. But if the collective absence on any account is more than 30 days, then the semester would be scrapped.
  - (c) Names of such students be struck off by the Dean, PGS whose attendance is below 50%, in both theory and practical of all the courses at the end of the semester, with no automatic provision for re-admission. First year students may compete afresh for admission, if interested and others to seek re-admission on payment of re- admission fee, as per rules.
- 6.2 A student allowed to participate in authorized tournaments, declamation and other contests of international level, national level, state level and inter-university level will be given benefit of attendance to the extent of maximum of two participations with a total duration of 10 days in a semester. This benefit, however, will be allowed only if prior permission of the Dean, PGS has been obtained for participation.
- 6.3 The students genuinely admitted to civil/Govt./ university hospital shall be allowed concession in attendance for corresponding number of days subject to a maximum of 10 days in a semester provided the student informs the Dean, PGS about serious sickness requiring hospitalization, within three days of admission.

## **7. EXAMINATIONS**

- 7.1 Mid-term and end-term examinations shall be centralized and organized by the Dean PGS in university examination hall in the dates indicated in the Academic Calendar.
- 7.2 Practical examination shall be conducted by the department in scheduled examination period.
- 7.3 Mid-term and end-term examinations should be completed in a period of 10 days as provided in the Academic Calendar. In no circumstances, the examination period shall spill over the period provided in the Academic Calendar. Date sheet which shall also include names of invigilators, superintendent etc. shall be announced by the Dean PGS, at least five days in advance of the examination. Schedule shall be prepared in such a manner that no student shall be required to appear in more than two examinations on one day. Seating plan and arrangement of examination in different rooms shall be done under the overall control of the Dean PGS. Students must carry identity card with them in each and every examination and those students who do not carry valid identity

cards, should not be allowed to take examination.

- 7.4 During examination days, as far as possible, no student should be sponsored for participation in any event. However, if international/ national/ state/ inter-university championship falls during examination days, the student(s) shall be allowed to represent the university and entitled to the attendance benefit as per rule 6.2. Such students shall be required to appear in make-up examination as per rule 11.1.
- 7.5 After the examination has been completed and answer sheets collected, the superintendent shall get the answer sheets sealed in separate bag(s) for each course and handover the same to the concerned instructor(s). Concerned instructor(s) shall evaluate the answer sheets. The compiled course wise result and answer sheets shall be submitted by the instructor(s), to the o/o Dean PGS, through the HoD within seven days of the end-term examination period.
- 7.6 M.V.Sc. and Ph.D. students should secure a minimum of 65 per cent (6.5 grade points) pass marks in each course.
- 7.7 Weightage for various examinations shall be as under:

<b>Weightage/marks</b>			
<b>Credit hours</b>	<b>Mid-term</b>	<b>End-term</b>	<b>Practical</b>
1+0	40	60	-
1+1	20	30	50
2+1	25	45	30
2+2	20	30	50
3+1	30	45	25
3+2	25	35	40
2+0	40	60	-
3+0	40	60	-
1+2	10	20	70

Wherever a course is of practical component only, ratio of 40:60 marks will be made applicable in mid-term and end-term examinations.

## **8. OTHER EXAMINATIONS AT POST-GRADUATE LEVEL**

### **8.1 M.V.Sc. programme**

In the M.V.Sc. programme, besides the examinations, there will be a final viva-voce examination, after the thesis has been submitted and it is considered good enough for the conduct of the viva-voce examination as per rule 15.2. If the candidate fails in this oral examination, he/ she will be permitted to re-appear after three months from the date of examination and if he/ she fails again, no further chance will be given and he/ she shall stand automatically dropped from the university without any right of petition for re-admission.

### **8.2 Ph. D. programme:**

In the Ph.D. programme, besides the examinations, there will also be the following examinations:

(a) **Preliminary Comprehensive Examination (PCE)**

- (i) The PCE of Ph.D. student will be conducted for both the major and minor disciplines on

- completion of at least 75% of the course work, including minor and supporting subjects. Internal PCE of minor subject shall be pre-requisite for external PCE of major subject.
- (ii) The PCE for minor discipline will be co-ordinated by the Head of the concerned department on the request of student duly recommended by Major Advisor and HoD. the PCE in minor subject shall be conducted by the Advisor from minor discipline and HoD after getting questions from other teachers who have offered courses and who will be responsible to mark that portion of the answer book.
  - (iii) The PCE of major discipline shall be co-ordinated by Dean PGS on the request of student duly recommended by Major Advisor and HoD and accompanied by the result of PCE in minor discipline.
  - (iv) The PCE of major discipline will entirely be conducted by an external expert, who shall necessarily be a specialist in the major field and will be chosen by the Dean, PGS. The HoD should submit list of external examiners in proforma PG-5-A. It shall consist of a written examination followed by a viva-voce examination. The written examination shall consist of two papers, set by the external expert covering all the courses of 700 series. After the student has attempted the written examination, answer sheets will be got evaluated from the external expert. Certificate of passing PCE of both, minor and major disciplines, shall be submitted to Dean, PGS by the HoD in proforma PG-4.
  - (v) The interval between major and minor PCE should not be more than two months. However, this may be relaxed by the Dean, PGS where due to some exceptional reasons, the gap has been more.
  - (vi) If the student fails in one paper he/she will be examined only in that paper at the next chance which he/she can take not earlier than one month. However, if he/she fails in more than one paper, he/she will have to appear in complete examination including both major and minor papers which shall be held in next semester but not before three months after the first examination. If the student fails second time also, he/she shall be dropped from the university automatically, without any right of petition for re-admission.
  - (vii) For re-examination, the external expert will be the same as for the first time.
  - (viii) In case of written examination in major field, the examination shall not be limited to the courses taken by the student in the Ph. D. programme only. It should invariably include the questions to test the general comprehension of the student in regard to several courses put together.
  - (ix) The examination in each paper of major field will be of at least three hours duration and shall be common to all the Ph.D. students of the discipline on the dates fixed by the Dean, PGS.
  - (x) The minimum pass marks in each paper shall be 60% with aggregate of 65% in major field and 65% in minor field.
  - (xi) The viva-voce examination shall be held only after the student is declared to have passed in the written examination and shall be conducted by the same external expert alongwith Advisory Committee. The result shall be submitted by the HoD to Dean, PGS in proforma PG-6 and PG-7.



**(b) Final thesis viva-voce examination**

Final thesis viva-voce examination will be arranged by the office of Dean PGS and conducted as mentioned in rule 16.2.

**8.3 Destruction of record**

- (a) The record relating to admissions and PG examinations shall be destroyed after an incubation period of six months subject to the condition that before the record is disposed off, proper lists will have to be prepared / maintained with the following certificates:
  - (i) That no request / representation of any student is pending.
  - (ii) That no court case/enquiry/ RTI is pending or contemplated.
  - (iii) That no case, like copying /impersonation etc. against any student, is pending.
- (b) The record relating to Attendance Register of the students shall be destroyed after an incubation period of six months of end-term examinations subject to the conditions provided above.

**9. EVALUATION****9.1 Course work**

- a) The evaluation of a post-graduate student will be on the basis of his/ her performance in mid-term and end-term examinations, as provided in rule 7.6. The grading will be according to rule 10.1.
- b) The evaluation of credit seminar registered by M.V.Sc. and Ph.D. students will be conducted upon the delivery of credit seminar during the semester by a committee of three PG faculty members from the department. The evaluation shall be conducted on a proforma designed for the purpose (Appendix-VII). However, the evaluation committee can ask for repetition of seminar one more time, if found unsatisfactory.

**9.2 Other examinations**

In other examinations, such as the PCE oral examination of Ph. D. students and the final viva-voce examination for both M.V.Sc. and Ph.D. students, the grading will be either 'S' (Satisfactory) or 'US' (Unsatisfactory). If, in these oral examinations, there is difference of opinion among the examiners, a student will be deemed to have passed, if majority of examiners, including the external examiner, assess his/her performance as satisfactory, otherwise he/she will be deemed to have failed.

**9.3 Research work**

Research work done at the post-graduate level may extend to three or more semesters. Pending the evaluation of the thesis and the final oral examination, the progress made during each semester will be graded as 'S' or 'US'. If a student does not put in the required effort for the credits for which he/she is registered, the Major Advisor may give him/her a 'US' grade for all the credits for which he/she is registered, or he/she may give an 'S' grade for a reduced number of credits. Credits for research in a semester shall count towards graduation requirement only if the student gets an 'S' grade.

- 9.4 Dean, PGS may accept the result up to five credit hours of research along with thesis seminar certificate, panel of examiners and thesis after mid-term examination of last semester of residential requirement. However, further relaxation up to five credit hours may be allowed in very genuine cases by the Dean, PGS.

**10. AWARD OF GRADES**

- (a) At the end of each semester, the instructor of a course, in consultation with the HoD, shall prepare the grades of students and submit to the Dean, PGS through the HoD, as per rule 7.5.
- (b) Result of the research credits (S or US) shall be submitted by the Major Advisor through the HoD. However, in situations, when Major Advisor is un-available due to any reason, the HoD in consultation with other members of Advisory Committee, shall submit the result.
- (c) After completion of mid/ end-term examination, the instructor shall put the award list on the notice board of the concerned department. The marks obtained by all the students in that examination will be displayed so that every student knows not only his/her own marks but also the marks of other students. An aggrieved student, who wants to see his/her answer book, shall have the right to do so on a petition in writing to the instructor through HoD within a period of three days. Grievances of the students, if any, in this regard may be seen by the HoD concerned.
- (d) While submitting the result to the Dean PGS, the HoD shall furnish a certificate that no representation, in this regard is pending.

**10.1 Grading system**

Grades will be awarded on 10.00 point scale and shall be calculated as under:

- (1) **Grade Point (GP)** in a subject shall be the total marks obtained by a student out of 100 divided by 10.
- (2) **Credit Point** in a subject shall be GP multiplied by the credit hours. The credit points earned will be zero if the GP in a subject is less than 5.00.
- (3) Total credit points shall be the sum of the credit points secured.
- (4) **Grade Point Average (GPA)** shall be the sum of the total credit points earned divided by the sum of credit hours.
- (5) **Overall Grade Point Average (OGPA)** shall be the sum of the grand total of credit points earned divided by the grand sum of credit hours.

10.2 On completion of degree, division be also indicated in the DMC of final semester (year) as under:

<b>OGPA</b>	<b>Division</b>
6.50 to 6.99	Pass
7.00 to 7.99	2nd Division
8.00 to 8.49	1st Division
8.50 and above	1st Division with distinction.

10.3 An instructor shall award 'W' only to a student who has been permitted to withdraw from a course under Rule 4.2.

10.4 Where an instructor finds that he/she has made a mistake in reporting the grade secured by a student, he/she shall bring it to the notice of the Dean, PGS through the HoD within 15 days. The Dean, PGS after going through all the documents and satisfying himself/herself that there has been a genuine mistake will correct the grade. If mistake

is reported after the period, concerned instructor shall be advised against committing such a mistake and if repeated, the competent authority may initiate disciplinary action, if the mistake has been committed for reasons not genuine.

## **11. MAKE-UP EXAMINATION**

11.1 The student missing an examination (mid-term and end-term) may apply for permission for make-up examination, along with a fee of Rs. 200/- per course, except in the case of request under rule 11.1(v) clearly stating reasons for missing the examination to the Dean PGS through the Major Advisor and HoD within three days of the completion of the regular examination.

Reasons for award of make-up examination may include the following:

- (i) If he/she falls ill, the medical certificate should be from the Govt. hospital/ dispensary/ university hospital,
- (ii) Due to participation in competitions/interviews for services on production of certificate/ proof,
- (iii) Due to the death of mother/ father/ real brother/ real sister or spouse,
- (iv) Due to the marriage of the student or marriage of real brother or real sister,
- (v) The student has been sent to represent the university in international/ national/ inter-iversity/ state competitions and participation in the NCC/ NSS camps during the days of the examination on production of certificate.

11.2 Permission for make-up examination shall be subject to the following conditions:

Make-up examination shall be allowed in mid-term or end-term examination including practical. A student missing all examinations of a particular course in a semester for whatever compelling circumstances, shall be awarded 'F' grade or take withdrawal, as per rules, except in case a student has already been allowed 'I' grade for mid-term examination but had to be sent for representing the university in the sports events listed in rule 7.4, he/ she will be allowed 'I' grade even in the end-term examination by the Dean, PGS.

11.3 Make-up examination shall be held preferably in break period/ holidays, after the completion of the end-term examination but before the registration for the next semester. Schedule for the same shall be notified by the Dean, PGS. Question papers shall be arranged by the HoD concerned. Procedure for holding the make-up examination, evaluation and grade submission shall be the same as that of end-term examination. Registration for the subsequent semester, as far as possible, shall be allowed after the completion of make-up examination.

## **12. MINIMUM REQUIREMENT**

### **12.1 Requirement for passing a course, for 'Good' Standing and for graduation**

In order to pass a course a minimum of grade 6.5 is required. The minimum Overall Grade Point Average required also, shall be 6.5 (on 10.00 basis).

### **12.2 Scholastic probation**

If a student fails at the end of a semester, to achieve the minimum standard prescribed in rule 12.1, he/she shall be placed on scholastic probation and dealt with as per rules.

- 12.3 If a student gets grade 'F' in a particular course, he/ she shall be deemed to have failed in that course only and will be required to repeat that course when offered in subsequent semester(s).

### **13. SEMESTER REPORT**

At the end of each semester, the Dean, PGS after obtaining the grades from all concerned as per rule 9.1 shall make out these grades on the semester report (four copies) in Appendix-V in respect of each student giving therein the grade points in each course and research credits, grade point average for that semester, overall grade point average and the standing of the student at the end of semester. The Dean, PGS will retain one copy for student's personal file and transmit three copies to the HoD (one copy each for the Major Advisor, student concerned and the HoD).

### **14. THESIS REQUIREMENTS**

#### **14.1 Preparation of the synopsis**

- (a) A student preparing for M.V.Sc./ Ph. D. degree shall submit the subject of proposed thesis and its synopsis (form PG-3) to the Dean, PGS through Major Advisor and HoD. The Major Advisor will ensure that it should be got approved from Dean, PGS before the registration of 3rd semester of his/ her admission under all circumstances failing which it will not be accepted after the stipulated period and the admission shall stand cancelled. Comprehensive written examination will not be held until the synopsis is approved by the Dean, PGS.
- (b) The research of PG students should be related to the ongoing research project/ priority area. The HoD will ensure that there is no duplication in the proposed research work.
- (c) Provision of rule 5.6 (b) shall be equally applicable in rule 14.1 (a).
- (d) The subject of the thesis will, as far as possible, relate to some research needs of the State. The student shall be required to deliver the synopsis seminar after the Advisory Committee has discussed and approved the plan of work. The HoD should ensure that there is an active participation of the faculty members and PG students at the time of synopsis seminar. The HoD will get the synopsis evaluated by one or two experts, preferably locally and if such expert is not available locally, then by outside expert within one month; thereafter, the synopsis shall be submitted by the HoD after incorporating modifications, if any, for the approval of the Dean, PGS.
- (e) Six copies of the synopsis should be submitted to the Dean, PGS

#### **14.2 Writing of thesis**

Before a student can be permitted to start writing thesis, the following requirements must be fulfilled:

- (a) The student shall deliver a seminar presenting all the data collected by him/her and analysis of such data.
- (b) The Advisory Committee should approve quantum and quality of the research work done by the student.
- (c) The completed dissertation of Ph. D. student shall be submitted only after successful completion of PCE.

(d) For submission of M.V.Sc. thesis, one research paper should have been submitted and for submission of Ph.D. thesis two research papers should have been submitted for publication in a scientific journal. Research articles to be published from the students' theses should, invariably, have following sequence in authorship:

1. The student
2. The Major Advisor
3. The Co-major Advisor (if any)
4. Other contributors, in order of their contribution.

#### 14.3 Guidelines for writing thesis

The thesis will be prepared according to the following format:

<b>Format of PG thesis</b>		
1	No. of copies of thesis & CDs to be prepared by a student	Four copies and two CDs; one copy each for university library, Major Advisor, HoD & student. One CD for library and one CD for Dean, PGS
2	Spacing for text of thesis	1 ½ space
3	Font of thesis	Times New Roman
4	Printing of thesis	Both sides of the paper. As far as possible photographs, graphs and tables must be adjusted in between the running text
5	Font size for text & tables	12 points
6	References & appendices	Font 10 points, in single space (1½ space after each reference) following the style of Journal of Ecology
7	Font size for chapter headings	14 points
8	Margin for thesis	1 inch top and bottom, 1.25 inch left and right
9	Introduction	2 to 4 pages
	(a) General background	
	(b) Most relevant review of literature	
	(c) Significance of study	
	(d) Objectives	
10	Review of literature	10-20 pages
11	Materials & Methods	Times New Roman, 12 points, 1.5 space
12	Results and Discussion	Result and Discussion should be presented in comprehensive manner.
13	Summary & Conclusion	Up to 4 pages
14	Tables	Tables may be adjusted in the text as far as possible. Only bigger table may be kept on single page
15	Acknowledgements	One page only
16	Dedication (optional)	One page only
17	Abstract	One page only (font 10 points, single space)

18	CV* and list for publications alongwith color photograph of the student	One page only
19	Citation	Biological Abstracts
20	Copyright	LUVAS, Hisar (through an undertaking to be furnished by the student with the thesis)
21	Hard bound final thesis	Four copies should be submitted after successful completion of viva-voce examination.

\* CV and list for publications should include

- (a) Name
- (b) Date of birth
- (c) Place of birth
- (d) Mother's name
- (e) Father's name
- (f) Permanent address (with pin code)
- (g) Telephone
- (h) Mobile
- (i) E-Mail
- (j) Academic qualifications from 10th standard onwards

Degree/ Examination	University/ Board	Year of passing	Percentage of marks/ OGPA	Subjects

- (k) Co-curricular activities
- (l) Medals / Honours received
- (m) List of publications (related to thesis work only)

#### 14.4 **Certificate by the HoD**

The following certificate is to be given by the HoD, while sending the thesis of a post-graduate student:

It is certified that the thesis submitted by Sh. \_\_\_\_\_, Admission No. \_\_\_\_\_ an M.V.Sc./ Ph.D. student of this department has been checked and found as per specifications of the format as provided in the relevant chapter.

#### 14.5 **Undertaking by the student**

An undertaking of copyright given by the student may also be appended with the thesis on the following lines:

##### **UNDERTAKING OF COPYRIGHT**

I \_\_\_\_\_, Admission No. \_\_\_\_\_ undertake that I give copyright to the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar of my thesis entitled: " \_\_\_\_\_ ."

I also undertake that patent, if any, arising out of the research work conducted during

the programme shall be filed by me only with due permission of the competent authority of LUVAS, Hisar.

Signature of the student

**Note:** *The draft of the thesis will be submitted to the members of the Advisory Committee for approval at least two weeks before the last date for submission of the thesis to the Dean, PGS. The Dean, PGS will accept the thesis only when it is accompanied by a certificate of approval, in the prescribed form, signed by all the members of the Advisory Committee.*

#### 14.6 **Submission of thesis**

- (a) Thesis seminar should only be conducted after successful completion of all course work and report of successful delivery of thesis seminar be submitted by Major Advisor, through HoD, to Dean PGS in proforma PG-8.
- (b) M.V.Sc and Ph.D. students can submit the thesis only in the last semester of residential requirement. After delivering thesis seminar, M.V.Sc. and Ph.D. students should submit their thesis within three and six months respectively. This period can be extended by the Dean, PGS for three months in both the cases. There should be a minimum gap of 15 days in between thesis seminar and thesis submission.
- (c) Thesis/ dissertation shall be submitted along with proforma PG-9. The last date for submission of thesis will be the same as for the submission of grades for that particular semester for which the student has registered. However, during the break period, thesis can be submitted with a late fee of Rs 200/- per day up to 20 days or date of registration of next semester whichever is earlier. No further relaxation will be granted.
- (d) M.V.Sc. and Ph. D. students shall submit to the Dean, PGS (through HoD and Major Advisor) one and two copies of thesis respectively for evaluation by external examiner. After successful completion of final viva-voce examination, four copies of thesis, two CDs and the copy of thesis on which external examiner has marked corrections/ suggestions/ observations etc. shall be submitted to the Dean, PGS. However, extra copies of thesis over and above the number specified must be submitted by the student for supply to the sponsoring agency, if any.

### 15. **EVALUATION OF M.V.Sc. THESIS**

#### 15.1 **Sending of thesis to external examiners**

After successful completion of thesis seminar, Major Advisor shall submit the panel of external examiners, through HoD, in proforma PG-5-B for thesis evaluation and viva-voce examination. The Dean, PGS shall send the thesis for evaluation to the external examiner who is specialist in student's major field. The external examiner will submit a report in the prescribed proforma commenting on the quality of thesis and stating whether he/ she recommends acceptance of thesis. Oral examination should be arranged, if the external examiner recommends acceptance of thesis. If he/she rejects it, the case will be submitted to the Advisory Committee for a decision. If the Advisory Committee agrees with the external examiner, the thesis shall be rejected and the student shall be dropped from the university.

If the Advisory Committee does not agree to the first external examiner's recommendation, the thesis shall be re-examined by another external examiner whose decision shall be final. If the thesis is returned for revision, the student will be given one chance to revise the thesis and re-submit it within three months from the date of receipt of report in the Dean, PGS office. Thesis will, then, be re-submitted to the same external expert. If the thesis is rejected second time he/she will be dropped from the university without any right of petition for re-admission.

**15.2 Final viva-voce examination of M.V.Sc. student**

If the external examiner recommends acceptance of thesis, his/ her report shall be sent to the Major Advisor, through HoD for attending the queries, suggestions, corrections, additions, alterations etc., pointed out by the external examiner. The final viva-voce examination shall be conducted by the external examiner alongwith student's Advisory Committee. The report of the viva-voce examination shall be submitted to the Dean, PGS in proforma PG-10.

**15.3. Re-appear in viva-voce examination**

If the performance of the student at the viva-voce examination is unsatisfactory, the student will be required to re-appear for viva-voce after three months from the date of first viva-voce examination and if he/she fails again, no further chance will be given.

**16. EVALUATION OF Ph. D. THESIS**

**16.1 Sending of thesis to external examiners**

After successful completion of thesis seminar, Major Advisor shall submit the panel of external examiners, through HoD, in proforma PG-5-B for thesis evaluation and viva-voce examination. Two copies of the thesis will be first sent by the Dean, PGS to two external examiners for evaluation. The external examiners will advise whether or not the thesis is acceptable and the viva-voce examination may be conducted. If they recommend that the thesis is good enough for the conduct of the viva-voce examination, it will be conducted by one of the external examiners and the Advisory Committee. If there is a difference of opinion between the external examiners, the thesis will then be referred to third external examiner whose decision shall be final and if rejected again, the student shall be dropped from the university.

If the thesis is not recommended for viva-voce examination and returned for revision, it shall be revised on the basis of the comments of the external examiner(s) within three months from the date of receipt of report of external examiner(s) and re-submitted to same external expert (s) and,

- (i) should both the external examiners again condemn the thesis, then it shall be rejected. The student shall be dropped from the university. In such cases, the Dean, PGS shall institute an enquiry to fix the responsibility of not guiding/ supervising the student's work properly.
- (ii) should both the external examiners agree to accept the thesis, the viva-voce examination shall be arranged, to which one of these two external examiners shall be invited, and



- (iii) should there again be a difference of opinion between these two external examiners, the case may be submitted to the Academic Council with the comments of the external examiners and of the Advisory Committee. The members of the Advisory Committee will be heard by the Academic Council and decision of the Academic Council shall be final.

#### 16.2 **Final viva-voce examination of Ph.D. students**

The final oral examination of Ph.D. student should be conducted by an examining committee constituted as under:

- (i) Student's Advisory Committee
- (ii) One external examiner to be appointed by the Dean PGS out of the two to whom the theses were sent for evaluation.

The final viva-voce examination should be of two hours duration and the student should preferably present his/ her research work through power point presentation or through electronic media. The report of the viva-voce examination shall be submitted to the Dean, PGS in proforma PG-10.

#### 16.3 **Re-appear in viva-voce examination**

If the performance of the student in viva-voce examination is unsatisfactory, he/ she will be required to re-appear for viva-voce examination after three months from the date of examination. If he/ she fails again, no further chance will be given.

#### 16.4 **Rates of remuneration for external examinations**

<b>Assignment</b>	<b>Rates (Rs)</b>
<b>M.V.Sc.</b>	
(i) Thesis evaluation	1200/-
(ii) Thesis viva-voce examination	1200/-
<b>Ph.D.</b>	
(i) PCE: Question paper setting and evaluation	1500/-
(ii) PCE: viva-voce examination	1500/-
(iii) Thesis evaluation	1500/-
(iv) Thesis viva-voce examination	1500/-

### 17. **DISTRIBUTION OF M.V.Sc. / Ph.D. THESIS**

After the final viva-voce examination has been held and the thesis has been updated, all the copies of the thesis shall be sent by the Major Advisor through the HoD, to the Dean, PGS who will sign and forward the original copy to the University Librarian, one to the HoD, one to the Major Advisor and one to the student. One soft copy of thesis in PDF format shall be kept in the office of Dean, PGS and university library each. The soft copy should be complete replication of printed dissertation i.e. the sequence of pages in the PDF file should be same as that of printed dissertation.

### 18. **POST-GRADUATION REQUIREMENTS**

#### 18.1 **General requirements**

- (a) The minimum credit requirements in post-graduate programmes shall be prescribed by

the Academic Council from time to time. These can be modified as per provisions made in subsequent paras of this rule. In post-graduate programmes, minimum credit requirements shall include the credit requirements for course and research work.

- (b) After a student has been admitted to a programme, the Advisory Committee of the student shall evaluate his/ her academic attainments and shall recommend additional courses to be taken by the student, if required. The Dean, PGS after scrutinizing the recommendations shall take decision regarding additional course(s), if any and the decision of the Dean, PGS shall be final.

### 18.2 Requirements for M.V. Sc. degree

The minimum requirements for M.V.Sc. degree will be as under:

<b>Course</b>	<b>Credit hours</b>
(a) Major subject:	29 credit hours (including credit seminar)
(b) Minor and supporting:	Minimum of 11 credit hours
(i) Minor subject* :	Minimum of six credit hours [Minor subject(s) should be closely related to major subject]
(ii) Supporting subject:	Minimum of three credit hours
(c) Non-credit compulsory courses**:	Four credit hours
(d) Master's research	20 credit hours
<b>Total credit hours</b>	<b>60 + 4 (non-credit hours)**</b>

\* Splitting of minor discipline is permissible

\*\* **Non-credit compulsory courses from PGS.501 to PGS.505**

<b>Course No.</b>	<b>Course title</b>	<b>Credit hours</b>
PGS.501	Library and information services	0+1
PGS.502	Technical writing and communication skills	0+1
PGS.503 (e-course)	Intellectual property and its management in Veterinary and animal husbandry.	1+0
PGS.505 (e-course)	Disaster management	1+0

### 18.3 Requirements of Ph.D. degree

The minimum requirements for Ph.D. degree will be as under:

<b>Course</b>	<b>Credit hours</b>
(a) Major subject:	19 credit hours (including two credit seminars)
(b) Minor and supporting:	Minimum of 11 credit hours
(i) Minor subject*:	Minimum of six credit hours. [Minor subject(s) should be closely related to major subject]
(ii) Supporting subject:	Minimum of three credit hours
(c) Non-credit compulsory courses**:	Four credit hours
(d) Doctoral Research	45 credit hours
<b>Total credit hours</b>	<b>75 + 4 (non-credit hours)**</b>

\*Splitting of minor discipline is permissible

**\*\*Ph.D. students should register those non-credit courses which they have not cleared in M.V.Sc. programme. Ph.D. students who have cleared PGS-595 (old course), entitled 'Library services and technical writing' whether of one or two credit hours are exempted to study non-credit compulsory courses PGS-501 and PGS-502.**

18.4 In order to ensure that the requirements for the award of a degree have been duly completed by a student, the Dean, PGS office shall keep a record of the courses completed by the student. Result notification will be issued by the Dean, PGS after the student has completed the post-graduation requirements.

