

Proceedings of the 230th Meeting of Board of Studies of College of Veterinary Sciences held on 23/11/12 at 11.00 a.m. in the Committee Room of Dean, COVS, LLRUVAS, Hisar.

The following were present:

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| 1. | Dr. Suresh Chander, Dean, COVS | - Chairman |
| 2. | Dr. Dipankar Kar, Rep. of HOD, Livestock Product Technology | - Member |
| 3. | Dr. R.P. Gupta, HOD, Vety. Pathology | - Member |
| 4. | Dr. Ajit Singh, HOD, Vety. Microbiology | - Member |
| 5. | Dr. R.A. Luthra, HOD., Vety. Gynaecology & Obstetrics | - Member |
| 6. | Dr. Y. Singh, Rep, Vety. Public Health & Epid. | - Member |
| 7. | Dr. M.L. Sangwan, Rep. of HOD Animal Biotechnology | - Member |
| 8. | Dr. Rishi Tayal, HOD, Surgery & Radiology | - Member |
| 9. | Dr. Parveen Goel, Rep. of HOD, Vety. Medicine | - Member |
| 10. | Dr. A.K. Vinayak, HOD, AGB | - Member |
| 11. | Dr. Meenakshi Gupta, HOD, VPB | - Member |
| 12. | Dr. Vanita Kapoor, HOD, AN | - Member |
| 13. | Dr. Rakesh Kumar, Director, TVCC | - Member |
| 14. | Dr. S.P. Singh, Rep. of HOD, VAHEE | - Member |
| 15. | Dr. R.S. Dabar, HOD, LPT | - Member |
| 16. | Dr. A.K. Sangwan, Rep. Rep of HOD VPA | - Member |
| 17. | Dr. S.K. Gupta, COE | - Invitee |
| 18. | Dr. Gurdial Singh, Assoc. Dean, COVS | - Invitee |
| 19. | Dr. R.K. Jain, HOD, Vety. Anatomy | - Secretary, BOS |

At the outset, the Chairman welcomed all the members of Board of Studies and the following decisions were taken:

Item No. 1: Confirmation of proceedings of 229th meeting of BOS held on 21/8/12.

Confirmed

Item No.2: Migration rules. Following points to be considered in the light of existing rules.

Approved as proposed with the following changes:

- Minimum 60% marks are required for the migration from the other Veterinary Colleges to the College of Vety. Sciences LLRUVAS, Hisar.
- Only 5% seats for migration from other colleges to the College of Vety. Sciences, LLRUVAS, Hisar and vice-versa, will be considered out of the total number of seats in an Academic year.

Item No. 3: Rules & regulations of Diploma Courses, colour of apron & their academic calendar.

- a) Rules and regulations of the diploma courses with some minor changes and Academic calendar were approved (copy attached).
- b) The colour of apron was approved as under:
 - i) For DVLT students - white with "mahroon" collar.
 - ii) For DIDT - "sky blue" apron

Item No.4: Refund of charges of blazer, tie & Akash tablet along with security.

Approved as proposed.

Item No. 5: Moderation rules and other related issues of COE w.r.t. University Calendar Volume-II.

Moderation rules and other related issues of COE w.r.t. University Calendar Volume-II were approved with some changes (copy attached).

Item No. 6: Attendance rule for 1st year BVSc & AH during 1st semester (Rule 7).

Approved as proposed

Item No. 7: Developing guidelines for "Admission of foreign students in BVSc & AH Course under bilateral exchange programme":

Following suggestions were made for the admission of foreign students in BVSc & AH course under the bi- lateral exchange programme.

The VCI has asked for suggestions before preparing a draft proposal regarding the above said proposal. Some of the points are mentioned below and the members are requested to contribute their valuable suggestions for the same.

- a) The students must have passed 10+2 or equivalent examination with a minimum of 60% marks as per CBSC syllabus.
- b) Should not be more than 25 years of age.
- c) Candidature must be confirmed before 30th August of the year of admission.
- d) No criminal case be pending against him.
- e) No migration be allowed after being admitted.
- f) The candidate will be required to produce a medical fitness certificate.
- g) The disabled candidates will be given admission as per VCI regulations.

Item No. 8: Conduct of training to graduates of the private colleges.

The following conditions/requirements have been approved by the Board:

- a) Not more than 50 students shall be allowed
- b) Rs. 50,000/- per student for six months will be charged
- c) No hostel facility shall be provided
- d) Examination will be conducted by VCI
- e) Attendance requirements will be as per VCI regulations.

