

From

The Dean  
Post Graduate Studies  
LUVAS, Hisar

To

1. All HODs, College of Dairy Science and Technology, LUVAS, Hisar
2. All HODs, College of Veterinary Sciences, LUVAS, Hisar

Memo.No.LUVAS/PGS/Acad/2023/4613-4637 Dated: 28.11.23

**Subject: Interaction of the Dean PGS with HODs and faculty members regarding Monitoring of Post Graduate teaching in the LUVAS**

As per Act and Statutes Chapter-III, Rule 12 (1), (2) and (3), it is the responsibility of the Dean, PGS to regulate the Post-Graduate Education in the constituent Colleges of the University. Accordingly, to monitor the same, undersigned visited the Departments of the university between 20.10.2023 to 21.11.2023 and interacted with the HODs and the faculty members and discussed the issues to streamline and improve the Post Graduate Teaching in the University.

During the visits to different departments many HODs requested to circulate the points discussed for smooth observance of the resolutions during the above said meetings. The following points were discussed during the meetings which need due consideration in PG teaching:

1. The course outline should be given to the students in the first class.
2. Time-Table to be sent to the Dean PGS office within two days of the commencement of the classes in each semester.
3. Attendance record of the PG students is to be maintained separately for theory and practical of each course offered by the department. The short of attendance should be intimated to the office of the Dean PGS before the commencement of the Final Term Examinations of each semester.
4. Attendance record of the PG students regarding the presence of the student in the department is to be maintained in the HOD office from the day of Registration till the submission of the thesis.
5. Research record of the raw data should be kept with the Major Advisor and the HOD.
6. Students should be sensitized for searching of the literature in the library.

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7. Small assignments should be given to the students for improvement of the writing skills as discussed in the meetings.
8. Students should be asked to present the assignment or non-credit seminars for improving the presentation skills.
9. Students should be kept busy for full time in the scheduled theory and practical classes.
10. Students should have the thorough knowledge of the Journals and Text Books of the concerned discipline.
11. To avoid the last minute hustle, the thesis and research paper writing should be initiated while the research work is in progress.
12. Students should be sensitized about the opportunities after completion of their Masters' and Doctoral programmes in Government and Private sectors in India and abroad .

These instructions are to be meticulously followed.



Dean, PGS

- CC: 1. SVC for kind information of the Worthy Vice-Chancellor, Please.
2. Dean, College of Veterinary Sciences, LUVAS, Hisar for information, please.
  3. Dean, College of Dairy Science and Technology, LUVAS, Hisar for information, please.