## 19. RESIDENTIAL REQUIREMENTS

19.1 Programme	Duration
M.V.Sc.	Minimum four semesters
Ph.D.	Minimum six semesters

- (a) Residence at the outstations of LUVAS and other research institutions, with which the LUVAS has collaborative arrangements and MoU, will be deemed to be residence at the university.
- (b) Semester(s) dropped due to any reason(s) shall not be counted towards the residential requirements.
- (c) All students (till submission of thesis) are full-time students of the university. They cannot join any other degree/ academic programme being offered by other institutes/ universities. A student can undertake training programme of up to one month duration, in the field of his/her specialization with prior permission of competent authority. Dean PGS may allow a student to attend a training being organized within India. However, permission of Vice-chancellor is required to attend trainings abroad.

**Note:** *It is the responsibility of the HoD to ensure strict compliance of these rules and instructions and to certify on the basis of the attendance of the student that he/ she is not in job. The HoD may enquire the position/facts of each case from any source he/ she likes and may also obtain affidavit in this regard from the student. Regarding cancellation of admission, in cases where it is established that the student has violated any of the rules or conditions, the Admission Committee, i.e. Dean, PGS, Dean of the college concerned and Registrar, along with the HoD concerned shall examine the case and make recommendations to the Vice-Chancellor in this regard. Thereafter, the Dean, PGS shall take action in accordance with the decision of the Vice-Chancellor.*

### 19.2 Extension of residential requirement

If a student is unable to complete the programme within the normal residential requirement as indicated in rule 19.1 he/she will be dealt with as under:

- (a) The M.V.Sc. students should normally complete all requirements for the degree in four semesters from first registration. In case, the student is unable to complete the programme due to some reasons beyond his/her control, the period may be extended by the Dean, PGS on payment of prescribed extension fee up to a maximum of eight semesters.

<b>Semester</b>	<b>Extension fee</b>
5th semester	Nil
6th semester	Rs. 1000/-
7th semester	Rs. 2000/-
8th semester	Rs. 3000/-

Such students, who fail to complete the programme of studies within the maximum period indicated above, shall be dropped.

- (b) The Ph. D. students should normally complete all requirements for the degree in six semesters from first registration. In case, the student is unable to complete the programme, due to some reasons beyond his/her control, the period may be extended by the Dean, PGS on payment of prescribed extension fee up to a maximum of 12 semesters provided the student has cleared PCE.

<b>Semester</b>	<b>Extension fee</b>
7th semester	Nil
8th semester	Rs. 1000/-
9th semester	Rs. 2000/-
10th, 11th and 12th semesters	Rs. 3000/- per semester

Such students, who fail to complete the programme of studies within the maximum period indicated above, shall be dropped.

- (c) For the purpose of counting maximum period for completing a degree programme, the period of discontinuation of studies, (including the semester in which discontinuation was applied) shall not be counted towards calculating the duration. No condition, however, shall be imposed on the student who has left the studies for joining services to come back and resume his/ her Ph.D. / M.V.Sc. studies and it will be for the student to decide as to at what stage he/she wants to come back and resume studies. However, he/she will not be allowed to exceed maximum duration allowed to complete the degree and shall not be given any exemption from the rules prescribed for getting extension. Dropping the semester with any reason whatsoever, with the permission of the competent authority or otherwise including dropping with the permission of the competent authority to join services, no concession shall be given while counting the normal duration within which a student is supposed to complete the degree.
- (d) No student shall be allowed to continue for more than four and six academic years for completing M.V.Sc. and Ph.D. degree respectively. However, the marginal cases such as where the student has completed all the requirements and is left with thesis seminar and/or thesis submission, extension beyond the maximum period prescribed in rule 19.2(a) and (b) be allowed but restricted to a maximum of three months by the Vice-Chancellor on the recommendations of Resident Instructions Committee, where after the student shall be dropped from the university.
- (e) In case extension at any stage is not allowed by the competent authority, the student shall be dropped from the university.

## 20. DROPPING AND RE-ADMISSION

### 20.1 Dropping

The student who fails to achieve overall grade point average of 6.5/10.0 basis at the end of 1st academic year (after two semesters of regular admission to the programme) shall be dropped from the university by the Dean, PGS.

**Note:** (i) *Where a student is awarded 'F' grade in all courses as punishment for resorting to unfair means in an examination, the calculation of the grade point average will exclude the 'F' grade for the purpose of automatic dropping at the end of academic year.*

(ii) *In case the result has not been finalized up to the beginning of 3rd semester of their study, the students shall be given provisional registration in the third semester. This provisional registration shall be subject to the condition that the final result, at the end of the 2nd semester with respect to the students who are given provisional registration, shall be such that they attain the minimum level of proficiency in the final results. If the student is found to be deficient scholastically i.e. he/she is not able to attain the minimum level of academic proficiency, his/her name will stand dropped from rolls of the university with the benefit provided in the rules.*

(iii) *In case he/ she is eligible for re-admission he/she will be given re-admission and in case he/she is not eligible, he/she will not be given re-admission. The provisional admission will further be subject to the condition that in case the student is dropped from the university and seeks re-admission and such re-admission is allowed in the rules, no further relaxation of any type will be given to him/her in the course of re-admission.*

### 20.2 Re-admission of PG students-exemption from courses

Re-admission shall be allowed only once in a programme. Post-graduate students dropped under rule 20.1 shall be allowed re-admission to the same programme with the following benefits:

- (i) Exemption from the courses already cleared, if the request is submitted within three weeks from the issue of notification of dropping. Option once exercised shall be final. Exemption will also be given for non-credit courses cleared with 'S' grade. Course(s) exempted on this account along with grades earned shall be shown in the first semester report and transcript of academic record. Course(s) exempted and grade point earned shall be counted for computation of grade point average.
- (ii) The academic year in which the student had failed to maintain the minimum standard of OGPA and dropped under rule 20.1 shall count towards residential requirements, for all purposes.

## 21. LEAVING STUDIES AND RE-ADMISSION

The students should not be permitted to drop studies in the first semester of first year. Afterwards dropping of studies and re-admission shall be governed by the following rules:

- 21.1 Names of the students, who do not get themselves registered continuously for two semesters (without permission of the Dean, PGS) be struck off. Re-admission in such

cases may be allowed only with the permission by the Academic Council depending on the merit of each case. It is made clear that re-admission in such cases cannot be claimed as a matter of right. The student permitted by the Academic Council will be charged Rs.2000/- per semester as penalty. If a student turns up for registration after willful absence of one semester, a sum of Rs.2000/- will be charged as penalty. He/ She will also be issued a warning by the Dean, PGS not to repeat such absence in future failing which admission shall stand cancelled without issuing further notice.

- 21.2 In all such cases, semester(s) dropped shall not be counted towards the residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission.

## **22. MIGRATION FROM OTHER UNIVERSITIES**

Migration from other universities in M.V.Sc. and Ph.D. programmes is not permissible in LUVAS.

## **23. REFUND OF TUITION FEES (SECURITY)**

- (a) A candidate who pays university fee at the time of counseling/ admission shall be entitled to refund of fee paid by him/ her, less the charges prescribed by the university, provided he/ she claims the refund before the cutoff date of admission and the seat could be filled up by the university.
- (b) If the request of the candidate for refund of fee is received after cutoff date, only refundable security shall be refunded.
- (c) In case of ICAR nominees, the token fee charged at the time of counseling at ICAR, shall not be refunded, if the candidate fails to attend counseling at LUVAS on the scheduled date(s).

## **24. ALLOTMENT OF PG STUDENTS**

- 24.1 The PG faculty of the department shall include Professor/equivalent, Associate Professor/ equivalent and Assistant Professor/ equivalent; having their seniority in the discipline. To be eligible for PG faculty, he/ she should have Ph.D. qualification, two years experience and must have cleared probation. Faculty member having M.V.Sc. degree only, should have experience of 10 years of teaching/ research/ extension in the discipline.
- 24.2 Each Professor/equivalent and Associate Professor/ equivalent can guide up to four PG students as Major/Co-Major Advisor at a time. An Assistant Professor/ equivalent in PG faculty can guide up to two PG students as Major Advisor at a time. However, M.V.Sc./ Ph.D. students should not be allotted to the faculty members who are due to retire in less than two or three years time respectively.
- 24.3 The PG faculty members (teaching, research or extension) participating in teaching activities in the department are entitled to get a student to guide as Major Advisor depending upon the eligibility in accordance with seniority from the date of becoming PG faculty member. The secretary of Departmental Advisory Committee (DAC) shall maintain a seniority list of PG faculty of the department and M.V.Sc. students may be allotted to each faculty member on the basis of seniority till the last member on the list is allotted a student, the cycle then shall be repeated. While allotting Ph.D. students,

their specialization in M.V.Sc. and preference for sub-specialization should be given due consideration.

This will also be applicable to Professor of Eminence, National Fellows and Project Coordinators provided they participate in teaching activities of the department. The students may be allotted to a faculty member working at outstation only if the HoD is satisfied that sufficient facilities exist at that station. Otherwise a teacher from outstation may be kept in Advisory Committee as Co-Major Advisor. When a faculty member from outstation is allotted a student, a faculty member from the campus from the major field should be included as Co-Major Advisor.

24.4 The Ph.D. students may be asked to give their choice for specialization or sub-discipline which may be kept in view, as far as possible, in allotting the students.

24.5 A teacher may not be nominated on more than 10 Advisory Committees exclusive of those where he/she is acting as Major Advisor. Similarly, no teacher should be appointed as Dean, PGS nominee for more than ten Advisory Committees. In case of exceptions, special permission from the Dean, PGS may be obtained.

24.6 The second Advisor from the major department has to be chosen with care, particularly, when the Major Advisor is to guide for the first time. In such cases, a senior faculty member from the major subject should be included on the Advisory Committee. Advisors from the minor subject should be from a discipline which is related to the research programme of the study. For this Major Advisor may seek guidance from the concerned HoD of the minor field.

24.7 **Dean PGS nominee**

The Dean PGS nominee has a significant role in monitoring the functions of Advisory Committee. He/ She may ensure that rules are followed for the effective functioning of the Advisory Committee. He/ She may give the technical assistance as regards programme of work and research work. He/ She may send a report about the progress of the student in respect of programme of studies when he/she feels necessary, direct to the Head of the concerned department with a copy to the Dean, PGS.

24.8 **Areas of research**

The departments should formulate broad research areas in which the students are to pursue their research. This may be done with the help of the PG faculty as per the research mandate of the department. Major Advisor should suggest student's research problem from the identified areas of research.

24.9 **Selection of minor subject/ discipline**

The Advisory Committee and HoD should guide the student to select minor subject/ discipline which should be closely related to his/ her research proposal.

*Note: The Dean, PGS is competent to take a final decision in consultation with the concerned Dean, on such cases which are not covered in the above guidelines.*

**25. PERMISSION FOR RESEARCH IN FOREIGN COUNTRY**

25.1 The student should have normally completed 75% of the course work. However, if the requirement is such that the student needs some relaxation in credits, the Dean, PGS would consider the case on its merit and grant such relaxation.

- 25.2 The problem of research on which the student would work in the foreign country shall be decided by his/her Major Advisor in consultation with the foreign scientist with whom the student is expected to work there. The synopsis must be approved by the Dean, PGS before he/she proceeds to avail the fellowship. This is necessary to ensure that the problem of research should be such that its results are of mutual interest to both the countries.
- 25.3 While studying in the foreign university, there is no need for a student to register at LUVAS. The proof of his/her having registered at the university of foreign country would be considered as registration with LUVAS.
- 25.4 The student, on return from abroad would, if necessary, complete the remaining portion of the research and submit thesis to the Dean, PGS, LUVAS through the HoD.
- 25.5 The Foreign Advisor would, for the purpose of research, be treated as a Co-Major Advisor. He/She would send the evaluation of the research conducted under him/her, in term of S/US grade and the number of credit hours devoted to research work by the student during each semester to the Major Advisor of the student in this university. the student should ensure that the report is sent after every semester by his/her Co-Major Advisor.
- 25.6 The Foreign Advisor would also sign on the thesis. He/ She would be included as a Co-author in the research papers published from the thesis of the student. The student will acknowledge the financial assistance received from the foreign Govt./ institution for carrying out research on the problem.

## **26. BENCH FEE FROM THE STUDENTS OF OTHER UNIVERSITIES**

If students from the universities/ institutions where LUVAS do not have an MoU, are to conduct part of research in LUVAS and they are to be provided with some infrastructure facilities like laboratory space, equipments etc., they will be charged a bench fee of Rs.40,000/- per student (\$ 2500 from NRIs/ foreigners), for a period not exceeding six months. The bench fee will cover use of infrastructural facilities and laboratory equipments but not the chemicals and consumables which the students shall bear. Any loss of university property shall also be borne by the students of the sponsoring university/ institute.

## **27. JOINING SERVICE / RESEARCH ASSOCIATESHIP / RESEARCH FELLOWSHIP ETC.**

### **27.1 For in-service students**

In-service students pursuing M.V.Sc. and Ph.D. programme in LUVAS shall be permitted to join their duties after completing minimum residential requirement and after delivery of thesis seminar. For this purpose they are required to produce a certificate from the Dean, PGS. Such students may submit the thesis after registration within the prescribed time limit.

### **27.2 Other than in-service students**

#### **a) For Ph. D. students**

- (i) A student having completed his / her PCE and course requirements can join service on production of authentic proof. He/ She may be allowed to re-join study after one semester excluding the semester in which he/ she had joined service, on production of 'NOC'



from the employer within the prescribed time period. He/ She will be allowed to re-join service after submission of thesis.

- (ii) A Ph. D. student appointed as Junior Research Fellow/ Senior Research Fellow at the LUVAS main campus may be permitted to join the same, if the fellowship is in the same discipline, after completing his/ her PCE and course requirements, without dropping the studies.
- b) **For M. V. Sc. students**
- (i) The M.V.Sc. students who have completed the minimum residential requirements as well as all the credit hours of course work and research work and have delivered their thesis seminar may be allowed to join service by the Dean, PGS and they should be allowed dropping. Such students will be allowed to re-join their studies for one semester only during which they will submit the thesis.
- (ii) The dropping may be allowed subject to the condition of completion of the programme within the time limit already prescribed for completion of M.V.Sc. programme and no extension in the period will be given.
- (iii) An M.V.Sc. student appointed as Junior Research Fellow at the LUVAS main campus may be permitted to join the same, if the fellowship is in the same discipline, after completing course requirements, without dropping the studies.

## **28. MISCELLANEOUS**

- 28.1 In all matters relating to admission and the operation of the semester system, the Dean, PGS shall, ordinarily, act in accordance with the recommendations of the Admission Committee as authorized for the purpose, under the rules of the university. Where, however, he/ she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.
- 28.2 Admission/continuation of those students who are convicted by the court of law or against whom a case in a court of law, is in progress, will not be permitted. However, when such a student seeks re-admission his/her case would be considered afresh on merits keeping in view the grounds of conviction.
- 28.3 In case of impersonation, if both the students involved are students of this university they should be expelled as per rules after following the prescribed procedure. If a person, who impersonates is from outside the university, his/her case should, in addition also be referred to the Police.
- 28.4 ***The cases which are not covered under the rules but there is sufficient justification for relaxation in the rules, the Dean PGS shall obtain Vice-Chancellor's orders direct. This will, however, be done only in exceptional and extreme emergent circumstances. Gist of all such cases shall be conveyed to the Registrar by the Dean, PGS for submission to the Academic Council through a single item for confirmation.***

**[Rule 2.2 (a)]**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar  
REGISTRATION CARD**

[Please read the overleaf instructions carefully before filling this card]

Name of the college .....

Name		Admission No.	
Class		Semester & Year	
Local address			
Mobile No.			

<b>Title of course</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Signature (in full) of instructor</b>
<b>Total credits offered</b>			

Signature of student	Signature of Major Advisor	Signature of Librarian	Signature of DSW-cum-EO (stamp & date)	Signature of AAO (stamp & date)	Signature of Dean (stamp & date)	Signature of Assistant Registrar (PGS)
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## **INSTRUCTIONS**

**(To be observed strictly in the following sequence)**

### **A. FOR STUDENTS**

1. Obtain six cards meant for relevant class and semester from the Dean PGS office.
2. Meet the Major Advisor and fill these cards in accordance with his/ her advice. One filled in card will be retained by the Major Advisor.
3. The entries be made neatly and legibly. Erasing/scoring off etc. be duly authenticated by the Major Advisor.
4. Obtain signatures of the instructors concerned against relevant courses. In case the concerned teacher is not available, HoD shall sign the registration cards and inform the concerned teacher accordingly.
5. Pay hostel dues and obtain signature of DSW-cum-EO (non-hosteller should get this fact recorded from DSW-cum-EO on these cards).
6. Make payment of fees/dues and obtain signature of Administrative-cum-Accounts Officer (AAO) of the college concerned.
7. Submit all the five cards in the Dean, PGS office. The Dean, PGS office, after scrutiny and completing the formalities, shall retain two cards and send three cards to the HoD concerned. The HoD shall retain one card for office use and give one card each to the Major Advisor and the student concerned.

### **B. FOR MAJOR ADVISOR**

1. Advise the student properly before he/she fills in these cards.
2. Ensure that the cards are properly filled in and cutting/erasing etc. are duly authenticated.
3. Sign these cards by putting full signature.
4. Registration should be done by the student in person. 'In absentia' registration is allowed with prior permission of Dean, PGS.

**(Rule 4.1)**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar  
CARD FOR CHANGE OF COURSE**

*[Please read the overleaf instructions carefully before filling this card]*

Name of the college .....

Name		Admission No.	
Class		Semester & Year	
Local address			
Mobile No.			

Total credit hours for semester

Total credit hours earned to-date

<b>Title of course</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Instructor's signature</b>
Added			
Withdrawn			
Reasons for adding/ withdrawing	Total credits for semester after adding/ withdrawing		
Signature of the student	Recommended	Fee paid	Approved
	Major Advisor	AAO	Dean, PGS

### **INSTRUCTIONS FOR THE STUDENTS**

1. A post-graduate student is required to fill in six cards for change of course (HoD/ Major Advisor/ student/ Dean, PGS office) and one adding/withdrawal card (for the instructor) for each course to be added or withdrawn.
2. These cards should be completed in all respects. You must make sure that you have got the signatures/recommendations of the instructors and Major Advisor on all the cards at the appropriate places.
3. A clash in the time table, your inability to cope with the volume of work in a particular course, your having to repeat some course or courses and consequent need for a lightening of the load or some such valid reason could be cited for withdrawal.
4. First go to your Major Advisor and place before him/her your problems. If he/she advises you to add or withdraw some course(s), fill in this card and get the Major Advisor's recommendation recorded on it.
5. Get the signatures of the concerned instructors.
6. Go to the college office, pay the prescribed fee for this change and obtain the signature of the AAO.
7. After completing above, go to the Dean, PGS and obtain his/ her approval for the change.
8. Submit all the cards in the Dean, PGS office. Further process of these cards shall be same as that of registration cards.

**(Rule 4.1)**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**CARD FOR ADDITION OF COURSE(S)**

Name of the college .....

Name		Admission No.	
Class		Semester & Year	
Local address			
Mobile No.			

Title of course	Course No.	Credit hours	Instructor's signature

Addition allowed

Dean, PGS  
(Signature & seal)

**APPENDIX-IV**

**(Rule 4.1)**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**CARD FOR WITHDRAWAL OF COURSE(S)**

Name of the college .....

Name		Admission No.	
Class		Semester & Year	
Local address			
Mobile No.			

Title of course	Course No.	Credit hours	Instructor's signature

Withdrawal allowed

Den, PGS  
(Signature & seal)

**(Rule 13)**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**Semester report for M.V.Sc./Ph.D. student for 1st/2nd semester of Academic year....**

Name of the college .....

Name .....

Admission No. ....

<b>S.N.</b>	<b>Title of course</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Grade points</b>	<b>Credit points</b>
-------------	------------------------	-------------------	---------------------	---------------------	----------------------

**Cumulative credit hours of research:**

Total

Previous cumulative record

Grand total

O.G.P.A.

**Standing in the semester: Start ..... End .....**

**Date: .....**

**Prepared by.....**

**Checked by.....**

**Assistant Registrar(PGS)  
for Dean, PGS**

**Note:** The student, his/her Major Advisor, the HoD or any other person to whom a copy of this report is supplied is required to go through the same carefully and point out any error/omission/discrepancy within 15 days of the issue of this report, failing which, it will be presumed that the report is in order and no complaint, whatsoever will thereafter, be entertained. The Dean, PGS, however, reserves the right to correct and rectify at any stage, any mistake that comes to his/ her notice.

**Meaning of various grades/terms:**

F-Fail, W-Withdrawn, R-Repeat, S-Satisfactory, US-Unsatisfactory, Good - Satisfactory level of studies.

GPA - Grade Point Average of current semester, OGPA - Overall Grade Point Average up-to-date.



**APPENDIX-VI**

**[Rule 6.1 (a)(i)]**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**ATTENDANCE REPORT**

Name of the college .....

Name of the department .....

Sr. No.	Name of the student	Admission No.	Willful absence, if any (give the dates of willful absence, if any)	Name of the Major Advisor	Signature of Major Advisor

Certified that the above student(s) was/ were regular in attendance during the month of \_\_\_\_\_.  
His/ her/ their stipend /fellowship may be paid for the month please.

HoD  
(Signature with seal)

Dean, PGS

**[Rule 9.1(b)]****Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

Name of the college .....

Name of the Department .....

Name of the student ..... Admission No. ....

Class: ( M.V.Sc./Ph.D.) ..... Semester and Year .....

Date of seminar ..... Attempt: First/ Second

**Assessment of credit seminar**

<b>Sr. No.</b>	<b>Assessment head</b>	<b>Maximum marks</b>	<b>Marks obtained</b>
1.	Review of work on subject	08	
2.	Quality of presentation	10	
3.	Skill of presentation	15	
4.	Comprehension of subject /time management	15	
5.	Analysis of available knowledge	15	
6.	Communication quality(pronunciation and grammar)	10	
7.	Subject relevance of topic	12	
8.	Ability to answer audience queries/ face audience	10	
9.	Abstract of presentation	05	
	<b>Total marks</b>	<b>100</b>	

Name of evaluator .....Signature with date .....

**Note:** Credit seminar should be evaluated by three PG faculty members independently. The course/seminar in-charge should calculate the average of three evaluations and send result to the Dean, PGS (through HoD) within three working days of delivery of credit seminar.

### Instructions for assessment of credit seminar

*(Intention to device uniform evaluation proforma is to increase scientific interactions through presentation while the purpose of credit seminar is to improve the scientific intellect of post-graduate students through improved presentation and to learn better communication skill)*

For academic evaluation of credit seminars, following assessment heads should be considered:

1. **Review of work on subject:** The subject should be adequately reviewed with special reference to classical methodologies and advancement in the subject with latest updates.
2. **Quality of presentation:** Presentation quality should be reflected through the slides. Information should be decimated in tabulated form with minimum wordings. Presentation should follow uniform style and fonts with appropriate headings and sub-headings. Presentation should be supported with appropriate references for data and relevant acknowledgements.
3. **Skill of presentation:** Presentation skill should be reflected through the oratory skills, citing examples and quotations and eye contact with the audience.
4. **Comprehension of subject and time management:** All points in the presentation should be equally covered and unilateral presentation emphasizing only one sub topic should be avoided. Comprehensiveness in presentation for easy understanding of the audience is needed besides time management.
5. **Analysis of available knowledge:** Assessment of understanding of topic and its components.
6. **Communication qualities:** Oratory skills, appropriate use of words/ wordings, grammar, pronunciation and rhythm in thought presentation.
7. **Subject and relevance of topic:** Topic should be related to the subject. It should not be too hypothetical or irrelevant to the registered subject. The slides in presentation should not be taken as it is from internet and hyperlinks for the website from which data is taken should be given.
8. **Ability to answer audience queries:** It does not necessarily mean that all the questions should be answered. The answers to posed questions should be addressed tactically.
9. **Abstract of presentation:** A 100-word abstract of presentation should be circulated prior to presentation with references so as to give brief idea about the presentation.

**(Rule 5.2)**

**PG-1**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar  
FORM FOR RECOMMENDATION OF ADVISORY COMMITTEE**

Name of the department .....

Name of the college .....

The following members of the post-graduate faculty are proposed on the Advisory Committee to guide the post-graduate student Dr. ....  
Admn. No. ....

1. Major subject .....
2. Minor subject .....

	Name and Designation	Department
Major advisor	Dr.....	.....
Member from major subject	Dr.....	.....
Member from minor subject	Dr.....	.....
Member from supporting subject	Dr.....	.....

1. Certified that Dr. .... has been working as ..... in this department in teaching/research/extension and is posted at Hisar/outstation. He/She is already guiding ..... post-graduate students. By including this student, there shall be .....student(s) with him/her which have been assigned in accordance with the existing norms.
2. Certified that Dr. .... has already guided ..... (numbers) student(s) and they have submitted the thesis.
3. Certified that allotment has been made as per rules and guidelines of LUVAS and with the approval of DAC.
4. Certified that none of the Advisory Committee members is in the Advisory Committee of more than 10 students excluding Major Advisor.

Major Advisor

Head of the department

Dr..... Department of ..... will act as Dean, PGS  
Nominee.

Dean, Post-graduate Studies

**[Rule 5.6 (a)]****PG-2****Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar****PROGRAMME OF WORK FOR POST-GRADUATE STUDIES**

To

The Dean, Post-graduate Studies  
LUVAS, Hisar

The Advisory Committee of Dr. .... Admission No. .... admitted to M.V.Sc./Ph.D. programme in the college of ..... in the discipline of .....in ..... (academic year & semester) after a conference with him/her, submit the following statement and recommendations:

Major field: .....

His/Her minor field .....

**ACADEMIC QUALIFICATIONS PRIOR TO JOINING THE UNIVERSITY**

<b>Degree/ Examination</b>	<b>Year of passing</b>	<b>Division</b>	<b>% age of marks or grade point average</b>	<b>Institution</b>	<b>Major subject</b>
High school					
Senior Secondary					
B.V.Sc. & A.H.					
M.V.Sc.					

**Under-graduate courses of the major field**

<b>Courses or subjects taken</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Grade</b>

**Post-graduate courses in the major and minor fields**

<b>Courses or subjects taken</b>	<b>Course No.</b>	<b>Credit hours</b>	<b>Grade</b>

**Courses to be completed by the student to meet the requirements of M.V.Sc. / Ph.D.**

<b>Classification of courses</b>	<b>Course No.</b>	<b>Title of course</b>	<b>Credit hours</b>
<b>i) Deficiencies to be completed</b>			
1			
2			
3			
4			
5			
<b>ii) Major subject</b>			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>iii) Supporting subject</b>			
1			
2			
3			
<b>iv) Minor subject</b>			
1			
2			
3			
4			

**ADDITIONAL INFORMATION:****ADVISORY COMMITTEE**

1.	.....	Major Advisor, Chairman
2.	.....	Co-Major Advisor, (If any)
3.	.....	Member from major subject
4.	.....	Member from minor subject
5.	.....	Member from supportive subject
6.	.....	Dean PGS nominee

Forwarded (six copies) to the Dean, Post-graduate Studies for approval.

Head of the department

APPROVED

Dean, Post-graduate Studies

**Lala Lajpt Rai University of Veterinary and Animal Sciences, Hisar**

**SYNOPSIS OF THESIS PROBLEM OF POST-GRADUATE STUDENT (M.V.Sc. / Ph.D.)**

Name of the student ..... Admission No. ....

Major subject .....Minor subject .....

Major Adviser .....

Title of the research problem

.....

.....

**Importance of investigation and objectives**

**Work done in the department/parent institute**

**Work done in other institutes in India**

**Work done abroad**

**Technical programme of work (including location of place of work, facilities available etc.)**

**Collaboration with other departments (specify details)**

**Bibliography**

Major Advisor and Chairman 1. ....