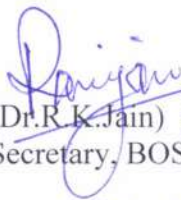
The meeting ended with vote of thanks to the Chair.



(Dr. Suresh Chander)



(Dr.R.K.Jain)
24.11.12


(Dr. R. K. Jain) 24.11.12
Secretary, BOS

Endst. No. 239-64

Dated: 24/11/12

A copy of the above is forwarded to the following for information and further necessary action please.

1. The Dean, Post-graduate Studies, LLRUVAS, Hisar
2. All members of Board of Studies, COVS, LLRUVAS, Hisar.
3. Advisor to Vice-Chancellor, LLRUVAS, Hisar for kind information of the Vice-Chancellor.
4. PS to Dean, COVS
5. Assistant (Academic), o/o the Dean, COVS
6. Director General, Animal Husbandry Haryana.
7. Registrar, LLRUVAS, Hisar.


(R. K. Jain) 24.11.12
Secretary, BOS, COVS

Item No. 3

**Approved Rules and regulations Governing DVLТ and DIDT programme
w.e.f. 2012-13**

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

Index

Sr. No.	Chapter	Page
1	Curriculum of Diploma programme	
2	Fees & Other dues/funds/charges	
3	Library rules	
4	Award of scholarships, stipends and merit stipends by the LLRUVAS, Hisar	
5	Rules for the poor boys fund	
6	Students welfare fund	
7	Rules for cancellation / confiscation of diploma certificate	
8	Hostel rules	
9	Amalgamated fund rules	
10	Rules regarding enforcement of students discipline and good behaviour	
11	Rules regarding issue of revised documents	
12	Fees for various certificates	
13	Provision of writer in the examination	



Chapter-I

1. Curriculum of Diploma Programme:

1.1 Diploma awarded by the College of Veterinary Sciences (COVS), LLRUVAS, Hisar will be Diploma in Veterinary Laboratory Technology (DVLT) and Diploma in Dairy Technology (DIDT).

1.2 The minimum duration of Diploma programmes shall be of two years each.

1.3 The prescribed courses alongwith credit hours and marks for each course shall be as under:

1.4 Diploma in Veterinary Laboratory Technology

1st Semester

Sr. No.	Course No.	Course Title	Cr. Hrs.	Marks	
				Theory	Practical
1.	DVLT-I	Techniques in Anatomy	1+1	50	50
2.	DVLT-II	Restraint and handling of Laboratory Animals and Diagnostic sampling	1+1	50	50
3.	DVLT-III	Techniques in Physiology	1+1	50	50
4.	DVLT-IV	Techniques in Biochemistry and Biotechnology	1+1	50	50
5.	DVLT-V	Restraint and handling of domestic animals and diagnostic sampling	1+1	50	50
6.	DVLT-VI	Techniques in Feed Analysis	1+1	50	50
7.	DVLT-VII	Basic Information Technology	1+1	50	50
Total:			7+7	350	350

2nd Semester

Sr. No.	Course No.	Course Title	Cr. Hrs.	Marks	
				Theory	Practical
1.	DVLT-VIII	Techniques in Histology	1+1	50	50
2.	DVLT-IX	Techniques in Pharmacology	0+1	-	100
3.	DVLT-X	Laboratory Management and Professional Ethics	1+1	50	50
4.	DVLT-XI	Techniques in Clinical Microbiology-I	1+1	50	50
5.	DVLT-XII	Techniques in Clinical Pathology	1+1	50	50
6.	DVLT-XIII	Techniques in Clinical Parasitology-I	1+1	50	50
7.	DVLT-XIV	Techniques in Surgery and Diagnostic Imaging-I	1+1	50	50
Total:			6+7	300	400

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3rd Semester

Sr. No.	Course No.	Course Title	Cr. Hrs.	Marks	
				Theory	Practical
1.	DVLT-XV	Techniques in Clinical Microbiology-II	1+1	50	50
2.	DVLT-XVI	Techniques in Clinical Parasitology-II	1+1	50	50
3.	DVLT-XVII	Techniques in Surgery and Diagnostic Imaging-II	1+1	50	50
4.	DVLT-XVIII	Dairy and Meat Technology	0+1	-	100
5.	DVLT-XIX	Occupational Hazards and Safety in Laboratory	0+1	-	100
6.	DVLT-XX	Zoonosis, Public Health and Epidemiology	1+1	50	50
7.	DVLT-XXI	Ecology and Environmental Management (Non Credit)	1+0	100	-
Total:			5+6	300	400