Members of Advisory Committee 2.....

3.....

4.....

5.....

6.....

Head of the department

Approved

Dean, Post-graduate Studies



[Rule 8.2 (a) (iv)]

PG-4

**Lala Lajpt Rai University of Veterinary and Animal Sciences, Hisar**  
**CERTIFICATE OF PRELIMINARY COMPREHENSIVE EXAMINAION OF**  
**Ph.D. STUDENTS**

This is to certify that the Preliminary Written Examination of Dr.....  
Admission No. ....Department of .....has been conducted.  
The written examination in the minor discipline was conducted on dated ..... and  
in the major discipline on dated ..... and ..... The student has passed the  
written examination in the first/ second attempt. It is also certified that the conditions of the  
semester rule 8.2(a) have been strictly observed.

Head of the department

Forwarded to the Dean, Post-graduate Studies for taking necessary action.

Major Advisor

Prof. & Head

**Lala Lajpt Rai University of Veterinary and Animal Sciences, Hisar**

**PROFORMA FOR RECOMMENDING PANEL OF EXTERNAL EXAMINERS FOR  
PRELIMINARY COMPREHENSIVE EXAMINATION OF Ph.D. STUDENT(S)**

1. Name of the department.....
2. Year & semester.....
3. Names of the students appearing.....
4. Names and contact details of external examiners to be appointed:
  - (i)
  - (ii)
  - (iii)
  - (iv)
  - (v)
5. Certified that the panel is for all the students who are to appear for preliminary oral examination during this semester and no other student is to appear in this semester.

Major Advisor

Head of the department

Dean, Post-graduate Studies

(Rule 15 & 16)

PG - 5-B

**Lala Lajpt Rai University of Veterinary and Animal Sciences, Hisar**

**PROFORMA FOR RECOMMENDING PANEL OF EXTERNAL EXAMINERS FOR  
THESIS EVALUATION /FINAL ORAL EXAMINATION**

1. Name of student.....
2. Admission No.....
3. Programme.....
4. Nature of the examination.....(Thesis evaluation/ Final oral)
5. Names of the members of the Advisory Committee

6. Names and addresses of the external examiners:

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)

**Note:** i) For Ph.D. students at least seven examiners be suggested.  
ii) The examiners must be from different institutions.

Major Advisor

Head of the department

Dean  
Post-graduate Studies

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**CERTIFICATE OF PRELIMINARY ORAL EXAMINATION OF Ph.D.**

This is to certify that Dr. .... Admission No .....of the department of ..... has been examined by us. The preliminary oral examination was held on ..... The performance in the examination has been found Satisfactory/Unsatisfactory.

	Name	Signature
i)	External Examiner	
ii)	Major Advisor	
iii)	Co-Major Advisor (if any)	
iv)	Member from major subject	
v)	Member from minor subject	
vi)	Member from supporting subject	
vii)	Dean, PGS nominee	

No.....

Dated .....

Forwarded (in duplicate) to the Dean, Post-graduate Studies.

Head of the department

**[(Rule 8.2 (a) (xi)]**

**PG-7**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar  
 CERTIFICATE FROM HEAD OF THE DEPARTMENT TO ACCOMPANY  
 EXAMINING COMMITTEE'S REPORT ON THE PRELIMINARY  
 COMPREHENSIVE EXAMINATION OF Ph.D. STUDENT**

1. Name of the student (in block letters).....
2. Admission No.....
3. Programme and subject:
  - (a) Major subject.....
  - (b) Minor subject.....
  - (c) Field of specialization.....  
 Title of thesis (in block letters).....
- .....
4. Course credit hours completed and the OGPA.....
5. Preliminary written examination in minor subject was held on dated .....
6. Preliminary written examination in major subject was held on dated.....and .....
7. Preliminary oral examination held on dated.....was found Satisfactory/ Unsatisfactory.

Name Signature

- i) External Examiner
- ii) Major Advisor
- iii) Co-Major Advisor (if any)
- iv) Member from major subject
- v) Member from minor subject
- vi) Member from supporting subject
- vii) Dean, PGS nominee

8. Change(s) in the membership of the Advisory Committee, if any, with reason :

Original member	New member	Date on which change was approved by Dean, PGS	Reason for change

## 9. CERTIFICATE

It is hereby certified that :

- (a) The examination has been conducted strictly in accordance with the rules.
- (b) The student has fulfilled all the graduation requirements prescribed by the Academic Council and he/ she has completed the programme of work prescribed for him / her by the Advisory Committee and approved by the Dean, PGS.
- (c) (i) No change has been made in the Advisory Committee.  
(ii) The above changes have been made in the Advisory Committee and got approved from Dean, PGS.

Note : Strike out whichever is not applicable.

Head of the department

Dated:

(To be filled in by the secrecy cell)

Certified that the above particulars have been checked from the record maintained in this office and found correct. The above named student has completed all the course requirements and is eligible for being declared to have successfully completed the Preliminary Comprehensive Examination.

Dealing assistant.

Asstt. Registrar (PGS)

Dean, PGS

[14.6 (a)]

PG-8

Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar

THESIS SEMINAR CERTIFICATE

Department of .....
College of .....
Certified that Dr. .... Admission No.
..... has presented a seminar on the topic
.....
on dated.....and has been found Satisfactory/ Unsatisfactory.

Table with 2 columns: Name, Signature. Rows include Major Advisor, Co-Major Advisor, Member from major subject, Member from minor subject, Member from supporting subject, Dean, PGS nominee.

Endst. No. .... Dated .....

Forwarded (in duplicate) to the Dean, Post-graduate Studies for further necessary action. The list of persons who attended the seminar is also attached. Panel of examiners in PG-5-B proforma is also attached.

Professor & Head
Department of .....

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**

**PROFORMA FOR SUBMISSION OF THESIS/DISSERTATION**

- 1. Name of the student .....
- 2. Admission No. ....
- 3. Major subject .....
- 4. Title of the thesis .....
- .....
- .....

We, the members of the student's Advisory Committee, certify that we have read the thesis/ dissertation and that suggestions made for improvement, have been incorporated.

	Name	Signature
i) Major Advisor		
ii) Co-Major Advisor (if any)		
iii) Member from major subject		
iv) Member from minor subject		
v) Member from supporting subject		
vi) Dean, PGS nominee		

It is certified that the thesis has been submitted in the department on dated .....

Head of the department

Thesis fee amount of Rs.....paid vide receipt No..... dated .....

Admn-cum-Accounts Officer  
College of .....

Date of receipt of thesis in the office of Dean, PGS .....

Dean, PGS



**(Rule 15.2 and 16.2)**

**PG-10**

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**  
**CERTIFICATE OF THESIS/ DISSERTATION AND ORAL EXAMINATION**

This is to certify that the thesis/ dissertation entitled \_\_\_\_\_ submitted by \_\_\_\_\_ Dr. \_\_\_\_\_ Admission No. \_\_\_\_\_ to Lala Lajpat Rai University of Veterinary and Animal Sciences in partial fulfillment of the requirement of \_\_\_\_\_ (Ph.D./ M.V.Sc.) in the discipline of \_\_\_\_\_ has been examined by us. The candidate was examined orally by us on dated \_\_\_\_\_.

2. (a) The thesis/ dissertation has been found Satisfactory/Unsatisfactory. We recommend/ do not recommend the acceptance of the thesis/ dissertation.

(b) The performance in the oral examination is Satisfactory/ Unsatisfactory.

	Name	Signature
i)	External Examiner	
ii)	Major Advisor	
iii)	Co-Major Advisor (if any)	
iv)	Member from major subject	
v)	Member from minor subject	
vi)	Member from supporting subject	
vii)	Dean, PGS nominee	

Forwarded (in duplicate) to the Dean, Post-graduate Studies.

Certified that all the additions/alterations suggested by the external examiner have been incorporated in the thesis/ dissertation.

Dated .....

Head of the department

**PART C**  
**CHAPTER IV TO XX**  
**FOR BOTH UNDER-GRADUATE AND**  
**POST-GRADUATE STUDENTS**

## CHAPTER IV

### LIBRARY RULES

#### 1. NAME OF THE LIBRARY AND PLACE

University Library, LUVAS, Hisar

#### 2. LIBRARY HOURS

Library shall remain open on all the days except the national and gazetted holidays, listed under rule 15 and shall observe the time schedule as given hereunder:

##### **WINTER (August to April)**

Working days & RH	8.30 a.m. to 9.00 p.m.
Sundays & other holidays	9.00 a.m. to 4.00 p.m.

##### **SUMMER (May to July)**

Working days & RH	7.00 a.m. to 8.00 p.m.
Sundays and other holidays	7.00 a.m. to 1.30 p.m.

##### **NIGHT READING HALL**

##### **WINTER (August to April)**

Working days & RH	9.00 p.m. to 12.00 midnight
Sundays & other holidays	4.00 p.m. to 12.00 midnight

##### **SUMMER (May to July)**

Working days & RH	8.00 p.m. to 12.00 midnight
Sundays and other holidays	4.00 p.m. to 12.00 midnight

This time schedule is subject to change by the University Librarian/Library Advisory Committee. The circulation counter will remain closed on Sundays and other holidays except RH and for overnight lending. The lending work will be suspended three hours before the closing time of the library. Overnight lending will commence one hour before the closing of the library except for the girl students residing in hostels. Overnight lending for the girl students will commence at 6.00 p.m.

#### 3. LIBRARY FEE

Library fee as prescribed in the prospectus shall be charged from all the students at the time of admission/registration.

#### 4. LIBRARY MEMBERSHIP

##### **A. University staff**

The following are entitled to enroll themselves as members of the library:

- (i) Students of various colleges at the main campus.
- (ii) Teachers/scientists/extension specialists posted at main campus as well as outstations.
- (iii) Other staff of the university posted at main campus as well as outstations.
- (iv) The students of colleges located out of Hisar shall be enrolled as members by the libraries of the respective colleges.

Those who intend to use the university library facilities are required to enroll themselves as members of library by filling the prescribed form. The form must

carry the recommendation of the respective Head of the Department (HoD)/Dean/ Director/ Officer of the university.

**B. Special membership**

The following may be enrolled as special members of the university library by the University Librarian subject to the conditions laid down for each category hereunder:

(i) **Scientists and Class I Gazetted Officers of Govt. of Haryana/Govt. of India, if based at Hisar**

They may be enrolled as special members of university library on their formal request on a prescribed form. They will be required to deposit a sum of Rs. 500/- as non-refundable library service charge and will be issued a bar-coded library card for borrowing books as per their entitlement as given under rule 6. They shall borrow the books personally and sign in token of the receipt. The library service charge shall be valid for a period of three years from the date of issue of bar-coded library card.

(ii) **Staff correspondents, if based at Hisar**

The staff correspondents of the national level newspapers, may be enrolled as special members of university library on their formal request on a prescribed form. They will be required to deposit a sum of Rs. 500/- as non-refundable library service charge and will be issued a bar-coded library card for borrowing books as per their entitlement as given under rule 6. They shall borrow the books personally and sign in token of the receipt. The library service charge shall be valid for a period of three years from the date of issue of bar-coded library card.

(iii) **Retired teachers/scientists and other employees of Class II rank and above of LUVAS, if residing at Hisar**

They may be enrolled as special members of university library on their formal request on a prescribed form. They will be required to deposit a sum of Rs. 200/- as non-refundable library service charge. They will be issued a bar-coded library card for borrowing books as per their entitlement as given under rule 6. They shall borrow the books personally and sign in token of the receipt. The library service charge shall be valid for a period of five years from the date of issue of bar-coded library card.

(iv) **Ph.D. students of other universities, if based at Hisar**

They may be permitted by the University Librarian to use university library within its premises. No book shall be issued to them on loan basis.

(v) **Teachers of the colleges located at Hisar**

They may be permitted by the University Librarian to use university library within its premises. No book shall be issued to them on loan basis.

(vi) **Progressive farmers**

They will be permitted to use university library within its premises. The recommendation for permitting them to use the library facilities should come from the Director Extension Education, LUVAS, Hisar.

**(vii) Members of Board of Management of LUVAS**

They may be enrolled as special members of university library. They shall be issued a bar-coded library card for borrowing books as per their entitlement as given under rule 6. They shall borrow the books personally and sign in token of the receipt. If any member wants to borrow more books than his/her entitlement at a time, he/she may do so with the permission of the University Librarian who may obtain ex-post-facto permission of the Vice-Chancellor.

**Note :** *Journal will not be issued to any of the special members.*

**C. Permission to outsiders to use library facilities**

The sons and daughters of university staff may be granted permission to use university library premises subject to the following conditions:

- (i) The University Librarian/his/her representative, not below the rank of Assistant Librarian, shall grant permission to an outsider, on a proforma to be designed by the University Librarian.
- (ii) A sum of Rs. 200/- per quarter shall be charged from the sons, daughters and spouses of the university staff, and +1 & +2 students of campus school as library use fee.
- (iii) Requests of sons, daughters and spouses of university staff, and +1 & +2 students of campus school shall come through the respective HoDs/Controlling Officers.
- (iv) A sum of Rs. 200/- per month shall be charged from outsiders other than those mentioned under (iii).
- (v) Permission seekers other than those mentioned under (iii) shall give a surety of an active library member excluding special members. The surer must have at least one year to superannuate.
- (vi) Grant of permission to those who come from other universities/institutions (located outside Hisar) for consultation of literature is an internationally accepted principle. Hence, they fall outside the purview of this rule.
- (vii) Permission shall be granted for a period of three months only, renewable subject to (ii) to (v) above.
- (viii) Permission holder shall have access to the reading halls only. They will not be entitled to any other facility such as borrowing of books.
- (ix) The surer shall be responsible for the loss to the library, if any, caused by the permission holder.
- (x) University Librarian may withdraw permission without assigning any reason, and the library use fee shall stand forfeited.
- (xi) Permission to outsiders shall not be taken as a right. It should be restricted to minimum.
- (xii) University Librarian reserves the right to grant permission.

**5. ADMISSION TO LIBRARY**

Only registered member shall be permitted admission to the library. He/She must produce his/her identity card at the security counter of the library failing which admission shall be refused. However, non-members shall be allowed admission only with special permission of the University Librarian. Any member, who is desirous of using the library, shall enter his/her name in the register maintained at the library gate. Such entry shall be taken as an acknowledgement that the visitor agrees to conform to the library rules.

University Librarian reserves the right to refuse entry to any unauthorized or undesirable element, and send the visitors out of the library, if they do not show their identity cards on demand.

## 6. LOAN PRIVILEGES

### (i) Entitlement to borrow books

The bonafide members shall be permitted to borrow books, etc. from the university library by producing ID-cum-library card. Each member shall be issued a bar-coded ID-cum-library card. The entitlement of loan is given below:

#### (a) Entitlement against a bar-coded ID-cum-library card

Sr.No.	Category of library users	Entitlement for no. of books
1.	Teachers and Officers of the university	8
2.	Non-teaching staff	4
3.	Ph.D. and Post-graduate students	4
4.	Under-graduate students	4
5.	Special members	2
(b)	Period of loan	

Sr.No.	Category of books	Period of loan
1.	General books	14 days
2.	Text-books (Only teachers & Officers of the university and students will be entitled to borrow text-books)	Three days
3.	Reference books (Only teachers & Officers of the university will be entitled to borrow these books)	Overnight
4.	Journals and serials (Only teachers & Officers of the university and Post-Graduate students including Ph.D. students will be entitled to borrow these materials)	Overnight
5.	Theses, rare books and non-book material	Not to be issued
6.	(i) CD-ROMs with books (Only teachers and Officers. May be issued to others with special permission of University Librarian)	Three days.
	(ii) CD-ROMs of databases, softwares, etc.	Not to be issued

**Note:** 1. Period of loan for teachers/scientists posted at outstations shall be one month instead of 14 days.

2. Teachers, who are involved in teaching, are allowed to borrow books from general and text books sequence other than those placed in book bank and text reference sections for three months subject to recommendation of the HoD and availability of more than one copy in the university library.

**(ii) Re-issue and recall of books**

Books shall not be re-issued to the same borrower, if they have been reserved by some other library user. Books can be recalled at any time without assigning any reason. Failure to return the books will entail usual overdue charges from the date of recall.

**(iii) Reservation of books**

A book on loan can be reserved for a member on his/her formal request. Intimation shall be sent to the member who had requested for reservation immediately after the return of the book. The requester shall collect the book within four days from the date of issue of intimation failing which same shall go back in normal circulation.

**(iv) Use of ID-cum-library card**

The ID-cum-library card issued to the registered members is strictly non-transferable. The card shall be issued in laminated form. The date of validity shall be indicated on the card. The holder of the card shall be required to get it renewed by 15th June every year. The renewal shall be done in the computer by extending the date for the purpose of borrowing books.

**(v) Loss of ID-cum-library card**

Members shall be responsible for the loss and misuse of ID-cum-library card. A member who loses his/her ID-cum-library card shall make a written report to the University Librarian. Duplicate ID-card will be issued at the cost of Rs. 50/- on the recommendation of the Controlling Officer after one month from the date of report of loss to the issuing authority. Nevertheless, the card holder shall be responsible for the misuse of the lost card.

**(vi) Conditions of loan**

Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s). All books on loan shall be returned on or before the due date marked on the due-date-slip in the book, failing which overdue charges shall be realized from the borrower. Repeated violation of this rule by the members, may lead to suspension or cancellation of the membership of the defaulting member.

**7. OVERDUES AND FINES**

Over dues, as laid-down hereunder, shall be charged from the members, if they fail to return the book(s) on or before the due date as indicated on the due-date-slip in the book:

- a) General Books  
Rs. 1/- per book per day shall be charged.
- b) Text books  
Rs. 1/- per book per day shall be charged.
- c) Overnight issues

Overnight issues shall be returned on due date within one hour of the opening of the library failing which the overdue charge of Rs. 1.00 per hour per book shall be realized.

## **8. LOSS OF BOOKS AND JOURNALS**

### **(i) General, Text and Reference Books**

A book lost by the member shall be replaced either with latest edition or the current price shall be charged. Indian edition shall be replaced by the Indian edition, and the foreign by the foreign edition. If the user wants to replace the foreign edition with the Indian edition, the same may be accepted but the difference in the register cost of original edition at the current rate of exchange and the current price of the Indian edition shall be charged.

### **(ii) Rare and out-of-print books**

If a rare or out-of-print book is lost by the member, double the current price shall be realized.

### **(iii) Multivolume publications**

If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged or the set shall be replaced with the latest edition. If the lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume(s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as replacement or the cost thereof may be charged.

### **(iv) Current or single issue(s) of Journals**

Lost issues of the journals shall be replaced by the member within three months from the date of loss; else the member shall have to bear the current cost of the complete volume or set, as the case may be.

### **(v) Bound volumes of Journals**

If a bound volume is lost by any member, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

### **(vi) Processing charges**

In the event of loss of paperbacks and journals/periodicals, etc. as listed in paras (i) to (v) above, processing charges to the tune of Rs. 100/- (Rs. 20/- as processing charges and Rs. 80/- toward binding cost) shall be realized. These charges may be reviewed by Library Advisory Committee from time to time, keeping in view the actual binding cost. For the loss of unbound volumes, only processing charges to the tune of Rs. 20/- shall be charged.

## **9. DAMAGE TO BOOKS**

The University Librarian shall be competent to impose any of the following penalties if any member is found guilty of damaging/mutilating/defacing/disfiguring etc. a book and other reading material:

- (i) To realize the current cost of the book(s) and processing charges and/or fine, if the book is defaced/ disfigured.
- (ii) To realize at least double the current price of the book and/or fine if mutilated or damaged in any other form. The severity of the damage and the intention thereto shall be



determined by the University Librarian after thorough investigation to determine the quantum of fine.

## 10. BOOK BANK

- (i) The Book Bank is a collection of text books. The students - Ph.D., post-graduate, under-graduate and Diploma - are entitled to borrow books from the book bank against nominal rental charges as given below:

Sr. No.	Cost of Book	Charges	
		Semester	Year
1.	Upto Rs. 100/-	10%	20%
2.	More than Rs. 100/-	Rs. 10+5% of the cost exceeding Rs.100/-.	Rs.20+5% of the cost exceeding Rs.100/-

(ii) **Books purchased under Social Welfare Scheme**

The students belonging to the scheduled castes and scheduled tribes are entitled to borrow books purchased under "Social Welfare Scheme" of the Govt. of India/ Govt. of Haryana free of charge for a semester/year depending upon the system prevalent in the college. Such students, who shall be entitled to borrow books from "Social Welfare Scheme" collection, shall have to produce a proof of their entitlement for borrowing books from this collection.

(iii) **Entitlement to borrow books from book bank**

Each of the students shall be permitted to borrow four books from book bank against ID-cum-library card.

(iv) **Period of loan**

Books from the book bank shall be issued for a semester or a year depending upon the system prevalent in various colleges of the university.

## 11. ACCESS TO BOOKS/OTHER READING MATERIAL INCLUDING DIGITAL INFORMATION

- (i) The university library follows an "Open Access System" with some exceptions. The members shall have the privilege of free access to the stack areas. However, they will not have free access to those categories of books whose use has been restricted due to their special nature. Such collections comprise of theses, rare books, out-of-print books, art books and other categories decided by the University Librarian from time to time. Books from these collections shall be allowed to be consulted only through special requisition.

- (ii) CD-ROM databases are accessible subject to the following charges and other conditions:

(a) **Members of the library**

There will be no charge for the use of CD-ROM databases. The library shall realize a sum of Rs. 2/- per printed page (full or part thereof).

(b) **Non-members and others from other institutes**

The library shall charge a sum of Rs. 20/- for the use of CD-ROM databases for half an hour with an additional charge of Rs.2/- per printed page ( full or part thereof ).

- (c) Floppies shall not be allowed for downloading of data from the CD-ROMs to avoid risk of viruses.

## **12. LIBRARY ASSISTANCE AND INTER-LIBRARY LOAN**

Members shall be free to seek the assistance of library staff in the selection of books and reading material, consultation of library, literature search, etc. The books and other reading material, not available in the library, shall be procured on loan from other libraries on specific request of the members. The student members shall submit their requisitions through their Major Advisors. The photocopies of articles/research papers/chapters of books, etc., shall be procured for the members from other libraries against payment at the rates fixed by the library that will supply the photocopies. The expenditure on procurement of such photocopies shall be borne by the requestor.

## **13. DEPARTMENTAL LIBRARIES**

Each department of the university can maintain its own library. The books in the departmental libraries shall be the property of the university library. The number of books in the departmental library shall not exceed 300 at a time. The faculty of each department shall be entitled to borrow book(s) from the library of their respective department for a period not exceeding six months. Other rules shall be same as are applicable to the university library.

## **14. DISCIPLINE WITHIN THE LIBRARY PREMISES AND OTHER GUIDELINES**

- (i) All the members are required to maintain proper discipline within the library premises and observe library rules strictly.
- (ii) Silence shall be observed in the library. Mobile phones shall be kept off in the library premises.
- (iii) Visitors found talking loudly, shouting or quarrelling with other visitors or staff members or indulging in eve-teasing or any other act of indiscipline shall be liable to punishment as per university rules.
- (iv) Smoking/spitting in the library is strictly prohibited.
- (v) No combustible material such as match-stick, etc. shall be allowed to be taken inside the library.
- (vi) Damage to the library property may lead to withdrawal of library privileges, and in serious cases, to heavy fine and other disciplinary action.
- (vii) Only light writing material shall be allowed inside the library. Personal books, files, rain-coats, umbrellas, etc. shall be deposited at the property counter of the library.
- (viii) Any member who is found guilty of taking a book out of the library without authorization shall be liable to withdrawal of library privileges and/or fine. The quantum of punishment shall be determined by the University Librarian keeping in view the intention involved and the availability of proof.
- (ix) The University Librarian shall be competent to impose any or more of the following penalties, if any student is found guilty of any act of indiscipline within the library premises:
  - (a) Warning

- (b) Fine
- (c) Temporary or permanent withdrawal of library facilities or cancellation of membership.
- (d) Banning entry into the library on temporary or permanent basis.

**15. LIST OF HOLIDAYS**

Library shall observe the following national/state holidays:

1. Republic Day
2. Holi
3. Independence Day
4. Mahatma Gandhi's Birthday
5. Haryana Day
6. Dussehra
7. Diwali
8. Guru Nanak Dev Birthday
9. Christmas Day

**16. NO DUES CERTIFICATE**

All students and staff members of the university shall obtain "No Dues Certificate" from the library before leaving the university irrespective of reasons of leaving the university including deputation, lien, fellowship, long term training and leave of the kind due for private affairs within India and abroad. Recovery of all the books shall be ensured before issuing final "No Dues Certificate" by the HoD/Section in-charge. In the case of students, no degree/security will be issued/released without ensuring the return/recovery of books.

**17. *These rules of the library are subject to change from time to time by the University Librarian with the approval of the Library Advisory Committee/Academic Council.***

## CHAPTER V

### COLLEGE DEVELOPMENT FUND/LABORATORY DEVELOPMENT FUND

#### COLLEGE DEVELOPMENT FUND RULES

##### 1. Title and commencement

These rules shall be called the College Development Fund Rules of the college (hereinafter referred to as CDF for the purposes of these rules) and shall come into force from the date these are notified after approval by the Academic Council.

##### 2. Definition

In these rules, unless the context otherwise requires, various terms are defined as under:

- (i) 'Fund' means the College Development Fund (CDF).
- (ii) 'Rules' means the College Development Fund Rules.
- (iii) 'Student' means a student admitted to a programme in a constituent college of the university at UG & PG level.
- (iv) 'Drawing & Disbursing Officer' means the person so designated and duly empowered to draw and disburse money from the fund and to issue receipts for the subscription/donations to the fund.

##### 3. Source of fund

The fund termed as CDF as realized from the students at the time of admission/registration in the UG/PG programmes of the college concerned will be the source of this fund.

##### 4. Procedure of realization and deposit

All fee on account of CDF shall be realized against acknowledgements from the students by the Dean's office and shall be deposited direct in the approved bank in the CDF account in the name of Dean of the college concerned.

##### 5. Operation of fund

This fund shall be operated by the Dean of the college concerned.

##### 6. Utilization of fund

- (i) The Dean of the college concerned shall administer and exercise full powers regarding the utilization of the CDF. The Drawing & Disbursing Officer (DDO) of the Dean's office shall be the DDO of this fund. The Dean's office shall maintain the complete account of the receipt and expenditure of this fund in the cash book and other account books as prescribed under the LUVAS Account Code Volume-I.
- (ii) The fund shall be utilized for the following purpose:
  - (a) Repair/renovation/maintenance of college buildings of immediate necessity;
  - (b) Repair of equipments of immediate necessity;
  - (c) Purchase/repair of furniture, display boards, air conditioners, refrigerators, deep freezers, water coolers, stabilizers, computers and their accessories, inverters and other non-recurring store items etc;
  - (d) Purchase of laboratory equipments, glass wares, plastic wares and chemicals;

- (e) Printing of college brochures, souvenirs and other material in connection with college functions/convocation/seminars/symposia/conferences/ trainings, etc.;
- (f) Refreshment during college functions;
- (g) If, in the interest of maintaining college/student activity, it becomes necessary to incur some expenditure not indicated in various items above, the concerned Dean may authorize this expenditure after obtaining approval of the Vice-Chancellor.
- (iii) When a payment is to be made out of this fund, the normal procedure of preparation and pre-audit of bills prescribed for university account shall be applied, but the bills shall not be sent to the Comptroller for the issue of cheques. Such cheques shall be signed by the Dean/DDO of the college concerned and entered in the account books.
- (iv) Advances, if any, drawn from this fund shall be entered in a register of clearance of advances of the Dean's office to watch the adjustment.
- (v) The vouchers pertaining to this fund shall be serially numbered and filed in a separate guard file. At the end of the month, the ledger/cash book shall be closed to work out the available balance which shall be reconciled with the bank statement through a reconciliation statement.

#### **7. Investments**

In case the deposits of this fund are excessive than the requirement, a portion of it may be kept in the term deposits in an approved bank by reviewing it from time to time.

#### **8. Audit**

This fund shall be subject to pre-audit by the Statutory Auditors of the university, i.e. Director, Local Audit, Haryana.

#### **9. General**

General rules as indicated in the LUVAS Account Code Volume-1 and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of CDF is concerned. Similarly, rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of CDF, auctioned or disposed off in any manner shall be credited to this fund.

#### **10. Power to amend these rules**

The power of interpreting, changing and relaxing these rules shall vest with the Vice-Chancellor.

### **LABORATORY DEVELOPMENT FUND RULES**

#### **1. Title and commencement**

These rules shall be called the Laboratory Development Fund Rules of the college (herein after referred to as LDF for the purposes of these rules) and shall come into force from the date these are notified after approval by the Academic Council.

#### **2. Definition**

In these rules, unless the context otherwise requires, various terms are defined as under:

- (i) 'Fund' means the Laboratory Development Fund (LDF).
- (ii) Rules' means the Laboratory Development Fund Rules.
- (iii) 'Student' means a student admitted to a programme in a constituent college of the university at UG & PG level.
- (iv) 'Drawing & Disbursing Officer' means the person so designated and duly empowered to draw and disburse money from the fund and to issue receipts for the subscription/ donations to the fund .

### **3. Source of fund**

The fund termed as LDF as realized from the students at the time of admission/ registration in the UG/PG level programmes of the college concerned will be the source of this fund.

### **4. Procedure of realization and deposit**

All fee on account of LDF shall be realized against acknowledgements from the students by the Dean's office and shall be deposited direct in the approved bank in the LDF account in the name of Dean of the college concerned.

### **5. Operation of fund**

This fund shall be operated by the Dean of the college concerned.

### **6. Utilization of fund**

- (i) The Dean of the college concerned shall administer and exercise full powers regarding the utilization of the LDF. The Drawing & Disbursing Officer (DDO) of the Dean's office shall be the DDO of this fund. The Dean's office shall maintain the complete account of the receipt and expenditure of this fund in the cash book and other account books as prescribed under the LUVAS Account Code Volume-I.
- (ii) The fund shall be utilized for the following purpose:
  - (a) Repair/renovation/maintenance of laboratories;
  - (b) Purchase of laboratory equipments including glass wares, plastic wares and chemicals;
  - (c) Emergent repair of equipments;
  - (d) If, in the interest of maintaining student/laboratory activity, it becomes necessary to incur some expenditure not indicated in the various items above, the concerned Dean may authorize this expenditure after obtaining approval of the Vice-Chancellor.
- (iii) When a payment is to be made out of this fund, the normal procedure of preparation and pre-audit of bills prescribed for university account shall be applied, but the bills shall not be sent to the Comptroller for the issue of cheques. Such cheques shall be signed by the Dean/DDO of the college concerned and entered in the account books.
- (iv) Advances, if any, drawn from this fund shall be entered in a register of clearance of advances of the Dean's office to watch the adjustment.
- (v) The vouchers pertaining to this fund shall be serially numbered and filed in a separate guard file.
- (vi) At the end of the month, the ledger/cash book shall be closed to work out the available balance which shall be reconciled.

**7. Investments**

In case the deposits of this fund are excessive than the requirement, a portion of it may be kept in the term deposits in an approved bank by reviewing it from time to time.

**8. Audit**

This fund shall be subject to pre-audit by the Statutory Auditors of the university, i.e. Director, Local Audit, Haryana.

**9. General**

General rules as indicated in the LUVAS Account Code Volume-1 and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of LDF is concerned. Similarly, rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of LDF, auctioned or disposed off in any manner shall be credited to this fund.

**10. Power to amend these rules**

The power of interpreting, changing and relaxing these rules shall vest with the Vice-Chancellor.

## **CHAPTER VI**

### **RULES RELATING TO THE AWARD OF SCHOLARSHIPS, STIPENDS AND MERIT STIPENDS**

#### **1. GENERAL**

- 1.1 The following categories of scholarships/merit stipends/stipends are available to students at the LUVAS admitted only against the Haryana resident seats:
  - (i) Merit scholarships for under-graduate programmes
  - (ii) Stipend for interns of college of veterinary sciences
  - (iii) Merit stipend for Master's and Ph.D. programmes
  - (iv) In-service and other stipends for all post-graduate programmes
- 1.2 The total number and value of the merit scholarships/stipends, merit stipends for different classes in different programmes will be as sanctioned by the Board of Management from time to time and published in the prospectus.
- 1.3 The university may accept scholarships, fellowships and other forms of monetary assistance to students that may be offered by the Central/State Government or other agencies. These will be in addition to those awarded by the university from its own resources. The conditions laid down in rules 2.1 to 2.5 will be applicable to these awards also. The rules of awarding agencies will be followed. In case of private concerns the rules as framed under "Guidelines for acceptance of fellowships to students from private concerns" shall be followed.

#### **2. GENERAL CONDITIONS GOVERNING THE AWARDS**

- 2.1 These awards are subject to the condition that the recipient will pursue his/her studies and/or research with diligence and industry and that he/she will abide by the disciplinary and other rules of the university/college/hostel. If he/she is found to be irregular in attendance or negligent in his/her studies/ research, or found to be guilty of indiscipline or misconduct, the scholarship/merit stipend/stipend may be withdrawn by the Dean for a specified period.

"US" grade obtained in the deficiency courses shall not debar the students from award of scholarships etc. if they are otherwise eligible.
- 2.2 No scholarship/merit stipend/stipend be paid to the students for the period of :
  - (i) Their willful absence from the classes or going on strike and for absenting from classes/ examinations.
  - (ii) Closing of the university/college as a consequence of indiscipline.
  - (iii) If attendance in any month is below 75%, no payment is to be made for the related month.
- 2.3 When a student is placed on conduct probation, he/she shall be ineligible for the award from the date on which he/she was placed on conduct probation. The monetary loss entailed in such forfeiture shall be permanent and no arrears will be payable subsequently on his/her being restored to good standing, provided that, if he/she is otherwise eligible to such monetary benefit, such benefit shall be restored to him/her from the date on which he/ she ceases to be on conduct probation and is restored to good standing.
- 2.4 The award of a scholarship/fellowship/stipend does not exempt the recipient from the payment of tuition and other fees to the university/college/ hostel.



- 2.5 The recipient of a fellowship from the university will not be eligible for any other fellowship, stipend or other form of monetary assistance/duty pay from the university or any other source. But an under-graduate student receiving a scholarship shall not be debarred from a loan, scholarship or, other form of financial assistance from any other source, provided that, if he/she gets such assistance while holding a university scholarship, he/she shall communicate this information to Dean of the college concerned. Failure to do so shall be deemed a breach of discipline. Similarly under-graduate/ post-graduate students holding merit scholarship be allowed to avail National Sports Talent Scholarship etc. if granted on sports merit.

### **3. SCHOLARSHIP TO UG STUDENTS**

- 3.1 The merit list for payment of scholarship to under-graduate students for 1st semester/year be prepared on the basis of merit in the entrance test conducted by this university. Provided further that if the merit of the two or more students remains the same, the scholarship will be distributed equally to all such students. Subsequently the scholarships shall be re-awarded on the basis of a merit list, which shall be prepared on the basis of performance of students during the previous semester/year. No scholarship will be awarded/re-awarded to a student who happens to obtain an OGPA of less than 7.00/10.00 basis.
- 3.2 The candidates who are re-admitted after being dropped on the basis of scholastic deficiency shall be considered for the award of merit stipend/merit scholarship/stipend, at the end of 1st semester or 1st year after their re-admission. Candidate who has already drawn/left these payments for the related period of study, shall not be allowed this benefit during those semester(s)/academic year even if comes on merit. Others who have not availed this benefit, prior to their dropping shall, however, be considered for these benefits at the end of semester/1st year, after re-admission on merit as per rules. In all it needs to be ensured that total duration of such benefits including availed before dropping should not exceed the normal duration of programme as indicated in the relevant rule.

#### **3.3 Selection for scholarships**

At the time of admission and also at the beginning of each succeeding 'semester' for those studying under semester system and 'year' for those studying under annual system, the Dean will draw up a merit list for the scholarships in accordance with the provisions of the relevant rules and paste this list on the college notice board. He/She will then after considering objections, if any, award the scholarships to as many students, in order of merit as there are scholarships, provided that such awards shall be made in writing. If a student does not inform the Dean in writing of his/her acceptance, within two weeks of such information, he/she shall lose his/ her claim to the scholarship. Under such circumstances, or when a student declines a scholarship, it will be awarded to the student standing next in order of merit provided that he/she fulfils the conditions prescribed. After award of scholarship when the fraction is half or more than half, it is

to be taken as one for the purpose of award of scholarship.

If, after exhausting all eligible students in a given class and in a given programme, some scholarships remain un-awarded they will continue as such till the end of the 1st semester/year. With the start of next semester/year scholarships will be awarded on merit to be determined as per rules.

**3.4 Tenure of scholarships, scholastic and credit requirements and re-award of scholarships.**

All scholarships are tenable for one semester/academic year, as the case may be, provided that the holder obtains OGPA as prescribed under the rules. If in any semester/year, as the case may be, he/she falls below the prescribed standard, the scholarship will be withdrawn. The scholarships thus, withdrawn, shall be re-awarded, on merit, based upon the OGPA to non- recipients of scholarships, having a minimum OGPA of 7.00/10.00 basis. The tenure of the re-awarded scholarships and un-allotted scholarships awarded will be the unexpired portion of the academic year.

Provided that if a scholarship holder leaves the college on medical grounds, he/she shall not be paid the scholarship for the semester/year, as the case may be, that he/she dropped. The student next below him/her shall be paid the scholarship for the period the student above him/her dropped.

3.5 The payment of the scholarship shall be made to students for one semester/year except that in the final semester/year, the payment will be up to the end of the final examinations only.

**3.6 Dr. D.P. Banerjee merit-cum-means based scholarship**

- (i) The scholarship will be named as Dr. D.P. Banerjee merit-cum-means based scholarship.
- (ii) Maximum one student from 2nd and 3rd & final year of B.V.Sc. & AH will be awarded this scholarship.
- (iii) The student should have obtained a minimum OGPA of 5.50 in the previous/last year of his/her study.
- (iv) Failure / supplementary / conduct probation cases will not be considered.
- (v) Only those students who belong to poor family and whose parents/ guardians annual income from all sources does not exceed Rs.1.5 lac will be considered (proof in the form of affidavit be furnished by the student).
- (vi) The amount of scholarship and the constitution of selection committee shall be as per rules prescribed for this scholarship from time to time.
- (vii) The student should not be getting any other form of aid/stipend/scholarship etc.
- (viii) The selection of students for these scholarships will be done by a committee consisting of the following:

Secretary, BOS	Chairman
Controller of Examinations	Member
Class in-charge (one) concerned	Member

The recommendation of this committee shall be approved by the Dean, COVS whose decision will be final. The scholarships will be awarded annually.

#### **4. STIPEND FOR INTERNS OF B.V.Sc. & A.H. DEGREE PROGRAMME**

Stipend of value as prescribed from time to time per student per month will be paid for a period of six months /one year, as the case may be, of internship.

#### **5. AWARD OF SCHOLARSHIPS, STIPENDS AND MERIT STIPENDS TO PG STUDENTS**

For general conditions see rule 1.1 to 1.3 and 2.1 to 2.5 of this chapter

##### **5.1 Preparation of list for the award of stipend/merit stipend**

The Dean, PGS shall draw up a list for the award of stipend/merit stipend of all eligible students in each department and award stipend/ merit stipend accordingly.

If a merit stipend holder leaves college on medical grounds, he/she shall not be paid merit stipend for the semester he/she dropped, but if he/she applies for re-joining his/her studies after the dropped period, the merit stipend will be awarded as per rules.

##### **5.2 Scholarship/stipends**

- (i) The students who are re-admitted after being dropped on the basis of scholastic deficiency shall be considered for the award of merit stipend/merit scholarship/stipend, at the end of 1st semester of 1st year after their re-admission. The student, who has already drawn/left these payments for the related period of study, shall not be allowed this benefit during those semester(s) even if comes on merit. Others who have not availed of this benefit, prior to their dropping shall, however, be considered for these benefits at the end of 1st semester, after re-admission on merit as per rules. In all it needs to be ensured that total duration of such benefits including availed before dropping should not exceed the normal duration of programme as indicated in the relevant rule.
- (ii) The payment of the scholarship shall be made to students for one semester/year except that in the final semester/year, the payment will be up to the end of the final examinations only.

##### **5.3 Merit stipend/stipend**

###### **(i) For Master's degree programme**

There are the following categories of stipends for Master's degree programmes:

- (a) A student enrolled for Master's programme possessing an OGPA of 7.00/10.00 at the time of admission for 1st semester and thereafter maintains/acquires OGPA of 7.50/10.00 shall be awarded merit stipend of the value of Rs. 6000/- per month provided he/she is not in receipt of any duty pay/monetary aid from any source except sports awards.
- (b) Stipends of the value of Rs. 3000/- per head per month for non-in-service students who are not in receipt of merit stipend or any other monetary aid/duty pay from the university/ or other Govt. or non-Govt. agency.

###### **(ii) For Ph. D. programme**

- (a) Merit stipend of the amount of Rs. 10000/- per month for such non-in-service students who possess at the time of admission or acquire and maintain thereafter a minimum OGPA of 7.50 under 10.00 point scale.
- (b) Stipends of the value Rs. 5000/- per head per month to non-in-service students who are not in receipt of any fellowship or merit stipend or monetary aid/duty pay from this university or other Govt. or non-Govt. agencies.

**Note:** (i) If in particular scheme, fellowship of an amount higher than the amount prescribed by the LUVAS for merit stipend is provided, the same may be allowed. However, merit stipend holder shall not be allowed to leave one scheme and join another of a higher fellowship without completing his/her assignment in the first scheme, unless he/she is allowed by the HoD on the recommendation of scheme in-charge under intimation to the Dean, PGS.

(ii) In case of research fellowship from outside agency/DR/Dean, PGS and Dean concerned shall take a decision in the matter.

#### 5.4 **Duration of the merit stipend/stipend**

The merit stipend/stipend will be for two and three academic years from the date of admission to Master's and Ph.D. programme respectively subject to the conditions prescribed in rule 2.1 to 2.5 and also rule 6.2 (i) and 6.2 (ii). If in any semester, a merit stipend/stipend holder fails to maintain the prescribed scholastic standard, the merit stipend/stipend shall terminate and shall be re-awarded on attaining the required standard but in no case, the payment of merit stipend/stipend will be made beyond two years since registration for Master's programme and three years for Ph. D. programme. To be specific, a student admitted in Master's programme in 1st semester 2017-18, shall be eligible for merit stipend up to 2nd semester 2018-19. In the similar way period for Ph. D. shall be calculated.

**Note:** Advisors/HoDs shall ensure that the PG students who have submitted their theses, but are still engaged in purposeful assignments for the completion of their degrees should only be considered for the award of stipend etc. and that attendance of those students who were otherwise not available in the departments should not be submitted to the Dean, PGS for the payment of their dues.

#### 5.5 **Fellowship to students from private concerns**

- (i) A teacher may negotiate and propose a project if offer is received from a private concern for grant in the form of fellowship, only after he/she has consulted his/her HoD.
- (ii) While allotting the post-graduate students the departmental committee/ HoD may try to accommodate the teacher who arranges a fellowship in his/her area of specialization to guide a student, preferably as Major Advisor (Provided the teacher meets the requirements to be a Major Advisor).
- (iii) Applications of students seeking fellowship from private agencies may also be forwarded by the Deans concerned under a covering letter requesting the agencies concerned that in case the fellowship is sanctioned to the students, the following information may invariably be supplied to the Deans concerned under registered cover:
  - (a) The amount of fellowship sanctioned, per month.
  - (b) The period for which the fellowship has been sanctioned.
  - (c) The contingent grant sanctioned, if any.

**Note:** (i) As and when there is a change in the rate of fellowship sanctioned, that must be communicated under registered cover.

(ii) In case fellowship is terminated at an early date or extended, the information to that effect should also be sent under registered cover.

- (iii) *The application forms filled in by the students along with forwarding letter may be sent to the agency concerned through post only.*
- (iv) *A committee consisting of the Dean, PGS, HoD and the teacher concerned will examine the proposal and acceptability of such fellowship which are offered in the pool. These fellowships will be awarded to M.V.Sc. and Ph. D. students on merit. The merit list will be prepared by HoD concerned and will be finalized by the above committee.*
- (v) *The tenure of fellowship for M.V.Sc. and Ph. D. students will be two and three years respectively.*
- (vi) *The award of fellowship should correspond to the academic year of respective programmes from the date of their first admission to the post-graduate studies.*

**6. SURETY BOND TO BE EXECUTED BY M.V.Sc. / Ph.D. STUDENTS RECEIVING STIPEND / MERIT STIPEND FROM LUVAS**

Original certificates necessary for admission may be kept in the office of the Dean, PGS, LUVAS till the completion of degree course. The amount paid in form of stipend/merit stipends should be refunded by the student to LUVAS, in case he/she fails in completing degree programme. His/Her deposited certificates may be returned only after the complete recovery of scholarship/stipend/financial assistance from the student. The M.V.Sc./Ph.D. students eligible for stipend/merit stipend of LUVAS may also have to submit a surety bond of actual amount received from o/o the Dean PGS, LUVAS on non judicial stamp paper of Rs. 100/- in prescribed format (Annexure-I) duly signed by the 1st Class Executive Magistrate at the time of admission.

**ANNEXURE-I**

**FORM OF SURETY BOND TO BE EXECUTED BY M.V.Sc./Ph.D. STUDENTS RECEIVING STIPEND/MERIT STIPEND FROM LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR.**

(To be attested by the Executive Magistrate)

Know all men by these present that I ..... son/daughter of Sh./Smt. .... resident of .....District ..... at present pursuing M.V.Sc./Ph.D. in Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (hereinafter called the obligor) and Shri/Smt./Km. .... son/daughter of ..... resident of .....(full address). (hereinafter called surety) do hereby jointly and severally bind ourselves and our-respective heirs executors and administrators to pay to the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (Established under Haryana Legislature Act No. 7 of 2010) (hereinafter called the LUVAS) on demand the sum of stipend/merit stipend paid by LUVAS form its budget together with interest thereon from the date of demand at Government rates or Rs.30000/-, which ever is less for the time being in force on Government loans ( if payments is made in a country other than India, equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India) and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the LUVAS, Hisar.

Whereas the obligor has been pursuing M.V.Sc./Ph.D. on stipend/merit stipend of LUVAS from Academic Year .....

And whereas for the better protection of the LUVAS the obligor has agreed to execute this bond with such condition as here under is written.

And whereas the said surety has agreed to execute this bond as surety on behalf of the above bounded.....

Now the condition on the above written obligation is that in the event of the named obligor, Shri/Smt./Km. .... leaving the studies after taking admission without prior permission as in M.V.Sc./Ph.D. programme without completion of M.V.Sc./Ph.D. or on his/her being rusticated/removed from the LUVAS, the obligor and/or the surety shall forthwith pay either jointly or severally to the LUVAS as may be directed by the LUVAS on demand the sum of stipend/merit stipend paid by LUVAS form its budget only together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or Rs.30000/-, which ever is less.

And upon the obligor Shri/Smt./Km. .... and/or Shri/Smt./Km ....., the surety aforesaid, making such

payment the above written obligation shall be void and if no effect otherwise, it shall remain in full force and virtue.

Provided always that the liability of the surety hereunder shall not be impaired or discharged by reasons of time being granted or by any forbearance, act or omission of the LUVAS or any person authorized by them (whether with or without the consent or knowledge of the surety) nor shall it be necessary for the LUVAS the obligor first before suing the surety Shri/Smt./Km. .... for amounts due hereunder:

The bond shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate courts in India.

Signed and dated this..... day of .....month of the year ..... Signed and delivered by the obligor above named Shri/Smt./Km.,..... in the presence of .....

Witnesses:

(Signature, Name and Address)

1

2

Signature of student obligor

Signed and delivered by the surety above named (surety) Shri/Smt./Km. .... in the presence of .....

Witnesses:

(Signature, Name and Address)

1.

2.

Signature of surety

## **CHAPTER VII GOLD MEDALS/AWARDS RULES**

### **1. GOLD MEDALS/AWARDS**

Gold medals and other awards will be awarded annually at the time of convocation of the university to the students:

- (a) Securing highest overall grade point average (OGPA)/marks and fulfilling the general rules for the award of merit gold medals/ awards in all the under-graduate programmes.
- (b) Basis of award for other gold medals has been indicated below each gold medal.
- (c) Awardees shall also have to fulfill the conditions laid down in general rules for the award of gold medals/ awards.

### **2. GENERAL RULES APPLICABLE ON ALL GOLD MEDALS/AWARDS**

1. The medals and other awards will be awarded on successful completion of the respective programme for which the awards are meant.
2. In order to be eligible, the students must have completed the entire programme of study at this university and should be in continuous residence for the specified period of residential requirements.
3. The students allowed migration will not be considered for award of gold medals.
4. In order to be eligible, the B.V.Sc. & A.H. students must have completed the degree in not more than five and a half years including internship period with an OGPA of 7.5/10.00 basis.
5. For the awards meant for M.V.Sc. programme, the student must have completed the programme in six semesters (to be counted from the date of registration upto date of notification), must have obtained an OGPA of at least 7.5/ 10.00 basis and must have taken atleast 25 credit hours at the end of 1st year of his/her registration.
6. For the awards meant for Ph.D. programme the students must have completed the entire programme in not more than eight semesters to be counted from the date of registration upto the date of notification and must have obtained OGPA of 7.5/10.00 basis.
7. All those students who have passed a particular programme of the university in a particular year will be considered for the award of merit gold medal for that year.
8. A student who has been on scholastic/conduct probation or who had been either rusticated or expelled or who has received any 'F' grade in any of the course in his/her programme, will not be entitled for the awards. The "US" grade obtained in the deficiency courses shall not debar the students from award of gold medals/awards etc. if they are otherwise eligible.
9. If it is found that two or more students have obtained the same highest percentage of marks/OGPA, the marks/OGPA obtained in the next lower examination may be taken into consideration for deciding the award of gold medal.
10. The selection for the awards will be governed by these general rules in addition to the specific requirements for respective awards/medals.
11. Competent authority to decide the award shall be Dean of the college concerned in case of U.G. gold medals and Dean, PGS in case of PG gold medals except where in the



relevant rules some other authority has been indicated.

12. Competent authority before finally deciding the award, will announce the name of the awardee and invite objections from other claimants.
13. The awards will be given away at the time of convocation of the university.
14. In case of any dispute or difference of opinion, the decision of the Academic Council will be final.
15. The particulars of the students with a passport size photograph shall be forwarded to the donors, if any, every year.

### **3. MEDALS/AWARDS FOR UNDER-GRADUATE STUDENTS**

#### **1. Dr. D.P. Banerjee Gold Medal in Veterinary Parasitology**

- (i) The gold medal will be named as "Dr. D.P. Banerjee Gold Medal in Veterinary Parasitology".
- (ii) This medal will be awarded to the B.V.Sc. & A.H. student securing the highest aggregate marks in all the UG courses of Veterinary Parasitology. If two or more students secure same highest aggregate marks in all the UG courses of Veterinary Parasitology, then OGPA will be considered in deciding the gold medal.
- (iii) Failure/supplementary/ conduct probation cases will not be considered.
- (iv) The gold medal will be awarded annually at the time of convocation.
- (v) All the general rules of the university for the award of gold medals will be applicable to this medal also.

#### **2. Dr. P.K. Dwarkanath Memorial Gold Medal (B.V.Sc.&A.H.)**

- (i) The gold medal will be named as "Dr. P.K. Dwarkanath Memorial Gold Medal".
- (ii) Alongwith gold medal a cash prize of Rs.5000/- be also given.
- (iii) The total marks obtained by the students in the subjects of Veterinary Anatomy, Veterinary Physiology, Veterinary Biochemistry and Veterinary Pharmacology offered by the college during B.V.Sc. & A.H. degree programme will be the sole criteria of determining merit of the students.

### **4. MEDALS/AWARDS FOR POST-GRADUATE STUDENTS**

#### **1. Merit Gold Medal for Masters**

The medal will be awarded to a master student who has successfully completed all the requirements of the degree programme in a particular year. The gold medal shall be awarded annually, for master's student of each constituent college of LUVAS.

##### **Criteria for award:**

- (i) The student has obtained highest OGPA / marks in the master's programme.
- (ii) The student has completed the entire programme at this university or collaborating institution(s) wherever LUVAS has signed an MOU and should be in continuous residence for four semesters.
- (iii) The student must have completed programme within four semesters (to be counted from the date of first registration upto the date of notification) and must have obtained an OGPA of at least 7.50 / 10.00 basis. All those students who have passed a master programme of the university in a particular year will be considered for the award of gold medal for that year.

- (iv) A student who has been on scholastic / conduct probation or who had been either rusticated or expelled or who has received any 'F' grade in any of the course in his / her programme, will not be entitled for the award. The "US" grade obtained in the deficiency non-credit courses and research credits shall not debar the students from award of gold medals / awards etc. if they are otherwise eligible.
- (v) If it is found that two or more students have obtained the same highest percentage of marks / OGPA, the marks obtained in the previous lower examination may be taken into consideration for deciding the award of gold medal.
- (vi) Competent authority to decide the award shall be Dean PGS who, before finally deciding the award, will announce the name of the awardee and invite objections from other claimants.
- (vii) The awards will be given away at the time of convocation of the university.
- (viii) In case of any dispute or difference of opinion, the decision of the Vice-Chancellor will be final.

**Note:** *If convocation is not held in a particular academic year, certificate to this effect will be issued to the awardee on his / her request.*

## 2. **Merit Gold Medal for Doctorates**

The medal will be awarded to a doctoral student who has successfully completed all the requirements of the degree programme in a particular year. The gold medal shall be awarded annually for doctoral student of each constituent college of LUVAS.

### **Criteria for award:**

- (i) The student has obtained highest OGPA / marks in the doctoral courses including preliminary examination of major subject.
- (ii) The student has completed the entire programme at this university or collaborating institution(s) wherever LUVAS has signed an MOU and should be in continuous residence for six semesters.
- (iii) The student must have completed programme within six semesters (to be counted from the date of first registration up to the date of notification) and must have obtained an OGPA of at least 7.50/10.00 basis. All those students who have passed a doctoral programme of the university in a particular year will be considered for the award of gold medal for that year.
- (iv) A student who has been on scholastic / conduct probation or who had been either rusticated or expelled or who has received any 'F' grade in any of the course in his / her programmes, will not be entitled for the awards. The "US" grade obtained in the deficiency non-credit courses and research credits shall not debar the students from award of gold medals / awards etc. if they are otherwise eligible.
- (v) If it is found that two or more students have obtained the same highest percentage of marks / OGPA, marks obtained in the previous lower examinations may be taken into consideration for deciding the award of gold medal.
- (vi) Competent authority to decide the award shall be the Dean, PGS who, before finally deciding the award, will announce the name of the awardee and invite objections from other claimants.

- (vii) The awards will be given away at the time of convocation of the university.
- (viii) In case of any dispute or difference of opinion, the decision of the Vice-Chancellor will be final.

**Note:** *If convocation is not held in a particular academic year, certificate to this effect will be issued to the awardee on his / her request.*

3. **Dr. R.N. Srivastava Gold Medal**

- (i) The gold medal be named as "Dr. R.N. Srivastava Gold Medal".
- (ii) Dr. R.N. Srivastava gold medal will be awarded annually to the best M.V.Sc. thesis in Animal Biotechnology/Vety. Microbiology/Vety. Immunology.
- (iii) All the students who complete their M.V.Sc. in Animal Biotechnology/Veterinary Microbiology/Veterinary Immunology in that year will be considered for the selection of best thesis.
- (iv) A committee consisting of the Dean, Post-graduate Studies as Chairman, Dean, College of Veterinary Sciences, Director of Research/Additional Director Research, Heads of Departments of Animal Biotechnology and Veterinary Microbiology will scrutinize the theses submitted by the students.