4th Semester

Practical/ Professional Training

1.5 Diploma in Dairy Technology**1st Semester**

Sr. No.	Course No.	Course Title	Cr. Hrs.	Marks	
				Theory	Practical
1.	DIDT-I	Milk Production	2+2	50	50
2.	DIDT -II	Dairy Animal Breeding	2+2	50	50
3.	DIDT -III	Animal Nutrition	2+2	50	50
4.	DIDT -IV	Animal Reproduction and A.I.	1+1	50	50
5.	DIDT -V	Milk Processing and Packaging	2+2	50	50
6.	DIDT -VI	Fat Rich Dairy Products	1+1	50	50
Total:			10+10	300	300

2nd Semester

Sr.	Course No.	Course Title	Cr. Hrs.	Marks
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No.				Theory	Practical
1.	DIDT -VII	Chemistry of Dairy Foods	2+0	100	-
2.	DIDT-VIII	Dairy Equipment and Utilities	1+1	50	50
3.	DIDT- IX	Dairy Management and Entrepreneurship	2+1	65	35
4.	DIDT- X	Heat Desiccated Dairy Products	1+2	35	65
5.	DIDT- XI	Heat and Acid Coagulated Dairy Products	1+2	35	65
6.	DIDT- XII	Fermented Dairy Products	2+3	40	60
Total:			9+9	325	275

3rd Semester

Sr. No.	Course No.	Course Title	Cr. Hrs.	Marks	
				Theory	Practical
1.	DIDT- XIII	Microbiology of Milk and Milk Products	2+3	40	60
2.	DIDT - XIV	Heat Desiccated Western Dairy Products	2+1	65	35
3.	DIDT - XV	Dairy Plant Design and Layout	2+2	50	50
4.	DIDT -XVI	Skill development on marketing management	2+0	100	-
5.	DIDT- XVII	Computer application in dairy industry	1+2	40	60
6.	DIDT-XVIII	Frozen Dairy Products	1+1	50	50
7.	DIDT- XIX	Dairy By – Products	1+1	50	50
Total:			11+10	395	305

4th Semester

Industrial training with cooperative dairy plants- 120 days

2. Teaching System:

- 2.1 Semester system of examination will be followed for the Diploma programmes. The medium of instruction will be English.
- 2.2 The date of commencement and completion of Academic Year shall be as per approved Academic Calendar by the board of studies of the college of Veterinary Sciences, LLRUVAS for the Diploma programmes.

3. Academic year and Calendar:

- 3.1 The Academic year shall comprise of two semesters of eighteen weeks each. The Dean, will issue Academic Calendar for the next year, on the recommendation of Officer Incharge, Diploma Programmes duly approved by board of studies before the annual break of the previous programme year.

4. Enrolment and payment of fees and dues:

- 4.1 The students will be enrolled on the deposition of fees and dues on the due date as prescribed in the Academic Calendar of each semester. Enrollment with late fee of Rs. 100/- per day (as per university rules) may be done upto 7 days. Late fee is not to be exempted under any circumstances. Enrollment after 7 days shall be permitted only under exceptional circumstances by the Vice-Chancellor or Dean.

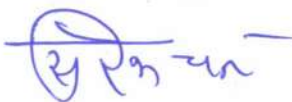
- 4.2 A student who does not get himself enrolled within the scheduled period as per rule 4.1 above, will be automatically dropped from the college rolls.
- 4.3 No attendance benefit for late enrollment, due to any reason, will be allowed. Late enrollment will be at the risk and responsibility of the student to maintain the required attendance.
- 4.4 The Dean may refuse/cancel enrollment of a student who has indulged in acts of indiscipline or gross misconduct.

5. Attendance Requirement:

- 5.1 The minimum requirement of attendance will be 75% for each course (separately in Theory and Practical) failing which the student will not be eligible to appear in the semester examination of that course. For this purpose attendance will be counted from the date of commencement of classes as indicated in the Academic Calendar. In no case attendance benefit will be given to the candidate admitted late due to any reason however in case of fresh admission attendance shall be counted from the date of registration of student.
- 5.2 Attendance benefit for absence to the maximum period of 10 instructional days in a semester shall be admissible subject to prior permission of Dean, COVS for participation in approved co-curricular activities (including sports) and hospitalization. If a student is admitted in CCSHAU/Civil/Govt. Hospital for some serious sickness he has to inform the Dean within three days of hospitalization to get attendance benefit under this rule. While granting permission, the Dean shall inform all the instructors through Officer Incharge Diploma Programmes regarding period for which attendance benefit has been allowed to the student(s). The attendance shall be calculated after ignoring the period of absence for participation in CCA/hospitalization. Instructor(s) shall allow the attendance benefit only to the extent of actually scheduled classes during the period.
- 5.3 A student having attendance below minimum permissible requirement in a course will not be eligible to appear in the semester examination of that course and declared fail in the course. A student having attendance below minimum requirement in more than three courses at the end of a semester shall be declared fail in that semester. However, during third semester a student having attendance below minimum requirement in more than two courses shall be declared fail in that semester. Further the student will be allowed to undertake professional training after clearing the third semester.
- 5.4 Maintenance of attendance record:
 - i. Instructor(s) shall maintain a record of the student attendance in each course taught by him/her in each semester for theory and practical separately in a register prescribed for the purpose.
 - ii. It is the duty of students to ensure his/her regularity in the classes. The monthly attendance of the class shall be displayed by the instructor concerned on the notice board of the Dean, COVS through diploma incharges.
 - iii. 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 Dean, COVS through the Officer Incharge Diploma programmes.

6. Discontinuation and Re-admission:

- 6.1 A student who for some compelling circumstances had to leave the college, with the permission of the Dean, COVS during the currency of a semester may be readmitted by the Dean in the same semester during the next academic year. But in case of student, who leaves the college without the permission of the Dean, he/she will not be readmitted and he/she has to compete to seek fresh admission. In such cases, the period of discontinuation of studies shall not be counted towards the residential requirement of Diploma programmes as given in rule 11 and such student shall have to pay readmission fee in addition to normal charges (fee) at the time of readmission.



- 6.2 If a student of 1st year fails to maintain at least 33% of attendance in aggregate, he will be dropped from the roll of the diploma course by the Dean, COVS. In such a case the student shall have to compete again to seek fresh admission in the programme.

7. Examination:

- 7.1 Examination of each course shall be conducted at the end of each semester as per approved schedule.
- 7.2 There will be internal pattern of examination. The instructor(s) of the courses will conduct theory as well as practical examinations internally.
- 7.3 The examination, theory and practical component of each course shall be conducted separately. Each credit hour of theory as well as practical component will be of 50 marks each.
- 7.4 The duration of each theory paper will be of at least two hours.
- 7.5 The theory paper of each course shall comprise of objective as well as subjective type of question with minimum 50% weightage to subjective type of questions.

8. Evaluation and declaration of result:

- 8.1 To pass a course, a student shall be required to secure a minimum of 40% marks in theory and practical separately otherwise he/she will be declared fail in that course.
- 8.2 The evaluation of answer books will be got done by the concerned HOD either through the instructor of the course or any other teacher of the department.
- 8.3 The total marks showing detail of marks obtained in theory and practical in each course will be submitted by the Instructors to the officer incharge diploma courses through the respective nodal officer. The final result will be declared by the Dean, COVS after receiving from the officer incharge Diploma courses.
- 8.4 The answer sheets for all the papers (Theory & Practical) shall be deposited with the nodal officer of the respective diploma courses.
- 8.5 The answer sheet shall be retained for a period of one year after declaration of result of a particular semester provided there is no representation or court case pending.

9. Promotion and Failure:

- 9.1 A student failing in any course(s) in the end term examination of a semester (1st semester or 2nd semester) will be given another chance to clear the incomplete course. For this a repeat examination for each incomplete course will be conducted within 15 days of commencement of the next semester.
- 9.2 At the end of the 1st year i.e. after two semesters and after availing the chance of repeat examinations, if a student still fails in more than total three courses of 1st year class (semester 1st and 2nd), the student will be declared failed in 1st year. Such student will not be promoted to 2nd year and will be required to repeat all the 1st year courses of both semesters with the new batch of the 1st year class, the course curriculum and rules and regulations will be applicable as of new batch.
- 9.3 The student failing in upto total three courses of both semesters of 1st year will be given another chance to clear the courses by *appearing in the second repeat examinations* to be conducted within 15 days of the declaration of the results of the repeat examinations of second semester.
- 9.4 In case a student does not clear all the courses even after the second repeat examination, he/she will be declared failed and will not be promoted to 2nd year. He/she will then attend the 1st year classes with the new batch of 1st year.
- 9.5 Similarly, a student failing in two course(s) in the 3rd semester (2nd year) will be given two chances to clear the incomplete courses. The 1st repeat examinations will be conducted within 15 days of commencement of 4th semester. Second repeat examinations