(v) **Mode of Selection**

The selection of the student for the award of gold medal shall be made on the basis of OGPA and quality of thesis research in the ratio of 40:60. Assessment of the thesis shall be based on the following criteria:

<b>Criterion</b>	<b>Marks</b>
a. Importance of the problem selected for thesis research	10
b. Originality of the work	15
c. Application of research findings	15
d. Examiners evaluation report	05
e. Quality of thesis writing	10
f. Publications based on thesis research	05
g. OGPA	40
<b>Total</b>	<b>100</b>

**APPLICATION FOR THE AWARD OF DR. R.N. SRIVASTAVA GOLD MEDAL**

1. Name in full (with admn. No.)
2. Address
3. Date of birth
4. Date on which registered for M.V.Sc. programme and date on which the programme was completed (supported by documentary evidence)
5. Name of the institutions and departments where the research was actually carried out
6. OGPA (on 10.00 point basis)
7. Name of the Major Advisor who guided the research worker
8. Name of any other person who may have assisted in completing the work
9. Whether the result of this research has been patent, if so details
10. Educational qualifications beginning from Matriculation or equivalent examination (Given in the proforma below)

Sr. No.	Examination/ Degree or diploma	Subject	Year of passing	Board/University

11. Whether ever examined on conduct probation, rusticated or expelled during study career?
12. Publication based on M.V.Sc. research

I. Certificate by the student

I hereby declare that the entries made by me in this form are true to the best of my knowledge.

Signature \_\_\_\_\_  
 Name and address \_\_\_\_\_  
 Email ID \_\_\_\_\_

Dated: \_\_\_\_\_

Phone No. \_\_\_\_\_

II. Certificate to be recorded by the Major Advisor and the Head of the Department at which the work in question was carried out

Certified that to the best of my knowledge the facts stated in the application by the student are correct.

Signature  
(Head of the department )

Signature  
(Major Advisor)

**Note:** *Please attach copies of all the documents duly attested along with application form. For further details, students may go through relevant rules given in the University Calendar Volume-II of LUVAS. Late applications would not be entertained.*

## **CHAPTER VIII**

### **RULES FOR THE STUDENTS AID FUND**

#### **1. DEFINITION**

These rules may be called "The Students Aid Fund Rules" of the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.

#### **2. OBJECT OF THE FUND**

- (i) The object of this fund is to provide interest free loans to the deserving students to meet their tuition/ examination fees, to purchase books and to meet their other essential expenditure in case of financial difficulty. The upper limit of the loan for UG and PG programme students will be Rs.15000/-.
- (ii) To give grant to the deserving/poor students for the above purposes, limited to Rs.15000/- per student in a year and further subject to the condition that the total expenditure under this objective during a year shall not exceed 25% of the total contribution to the fund during the year plus interest received from the bank on FDRs and Savings Bank account of the fund.

#### **3. SOURCE OF THE FUND**

At the time of admission to/registration in a programme, the students will contribute, as prescribed in the prospectus, towards this fund.

#### **4. OPERATION OF THE FUND**

- (i) The Dean of the college concerned shall be the Controlling Officer of this fund.
- (ii) The loans to the students shall be sanctioned by the Dean concerned, on the recommendations and surety from the instructor/Advisor of the student. For giving grant out of this fund to the students individually and for collective activities, there shall be a committee consisting of the Dean of the college concerned as the Chairman and two HoDs to be nominated by the Dean of the college as members. This committee shall consider all the applications for individual grants to the students as well as for giving grant for collective activities of the students. The final sanction shall be accorded by the Dean, on the recommendations of this committee.

#### **5. PRE-AUDIT**

The fund will be subject to pre-audit, as heretofore.

#### **6. CONTROL OVER LOANS AND ADVANCES**

Not more than one loan at a time shall be given to any student out of this fund. Recovery of the amount of loan shall be made within one year in two equal installments either before/at the time of registration for the next semester/ academic session. The Dean shall be competent to extend the recovery for another year or before completion of degree programme whichever is earlier. To watch recoveries of the loans granted out of this fund a register shall be maintained in

the o/o Dean concerned in the following proforma :

1. Sr. No.
2. Name of the student
3. Admission No.
4. Amount sanctioned
5. Date of payment
6. Surety's name and designation
7. Date of recovery
8. Date of credit to the fund

**7. MISCELLANEOUS**

- (i) The amount collected from the post-graduate students, will also be deposited in the account maintained by the Dean of the college concerned. The expenditure including loans, in respect of post-graduate students shall also be incurred by the Dean concerned on the recommendation of the Dean, Post-graduate studies, out of the above fund.
- (ii) The cashier of the college concerned will maintain the account of this fund under overall control of the Dean.
- (iii) In all matters pertaining to this fund the decision of the Dean concerned shall be final.

## **CHAPTER IX**

### **STUDENTS WELFARE FUND**

#### **1. DEFINITION**

These rules may be called 'The Students Welfare Fund Rules' of the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.

#### **2. OBJECT OF THE FUND**

The object of this fund is to provide help to the needy students in case of serious accident etc.

#### **3. SOURCE OF THE FUND**

At the time of admission to/registration in a programme, the students will contribute, as prescribed in the prospectus, towards this fund.

#### **4. OPERATION OF THE FUND**

- (i) The DSW-cum-E.O. shall be the Controlling Officer to operate this fund.
- (ii) The following committee will decide the quantum of help to the needy students:
  - a. Director Students Welfare-cum-E.O. Chairman
  - b. Dean of the college to which the student belongs Member
  - c. Additional Director Students Welfare (CCA) Convener

The Director Students Welfare-cum-E.O. will sanction the amount.

**Note :** *In case of PG students the Dean, Post-graduate studies will also be a member of the aforesaid committee.*



## **CHAPTER X HOSTEL RULES**

### **1. GENERAL**

- 1.1 Residents shall see the Warden/Director Students Welfare-cum-Estate Officer (DSW-cum-EO) in the office during the fixed hours. In case of emergency, the hostel attendant on duty should be sent to the residence of Warden/ADSW/DSW-cum-E.O.
- 1.2 Registration number of cars and jeeps of the residents and of their guests must be entered in the register with the attendant/chowkidar of the hostel.
- 1.3 The telephone is meant for office only. In case of emergency the residents may use the phone (on prescribed charges) after making payment in advance and proper entries in the register meant for the purpose.
- 1.4 Residents shall keep the Hostel Identity Cards duly attested by the Warden with them and will present the same on demand by the authorities. For this, the applicant will submit an extra attested copy of photograph alongwith the application for admission.
- 1.5 The Hostel Identity Card testifies the student's status as resident of the hostel. The card is non-transferable. The resident will always keep his/her card in his/her room. It should be available for inspection as and when demanded by the Warden or any other person authorised by the DSW-cum-E.O./Warden on his/her behalf. The card should be carefully preserved as no duplicate card will normally be issued. In case of loss, it will be replaced on payment of Rs.50/-.
- 1.6 The card is valid for the session for which it is issued. The resident, while leaving the hostel at the end of the academic year or in the middle of session, must return the card to the office of the Warden before the securities are refunded.
- 1.7 A student allowed accommodation in university hostel shall not be permitted to keep and use motorized vehicle in the campus. An undertaking to this effect will be obtained from such student and his/her father/guardian at the time of registration to the effect that any violation in this regard will debar the student concerned from the hostel.

**Note:** All rights of admission to the university hostels are reserved with the DSW-cum-E.O.

### **2. HOSTEL ADMINISTRATION**

- 2.1 Every hostel shall have a Warden-I and Warden-II, who will be responsible for the administration of the hostel and for the enforcement of the hostel rules. The Warden-I/Warden-II will be appointed by the DSW-cum-E.O. in consultation with the Dean concerned.
- 2.2 **The Warden-I will have the following responsibilities:**
  - (a) He/She will be responsible for the allotment of hostel rooms in accordance with the policy laid down.
  - (b) The Warden-I or Warden-II, will attend the hostel office daily for one hour, at a specified time, which will be publicised on the notice board for the information of the students.
  - (c) The Warden-I will be responsible for the supervision of the working of the staff placed under him/her, who shall take orders from him/her. He/She will report to the DSW-

cum-E.O. for disciplinary action, any instance of dereliction of duty or negligence or misbehaviour on the part of his/her staff.

- (d) He/She shall report to the Medical Officer all cases of illness or accidents and ensure that the students concerned receive proper medical care. He/She will also inform the DSW-cum-E.O. of all such cases.
- (e) He/She will inspect the kitchen, the dining room, the common room, the bath rooms and lavatories etc. regularly and when any defect is noticed, he/she will get it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Maintenance Officer, under intimation to the DSW-cum-E.O.
- (f) The Warden will appoint the Prefects of the hostel as prescribed in the relevant rule and supervise their work.
- (g) He/She shall ensure that no unauthorised person stays in the hostel and will issue permits for the stay of guests.
- (h) He/She shall, with the help of his/her staff, check the unauthorised use of electrical appliances.
- (i) He/She will be responsible for the proper organisation and conduct of hostel functions, festivals etc.

2.3 Within the hostel, the Warden-I, and in his/her absence, the Warden-II will be responsible to the DSW-cum-E.O. for the maintenance of discipline and good behaviour and will keep the Dean informed of all acts of indiscipline and misbehaviour and the action taken by him/her. Where the Warden-I or, in the absence of the Warden-I, the Warden-II is of the view that a punishment should be imposed, heavier than what he/she is competent to award, he/she will report the case to the Dean concerned, with his/her recommendation, in writing, and the Dean may then pass such order as he/she may deem fit and proper, provided however, that a copy of all communications to the Dean regarding discipline shall be sent to the DSW-cum-E.O. for his/her information and record.

2.4 The powers for disciplinary action of the Warden\* and the Dean\* shall be as under, the punishment depending on the nature and severity of the offence shall be as under:

Warden\*

- (a) Warning
- (b) Fine up to Rs. 1000/-
- (c) Expulsion from hostel in consultation with the DSW-cum-E.O.

Deans\*

- (a) Warning
- (b) Fine
- (c) Placement on Conduct Probation
- (d) Temporary or permanent withdrawal of concession/ aid/ stipends/ scholarships/ fellowships.
- (e) Expulsion from the hostel.
- (f) Imposition of a security deposit which might be confiscated at the discretion of the Dean in the event of the student being found guilty of indiscipline, which will include misdemeanour.

- (g) Rustication (with the prior approval of the Vice-Chancellor and subject to the procedure laid down in the Students Discipline and Good Behaviour Rules).
- (h) Expulsion (with the prior approval of the Vice-Chancellor and subject to the procedure laid down in the Students Discipline and Good Behaviour Rules).

\*These powers of the Warden and the Dean shall be subject to the provisions of the Enforcement of Students Discipline and Good Behaviour Rules.

- 2.5 The Warden-I/Warden-II, will have the authority to enter the room of any student and also make a search of the room, when necessary. He/She will also have the authority, when the need arises to break open the lock of any room, and also to shift the belongings of a student to any other place.
- 2.6 The Warden will have the authority to confiscate any unauthorised electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such unauthorised use.
- 2.7 Subject to the instructions that may be issued, from time to time, by the DSW-cum-E.O., the Warden-I, will make allotment/re-allotment of rooms in his/her hostel and such allotment shall be final.
- 2.8 The Warden-II will assist the Warden-I in all matters and, in the absence of the Warden-I, will perform all the duties of the Warden-I and exercise all his/her powers.

### 3. UTILISATION OF HOSTEL FUNDS

- 3.1 Hostel Funds, including
  - (a) Hostel maintenance fund
  - (b) Hostel utensils and crockery breakage fund
  - (c) Common room fund
  - (d) Fan /Desert cooler charges and
  - (e) Electricity fund
 will be operated by the DSW-cum-E.O. who shall keep the money in a current account in the State Bank of India or any other bank authorised by the university.
- 3.2 The DSW-cum-E.O. is authorised to make purchases/incur expenditure out of the hostel funds for the following purposes:
  - (a) **Electricity fund** including additional electricity charges, fan/cooler charges and fines imposed on account of unauthorised use of electricity: payment of electricity charges etc.
  - (b) **Hostel maintenance fund:** purchase of stationery, repair of hostel furniture, hiring and cartage of furniture etc.
  - (c) **Common room fund:** (i) purchase of newspapers and magazines and equipments for indoor games and repair of such equipments, (ii) purchase of TV sets, speakers etc. and their repair, (iii) organisation of hostel functions and other festivals, including hostel competitions and incidental expenditure relating thereto, including refreshment, award of prizes, renting of loudspeakers, shamianas, furniture, crockery, cutlery etc. and expenditure on decoration and illumination, (iv) any other expenditure relating to the promotion of co-curricular activities in the hostels and for the welfare of the hostel residents.

- (d) **Utensil fund:** purchase/replacement, maintenance/repair and tinning of utensils, crockery and cutlery. Such of the surplus money under this sub-head as considered reasonable by DSW-cum-E.O. but not exceeding 50% of the balance available at the end of an academic year may be diverted to sub-head (a) above for payment of electricity charges.
  - (e) **Other funds, if any :** expenditure relating to the welfare of students residing in the hostels.
- 3.3 The DSW-cum-E.O. will have the authority to write off or declare as un-serviceable any article purchased out of hostel funds and order its disposal in the best interest of the hostel. Any amount realized through such disposal shall be credited to the appropriate hostel fund.

#### **4. ADMISSION OF STUDENTS TO HOSTEL AND ALLOTMENT OF ROOMS**

- 4.1 Only those students who are enrolled in the university will be eligible for hostel accommodation.
- 4.2 Students of part time course and employees are not eligible for admission to the hostels. In case, a student after being admitted to the hostel joins service, he/ she shall cease to be eligible for hostel accommodation and he/she shall have to vacate the hostel within 72 hours from the date he/she becomes ineligible.
- 4.3 Admission to hostel shall be sought in every academic session. No student shall be admitted to a hostel unless :
- (i) He/She submits, a duplicate admission form duly filled in and signed by the parents/ guardian of the resident.
  - (ii) The DSW-cum-E.O./Warden is satisfied regarding proper conduct and regular payment of the dues of hostel mess and canteen and electricity, in case of ex-residents all previous hostel dues have been cleared prior to seeking fresh admission to the new session (False statement regarding the clearance of dues will result into cancellation of admission and confiscation of hostel securities; besides disciplinary action).
- 4.4 At the time of admission, the students shall apply in the prescribed form, to the DSW-cum-E.O. for admission to a hostel, alongwith the receipt for the hostel fees deposited in the office of the concerned Dean. If for any reason, it is not found possible to admit the student to any of the university hostels, he/she will be entitled to a refund of all the hostel fees paid by him/her. But if a student, after having paid the fees and after having been offered accommodation in the hostel, and obtains the permission of the Dean not to stay in the hostel, he/she shall be entitled to the refund of the hostel security only.
- 4.5 Seniority shall be the primary consideration for the allotment of cubicles to undergraduate students within a hostel. The order of allotment shall be :
- (i) Fourth year students of 4-year programme, and 5th year students of 5-year programme.
  - (ii) Third year students of 4-year programme and 4th year students of 5-year programme.
  - (iii) Second year students of 4-year programme and 3rd year students of 5-year programme.
  - (iv) First year students of 4-year programme and 2nd year students of 5-year programme.
  - (v) First year students of 5-year programme.

Where the number of rooms available happens to be less than the number of students

in a given class, the allotment of rooms shall be on the basis of merit determined by the aggregate marks in the qualifying/entrance examination, in the case of fresh admissions and OGPA in the case of others.

- 4.6 Allotment to cubicles and dormitories will be made on a date to be announced by the Warden. When allotment is made to dormitories, the concerned students shall be present so that the choice of partners may be decided in their presence. The wishes of students in the matter of partners will be given due consideration.
- 4.7 Except in the case of brothers/sisters and other close relatives, room-mates in dormitories shall, normally, belong to same class.
- 4.8 No hostel resident shall be allowed to change his/her room without permission of the Warden. Normally, no change of room will be permitted after the general allotment. No student can seek admission to more than one hostel in a given session. Residents shall be in their rooms during night time and will not move to other rooms for sleeping without permission of the warden.
- 4.9 After the general allotment and at the beginning of each subsequent academic year/semester, the Warden shall send to the DSW-cum-E.O. and to the Dean of the concerned college a complete list of the students staying in his/her hostel, mentioning, against each name, the number of the room and also stating whether it is a dormitory or a cubicle.
- 4.10 The student should be allowed to become hostler at the time of registration only. If any student intends to become hostler at a later stage he/she will be allowed to do so by paying Rs. 500/- as additional fee for late registration as hostler.

## **5. APPOINTMENT AND DUTIES OF PREFECTS**

- 5.1 Prefects will be appointed by the Warden-I from amongst senior students of good standing to assist him/her in the administration of the hostel. The maximum number of prefects in a hostel shall be three, provided, however, that if the total number of students is less than 50, there shall be only one prefect.
- 5.2 **The Prefect shall perform the following duties:**
  - (a) Take the roll call of the hostel residents in his/her block/wing, as prescribed in these rules and report to the Warden-I about all the absentees at the time of the roll call as well as about absentees during the whole night (Failure of the Prefect to report such cases to the Warden will amount to a gross negligence on his/ her part, for which the Warden-I may remove him/ her from his/her prefectship).
  - (b) Ensure that all the hostel rules are observed by the students of his/her block/wing and bring to the notice of the Warden-I any breach of these rules by any student residing in his/her block/wing.
  - (c) Look after the sanitation of his/her block/wing and bring to the notice of the Warden-I any failure or negligence of the sanitary staff of the hostel in the performance of their duties.
  - (d) Be available to and approachable by all students of his/ her block / wing and show interest in their welfare and in their activities.

- (e) Report to the Warden-I and the Medical Officer every case of illness and ensure that the students who fall ill are taken care of promptly.
- 5.3 The Prefect of the hostel shall be exempted from the payment of hostel room rent.
- 5.4 In the performance of his/her duties, the prefect shall use persuasive and non-coercive methods, and shall not, under any circumstance, take the law into his/her own hands.

## **6. HOSTEL COMMITTEE**

- 6.1 Every hostel shall have a hostel committee consisting of the Warden-I, who will be the Chairman, the Warden-II, prefects, common room secretary and presidents of mess committees as other members.
- 6.2 The hostel committee shall meet at least once every month or often, if necessary, on dates to be approved by the Warden-I.
- 6.3 The Warden-I shall consult this committee on all matters relating to the welfare of the hostel residents, maintenance and management of the common room, kitchens and canteens, purchase of newspapers and magazines, organisation of functions, etc.
- 6.4 The Warden-I will communicate to the DSW-cum-E.O. the proceedings of all these meetings, drawing his/ her attention to the grievances or difficulties experienced by the students and to their complaints or suggestions, so that these may be attended to promptly.
- 6.5 **(For girls only)**
  - (i) Boarders in girls hostels shall present themselves in person for daily roll at 7.30 p.m.
  - (ii) The hostel gate will close 15 minutes earlier, when attendance will start. After the above mentioned hours late entries will be made in the register maintained for the purpose.
  - (iii) The following fines will be levied for violations :

Late entry beyond specified time	Rs.50/- per entry
Late entry beyond 10.00 p.m.	Rs. 100/- per entry
Late leave beyond permissible day	Rs. 50/- per entry
Leaving hostel without permission	Rs. 100/-
  - (iv) First late entry to residents may be allowed with a warning and that for second instance the student may be expelled.
  - (v) Residents returning from home must report themselves before the roll call time.

## **7. CONDUCT AND DISCIPLINE**

- 7.1 Students shall maintain discipline and a peaceful atmosphere in the hostel.
- 7.2 A student may be fined or expelled from the hostel or rusticated or expelled from the college or subjected to other suitable punishment, depending on the circumstances, by the authority competent to impose such penalty, for the following reasons :
  - (a) Misbehavior of any kind including disrespectful conduct towards officials and fellow residents.
  - (b) Teasing or otherwise harassing other students and/or the use of violence.
  - (c) Stealing or pilfering hostel/university property or the property of other students.
  - (d) Unruly conduct or rowdyism.

- (e) Writing on the walls or other part of the hostel building or sticking of posters or distribution of unauthorized handbills or notices.
  - (f) Making noise and/or creating other disturbance, including the use of transistors etc. in such a manner as to disturb others.
  - (g) Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a manner as to bring the hostel/college/university into disrepute.
  - (h) Convening/organizing/attending unauthorized meetings within the hostel.
  - (i) Non-payment of hostel/mess dues in time.
  - (j) Gambling in the hostel premises.
  - (k) Keeping or consumption of intoxicating drinks or drugs.
  - (l) Keeping fire-arms and other lethal weapons or poison.
  - (m) Any student opening a room by breaking the hostel lock or window pan etc. shall be liable to a fine of Rs. 500/- in addition to the cost of repair of particular items.
  - (n) Breach of any of the hostel rules :  
 Provided that where a student has been found guilty, of having beaten a member of the faculty or other employee of the university or a hostel servant, the minimum punishment shall be expulsion from the university.
- 7.3 No student shall keep gold or costly jewelry in his/her room.
- 7.4 No meeting other than those authorized by the Warden shall be held in the hostel premises.
- 7.5 While visiting the common room, dining hall and canteen the students shall be in proper dress. Smoking is strictly prohibited in common room, dining hall, reading room and kitchen area. Defaulters will be fined Rs.100/-.
- 7.6 Students shall use or handle with care all property belonging to the hostel. When a student is found guilty of wanton damage to hostel property, the Warden may recover the cost of repair or replacement and in addition also impose a fine or recommend the imposition of a fine, depending on the circumstances. The amounts thus realized shall be credited to the hostel maintenance fund.
- 7.7 All rooms in the hostel (including almirah and belonging) shall be open for inspection by the Warden-I/Warden-II/ADSW/DSW-cum-E.O./Dean at any time during the day or night.
- 7.8 Students shall not abuse, maltreat or assault hostel employees, including mess-servants and employees of the canteen.
- 7.9 All dealings of students with fellow-students and others should be courteous and quarrels or disputes with fellow students shall be avoided. Students shall not, under any circumstance, take the law into their own hands, but report such cases in writing to the Warden-1.
- 8. ELECTRICITY**
- 8.1 The use of LED/CFL up to 30 watts only will be permitted in hostel rooms. Students may have their own table lamps. LED/CFL are not supplied by the university, students should bring their own.
- 8.2 Residents found using heaters and other electrical gadgets shall be fined Rs.500/-

in the first instance. The students if caught using these appliances for the second time will be expelled from the hostel. The electric gadgets found to be used will also be confiscated. All income on this account will be deposited in the hostel fund.

- 8.3 Light and fans shall be switched off when not in use. No student shall, at any time, lock his/her room with the light or fan on.
- 8.4 Tampering with the electric installations shall be treated as a serious offence, when there is need for carrying out a repair, the electrician should be called in.

## **9. FURNITURE AND EQUIPMENT**

- 9.1 Students shall keep their rooms neat and tidy and shall be responsible, jointly and severally, for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything missing at the time he/ she occupies the room, it will be his/her duty to bring it in the notice of the Warden, failing which it will be presumed that everything was in order at the time of occupation.
- 9.2 Furniture shall not be removed from one room to another. The furniture belonging to the common room, or the dining hall or the hostel office or the hostel guest room shall not be taken out or brought into the living rooms. Anybody indulging in this will be liable to disciplinary action (including fine upto Rs. 100/- per article).
- 9.3 When a student vacates his/her room before the summer break or after withdrawal or expulsion, he/she shall return to the Warden all hostel furniture and other property issued to him/her failing which he/she shall be liable to pay the entire cost of such furniture or other property. Repair charges for any damage to the furniture will have to be paid by the residents alongwith a penalty of Rs.500/- for not handing over the charge.
- 9.4 In case of any willful damage to the university property (including furniture, cots, chairs etc.) the cost of damage alongwith penalty will be realised from the defaulter (s).

## **10. NIGHT ROLL CALL**

- 10.1 The night roll call will be taken by the concerned Prefect at 9.00 p.m. in winter and at 10.00 p.m. in summer. Every student must be present in his/her room to avoid inconvenience to the Prefect at the time of roll call.
- 10.2 A student found absent at the time of roll call without making an entry in the register shall be liable to a fine of Rs. 100/- per absence. The fine list shall be put up on the notice board at the end of each month.
- 10.3 No hostel resident shall stay outside the hostel for night without written permission of the Warden-I. However, the student who wishes to go out of the hostel for a few hours in the evening to witness a cinema show or for any other purpose and may not return in time for the roll call may do so after making the following entries in the register kept for this purpose with the chowkidar:
- (a) Date
  - (b) Name and admission No.
  - (c) Room No.
  - (d) Time of leaving the hostel



(e) Reason for leaving the hostel

(f) Probable time of return

10.4 Absence from the hostel during the night, without permission of the Warden-I, will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Warden-I may recommend his/her expulsion from the hostel.

10.5 Night roll call shall not apply to post-graduate students when they are engaged in research, provided that they produce a certificate, in the prescribed form, from the Head of the Department, to the effect that they are required to stay out of the hostel during night for the purpose of research.

### **11. LEAVE RULES**

11.1 Leave or absence from the college shall not automatically entitle a student to leave the hostel without permission of the Warden. When a student wishes to leave the hostel for one or more days or night, he/she shall apply to the Warden, in writing and get his/her permission.

11.2 Leave should be got sanctioned before it is availed of.

11.3 A student absenting himself/herself from the hostel without getting his/her leave sanctioned shall be subjected to a fine or other disciplinary action.

### **12. GUESTS**

12.1 No student shall keep a guest in his/her room except with the permission of the Warden-I.

12.2 Normally, only parents or close relatives will be permitted to stay as guests, provided they come from a far off place.

12.3 Names of the guests staying in the hostel shall be entered in the guests' register maintained in the hostel.

12.4 No guest shall be allowed to stay in the hostel for more than two days.

12.5 No lady shall be allowed to stay as guest in the boys hostel and no male shall be allowed to stay as a guest in girl's hostel.

12.6 A student keeping a guest without permission of the Warden shall be awarded a fine of Rs.500/- and or expulsion from the hostel

12.7 If any outsider is found living in any vacant room in the hostel, the hostel authority will initiate necessary legal action against such offenders.

### **13. MAINTENANCE OF LAWNS AND CLEANLINESS**

13.1 The lawns around the hostels are meant for the benefit of the students and for improving the appearance of the hostels. Students are expected to help and to take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked.

13.2 Cycling in the lawns and verandahs is strictly forbidden.

13.3 Spitting, except at places meant for such purposes, is strictly forbidden.

13.4 Walls, furniture and doors etc. shall not be disfigured or damaged with ink, pencil, chalk or knives etc.

13.5 Wash basins shall not be blocked with sand, mud or any other extraneous material. For washing hands only soap should be used.

**14. WITHDRAWAL/REMOVAL FROM THE HOSTEL AND VACATION OF HOSTEL ROOM BEFORE SUMMER BREAK**

14.1 A student who desires to withdraw from the hostel shall submit an application on the prescribed form, to the Warden-I after having cleared all hostel dues.

14.2 Before permitting a student to withdraw from the hostel the Warden-I shall ensure that he/she has :

- (a) Cleared all his/her dues to the hostel.
- (b) Returned, in good condition, all hostel property issued to him/her.
- (c) Cleared all his/her dues, including fines to the mess of which he/she is a member.

14.3 Even though a student might have actually vacated his/her room, he/she shall be liable to pay all hostel and mess dues and fines, standing against his/her name upto the date he/ she continues to be on the rolls of the hostel and until his/ her name is formally withdrawn with the permission of the Warden-I.

14.4 No student shall be allowed to stay in the hostel if his/her hostel and mess dues are in arrears for more than a month.

14.5 Where a student has left the hostel. for whatever reason, without clearing his/her dues to the hostel, the Dean of the college concerned may effect the recovery of the outstanding dues from the security deposits. In case the outstanding amount exceeds the amount of deposit, the matter shall be reported by the Dean concerned to the Registrar, LUVAS, who shall withhold the result or issue of a provisional certificate, transcript of degree till the balance of the outstanding dues is paid by the student. If such a student has not completed the programme, the Dean may withhold his/her character certificate until he/she gets a clearance chit from the Warden-I.

14.6 With the exception of those who register for the summer session, all other students, shall vacate their rooms before the commencement of the summer break and handover to the Warden-I the furniture and other property issued to them.

14.7 No student who has not registered for the summer session, can stay in the hostel during the summer break, unless he/she has been permitted to do so by the Warden. A student who is allowed to stay, shall pay the prescribed hostel charges, including electricity charges and also the amalgamated fund for summer session.

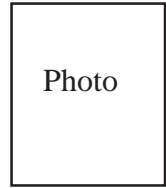
14.8 If a student who has not registered for the summer session and who is not staying in the hostel, locks up the room when he/she goes home for the vacation, the Warden-I may take one or more of the actions given below:

- (a) Order that he/she should pay the prescribed hostel charges, amalgamated fund and electricity charges for the entire summer session.
- (b) Break open the lock, check up hostel furniture issued to him/her and recover from him/her the cost of any loss or damage to hostel property which the Warden may notice.
- (c) Remove the belongings of the student, if any, left in the room of the hostel, store or cloak room, provided that when such belongings are removed by the Warden-I, the responsibility for the safety of such belongings shall rest entirely with the student.

Sr. No. ....

**Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar**  
**Hostel Admission Form**

*(To be filled in by the student)*



Session .....

**Note:** All columns must be clearly filled. Incomplete application will not be entertained.

1. Name of the applicant (in block letters) .....
2. Nationality.....
3. Category(SC/ST/BC-A/BC-B/OBC/General/others).....
4. Class ..... Admission No .....
5. Date of birth .....
6. Email id .....
7. Aadhar Card No. ....
8. Mobile No.....
9. Father's name (in block letters) & Occupation .....
10. Mother's name (in block letters) & Occupation .....
11. Name of the guardian (if father not alive) with relationship .....
12. Address of father/guardian (residential) .....  
 Official .....
- Telephone No. if any (Residence) .....  
 (Office) .....
13. Occupation and annual income of father/guardian .....
14. Last examination passed with year and name of the institution .....
15. Were you a resident of any hostel in this university ? if so, give particulars.  
 (a) Hostel No..... Room No ..... year(s) of stay .....
- (b) Did you clear all the dues for the said year(s) ?
- (c) Were you ever punished for misconduct/violation of hostel rules/indiscipline etc.?  
 If so, give details
16. Receipt No. with date of deposit of hostel fees (attach original receipt).....
17. I have read and noted the hostel rules and regulations and understand that strict confirmity to these is an express condition of my admission to and residence in the hostel. In case I cease to be a student of the college, I will inform the Warden immediately and leave the hostel as required under the rules. I will pay the hostel dues regularly. I shall not keep and use motorized vehicle in the hostel.

(Full signature of the applicant with date)

**To be filled in by the office**

Block/Room No .....

Hostel roll No.....

Date of admission.....

- 18. (a) Name and address of the local guardian (person to be contacted in case of emergency).....
  - (b) Relationship with the local guardian .....
  - (c) Phone No. if any .....
- Mess No .....

Admitted/Not admitted

Hostel warden

**TO BE FILLED IN BY THE PARENT/GUARDIAN**

I..... take full responsibility that my son/daughter/ward Mr./Miss ..... will abide by the hostel rules and will make regular payments for the board and lodging provided to him/her by the university. In case of non-clearance of the dues, according to the university schedule, I undertake the responsibility of payment.

Signature of the parent/guardian

Name and address.....

Phone No.....

Dated .....

**Note: Day scholars, students of part-time courses and employees are not eligible for admission to the hostel.**

**Hostel Card**

Name of student .....

College and class .....

Admn. No. ....

Name of hostel and room No. ....

Father's name .....

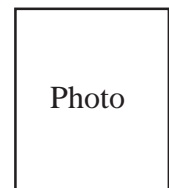
Mother's name .....

Permanent address .....

Telephone No. ....

Email id .....

Aadhar Card No. ....



Student's signature .....

Hostel warden/DSW-cum-E.O.

## CHAPTER XI

### RULES REGARDING ALLOTMENT OF ACCOMMODATION IN PG (MARRIED) HOSTEL

#### 1. ELIGIBILITY

Married students (except in-service students of LUVAS having LUVAS accommodation at any station of the university) living with the family, with not more than two children, enrolled in post-graduate studies will be eligible for accommodation in the married hostel. The student concerned will have to submit an affidavit attested by the Assistant Registrar (PGS) and duly verified by the Dean, Post-graduate Studies (PGS), giving details of his/her marital status and the members of his/her family.

**Note:**

1. *The applicants who have been blessed with twin children at the second issue will be considered for allotment.*
2. *In case of couple either husband or wife is a student and the other is regular employee of this university or any other department and has been allotted accommodation will not be considered for allotment.*

#### 2. PROCEDURE FOR ALLOTMENT

**Application and seniority list**

Interested students should submit their application on prescribed form within a period of seven days after registration.

Seniority list as per following priorities shall be prepared and rooms allotted accordingly:

- (a) Foreign students
- (b) In-service students from other states.
- (c) LUVAS graduates
- (d) In-service students of LUVAS
- (e) Others

**Note:**

1. *Within above categories priority order of class shall be as under:*
  - (i) *Ph.D. 3rd year; Ph.D. 2nd year; Ph.D. 1st year;*
  - (ii) *M.V.Sc. 2nd year; M.V.Sc. 1st year*  
*and within the same class preference will be given to a student having higher OGPA in the last semester/academic year.*
2. *Ph.D. students beyond 4th year and M.V.Sc. students beyond 3rd year, will not be considered.*
3. *In case the seniority list gets exhausted and any flat becomes vacant during the semester/session, the allotment will be considered out of the applications received up to the date of allotment, however, the criteria of allotment will remain the same.*
4. *The allotment of flat out of the seniority list prepared during the on going semester/academic year will be prepared at the end of that semester/academic year.*
5. *The allotment of flat out of the seniority list prepared during the previous semester/academic year will be done first and only after exhausting the seniority list the normal procedure will be followed during the following semester/academic year.*

**3. OCCUPATION OF THE ACCOMMODATION**

The allottee shall have to deposit the hostel dues and occupy the flat within one week of the date of allotment (15 days permissible for foreign students) failing which the allotment of the flat shall be cancelled.

**4. TENURE**

The allotment will be once in the normal tenure of the degree and the student will be removed from the hostel if he/she gets employment/RA ship/STA ship/Research Fellowship etc. during the normal tenure of the degree. The in-service teachers of LUVAS will vacate the hostel, as soon as the normal tenure is over or they join their service back, whichever is earlier. No house rent will be permissible to in-service teacher resident of this university.

**5. VACATION OF FLAT**

The allottee shall have to vacate the flat within 10 days of final viva-voce examination/normal tenure of degree/issue of result notification whichever is earlier, failing which, instead of normal rent, economic rent as prescribed by the university will be charged, apart from administrative action.

**6. NO DUES CERTIFICATE**

No dues certificate shall be issued by the hostel warden only after the student vacates the flat. However, provisional no dues certificate may be issued by the hostel warden, (pending final clearance of dues) on the request of the student duly recommended by Assistant Registrar (PGS) provided nothing is due against the student on that day and he/she deposits a security of Rs. 1000/- to the hostel warden. In such a case, the Dean, PGS shall not issue the PDC and the Transcript of academic record until and unless the student produces final no dues certificate issued by the hostel warden.

**7. HOSTEL CHARGES**

Following hostel charges, as prescribed from time to time, will be charged from the residents who will be allotted the accommodation:

- A. Hostel security (refundable)
- B. Hostel maintenance fund
- C. Room rent
- D. Electricity charges (actual)
- E. PG married hostel charges
- F. Summer session charges

The occupant of the flat in the PG married hostel will have to pay the dues for summer also as per the existing hostel rules irrespective of the fact whether he/she has registered during summer or not.

**AFFIDAVIT**

I ..... s/d/o Sh .....resident of .....;..... aged .....:..... years do hereby solemnly affirm and declare as under:

1. That I am doing M.V.Sc./Ph.D. in the department of ....., LUVAS, Hisar.
2. That I am married with ..... s/d/o ..... resident of ..... and I have ..... children aged .....
3. That I shall follow small family norms otherwise I may be debarred from PG married hostel in case there is third issue.
4. That none other than my wife/husband and children will stay with me in the hostel.
5. That I shall actually reside in the hostel alongwith my family i. e. wife/husband and children. If I do not keep my family, I shall vacate the hostel.
6. That no Government or university accommodation has been allotted to me.
7. That I shall pay all electricity and water charges in time.
8. That I shall not sublet the accommodation allotted to me and hand over the possession to the authority within one month of completion of my degree otherwise I shall pay the penal rent as fixed by the university from time to time.
9. That I shall abide by the rules and regulations of the hostel.
10. That my admission has been done under open category/State nominee/ICAR nominee/ Foreign nominee/LUVAS in-service quota.
11. My OGPA of the last semester/year is .....
12. If any information given in the application form is found to be wrong, I shall be liable for any disciplinary action.

DEPONENT

**Verification**

I do hereby verify that the facts stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Dated :

DEPONENT

## CHAPTER XII

### AMALGAMATED FUND RULES

**1. SHORT TITLE**

These rules may be called the "Amalgamated Fund Rules" and shall apply to all the constituent colleges of the LUVAS. They supersede all the rules and orders on the subject so far and shall come into force with immediate effect.

**2. OBJECT**

These rules govern extra-curricular activities of students including educational tours, sports, dramatics and other activities not connected with resident instructions.

**3. DISTRIBUTION**

Amalgamated and other funds as prescribed in the prospectus shall consist of the following and be credited to the account as indicated against each item:

<b>Item</b>	<b>Account</b>
(i) College magazine fund	Dean concerned
(ii) Medical fund	Chief Medical Officer (CMO)
(iii) Amalgamated fund (Games, other activities and students tours)	
(a) 85% of the amalgamated fund shall be transferred to the DSW-cum-E.O. for use as per rules and the remaining 15% shall remain with the concerned Dean office.	
(b) The Deans of the colleges shall spend their 15% share towards educational tours of the students and no sports material will be purchased out of this amount. The Deans can, however, spend out of this amount on sports activities. It is also provided that the total expenditure does not exceed the allocation of 15% made to the colleges.	
(c) The amount received from the ICAR by the Director, HRM for sports purposes, which has been allocated college-wise, shall be transferred to the DSW-cum-E.O. as per guidelines of the ICAR.	
(iv) Club charges (sports/CCA)	DSW-cum-E.O.
(v) NCC fund	DSW-cum-E.O.

**4. MODE OF COLLECTION**

The subscription against amalgamated fund shall be realised at the time of admission/ registration and shall be credited to the account of the Officer as indicated in rule 3 above.

**5. COMPETENT AUTHORITY**

Concerned Officer to operate/ utilize the fund shall be as indicated in rule 3 i.e. the Officer in whose account the amount has been credited.

**6. UTILIZATION OF FUND**

**The Amalgamated fund shall be utilized for the following purposes:**

- (1) Purchase and repair of sports equipments, music and other material including projectors, photographic goods, dramatic equipments, dresses, uniforms, radio-sets, loud-speakers, cycles, etc.
- (2) Watering, leveling, cleaning, and maintenance of play fields, swimming pools, stadiums, etc. and payment to sports attendants, markers, coaches, etc.
- (3) General expenditure and grants in connection with societies, clubs, associations, committees, sabhas, community projects or social service activities etc., organized by the colleges/DSW-cum-EO.



- (4) Photographs of teams, clubs, college functions, sports, cultural activities, NCC activities/competitions, etc.
- (5) Rent of play grounds, if any.
- (6) Expenditure in connection with the award of college colours to the distinguished players and other participants in cultural activities, selected by a committee consisting of Dean of the concerned college, DSW-cum-E.O./nominee, the President of the club concerned.
- (7) Conveyance and boarding charges to outside speakers, poets, artists, etc. approved by the DSW-cum-EO, Secretary of the club concerned.
- (8) Expenses in connection with refreshment and other incentives to players, participants in NCC competitions, cultural activities including guests invited to sports, NCC and other cultural functions/contests/competitions.
- (9) Expenses on medical assistance rendered to members of sports/cultural activities/NCC teams, etc.
- (10) Expenses in connection with entry and affiliation fees to be paid to universities or organizations on the recommendations of the Secretary/President of the club concerned/DSW-cum-E.O.
- (11) Expenses in connection with prescribed fee and traveling allowance to the referees appointed by the university/DSW-cum-E.O. for conducting matches, competitions and other contests.
- (12)
  - (a) Expenses in connection with the supply of cold water to the students in the play fields, including cost of equipments and labour etc.
  - (b) Supply of milk, eggs, etc., to the sportspersons at the discretion of the DSW-cum-EO.
- (13) Expenses in connection with organizing performances by outside artists of feats, cultural activities, etc. for the amusement and general knowledge of students, with the prior approval of the DSW-cum-EO.
- (14) Expenses in connection with the award of prizes offered in annual debates, declamation contests, cultural competitions/tournaments (including inter-university/inter-college/inter-class tournaments etc.). Prizes will be awarded in kind and not in cash.
- (15) Expenses in connection with the purchase of stock register, cashbooks, etc., required for maintaining account of the fund.
- (16) Expenses in connection with purchase and printing of papers, invitation cards, etc. pertaining to students' activities.
- (17) Expenses in connection with the purchase/hire/carriage of articles of furniture, equipments, shamianas, loudspeakers, decorations, musical instruments and mikes etc. including crockery for social, cultural or other functions.
- (18) Expenses in connection with postage, telegrams, telephone calls and purchase of stationery pertaining to students' activities.
- (19) Expenses in connection with trips to places of historical, geographical, scientific, political and economic interests or mountaineering trips or visits to factories and trips as members of teams to play matches, tournaments/competitions, debates, contests, sports training/coaching camps and the educational tour etc.
- (20) Normally TA & DA admissible to the teachers accompanying students going out on authorized tours should be paid out of the normal budget but in certain circumstances, this expenditure may be met out of the amalgamated fund.
- (21) Actual rail/bus fare for the journeys performed up to 2nd class with sleeper in case of travel by rail and up to delux for journeys performed by bus. Actual coolie charges (on production of APR) to be paid for transportation of luggage at railway station/bus stand.

- 7.** *Rates of daily allowance, refreshment charges, sports kit (inter-university participation), track suit, sports kit (inter-college participation), local mileage, prizes, cash incentive (sportspersons), cash incentive (NCC/cultural activities), free meals facility, officiating charges, incentive to officials and track suits to faculty members*

(1) **Rates of daily allowance**

- i) DA to the students for inter-campus participation at outstations @ Rs. 200/- per head per day.  
ii) DA to the students for participation in inter-university competitions @ Rs. 250/- per head per day.

**Note:** *The same rates to be made applicable for the students going on tour or other recognized activities including cultural and adventure sports.*

(2) **Refreshment charges for inter-university/inter-college/ inter-class tournaments and during coaching camps**

Refreshment charges of Rs. 50/- per head per match/event to the students for inter-university/ inter-college/inter-class tournaments and during coaching camps including cultural activities.

(3) **Rates of sports kits**

The sports kit for inter-university competitions @ Rs. 2200/- per player in the following games as per the list of sports kit items at Annexure-1.

1.	Athletics	12.	Swimming
2.	Badminton	13.	Table-tennis
3.	Basketball	14.	Squash Racket
4.	Football	15.	Boxing
5.	Hockey	16.	Gymnastics
6.	Cricket	17.	Yoga
7.	Handball	18.	Cross country
8.	Tennis	19.	Kho-Kho
9.	Wrestling	20.	Korfball
10.	Kabaddi	21.	Judo
11.	Volleyball		

**Committee to purchase sports kit:**

1. DSW-cum-E.O/Rep.
2. ADSW (Sports)
3. Concerned teacher of Physical Education
4. Senior student of the team concerned

(4) **Track suits for participating in inter-university sports tournaments/youth festivals**

The track suit not exceeding Rs. 900/- to the students for participating in the inter-university sports tournaments including dance and drama once in an academic year. The committee constituted for the purchase of sports kits for inter-university competitions will also effect the purchase of track suits.

(5) **Rates of sports kit for participation in inter-college match/All India inter-veterinary college meets etc.**

Sports kit not exceeding Rs.700/- for participation in inter-college matches/annual athletic meet and All India inter-veterinary college competitions to be provided by the Dean concerned. The kit will be purchased by the following committee:

1. DSW-cum-E.O/Rep.
2. ADSW (Sports)/Rep.
3. Sports Coordinator of the college concerned

(6) **Rates for local mileage**

Local mileage @ Rs. 6.00/- per km per student.

(7) **Value of prizes for inter-college/inter-hostel/inter-class and inter-house competitions**

The rates for inter-college/inter-hostel/inter-class and inter-house competitions:

Competition	Event	Position	Rates (Rs.)
Inter-college	Dramatics, debate, declamation, music, photography, Fine Arts etc. and inter-college sports tournaments	1st	500/- per player
		2nd	350/- per player
Inter-hostel/inter-class/inter-house	Sports tournament	1st	300/- per player
		2nd	200/- per player

(8) **Cash incentives to the sports persons**

Sr. No.	Level of participation	Incentive (Rs. per head)
1.	Position in recognized inter-national competitions such as Olympics, World-Cup, World Universities	1st 40000 2nd 30000 3rd 20000
2.	Participation in the recognized inter-national competitions as above	20000
3.	Position in national championship/all India inter-state championship organized under the auspices of National Sports Federation/Association	1st 16000 2nd 14000 3rd 12000
4.	Participation in national championship/all India inter-state championship organized under the auspices of National Sports Federation/Association	10000
5.	First three positions in all India inter-university championship	1st 15000 2nd 13000 3rd 11000
6.	First three positions in zonal inter-university championships and all India inter-agricultural/veterinary university sports meet	1st 10000 2nd 8000 3rd 6000
7.*	Best athlete in all India inter-university athletic meet in addition to his/her individual positions	11000
8.*	Best athlete in all India inter-agricultural/veterinary university sports and games meet in addition to his/her individual positions	10000

\*The cash prize for being best athlete will be in addition to the cash incentive admissible for individual medal/achievement.

**Note:**

1. The participation/position will be considered only if the student has participated during the completion of the course in the university.
2. The positions will be considered if the participation certificate of the lower level is produced or if for any reason, the lower championship has not taken place, then a certificate to this effect from the concerned authorities has to be produced.
3. The committee shall satisfy itself about the genuineness of the certificate/performance of the concerned student while recommending prize/incentive for the position in the particular event.

4. *The incentives will be given out of the Amalgamated Fund of the students maintained by the Directorate of Students' Welfare or from other fund made available by the university including ICAR development assistance.*
5. *The performance of a candidate will not be considered for incentive if he/she participates in selection trials/tournaments without prior approval of the ADSW (Sports) and DSW-cum-E.O. The teacher of the concerned game should ensure all the formalities in this regard.*

(9) **Incentives to the students for achievements in NCC/NSS, adventure programme/ mountaineering programmes and other co-curricular activities like music/dramatics/literary/debate, graphic art, photography etc.**

Incentives for achievements in the above mentioned programmes and other co-curricular activities will be as following:

1. **NCC/NSS**

Participation in Republic day parade Rs. 2000/-

Participation in Republic day camp Rs. 1000/-

2. **Adventure programmes/mountaineering**

Position/participation in peak climbing more than 6000 meters conducted by Indian Mountaineering Foundation Rs. 1000/-

3. **Co-curricular activities like music/dramatics/literary/debate and graphic arts/ photography etc.**

Sr. No.	Level of participation	Incentives for individual championships (Rs. per head)	Incentives for team championship (Rs. per head)
1.	Position in open national championships sponsored by the Ministry of HRD, Govt. of India	1st 10000/- 2nd 6000/- 3rd 4000/-	7000/- 4000/- 3000/-
2.	Position in competitions at all India inter-university sponsored by AIU	1st 4000/- 2nd 3000/- 3rd 2000/-	3000/- 2000/- 1500/-
3.	Position in all India inter-agricultural / veterinary university sponsored by the ICAR/positions in the competitions at State level or zonal level of inter-universities of AIU	1st 2000/- 2nd 1500/- 3rd 1000/-	1500/- 1000/- 800/-

(10) **Free meals facility**

Free meals facility for one academic year except on strike day/term breaks in addition to the cash incentives for the following achievements:

First three positions in recognized inter-national competitions such as Olympics, World-Cups, World Universities

Or

Participation in the recognized inter-national competitions as above

Or

First three positions in national championship organized under the auspices of National Sports Federation/Association

Or

Participation in national championship/all India inter-state championship organized under the auspices of National Sports Federation/Association

Or

First three positions in all India inter-university championships organized under the auspices of AIU

Or

First two positions in all India inter-agricultural university sports meet organized under the auspices of ICAR/north zone inter-university tournaments organized by AIU

In addition to free meals, these sports persons will also get the following for one academic year or till the completion of degree whichever is earlier except on strike days/term breaks:

- a) One kg milk per day as per the university rate.
- b) The university mess/messes will provide meals to the sports persons and the office of DSW-cum-E.O. will make the payment to the concerned mess. For the non-hosteler students, a sum of Rs. 2000/- per month in lieu of free mess facility and Rs. 1200/- per month for milk be provided by the office of DSW-cum-E.O.

**Note:** The students bringing achievements in cultural activities in the above mentioned competitions will only be provided one kg milk per day in the mess or Rs.1200/- per month, if the student is non-hostler.

(11) **Rates of officiating charges**

Sr. No.	Games	Referee/Umpire/Judge/Official	Table/Lineman/scorer
1.	Hockey, Football, Basketball, Volleyball, Softball, Handball, Tennis (complete match), Baseball, Table Tennis, Korfbal, Badminton, Kho-Kho, Squash Racket, Badminton, Kabaddi, Water Polo, Netball	Rs.250/- per head per match	Rs.200/- per head per match
2.	Cricket	Rs.350/- per head per match	Rs.200/- per head per match
3.	Cross Country, Yoga, Cycling, Best Physique, Relay Races, Air Rifle & Pistol Shooting, Archery, Wrestling, Weight Lifting, Power Lifting, Boxing, Swimming, Gymnastics, Chess, Judo, Athletics, Rhythmic Gymnastics, Malkhamb, Yachting, Kayaking & Knoewing, Rowing, Taekwondo	Rs.175/- per head per session subject to maximum of Rs.350/- per day	

(12) **Incentives to officials accompanying the university teams**

The officials accompanying the LUVAS teams in the inter-university tournaments/all India inter-agricultural university games and sports meets/all India inter-veterinary university competitions be given track suits worth Rs. 1500/- once in an academic year in addition to TA/DA as per LUVAS rules.

(13) **Track suits to faculty members**

A track suit amounting Rs. 1500/- be given to the Vice-Chancellor, Registrar, Deans, DSW-cum-EO, Director IPVS, ADSW (Sports), ADSW (Cultural Activities), Sports Coordinators and sports faculty once in two academic sessions starting from the session 2015-16.

**8. The college magazine fund shall be utilized on the following objects:**

- (i) Expenses on printing etc. of the college magazine.
- (ii) Expenses of the material to be used for the college magazine.
- (iii) Cost of photographs etc. used for the college magazine.
- (iv) Any other item in connection with the activity of the college magazine.

**9. The medical fund shall be utilized as under:**

- (i) Any remuneration fixed by the DSW-cum-E.O. for surgeon, dispenser or other staff specifically engaged for the maintenance of the health of the students in the absence of regular university facilities in the campus.
- (ii) For purchase of medicines (other than tonics) for the students.
- (iii) Hospitalization charges admitted to the extent allowed by the DSW-cum-E.O. on any student admitted to a hospital with the prior approval of the DSW-cum-E.O.

**10.** If, in the interest of maintaining student activity, it becomes necessary to incur some expenditure not indicated in the various items above, the concerned Officer as mentioned in rule-3 may authorize this expenditure after obtaining approval of the Vice-Chancellor.

**11. GENERAL**

General rules as indicated in the Account Code, Volume-I and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of amalgamated fund is concerned. Similarly the rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of amalgamated fund, if auctioned or disposed off in any manner, shall be credited to the account from which it was purchased.

**Annexure-1**  
**KIT ITEMS**

<b>ATHLETICS</b>	<b>HOCKEY</b>
1. Shoes 2. Socks 3. Shorts3. 4. Vests 5. Spikes 6. T-shirt (only for girls) 7. Skirt with slacks/shorts (only for girls)	1. Shoes (Hockey) 2. Stockings T-shirt 4. Shorts 5. Skirt with slacks/shorts (only for girls)
<b>BADMINTON/TENNIS/TABLE TENNIS/ SQUASH RACKET/HANDBALL/VOLLEYBALL</b>	<b>SWIMMING</b>
1. Shoes 2. Socks 3. Short 4. T-shirt 5. Skirt with slacks/shorts (only for girls)	1. Swimming costume 2. Towel (Standard size) 3. Bath-room sleepers 4. Gown 5. Rubber cap
<b>BASKETBALL/KORFBALL</b>	<b>WRESTLING</b>
1. Shoes 2. Socks 3. Shorts1. 4. Vest 5. T-shirt (only for girls) 6. Skirt with slacks/shorts (only for girls)	1. Shoes (Wrestling) 2. Socks 3. Costume (Reversible) 4. Towel (Standard size)
<b>BOXING</b>	<b>KHO-KHO/KABADDI</b>
1. Shoes (Boxing) 2. Socks 3. Shorts2. 4. Vests 5. Towel (standard size)	Shoes 2. Socks 3. Shorts 4. Vest/T-shirt 5. Skirt with slacks/shorts (only for girls)
<b>CRICKET</b>	<b>YOGA</b>
1. Shoes (Cricket) 2. Sleeveless pullover 3. Socks 4. Cap 5. T-shirt 6. Pent	1. Shoes Socks 3. Short 4. Vest 5. Yoga slacks (only for girls) 6. T-shirt (only for girls)
<b>FOOTBALL</b>	<b>GYMNASTICS</b>
1. Shoes (Football) 2. Stockings 3. T-shirt 4. Shorts	1. Shoes (Gymnastics) 2. Socks 3. Short/Slacks 4. Vest 5. T-shirt (only for girls)
	<b>JUDO</b>
	1. Judoka

## CHAPTER XIII

### RULES REGARDING CO-CURRICULAR ACTIVITIES INCLUDING SPORTS

All the under-graduate students shall register one of the co-curricular activities (CCA)/ sports activities listed under (b). In addition the B.V.Sc. & A.H. students shall also register for NCC. The CCA as well as NCC shall be treated as non-credit activities and the students shall be awarded 'S' or 'US' grade. However, obtaining 'US' grade will in no way adversely affect the character of result of relevant academic year. The students will have to clear the activity in which they have been awarded 'US' grade in order to complete the graduation requirements.

- (a) NCC carrying 0+1 credit hour in 1st, 2nd and 3rd academic year of B.V.Sc.&A.H. degree programme.
- (b) The CCA /sports activities carrying 0+1 credit hour per CCA/sports activity to be offered in each semester/academic year out of the followings:

Sr. No.	CCA/sports activity	Sr. No.	CCA/sports activity
1.	Athletics including cross country running and Cycling	12.	Dramatics
2.	Cricket	13.	Debating and Declamation
3.	Hockey	14.	Photography
4.	Football	15.	Music
5.	Volleyball	16.	Kho-Kho
6.	Basketball	17.	Swimming
7.	Badminton	18.	Squash Racket
8.	Boxing	19.	Gymnastic
9.	Lawn Tennis	20.	Table Tennis
10.	Wrestling	21.	Yoga
11.	Kabaddi	22.	Hand Ball

The number of students in any activity may be limited keeping in view the facilities available.