will be held within 15 days of the declaration of result of the 1st repeat examinations. In case, the students fail to clear all the courses of the 3rd semester even after availing two chances of repeat examinations, the student will be declared fail in the 3rd semester. He/she will then repeat the whole 3rd semester before going for training.

- 9.7 During fourth semester each student has to attend a professional training minimum of 120 days. The training can be at one or more institute/industry/ laboratory. At the end of professional training the student has to produce attendance cum performance certificate from the institute(s) attended. Thereafter the student shall present the work undertaken along with report during the professional training which will be assessed by the committee duly constituted by the Dean, COVS. The performance of the student shall be graded as satisfactory or unsatisfactory. Satisfactory completion of professional training is essential requirement for the award of concerned diploma. However if a student is awarded unsatisfactory grade in professional training he/she shall have to repeat the same to the extent on recommendation by the committee.

10. Re-evaluation/Re-checking and Ratification of error

- 10.1 There is no provision of re-evaluation of answer books. However, a student may be allowed to get any theory paper of semester examination scrutinized for retotalling and for unmarked question if any. The answer book(s) will not be shown to the student under any circumstances.
- 10.2 For scrutiny a candidate shall have to apply to Dean through Officer Incharge, Diploma Programme within 7 days of the declaration of result by depositing a prescribed fee as per university rules.
- 10.3 Scrutiny of marks will be done under the supervision of a committee constituted by the the Dean, COVS.
- 10.4 In case total is found to be incorrect, the same will be corrected and the result revised (even if, it is towards lower side). If, however any question is found to be unchecked by the examiner, the answer book will be sent to the examiner for doing the needful. The result will be revised if there occurs any change in the marks.
- 10.5 No representation will be entertained about the outcome of result.

11. Residential requirements:

- 11.1 A student will be allowed a maximum of two years to clear/pass a class after which he will be removed from the college rolls by the Dean, COVS. The missed examinations, due to any reason, will be treated as one of the attempts. The total residential requirement for the diploma course will not exceed four years in any case.

12. Unfair means in the Examination:

- 12.1 The examiner/instructor/invigilator concerned shall report unfair means cases of use of unfair means to the Dean through Officer Incharge, Diploma Programmes latest by next working day of occurrence of such cases with full details of evidence and the explanation of the student(s), if any
- 12.2 The Dean shall take appropriate action and the penalty may be imposed as indicated below:-
- Students found in possession of copying material and found using unfair means during examination (theory and/or practical) shall be awarded zero marks in all courses of that semester. He/she will be on conduct probation for one academic year.

RULES RELATING TO THE PROCESS OF UNFAIRMEANS CASES AND PENALTIES THEREOF

- 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 supercede all the previous rules relating to the use of unfair means.

- 1.3 These rules shall apply to all students of diploma courses, LLRUVAS irrespective of places & manner 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 inservice students.
- 1.4 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 and 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 any other 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 any official with the object of influencing him/her if the awards 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 superintendant 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.
- 1.5 These rules shall come into force from the date on which these are passed by the BOS. Any act of use of unfair means committed before this date with respect to which proceedings have not been started will also be processed under the provisions of these rules.

2. DEFINITIONS



- 2.1 College mean and constituent 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 V.C. under rule 5.1.
- 2.3 Dean or Principal of the college means
 - (a) Dean 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 incharge 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 are 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 authorized in this behalf, shall call upon all the candidates to deliver him/her all papers, books or notes, which they may have in their possession.
- 3.2 In the answer-book given to the candidate happens to be unsigned by the superintendent/any other person/incharge of the examination, it is the duty of the candidate to get it signed by the authorized person.
- 3.3 Where possible, there will also be a lady invigilator, if a woman candidate 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 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

- 4.1 During a written or practical examination, it will be the responsibility of the Centre Supdt./invigilator/teacher conducting the examination to ensure that 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 2nd answer book shall be issued to the student. 2nd 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/Registrar through, Centre –Supdt.
 - (c) He/she 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'.
 - (d) The Dean/Registrar 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 or the Registrar, as the case may be.

(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 COMMITTEE, ITS RESPONSIBILITIES AND FUNCTIONING

5.1 The following committee will consider such cases and make suitable recommendations to the Dean of the college concerned for taking further action as per his statutory powers.

- (i) Three Professors (one to be nominated as Chairman by the Vice- Chancellor)
- (ii) Director Student Welfare Member
- (iii) Legal Remembrancer Member
- (iv) Asstt. Registrar (Acad.) Member
- (v) Controller of Examination 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 candidate. Date, time and Venue of meeting of committee shall be notified by Dean to the student(s) involved as to enable them to explain their position to the committee in writing or verbally. The committee may hear the candidate and any person on the 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 his/her case is decided, the candidate shall not be eligible for registration.

5.3 On the recommendations of the committee the Dean shall pass orders as to the penalty to be imposed on the candidate.

5.4 If any person on 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 when called by the unfair means cases committee fails to appear before it, his/her case will be reported to the VC for such action as is considered necessary.

6. PENALTIES

6.1 The following penalty can be imposed upon any student of the university found involved in use of unfair means.

“F grade in all the courses registered during the semester.

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 VC 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 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 indiscipline.

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

8.1 The application 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 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 DSW to enable them to make necessary entries in the students cumulative record.

9.3 Notwithstanding anything contained in these rules, the VC 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 deems proper, provided, however that before ordering the rustication or expulsion of a student, he 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 VC 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 with respect to maintenance of discipline in the university. The Vice-Chancellor may adopt any procedure as per his satisfaction for taking such action in exercise of power vested in him 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 in order passed under these rules.
- 10.4 For the purpose of 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 decision shall be final.
13. **Enforcement of Student Discipline and Good Behaviour:**
- 13.1 The rules regarding enforcement of student discipline and good behavior will be the same as applicable to the students of other constituent colleges of the University.
14. **Disclaimer:**
- 14.1 This statement made in this booklet and other information contained herein are believed to be correct at the time of publication. However, the college reserves the right to make, at any time without notice, changes in and addition to the rules and regulations, requirements for diploma or any other information or statements/rules contained in this booklet. No responsibility shall be accepted by the college for Hardship or expense incurred by its students or any other person for such changes, additions, omissions, or errors, no matter how they are caused.

Chapter-II

Fees & Other dues/funds/charges:

The tuition fees, semester/supplementary/ compartment examination fees, other fees/dues/charges/ funds etc., as decided by Board of Studies (BOS), COVS for a particular Academic Year, will be paid by the Diploma students for that Academic Year. No student will be allowed to take up regular semester/compartment examination unless he/she has deposited the required examination fees.

Chapter-III

Library Rules:

There will be applicable as per university rules.

Chapter-IV

Award of scholarships stipends and merit stipends by LLRUVAS:

1. LLRUVAS College Merit Scholarship is available to the students admitted against the Haryana Resident seats only.
2. The total number and value of the Merit Scholarship/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.
3. These awards are subject to the condition that the recipients will pursue his/her studies with diligence and industry and that he 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, or found to be guilty of indiscipline or misconduct, the scholarship/ merit stipend may be withdrawn by the Dean, COVS for a specified. Period.
4. 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 is below 75%, no payment to be made for that month.
5. When a student is placed on conduct probation, he/she shall be ineligible for the award from the date on which he was placed on conduct probation. The monetary loss entailed in such forfeiture shall be permanent and no arrears will be payable subsequently on his being restored to good standing, provided that, he/she is otherwise eligible for such monetary benefit. Such benefit shall be restored to him from the date on which he/she ceases to be on conduct probation and is restored to good standing.