**Note:** 1. A student, who has got 'US' grade in some CCA, he/she will have to repeat it.

2. In order to earn one credit, a student will be required to participate in an activity for two hours in a week.

3. Marks will be awarded for regularity in participation, discipline, diligence, keenness, perseverance and for excellence of performance as under :

	CCA	Marks
(i)	Regular attendance	50
(ii)	Performance in activity	40
(iii)	Discipline	10
	<b>Total</b>	<b>100</b>



	<b>NCC</b>	<b>Marks</b>
(i)	Regular attendance	40
(ii)	Performance in activity	40
(iii)	Parades on the occasion of Independence day and Republic day celebrations	10
(iv)	Discipline	10
	<b>Total</b>	<b>100</b>

For sports and games, attendance shall be marked by the concerned coach on the playing field in a prescribed register. These registers shall be inspected once a week by DSW-cum-E.O. For other CCA, the attendance shall be marked by the President of the concerned club or society or by the concerned instructor, if any.

The 10 marks meant for discipline and the 40 marks meant for the performance in activity will be awarded by the following committees:

(a) **Sports and games**

1. ADSW (Sports)
2. President of the concerned game/club
3. The concerned coach

(b) **Other CCA**

1. The President of the concerned society/club activity.
2. Two others to be nominated by the DSW-cum-E.O. one of whom will be the concerned instructor, if there is one.
3. As per regulations regarding R&V Sqn. NCC the B.V.Sc. & A.H. students shall be awarded 'S' or 'US' grade.
4. A student getting 60 marks or above shall be awarded 'S' grade.
5. The grade for CCA and sports activities will be communicated to the Registrar by the DSW-cum-E.O.
6. The students allowed to participate in tournaments, declamation and other contests of national/state/inter-university level will be given benefit of attendance as per rules.
7. Each under-graduate student shall be required to complete the credits of CCA as specified in the prescribed course requirements.

**RULES REGARDING NCC TRAINING**

1. NCC will be treated as one of the activities and will earn 0+1 credit as per norms per academic year. This will be a non-credit activity for B. V. Sc. & A. H. students. The NCC activity shall be open to Indian students only.
2. NCC will be compulsory activity for the B.V.Sc. & A.H. students of 1st 2nd and 3rd year. In case any student intends to register in NCC even after three years, he/she can be allowed to do so when offered in normal routine.
3. Normally there will be no parades or other activities on Sundays and holidays.
4. A student, on completion of three years of NCC training and after one annual training camp, may be discharged from NCC on his/her submitting an application to his/her Coy. Commander. A student who has completed three years NCC training may not be

debarred from completing his/her degree requirement if he/she fails to attend the annual training camp due to unavoidable circumstances or if the camp is not organised by the NCC authorities.

5. On completion of training (including annual training camp) every cadet will be graded as excellent, very good, good, average and below average, keeping in view his/her discipline, initiative, qualities of leadership, keenness in training, attendance, and proficiency in the test. This grading will be intimated to the Registrar for incorporation in the DMC/Transcript.

6. **NCC fund**

- (i) The students who are enrolled for NCC will be charged as prescribed by the university from time to time and the fund will be utilised for NCC activities only.
- (ii) The NCC fund realized from the students will be utilised on the recommendations of the NCC Officer for the following purposes:
  - (a) Detailing teams for shooting and drill competition at the battalion, group, directorate, national, university and inter-university level.
  - (b) Detailing cadets for participation in Republic day parades at Delhi and other similar important occasions.
  - (c) Arranging visits of NCC cadets and officers of army units for getting a first hand knowledge of army life.
  - (d) Meeting expenses on photography, prizes, entertainment of guests and cadets etc. on Independence day, NCC day, Republic day and other important occasions.
  - (e) Arranging Guard of Honour when a VIP, who is entitled to such honour, visits the university.
  - (f) Other activities, which the DSW-cum-E.O. may approve from time to time.
  - (g) The NCC officers and cadets will be entitled to TA and DA at the rates, which are permissible in the case of sports activities of the university.

**Note:** *The Dean of the college concerned, on the recommendations of the DSW-cum-E.O., is authorised to allow exemption from NCC training, on the following grounds:*

- (i) *Medical ground*
- (ii) *A student who has already attended NCC training for one or two years from any institution (including the constituent colleges of LUVAS) shall be eligible for exemption from NCC training for that period.*

Above provision (ii) is also applicable to the students dropped due to scholastic deficiency and re-admitted, if they have already attended NCC training for the required period.

## **CHAPTER XIV**

### **RULES REGARDING ENFORCEMENT OF STUDENTS DISCIPLINE AND GOOD BEHAVIOUR**

#### **1. GENERAL**

- 1.1 These rules shall be known as enforcement of students discipline and good behaviour rules.
- 1.2 These rules shall supersede all the previous rules relating to the students discipline and good behaviour.
- 1.3 These rules shall apply to all the students of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS) irrespective of place and manner of the act of indiscipline committed by them. It will also include a student enrolled in diploma or certificate course or any other category of course in which instruction/education is imparted by the university or in-service student.
- 1.4 For the purpose of these rules expression "act of indiscipline" shall mean and include the following:
  - (a) Misconduct or misbehaviour in the class room or anywhere on the university campus,
  - (b) Causing damage to or defacement of university property,
  - (c) Instigating or causing to instigate, organize/participating in strikes, demonstrations or disturbances of any kind including gheraos, lock-outs which may, disrupt the convocation, admissions, examinations, workshops, conferences and other functioning of the university,
  - (d) Disobedience or disregard of instructions or notifications issued by DSW-cum-E.O., Deans, Principals and other Officers, Heads of Departments and members of faculty,
  - (e) Instigating or causing to instigate/misguiding the employees/workers of the university to indulge in activities contrary to the interest and discipline of the university,
  - (f) Persuading students to be absent from classes, examinations and other academic activities of the university,
  - (g) To act or cause/instigate others to act in such a manner as to create disturbance or annoyance to other students/inmates of hostels/employees of university/ residents of the campus community/any other person on the university campus or otherwise or to act or cause/instigate others to take law into their own hands,
  - (h) Keeping, carrying, using or supplying of any firearms, lethal weapons, knives with a blade of more than four inches length in the hostel room within or outside the university,
  - (i) Keeping, using or supplying intoxicants in any form in the hostels, within or outside the university campus,
  - (j) Gambling in any form,
  - (k) Ragging, bullying or harassing of students in the classes/ hostels/within/outside the campus,
  - (l) Recourse to violence, assault, intimidation, rioting,
  - (m) Disturbing other students in their studies,
  - (n) Attending or organising unauthorised meetings and participating in such meetings,

- (o) Displaying notices, leaflets or posters, not signed or countersigned by competent authority at the hostel notice board and on the university notice boards or other places or distributing such notices or leaflets or disfiguring or defacing university buildings or writing slogans and undesirable things on the buildings/ property, etc.,
  - (p) Forging of signatures in any way of the faculty members/office staff/students at the time of registration/any other time, submitting fake certificates,
  - (q) Eve-teasing, molestation, sexual assault or its attempt, physical injury, manhandling of fellow students or employees or any one else, displaying hostility towards members of the faculty or university employees or their family members or any other person in the campus of university,
  - (r) To give shelter to outsiders in the hostel when the stay/ visit of outsiders in the hostel has been expressly debarred by the orders passed by the DSW-cum-E.O. for a specific period or for a general period,
  - (s) Any other act which in the opinion of the Vice-Chancellor or any other Officer authorised by the Vice-Chancellor in this regard is considered to be an act of indiscipline.
- 1.5 These rules come in to force from the date on which these are passed by the Academic Council. Any act of indiscipline committed before this date with respect to which proceedings have not been started will also be processed under the provisions of these rules.
- 1.6 These rules will not in any manner curtail the powers of the Vice-Chancellor prescribed in this regard in the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar Act 2010 under section 21 and any other such power vested in the Vice-Chancellor through the above said Act and the Statutes framed under the authority of this Act.

## **2. DEFINITIONS**

- 2.1 "College" means any constituent college of the university, to which the student found involved in the act of indiscipline, belongs.
- 2.2 "Committee of Students Welfare" means the committee constituted by the Academic Council under clause 4 of the Statutes relating to the Powers and Duties of the Authorities of the University.
- 2.3 "Dean/Principal" of the college means the Dean/Principal of the college concerned to which the student belongs.
- 2.4 "Head of the Department" means the Head of the Department to which the student belongs.
- 2.5 "Student" means the student found involved in any act of indiscipline for which the proposed action as provided in these rules is to be taken.
- 2.6 "Teacher" means any member of the faculty taking a class, giving a lecture, taking practicals, being in-charge of excursion games and tours of students or coaching in campus and includes Professors, Associate Professors, Assistant Professors and Research and Extension staff of equivalent rank and Coaches.
- 2.7 "Warden" means the Warden-I/Warden-II of the hostel within whose presence indiscipline or misbehaviour occurs, if such act or a part of it happened in hostel.
- 2.8 "C. D. C. or Central Disciplinary Committee" means the Central Disciplinary Committee constituted under these rules.

### **3. PENALTIES**

3.1 Any or any combination of the following penalties can be imposed upon any student of the university found involved in the acts of indiscipline:

- (a) Warning
- (b) Fine
- (c) Placement on conduct probation
- (d) Temporary or permanent withdrawal of concessions/ aids/stipends/scholarships/fellowships/any other facility, etc.
- (e) Removal/debarring from part time/full time employment.
- (f) Permanent or temporary expulsion from hostel.
- (g) Imposing of a security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanour.
- (h) Forfeiture of right to admission to any course in the university in future/forfeiture of right to employment in the university in future.
- (i) Rustication from the university.
- (j) Expulsion from the university.

### **4. RESPONSIBILITY FOR REPORTING STUDENT'S INDISCIPLINE AND MISBEHAVIOUR**

4.1 Any employee or any student of the university or any other person who has noted any act of indiscipline having been committed by any student, shall immediately make a report to the Dean of the college or DSW-cum-E.O. of such act having been committed and the students who were found involved in it.

4.2 On receipt of such information, the DSW-cum-E.O./Dean of the college shall examine it and forward the same to the competent authority who in the event of such act of indiscipline is empowered to take/initiate action as per the provisions of these rules.

4.3 To remove any doubt, it is further clarified that the cognizance of any act of indiscipline should not be delayed due to the reason that the person who has noticed such type of act having been committed was not competent to make any report or the person to whom the report has been made was not competent to take action.

### **5. PROCEDURE FOR TAKING COGNIZANCE AND DECIDING ABOUT THE IMPOSITION OF PUNISHMENT/PENALTIES**

5.1 The Dean of the college concerned shall be competent to impose all penalties as provided, in these rules. He/She shall also be competent to decide about the imposition of such penalties in accordance with the provisions of these rules.

5.2 In the event of any such order of punishment passed by the Dean of the college concerned, the student concerned shall have the right to appeal to the Vice-Chancellor, however, if the penalty imposed is of the category as specified in sub clause 3.1 (a), (b) or (c) no appeal will lie.

5.3 No penalty of rustication or expulsion from the university shall be imposed unless the student has been given an opportunity of showing cause against the action proposed to be taken in this regard.

5.4 Whenever a case of indiscipline comes to the notice of the Dean of the college, he/she will call explanation of the student(s) concerned,, consider reply received and take decision

about the award of punishment, if he/she feels that punishment under clause 3.1 (a),(b),(c),(d) and (g) is sufficient.

- 5.5 In case students of more than one college are involved or the Dean feels that the gravity of the offence is so serious that involved students are required to be awarded the punishment as provided in Clause 3.1 (e)(f),(h),(i) and (j), he/she will charge-sheet the students. If the reply received is not satisfactory, he/she will send the case to the CDC for enquiry as per Clause 6.1. If the CDC so desires, an oral enquiry can also be held at which all evidences shall be heard . The student shall be entitled to reasonable opportunity of putting forward defence during the course of such enquiry. The proceedings of such enquiry shall contain sufficient record of evidences of the findings and the grounds thereof.
- 5.6 These conditions shall, however, not apply in a case where order is based on facts, which have led to the conviction of the student in any criminal court.
- 5.7 Any or all requirements of these procedures as contained from 5.3 to 5.5 with specific reasons be recorded in writing by CDC or the Dean of the college concerned, as the case may be, shall be waived off by them where it is not practically possible to observe these or where the Dean of the college concerned or the CDC, as the case may be, is satisfied that in the interest of peace & tranquility on the campus of the university, it is not expedient to follow such procedure.
- 5.8 The enquiry and the procedure provided for imposing such punishment may take place ex-parte i. e. without giving opportunity of defence in advance under the following conditions :
- (a) If the competent authority i. e. Dean of the college concerned/the CDC is satisfied that the student is not coming forth willfully and avoiding his/her presence so that the proceedings may be delayed and such delay is not in the interest of the university.
  - (b) Where due to any reason, whatsoever, it is not possible to contact the student and /or to deliver such notice to him/her due to any reason (reason to be specified by the competent authority).
  - (c) Where it is not possible for the student, due to any reason whatsoever, to join the enquiry.
  - (d) Where the competent authority is satisfied that if the case is not disposed off expeditiously, it will have adverse effect on the peace of the campus.
  - (e) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the university.
  - (f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidences are available which prove beyond doubt the involvement of the student in such act of indiscipline.
- 5.9 If a question arises whether there are sufficient reasons to invoke provisions as contained in sub clause 5.7 and 5.8 the decision thereon, of the competent authority i.e. Dean of the college concerned or CDC, as the case may be, shall be final.

## **6. CENTRAL DISCIPLINARY COMMITTEE (CDC)**

- 6.1 There shall be a CDC for the students. It will be a committee at the university level

which shall be constituted by the Vice-Chancellor on a proposal initiated by DSW-cum-E.O. from time to time. The functions of this committee shall be as follows:

To enquire into the cases of indiscipline and misbehaviour of students wherefrom such cases have been referred to the committee by the Dean of the college concerned. In discharging of this function, the committee will have the power to call and examine any student, officer, teacher, other employee etc. of the university. If such evidence is found to be necessary, the committee will also have the power to requisition of any record which in the opinion of the committee is required to be examined.

- 6.2 After conducting the enquiry, the CDC shall submit its findings/reports to the Dean of the college concerned as early as possible. After considering enquiry report of the CDC, the Dean shall apply his/her mind and decide the quantum of punishment to be awarded. In case the Dean differs from the findings/reports of the CDC, he/she may record reasons for the same.

## 7. IMPLICATION OF PUNISHMENT

- 7.1 Any punishment awarded to a student, shall be placed on the personal file of the student.

- 7.2 The implication of various punishments shall be as follows:

- (a) **Warning :** Warning shall be conveyed in writing and shall be placed on the personal file of the student.
- (b) **Fine :** Fine shall be imposed in pecuniary terms of the specific amount. Such amount shall be deposited by the student within seven days of imposition of fine. Failure to deposit such fine will amount to non- fulfillment of the punishment conditions and may lead to striking off the name of the student from the rolls of the university
- (c) **Placement on conduct probation :** A student, who has been placed on conduct probation, shall be kept under constant watch. The behaviour of such student is expected to be exemplary during the course of conduct probation. He/She is not expected to involve himself/herself even in any incidence of indiscipline. He/She is expected to be, therefore, more careful in his/her behaviour. In case he/she is found to be involved in any act, result of such act of indiscipline shall be considered to be serious. A student so placed on conduct probation shall be debarred, during the period of conduct probation to :
  - (i) Represent his/her college/university in sports, cultural contests etc., in or outside the university,
  - (ii) Hold office in a student organisation, club or society,
  - (iii) Receive any scholarship, fellowship or stipend.
- (d) **Temporary or permanent withdrawal of concessions/ aids/stipends/scholarships/fellowships/any other facility etc. :**  
The student, for a prescribed period or permanently, as the order may be, shall be debarred to avail the facility which has been withdrawn from him/her by way of punishment.
- (e) **Removal/debarring from part time/full time employment :**  
The student concerned shall be liable to be removed or debarred from any such implication as per the order of punishment.

(f) **Permanent or temporary expulsion from hostel :** The student shall be denied the facility of hostel for a specific period or permanently as the order may be. During the period of such punishment in operation, the student will not visit the hostel at all. In case, he/ she is found to be visiting the hostel, it shall be considered that the punishment imposed has not been fulfilled and shall lead to striking off the name of the student from the rolls of the university.

(g) **Imposition of security deposit which might be confiscated at the discretion of authority in the event of the student being found guilty of indiscipline, which will include misdemeanour:**

A specific amount of security in terms of money, as per the order, will have to be deposited by the student within seven days of passing the order. It shall be subject to the condition that if the conduct of the student has been found to be exemplary during the remaining period of his/her stay in the university for which the Dean of the college concerned will give a certificate, the security shall be refunded to him/her. However, in case his/ her conduct has not been found up to the mark, the security so deposited shall be forfeited. Forfeiture of such security will automatically amount to placing the student on conduct probation for the remaining period of his/her stay in the university. In such case the implication of placement on conduct probation will automatically come into force on such student.

(h) **Forfeiture of right to admission to any course/right to employment in the university in future :**

As per the order of punishment, the student will be debarred from taking admission in and other course (other than the one in which he/she is studying at the moment) in future and he/she will also be considered ineligible to apply for any job in the university, in future, in case the orders so provide.

(i) **Rustication from the university :**

Rustication can be as per the orders for a specific period of minimum two semesters or one year, as the case may be, and a maximum period of four semesters or two years, as the case may be, including the semester/ year in which the act of indiscipline has been committed. No benefit of semester/year, as the case may be, in which the act has been committed, shall be given to the student i. e. for the concerned student, the semester/ year in question shall be scrapped and he/she will have to do it afresh. He/She will be allowed to rejoin the course at the expiry of such period from the next opportunity available for regular registration. In case, during the period of rustication any change in the curriculum etc. has taken place, he/she will have to fulfill the conditions and the curricula in force at the time of his/her rejoining. No benefit shall be given to him/her on the condition that at the time he/she was rusticated from the university had he/she not been rusticated he/she would have had such benefits. (Year where annual system is followed and semester where semester system is followed. For any other system, the competent authority shall decide the punishment).

(j) **Expulsion from the university :**

Expulsion from the university shall amount to striking off the name of the student from the rolls of the university without any right of re-admission/fresh admission in any course.



- 7.3 No benefit of any type, including attendance benefit etc. shall be given to a student, who has, due to the reasons of non- fulfillment of punishment awarded invited such inability.

## **8. SUSPENSION**

- 8.1 After having regard to the nature of the charges of the student of any act of indiscipline, if the Dean of the college concerned is satisfied that it is necessary/ desirable in the interest of the university to place under suspension the student found involved in an act of indiscipline, he/she may place such student under suspension. Such suspension will not amount to any penalty having been imposed under the provisions under these rules.
- 8.2 Such suspension will debar a student from availing of any facility of the university.

## **9. APPEAL**

- 9.1 The appeal shall lie with the competent authority within fortnight from the date of issue of orders as provided in rule 5.2
- 9.2 The appellate authority to the extent possible will give adequate opportunities to the student concerned to produce any defence. However, no fresh evidence shall be examined by the appellate authority.
- 9.3 The provisions contained in clause 9.2 notwithstanding, however, in case where the provisions of rule as contained in clause 5.7 and/or 5.8 have been invoked, the appellate authority may, if satisfied, give opportunity to the student, against which order has been passed, to produce evidences in favour of his/her defence.
- 9.4 In case the appellate authority decides to act under the provisions of clause 9.3, he/she may authorise some authority, other than the one who was involved in the earlier examination which has led to the punishment against which appeal has been preferred, to record such evidences and submit his/her findings.
- 9.5 After receiving such report, as prescribed in clause 9.4 while acting under clause 9.3, the competent authority may consider the same also before passing an order on the appeal.
- 9.6 If the appellate authority is satisfied with the appeal based on the record itself, the appeal can be decided. He/She may dispense with the provisions of giving any opportunity to the concerned student.

## **10. INTERPRETATION AND MISCELLANEOUS CONDITIONS**

- 10.1 In the event of any inconsistency amongst the rules or in the event of any clarification with respect of above rules the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to eliminate any inconsistency and decide as to which provision of the rules shall take precedence over the others.
- 10.2 These rules in no way shall limit the powers of the Vice-Chancellor provided by the Act with respect to maintenance of discipline at the university. The Vice-Chancellor may adopt any procedure as per his/her satisfaction for taking such action in exercise of power vested in him/her under the Act. Such exercise of power by the Vice-Chancellor will not limit the scope of these rules to be enforced thereby meaning that these rules can also be enforced concurrently.

- 10.3 No authority shall be competent to review his/her order passed under these rules.
- 10.4 For the purpose of the definition in rule 1.3, if a question arises as to whether a particular person is a student of the university or not, the matter shall be referred to the Vice-Chancellor and his/her decision shall be final.
- 10.5 These rules will not restrain the enforcement of hostel rules for which the provision has been made separately . However, in case the act is found to be violative of both the hostel rules as well as these rules, both the proceedings can run simultaneously.

## CHAPTER XV

### RULES RELATING TO THE PROCESS OF UNFAIR MEANS CASES AND PENALTIES THEREOF

#### 1. GENERAL

- 1.1 These rules shall be known as "Rules relating to the process of unfair means cases and penalties thereof".
- 1.2 These rules shall apply to all students of LUVAS irrespective of places & manners of use of unfair means. It will also include students enrolled in diploma or certificate course or any other category of course in which instruction/education is imparted by the university or in-service students.
- 1.3 For the purpose of these rules, expression "unfair means" shall mean and include the following:
  - (a) Having in his/her possession or accessible to him/her during the examination hours the papers, books or notes written or printed on any kind of material, body, clothing etc. and such papers, books or notes relating to the subject of the examination of the day.
  - (b) Writing during the examination hours on any paper, other than the answer-book, any portion of question paper or answers or notes relating to any question.
  - (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the examination hall during the examination hours.
  - (d) Consulting notes/books outside or inside the examination hall during the examination hours.
  - (e) Assisting or attempting to assist in any manner whatsoever any other candidate or taking assistance or attempting to take assistance from any other candidate or outsider or in any other form from any book/paper/ notes or other material in answering the question paper during the examination hours.
  - (f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for the purpose of making an appeal to the examiner through the answer book or using abusive or indecent language in the answer book.
  - (g) If he/she is a candidate for an examination for science or some other subject presenting to the examiner a practical or class work note-book which does not belong to him/her.
  - (h) Communicating or attempting to communicate, directly or through a relative/guardian or friend with an examiner or with the Registrar or any other official with the object of influencing him/her for the award of marks or making any interpolation thereto.
  - (i) Swallowing/destroying any note, paper, etc. found with him/her.
  - (j) Making deliberate previous arrangements to cheat in the examination, including:
    - (i) substitution, wholly or partly or an answer book/continuation sheet, during or after the examination hours,
    - (ii) insertion in the answer book of any sheet(s) written outside the examination hall,
    - (iii) any kind of attempt to communicate with somebody who is inside or outside the examination hall with a view to obtaining assistance of any kind for the examination paper of the day,
    - (iv) impersonation,

- (v) obtaining admission to the examination on a false representation,
  - (vi) forging another person's signature, and
  - (vii) failing to deliver his/her answer book to the person-in-charge before leaving the examination hall.
- (k) Refusing to obey the superintendent or any other member of the supervisory staff or the flying squad or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or assaulting or threatening to assault any official connected with the examination any time before, during or after the examination.
- 1.4 These rules will not, in any manner, curtail the powers of the Vice-Chancellor prescribed in this regard under section 21 of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010 and any other such power vested in the Vice-Chancellor through the above said Act and Statutes framed under the authority of this Act.

## **2. DEFINITIONS**

- 2.1 “College” means any constituent college or affiliated college of the university to which the student found involved in the use of unfair means belongs.
- 2.2 Committee for dealing with the cases of unfair means shall be known as "Enquiry Committee - Unfair means cases" as constituted by the Vice-Chancellor under rule 5.1 of this chapter.
- 2.3 “Dean or Principal of the College” means Dean or Principal of the college concerned to which the student belongs.
- 2.4 “Superintendent” means the teacher-in-charge for conduct of examination.
- 2.5 “Invigilator” means person in-charge deputed for supervising the conduct of examination.
- 2.6 “Student” means the student found involved in use of unfair means during examination for which proposed action as provided in these rules is to be taken.
- 2.7 “Flying Squad” means the squad constituted for checking the conduct of examinations and use of unfair means.

## **3. INSTRUCTIONS**

- 3.1 Every day before the examination begins, the superintendent/ invigilator or any other person authorised in this behalf, shall call upon all the students to deliver him/her all papers, books or notes, which they may have in their possession failing which it will lead to use of unfair means, if found in the possession of students during examination.
- 3.2 If the answer book given to the student happens to be unsigned by the superintendent/ any other person/in-charge of the examination, it is the duty of the student to get it signed by the authorised person.
- 3.3 Where possible, there will also be a lady invigilator, if a woman student is appearing in the examination.
- 3.4 The superintendent or the person-in-charge of the examination shall forward to the Dean of the college concerned every day, declaration signed by him/her to the effect that the warning as required in clause 3.1 above was duly administered.

#### **4. RESPONSIBILITY FOR REPORTING CASE OF USE OF UNFAIR MEANS AND FURTHER PROCESS OF THE CASE**

During a written or practical examination, it will be the responsibility of the centre superintendant / invigilator/teacher conducting the examination to ensure that the students do not employ any unfair means. Where a student is found to be using or attempting to use unfair means, the invigilator/teacher conducting the examination, who detects it, will proceed as under :

- (a) He/She will confiscate books, papers and such other articles as were being used and also take possession of the answer book and question paper of the culprit and seal them in a cover in the presence of the defaulter and the co-invigilator, if any.

Simultaneously second answer book shall be issued to the student. The second answer book should not be evaluated till the unfair means case is decided. The second answer book should remain tagged with the first answer book.

- (b) In case the invigilator detects a student to have written any material on the palm of his/her hand or on some other part of the body, the invigilator shall record the same for submission to the Dean through, centre superintendant.
- (c) The invigilator will also record the statement of the defaulter as soon as possible and give him/her a receipt for all the papers and articles taken possession of. Should the defaulter decline to give a statement or runs away, the fact will be noted in the invigilator's report. The report will contain a factual account of the incident and shall be forwarded to the Dean, by name, along with the aforesaid sealed envelope on the same day, in a closed cover marked 'Confidential' by centre superintendant.
- (d) The Dean will forward the case to the secretary of the committee referred to in rule 5.1.
- (e) Cases of use of unfair means reported by examiners while evaluating answer books shall be referred to the committee by the Dean of the college concerned.
- (f) Where case of mass copying is reported either by supervisory staff or by external examiners while evaluating answer books, the issue may be looked into by the Committee. If the answer books of reported cases contain the same answers and copying from either each other or same copying material is established, punishment should be as per rule 6.

#### **5. CONSTITUTION OF ENQUIRY COMMITTEE- UNFAIR MEANS CASES, ITS RESPONSIBILITIES AND FUNCTIONING**

- 5.1 The following Enquiry Committee - unfair means cases will consider such cases and make suitable recommendations to the Dean of the college concerned for taking further action as per his/her statutory powers:

- |       |   |                  |
|-------|---|------------------|
| (i)   | Three Professors (one to be nominated as Chairman by the Vice-Chancellor) |                  |
| (ii)  | Director Students' Welfare-cum-E.O.                                       | Member           |
| (iii) | Legal Remembrancer  | Member           |
| (iv)  | Assistant Registrar (Academic)  | Member           |
| (v)   | Controller of Examinations  | Member-Secretary |

Term of committee will be two years and three members will form the quorum.

- 5.2 The committee shall consider the report of the detector and the explanation, if any, submitted by the student. Date, time and venue of meeting of committee shall be notified by the Dean to the student (s) involved so as to enable him/her/them to explain his/her/their position to the committee in writing or verbally. The committee may hear the student(s) and the invigilating staff of the university for evidence. However, student may be told that if he/she does not appear before the committee on the date fixed for meeting, it will be constrained to examine the evidence, if any, against him/ her ex-parte on merits as per rules. To the extent possible, all evidences will be recorded in writing. Until the case is decided, the student shall not be eligible for registration for the ensuing semester/academic session.
- 5.3 On the recommendations of the committee the Dean shall pass orders as to the penalty to be imposed on the student.
- 5.4 If any person or the staff of the university who is found to be guilty of connivance at the use of unfair means at an examination by omission or commission or when called by the unfair means committee fails to appear before it, his/ her case will be reported to the Vice-Chancellor for such action as is considered necessary.