6. The award of a scholarship/fellowship/ stipend does not exempt the recipient from the payment of tuition and other fees to the College/ University/ Hostel. It will not also debar him/her from being given the benefit of a full or half fee concession, if any, in tuition fees.
7. The recipient of a scholarship from the College will not be eligible for any other fellowship. Stipend or other form of monetary assistance/ duty pays from the university or any other source. But a 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 gets such assistance while holding a university scholarship, he shall communicate this information to Dean, COVS. Failure to do so shall be deemed a breach of discipline. Similarly a student holding merit scholarship be allowed to avail National Sports Talent Scholarship etc. if granted on sports merit.
8. The merit list for payment of scholarship for first year will be prepared on the basis of merit of admission. If the relative merit of one or more students happens to be the same then the amount of scholarship will be equally distributed between / among them. Subsequently for the second year students, the scholarships shall be awarded as per the merit list to be prepared on the basis of performance of 1st year. No scholarship will be awarded to a student who happens to secure less than 60% marks in aggregate or fails in any course in the 1st attempt.
9. All the scholarships shall be paid for one academic year during first year and up to the last date of scheduled date of professional training during second year.

Chapter-V

Rules for the Poor Students Fund:

These will be applicable as per university rules.

Chapter-VI

Students Welfare Fund

These will be applicable as per university rules.

Chapter-VII

Rules for cancellation/ confiscation of diploma certificate

These will be applicable as per university rules.

Chapter-VIII

Hostel rules:

These will be applicable as per university rules.

Chapter-IX

Amalgamated Fund Rules

These will be applicable as per university rules.

Chapter-X

Rules regarding enforcement of students Discipline & Good Behaviour

These will be applicable as per university rules.

Chapter-XI

Rules regarding issue of revised documents

These will be applicable as per university rules.

Chapter-XII

Fees for various certificates:

These will be applicable as per university rules.

Chapter-XIII

Provision of Writer in the Examination

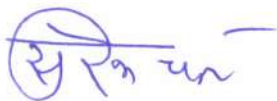
These will be applicable as per university rules.

Department of Veterinary Physiology & Biochemistry, COVS, LLRUVAS, Hisar

Academic Calendar (Session 2012-13)

For DVLТ and DIDT Courses

Events	1 ST Semester	2 nd Semester
Meeting, registration	28.8.2012	1.2.2013
Payments of dues		
Commencement of classes	1.9.2012	2.2.2013
Compartment of Exam	-	17.2.2013
Semester Exam	7.1.2013 to 19.1.2013	7.6.2013 to 19.6.2013
Last date for submission of result	26.1.2013	26.6.2013
Announcement of result	29.1.2013	29.6.2013



Sr. No.	Rule No.	Existing Provision	Proposed Provision
	4	Teaching System and Credit Load	
1.	4.1	It shall be the responsibility of the teacher(s) / instructor(s) to ensure that the topics to be covered in the theory and practical in each course are recorded through a lecture/practical schedule and distributed to the students at the beginning of each course. The Head of the Department/Dean shall ensure that the 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.	It shall be the responsibility of the teacher(s) / instructor(s) to ensure that the topics to be covered in the theory and practical in each course are recorded through a lecture/practical schedule and distributed to the students at the beginning of each course, a copy of which is to be sent to the Dean of the College and Controller of Examinations. The Head of the Department/Dean shall ensure that the 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. The instructors should ensure that the entire syllabus as per the lecture schedule has been covered.
	9	Examination and Evaluation	
2	9.5	The internal examination shall be conducted for 50% of total marks in theory and practical separately and shall invariably be conducted on completion of the course as per lecture/practical schedule without any preparatory leave. Internal practical examination shall be conducted by a board of examiners consisting of instructor(s) of the course and a representative of the head of the department. Evaluation of answer books shall be done by the concerned instructor(s). Marks obtained in theory and practical in the internal examinations would be recorded separately and submitted to the COE COVS within 7 days of the conduct of theory examination and next day of completion of practical examination.	The internal examination shall be conducted for 50% of total marks in theory and practical separately and shall invariably be conducted on completion of the course as per lecture/practical schedule without any preparatory leave. Internal practical examination shall be conducted by a board of examiners consisting of instructor(s) of the course and a representative of the head of the department. Evaluation of answer books shall be done by the concerned instructor(s). Marks obtained in theory and practical in the internal examinations would be recorded separately and submitted to the COE COVS within 7 days of the conduct of theory examination and next day of completion of practical examination. The complete record of practical examination should be maintained in the tabulated form showing the marks obtained by the student under different heads like experiment/viva-voce/quiz / practical note book /written component if any . This record alongwith the written component, if any, except practical manual / note book is to be submitted to the Controller of Examinations along with the result.