## 6. PENALTIES

The following penalty can be imposed upon any student of the university found involved in use of unfair means:

- A. **For the students of B.V.Sc. & A.H. programme**, the following will be the penalties for using unfair means:  
Awarded 'zero' in all the courses registered during the academic year in case of internal assessment examination/declared 'fail' in relevant class in case of final/annual/supplementary examinations.
- B. **For the students of M.V.Sc. & Ph.D programmes** the following will be the penalties for using unfair means:
1. **First offence:** 'F' grade in all the courses registered in the relevant semester.
  2. **Second offence (even in the same semester):** Debarred for two years i.e. for four semesters (the semester in which caught using unfair means to be counted as the first semester followed by three more semesters, and the OGPA of that academic year be calculated only after the student joins back in the same semester after the period of punishment).
  3. **Third offence:** On repeating unfair means third time (in the same semester or any time else during the programme), the student may be debarred/expelled from the university forever.

## 7. PROCEDURE FOR TAKING COGNIZANCE AND DECIDING ABOUT THE IMPOSITION OF PUNISHMENT/PENALTIES

- 7.1 In the event of such order of punishment passed by the Dean of the college concerned, the student concerned shall have the right to appeal to the Vice-Chancellor within a fortnight of the date of order.
- 7.2 The enquiry and the procedure provided for imposing such punishment may take place ex-parte i.e. without giving opportunity of defence in advance under the following

conditions:

- (a) If the competent authority i.e. committee for use of unfair means case is satisfied that the student is not coming willfully and avoiding his/her presence so that the proceedings may be delayed and such delay is not in the interest of the university.
  - (b) Where due to any reason, whatsoever, it is not possible to contact the student and/or to deliver such notice to him/her due to any reason (reason to be specified by the competent authority).
  - (c) Where it is not possible for the student, due to any reason whatsoever, to join the enquiry.
  - (d) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the university.
  - (e) Where the competent authority is satisfied that if the case is not disposed off expeditiously it will have adverse effect on the peace of the campus.
  - (f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidence are available which prove beyond doubt the involvement of the student in such act of unfair means.
- 7.3 If a question arises whether there are sufficient reasons to invoke provisions as contained in sub clause 7.2, the decision of the competent authority/committee for unfair means cases shall be final.

## **8. IMPLICATION OF PUNISHMENT**

The implication of punishment awarded to a student shall be the same as explained in rule 7 of the rules regarding Enforcement of Students Discipline and Good Behaviour.

## **9. APPEAL AND REVIEW OF ORDERS**

- 9.1 The student may appeal within a fortnight against the orders passed by the Dean to the Vice-Chancellor. On receipt of such appeal, the Vice-Chancellor shall send for the record of the case and after examining it, accept or reject the appeal or modify the punishment in such manner, as he/she deems proper.
- 9.2 Whenever any action is taken against a student for the employment of unfair means in an examination, and also when such action is revised, an intimation shall be sent by the authority taking such action, or making such revision to the student's advisor, the Dean and the DSW-cum-E.O. to enable them to make necessary entries in the student's cumulative record.
- 9.3 Notwithstanding anything contained in these rules, the Vice-Chancellor shall have the authority to institute an enquiry or direct such an enquiry to be held into the conduct of any student or students and take such punitive action as he/she deems proper, provided, however that before ordering the rustication or expulsion of a student, he/she shall follow the procedure similar to the one outlined in the above rule, excepting that after the receipt of the explanation from the student and after giving a personal hearing, if the student had made such a request in his/her explanation, the Vice-Chancellor may either pass orders directly or do so after getting the advice of the unfair means committee and such order shall be final.

## **10. INTERPRETATION**

- 10.1 In the event of any inconsistency amongst the rules or in the event of any clarification with respect of above rules the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to eliminate any inconsistency and decide as to which provision of the rules shall take precedence over the others.
- 10.2 These rules in no way shall limit the powers of the Vice- Chancellor provided by the Act and Statutes framed there under with respect to maintenance of discipline in the university. The Vice-Chancellor may adopt any procedure as per his/her satisfaction for taking such action in exercise of power vested in him/her under the Act. Such exercise of power by the Vice-Chancellor will not limit the scope of these rules to be enforced thereby meaning that these rules can also be enforced concurrently.
- 10.3 No authority shall be competent to review its order passed under these rules.
- 10.4 For the purpose of the definition in clause 2.6 if a question arises as to whether a particular person is a student of the university or not, the matter shall be referred to the Vice- Chancellor and his/her decision shall be final.



## CHAPTER XVI

### RULES FOR CANCELLATION/CONFISCATION OF DEGREES/ DIPLOMAS/ CERTIFICATES OR OTHER ACADEMIC DISTINCTIONS

1. A degree/diploma/certificate or other academic distinction may be withdrawn by the Vice-Chancellor if :
  - (a) the candidature of the person concerned has been cancelled or result quashed in accordance with the procedure laid down under rule 2.  

or
  - (b) it is found at any time that such person has been able to obtain admission to a programme by his/her act (s) of omission or/and commission or by committing fraud or by mistake or error in procedure and who has been awarded a degree/diploma/certificate shall be liable to surrender such degree/diploma/certificate/ other distinction on being required by the Vice- Chancellor.  

or
  - (c) the candidate has misbehaved at a convocation of this university (the question whether a person has misbehaved in terms of this rule shall be decided by the Vice-Chancellor).
2. The Vice-Chancellor shall have power to quash the result of the candidate after it has been declared, if:
  - (i) he/she is disqualified for using unfair means in the examination; or
  - (ii) a mistake is found in result; or
  - (iii) he/she is found ineligible to appear in the examination; or
  - (iv) he/she is a person against whom action under rule 3 would have been taken, had the facts come to the notice of the university earlier.
3. If a candidate after admission to a programme/examination
  - (a) commits an immoral act; or
  - (b) is discovered to have committed an immoral act which in the opinion of the Academic Council is such that had it come to its knowledge in time, it would have excluded him/her from the programme/ examination;
 The Academic Council may
  - (i) cancel his/her candidature for that examination and order that his/her result be not declared, and/or
  - (ii) disqualify him/her permanently for a specified period.
4. However, before imposing above penalty or penalties, the authority concerned shall give the person concerned a reasonable opportunity of being heard and consider his/her explanation or defence, if any, before passing the order of cancellation or confiscation, as the case may be.

## CHAPTER XVII

### RULES REGARDING ISSUE OF REVISED DOCUMENTS

1. The students wanting to have their names changed in the documents will have to make request on the prescribed proforma through the Dean of the college concerned from where the candidate passed his/her last degree or if in-service through present employer. The request must accompany the original documents, previously issued where name is required to be changed.
2. Request for change in the name, will be considered only if name has been got changed in the Matriculation or equivalent certificate.
3. Change in the sub-caste is not permissible unless there is any link between the proposed and the one already shown in his/ her name. This rule will not apply to women candidates who change their name due to marriage and advertisement in the newspaper is also not necessary.
4. The request for change in the name should be accompanied by an affidavit from the Executive Magistrate and a cutting from the newspaper in which the applicant has advertised the change in his/her name. The advertisement will be valid for six months from the date of publication. The original cutting of the advertisement is required and attested copies will not be accepted.
5. If the change in the name is permitted, the name in the university record as well as in the changed copies of the certificates/degrees if obtained will be shown as 'New Name' alias 'Old Name' as for example, where change in the name is allowed from Matu Ram to Shyam Sunder, the changed name in the university records as well as in the changed copies of the certificates/ degrees will be shown as 'Shyam Sunder' alias 'Matu Ram'.
6. For the issue of revised documents with the changed name, the candidate shall have to pay the prescribed fee in cash or through Bank Draft or through Indian Postal Order drawn in favour of Comptroller, LUVAS, Hisar, payable at Hisar.
7. **Issue of duplicate/second duplicate degree/certificate**  
The duplicate /second duplicate degree/certificate may be issued to the students under very special cases. In case the original or a duplicate degree/certificate is lost or destroyed, a duplicate/second duplicate degree/certificate may be issued on submission of an application on the prescribed form alongwith following documents:
  - (i) the prescribed fee
  - (ii) an affidavit on judicial stamp paper of Rs.10/- duly signed by the 1st Class Magistrate
  - (iii) copy of FIR lodged with the police station duly attested by a gazette officer
  - (iv) copy of one I.D.
  - (v) copy of Aadhar Card

**Note:** *The particulars will be attested by the Head of the Department. No more request after issue of the second duplicate degree/transcript/DMC/certificate will be considered.*

## CHAPTER XVIII

### FEES FOR VARIOUS CERTIFICATES

The fee for issuing various documents/certificates will be as following:

Sr. No.	Documents	Original	1st time fee for duplicate (Rs.)	2nd time fee for duplicate (Rs.)
1.	Degree in absentia	500/-	1000/-	2000/-
2.	Duplicate/revised copy of degree	-	1500/-	3000/-
3.	Duplicate/revised copy of PDC	-	1500/-	3000/-
4.	Duplicate/revised copy of Transcript/DMC	-	1500/-	3000/-
5.	Migration certificate	300/-	1000/-	2000/-
6.	Duplicate/revised copy of Migration certificate	-	1500/-	3000/-
7.	Duplicate/revised copy of Gold Medal certificate	-	1500/-	3000/-
8.	Duplicate/revised copy of semester report	-	1500/-	3000/-
9.	Any other kind of certificate	300/-	1000/-	2000/-
10.	Postage charges of all documents/certificates			
	(i) Within India	100/-	100/-	100/-
	(ii) Foreign countries	500/-	500/-	500/-

**Note:**

1. *Incomplete transcripts shall not be issued. The students may make use of the copies of semester/annual reports already issued to them.*
2. *Duplicate copy of any certificate shall be issued in accordance with rule 7 of "Rules regarding issue of revised documents".*
3. *No certificate shall be issued by hand on the same date. An amount of Rs.1000/- may be charged as urgent fee for issuing documents in case of an emergency and that too after 48 hours.*
4. *No provision to issue more than one duplicate copy at one time.*
5. *For the issue of second duplicate degree /certificate, procedure has been laid down in rule 7 pertaining to "Rules regarding issue of revised documents". The second duplicate degree/certificate shall be issued only after following the procedure prescribed and also on payment of prescribed fee.*
6. *No more request, after issue of the second duplicate degree/PDC/Transcript/DMC/ Diploma, will be considered.*

## **CHAPTER XIX**

### **PROVISION OF WRITER IN THE EXAMINATION**

The provision of providing writer in the examination has been made keeping in view the circumstances which prevent any student to appear in the examination due to fracture in the hand by which he/she frequently writes and also to the student who has been affected with any infection/disease in the eyes and is unable to see the object. The facilities will be subject to production of medical certificate of authorized hospital.

- (1) Writer shall not be of the choice of the student.
- (2) Writer will be provided to the student on an application to the Dean of the college concerned and by the Dean of the college concerned i.e. the Dean of the college to which the student belongs.
- (3) The writer will be drawn from the ministerial cadre working in the university from amongst clerks/ steno- typists, assistants, stenographers etc. A list of such writers who can be contacted for this purpose will be supplied to all the colleges by the office of Registrar.
- (4) The Dean will assign, if satisfied that the student applying for a writer is in fact so disabled that he/she cannot write in the examination at his/her own, one of these persons to work as a writer for the student.
- (5) In lieu of the writer a special fee of Rs.400/- per paper will be charged from the concerned student towards examination fee.
- (6) The centre superintendent and the invigilators shall be responsible to ensure that the writer is used only to faithfully write whatever the student wants to be written, as the answer.
- (7) The frisking etc. shall be done inside the examination hall by the invigilators and other university employees on examination duty. As far as practically possible, police staff, if deputed on examination duty, will not be used inside the examination hall.

## **CHAPTER XX**

### **RULES REGARDING PREVENTION OF RAGGING**

#### **1. TITLE, COMMENCEMENT AND APPLICABILITY**

- 1.1 These rules shall be called the "LUVAS Rules on Curbing the Menace of Ragging, 2009". The university has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as the directions of the Hon'ble Apex Court.
- 1.2 They shall apply to all the students enrolled in certificate, diploma, UG and PG degree programmes or any other category of courses in which instruction/education is imparted by the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS) and which includes its departments, constituent colleges and all the premises, whether being academic, residential, playgrounds, canteen or other such premises of the university whether located within the campus or outside/outstations/Pashu Vigyan Kendras/ Research Stations, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in this university.

#### **2. OBJECTIVE**

To prohibit any conduct by the student(s) of LUVAS whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from this university, by prohibiting it under these rules, preventing its occurrence and punishing those who indulge in ragging as provided for in these rules and the appropriate law in force.

#### **3. WHAT CONSTITUTES RAGGING**

Ragging constitutes one or more of any of the following acts:

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **4. DEFINITIONS**

In these rules unless the context otherwise requires:-

- (a) "Act" means Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar, Act 7 of 2010.
- (b) "Academic Year" means the period from the commencement of studies in any course of study in the university up to the completion of academic requirements for that particular year.
- (c) "Anti Ragging Helpline" means the helpline established under clause (a) of rule 6.2 of these rules.
- (d) "District Level Anti Ragging Committee" means the committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- (e) "Head of the Institution" means the Vice-Chancellor of LUVAS, Hisar.
- (f) "Fresher" means a student who has been admitted to any programme and who is undergoing his/her first year of study in the university.
- (g) "Constituent Colleges" mean constituent colleges of LUVAS, Hisar.
- (h) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State law or on the advice of the Central Government, as the case may be.

Words and expressions, used and not defined herein but defined in the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar, Act 7 of 2010 and this University Calendar Volume-II, shall have the meanings respectively assigned to them in the Act/ University Calendar Volume-II, as the case may be.

#### **5. MEASURES FOR PROHIBITION OF RAGGING AT THE UNIVERSITY LEVEL**

- 5.1 The university or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, whether academic, residential,

playgrounds, or canteen, whether located within the campus or outside/outstations/ KVKs/Research Stations, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these rules, to achieve the objective of eliminating ragging, within the university or out side.

- 5.2 The university shall take action in accordance with these rules against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

## **6. MEASURES FOR PREVENTION OF RAGGING AT THE UNIVERSITY LEVEL**

- 6.1 The university shall take the following steps in regard to admission or registration of students; namely:

- (a) Every public declaration of intent by the university, in the prospectus shall expressly provide that ragging is totally prohibited in the university, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these rules as well as under the provisions of any penal law for the time being in force.
- (b) The prospectus, whether in print or electronic format, shall prominently print these rules in full.

Provided that the university shall also draw attentions to any law concerning ragging and its consequences, as may be applicable.

Provided further that the telephone numbers of the Anti-Ragging help line and all the important functionaries in the institution, including but not limited to the head of the institution, faculty members, members of the Anti-Ragging Committees and Anti Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- (c) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure-I to these rules, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of the these rules as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these rules and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these rules or under penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- (d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to

the parents/guardians of the applicant, as provided in the English language in Annexure-II to these rules, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these rules as well as the provisions of any other law for the time being in force, and is aware of the prohibitions of ragging and the punishments prescribed, both under penal laws as well as under these rules and also affirm to the effect that his/her ward has not been expelled and / or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

- (e) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the university can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- (f) A student seeking admission to a hostel forming part of the university, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure-I and Annexure-II to these rules, respectively along with his/her application.
- (g) Before the commencement of the academic session in any constituent college, the Dean/Principal shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the constituent college and steps to be taken to identify those indulging in or abetting ragging and punish them.
- (h) The Dean/Principal shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the university towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- (i) The Dean/Principal shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the university's resolve to ban ragging and punish those found guilty without fear or favour.
- (j) The Dean/Principal/DSW-cum-E.O. shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- (k) The Dean/Principal shall tighten security in college premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these rules and volunteers, if any, shall be resorted to such points at odd hours during the first few



months of the academic session.

- (l) The Dean/Principal shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objective of these rules.
  - (m) The faculties/departments/units of the constituent colleges shall have induction arrangements, including those which anticipate, identify and plan to meet any special need of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objective of this rules.
  - (n) Every constituent college shall engage or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the college, for the purposes of offering counseling to the freshers and to other students after the commencement of the academic year.
  - (o) The Dean/Principal/DSW-cum-E.O. shall provide information to the local police and local authorities, the details of hostels used for residential purpose by students enrolled in the university and the Dean/Principal/DSW-cum-E.O. shall also ensure that the Anti-Ragging Squad shall ensure vigil in such hostels to prevent the occurrence of ragging therein.
- 6.2 The university shall, on admission or enrolment or registration of students, take the following steps, namely:
- (a) Every fresh student admitted to the university shall be given a printed leaflet by the concerned Dean/Principal detailing to whom he/she has to turn up for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required of the Anti-Ragging Helpline referred to in these rules, Wardens, Dean/Principal, all members of the Anti-Ragging Squads and committees, relevant district police authorities.
  - (b) The constituent colleges, through the leaflet specified in clause (a) of rule 6.2 of these rules shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the university in earlier years.
  - (c) The leaflet specified in clause (a) of rule 6.2 of these rules shall inform the freshers about their rights as bona fide students of the university and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the warden or to the Dean/DSW-cum-E.O. as the case may be.
  - (d) The leaflet specified in clause (a) of rule 6.2 of these rules shall contain a calendar of events and activities laid down by the university to facilitate and complement familiarization of freshers with the academic environment of the university.
  - (e) The Dean/Principal shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely:
    - (i) joint sensitization programme and counseling of both freshers and senior students by a professional counselor, referred to in clause (n) of rule 6.1 of these rules;

- (ii) joint orientation programme of freshers and seniors to be addressed by the Dean/Principal, and the Anti-Ragging Committee;
- (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;
- (iv) in the hostel, the warden should address all students and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration;
- (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.
- (f) The Deans/Principal shall set up appropriate committees, including the course-in-charge, student advisor, wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- (g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- (h) Each batch of freshers, on arrival at the university, shall be divided into small groups and each group shall be assigned to an advisor from the faculty by the Dean/Principal, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the university and shall extend necessary help to the fresher in overcoming the same.
- (i) It shall be the responsibility of the advisor assigned to the group of freshers, to coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged and such advisor shall maintain a diary of his/her interaction with the freshers under his/her charge.
- (j) The DSW-cum-E.O./hostel wardens shall ensure that freshers shall be lodged, as far as may be, in a separate hostel/block. The DSW-cum-E.O./hostel wardens shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff.
- (k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the Dean/Principal/DSW-cum-E.O.
- (l) It shall be responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Dean/Principal/DSW-cum-E.O.
- (m) Every student studying in the university and his/her parents/guardians shall provide specific affidavits required under clause (c), (d) and (f) of rule 6.1 of these rules at the time of admission or registration, as the case may be, during each academic year.
- (n) Every constituent college shall obtain the affidavit from every student as referred to above in clause (m) of rule 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the university/Commission or any of the Councils or by any other person or organization authorized to do so.

- (o) Every student at the time of his/her registration shall inform the Dean/Principal about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his/her place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
  - (p) The Dean/Principal shall, on the basis of the information provided by the student under clause (o) of rule 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while coming to the institution using any means of transportation by students, whether public or private.
  - (q) The Dean/Principal shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the university, informing them about these rules and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the university at the beginning of the next academic session.
- 6.3 The university shall constitute the following bodies; namely,
- (a) The university shall constitute a committee to be known as the Anti-Ragging Committee to be proposed by the DSW-cum-E.O. and headed by the Registrar, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representative of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
  - (b) It shall be the duty of the Anti Ragging Committee to ensure compliance with the provisions of these rules as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the university.
  - (c) Every constituent college shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Deans/Principal with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.  
 Provided that the Anti-Ragging Squads shall have representation of various members of the campus community and shall have no outside representation.
  - (d) It shall be the duty of the Anti-Ragging Squads to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
  - (e) It shall also be the duty of the Anti-Ragging Squads to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Deans/Principal or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report alongwith recommendations shall be submitted to the Anti-Ragging

Committee for action under clause (a) of these rules.

Provided that the Anti-Ragging Squads shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- (f) Every constituent college shall, at the end of each academic year, in order to promote the objective of these rules, constitute a Mentoring Cell consisting of students volunteering to be mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of mentors as the number of batches in the institution, at the rate of one mentor for six freshers and one mentor of a higher level for six mentors of the lower level.
- 6.4 The university shall take the following other measures, namely;
- (a) As far as possible each hostel or a place where groups of students reside, forming part of the university, shall have a full-time warden, to be appointed by the university as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- (b) The warden shall be accessible at all hours and be available on telephone and other modes of communication, the number of hostel warden shall be publicized among all students residing in the hostel.
- (c) The university shall review and suitably enhance the powers of wardens; and the security personnel posted in hostels shall be under the direct control of the warden and their performance shall be assessed by them.
- (d) The professional counselors referred to under clause (n) of rule 6.1 of these rules shall, at the time of admission, counsel freshers and/or any other student(s) desiring counseling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counseling sessions.
- (e) The University shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- (f) In order to enable a student or any person to communicate with the Anti-Ragging helpline, every college/department/office shall permit unrestricted access to phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the college/department/office may deem fit necessary to restrict the use of phones.
- (g) The faculty of the constituent colleges and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

- (h) The Deans/Directors/Heads of departments/offices/sections shall obtain an undertaking from every employee including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building/lawns and employees of service providers providing services within the university, that he/she would report promptly any case of ragging which comes to his/her notice.
- (i) The university shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- (j) The university shall give necessary instructions to the employees of the canteens and messing, whether that of the university or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Dean/Principal/DSW-cum-E.O. or members of the Anti Ragging Squads or members of the Anti Ragging Committee or the wardens, as may be required.
- (k) The university, shall ensure that institutions imparting instructions in or conducting training programme for teachers include inputs relating to anti ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- (l) Discreet random surveys shall be conducted by the Dean/Principal/DSW-cum-E.O. amongst the freshers every fortnight during the first three months of the academic year to verify and cross check whether the university is indeed free of ragging or not and for the purpose the Dean/Principal/DSW-cum-E.O. may design own methodology of conducting such surveys.
- (m) The Dean/Principal shall cause to have entry, apart from those relating to general conduct and behaviour, made in the character certificate issued to the students while leaving the university, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour any inclination to harm others, during his/her course of study in the university.
- (n) Notwithstanding anything contained in these rules with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the university, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- (o) The Dean/Principal of a constituent college of the university, as the case may be, shall, during the first three months of an academic year, submit a weekly report of the status of compliance with anti-ragging measures under these rules, and a monthly report on such status thereafter, to the Vice-Chancellor.

- (p) The Vice-Chancellor, shall submit fortnightly reports of the University, to the State Level Monitoring Cell.

## **7. ACTION TO BE TAKEN BY THE DEANS/PRINCIPALS OF THE CONSTITUENT COLLEGES**

On receipt of the recommendation of the Anti Ragging Squads or on receipt of any information concerning any reported incident of ragging, the Dean/Principal shall immediately determine if a case under the penal laws is made out and if so, either on his/her own or through a member of the Anti-Ragging Committee authorized by him/her in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- (i) Abetment to ragging;
- (ii) Criminal conspiracy to rag;
- (iii) Unlawful assembly and rioting while ragging;
- (iv) Public nuisance created during ragging;
- (v) Violation of decency and morals through ragging;
- (vi) Injury to body, causing hurt or grievous hurt;
- (vii) Wrongful restraint;
- (viii) Wrongful confinement;
- (ix) Use of criminal force;
- (x) Assault as well as sexual offences or unnatural offences;
- (xi) Extortion;
- (xii) Criminal trespass;
- (xiii) Offences against property;
- (xiv) Criminal intimidation;
- (xv) Attempts to commit any or all of the above mentioned offences against the victim(s);
- (xvi) Threat to commit any or all of the above mentioned offences against the victim(s);
- (xvii) Physical or psychological humiliation;
- (xviii) All other offences following from the definition of "Ragging".

Provided that the Deans/Principals shall forthwith report the occurrence of the incident of ragging to the Vice-Chancellor.

Provided further that the constituent college shall also continue with its own enquiry and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **8 ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

- 8.1 The Dean/Principal shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:
- (a) The Anti-Ragging Committee of the university shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging

and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- (b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, recommend, to those found guilty, one or more of the following punishments, namely:
- (i) Suspension from attending classes and academic privileges.
  - (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - (iii) Debarring from appearing in any test/examination or other evaluation process.
  - (iv) Withholding results.
  - (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
  - (vi) Suspension/expulsion from the hostel.
  - (vii) Cancellation of admission.
  - (viii) Rustication from the institution for period ranging from one semester to two years.
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- 8.2 The appeal shall lie with the Vice-Chancellor within fortnight from the date of issue of orders.
- 8.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the University, in the matter of reporting or taking prompt action to prevent an incident of ragging or who displays an apathetic or insensitive attitude towards complaints of ragging, or who fails to take timely steps, whether required under these rules or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

## **9 SUSPENSION**

- 9.1 After having regard to the nature and gravity of the incident of ragging, the Dean of the college concerned if satisfied that it is necessary/desirable in the interest of the university to place under suspension, the student found involved in an act of indiscipline, he/she may place such student under suspension.  
Such suspension will not amount to any penalty having been imposed under the provisions under these rules.
- 9.2 Such suspension will debar a student from availing any facility of the University.

## **10. INTERPRETATION AND MISCELLANEOUS CONDITIONS**

In the event of any inconsistency amongst the rules or in the event of any clarification with respect to the above rules the matter shall be decided in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and directions of the Hon'ble Apex Court regarding Prevention of Ragging with the approval of the Vice-Chancellor.

**ANNEXURE-I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_(full name of student with admission/  
registration no.) s/d/o Sh. \_\_\_\_\_ and  
Smt. \_\_\_\_\_having been admitted to  
\_\_\_\_\_ (name of the institution) in the \_\_\_\_\_(name of the  
degree programme), have received a copy of the LUVAS Rules on Curbing the Menace of Ragging,  
2009, (hereinafter called the "Rules") carefully read and fully understood the provisions contained  
in the said regulations.

- (2) I have, in particular perused clause 3 of the rules and am aware as to what constitutes ragging.
- (3) I have, in particular, perused clause 7 and clause 8.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the rules.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the rules.
- (5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.1 of the rules, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Deponent  
Name .....

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated herein.

Verified at \_\_\_\_\_ (place) this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Deponent

Solemnly affirmed and signed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year after reading the contents of this affidavit.

OATH COMMISSIONER



**ANNEXURE-II**  
**AFFIDAVIT BY THE PARENT/GUARDIAN**

I, \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student), admission/registration no. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (Name of the institution) in the \_\_\_\_\_ (name of degree programme) have received a copy of the LUVAS Rules on Curbing the Menace of Ragging, 2009, (hereinafter called the "Rules") carefully read and fully understood the provisions contained in the said regulations.

- (2) I have, in particular perused clause 3 of the rules and am aware as to what constitutes ragging.
- (3) I have, in particular, perused clause 7 and clause 8.1 of the rules and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that:
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the rules.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the rules.
- (5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8.1 of the rules, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- (6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Deponent

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated herein.

Verified at \_\_\_\_\_ (place) this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year after reading the contents of this affidavit.

OATH COMMISSIONER

## **DISCLAIMER**

The statements made in this University Calendar Volume-II and all other information contained herein are believed to be correct at the time of publication. However, the university reserves the right to make, at any time, without notice, changes in and additions to the regulations, conditions governing the conduct of students requirements for degree or the diploma, fees and any other information or statements/rules contained in this Calendar. Students will be governed by the academic rules as amended from time to time, unless otherwise provided specifically. No responsibility will be accepted by the university for hardship or expense encountered by the students or any other person or persons for such changes, additions, omissions, or errors, no matter how they are caused.