Sr. No.	Rule No.	Existing Provision	Proposed Provision
3	9.8	The external practical examinations shall be conducted by the respective internal and external examiners with mutual co-operation. They shall allot marks to the candidate appearing at the examination according to their performance and the marks sheet so prepared shall be signed by both the examiners.	The external practical examinations shall be conducted by the respective internal and external examiners with mutual co-operation. They shall allot marks to the candidate appearing at the examination according to their performance and the marks sheet so prepared shall be signed by both the examiners. The complete record of practical examination should be maintained in the tabulated form showing the marks obtained by the student under different heads like experiment/viva-voce/quiz/ written component/ practical note book etc. This record along with the written component, if any, except practical manual/ note book is to be submitted to the Controller of Examinations along with the result.
	11.	Conduct of Examination	
4.	11.2	In case of internal examination(s), one of the two papers (received from instructor(s) in the sealed envelope) will be used by the Coordinator of Examinations (COVS) for getting the requisite number of copies made under his/her own supervision by maintaining complete secrecy. Sealed packet(s) containing these copies will then be delivered to the Examination Superintendent which will be opened by the invigilator(s) just before the start of examination.	The internal examination(s) will be conducted by the concerned Department. Head of the concerned Department will act as Superintendent for the examination of his subject. The question paper will be prepared by the concerned Instructor (s) and the requisite number of photocopies <i>may</i> be got done in the office of COE atleast two days in advance by maintaining complete secrecy. The sealed packet (s) containing these copies will be kept by the Superintendent and will be delivered to the Invigilator(s) just before the start of examination.
5.	11.3	The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s). A paper setter shall be provided the courses and syllabus prescribed by the VCI including detailed course outline. A paper setter shall be requested to prepare two sets of question papers, each for main examination and compartment examination (if any). Where necessary, more than one paper setter/examiner can be appointed.	The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s). A paper setter shall be provided the courses and syllabus prescribed by the VCI including detailed course outline. A paper setter shall be requested to prepare one or two sets of question papers, as per the requirement . Where necessary, more than one paper setter/examiner can be appointed.

Sr. No.	Rule No.	Existing Provision	Proposed Provision
6.	11.4	In case of annual examination, one of the two sealed envelopes (received from external examiner) for a particular paper will be used by the Controller of Examinations, CCS HAU for getting requisite number of copies made under his/her own supervision by maintaining complete secrecy. The sealed packets containing these copies will be delivered to the Examination Superintendent which shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.	In case of annual examination, the sealed paper (received from external examiner) will be used by the Controller of Examinations, LLRUVAS for getting requisite number of copies made under his/her own supervision by maintaining complete secrecy. The sealed packets containing these copies will be delivered to the Examination Superintendent which shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.
7	11.6	Coordinator of Examinations (COVS) in consultation with the Dean will appoint Examination Superintendent and supervisory staff who shall be responsible to make arrangements for the orderly conduct of examinations.	The concerned Head of the Department will act as superintendent of the Examination and 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 department(s) in this connection.
12.		Moderation	
8	12.1	Question Paper: The concerned Head of the Department and course instructor(s) shall act as moderator(s). The moderator(s) shall review the question papers on the day of examination after these have been distributed. Any corrections needed, will be conveyed to the examinees and any discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller/Coordinator of Examinations in a written report.	The concerned Head of the Department and course instructor(s) shall act as moderator(s). The moderator(s) shall review the question paper(s) on the day of examination in the examination hall 30 minutes before the start of examination. Any correction / discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller/ Coordinator of Examinations, who will make the required changes/ corrections in the question paper and communicate the same to the external examiner.

Sr. No.	Rule No.	Existing Provision	Proposed Provision
9	12.2	<p>Results:</p> <p>The Controller/Coordinator of Examinations in consultation with the Dean of the College shall form a committee of three members consisting of Dean of the College as Chairman and two other teaching faculty members to moderate the results obtained at the annual 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 students for that paper(s) without altering the merit of the passed candidates. Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper. The provisions for moderation of results shall not apply to compartment examinations. There shall be no provision for grace marks in any case.</p>	<p>The Controller/Coordinator of Examinations in consultation with Dean of the College shall form a committee of three members consisting of Dean of the College as Chairman and two other teaching faculty members to moderate the results obtained at the annual 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 students for that paper(s) without altering the merit of the passed candidates. Moderation of result will be done only if 10% or more students are failing in a particular paper. Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper. The provisions for moderation of results shall not apply to compartment examinations. There shall be no provision for grace marks in any case.</p> <p>Note : In case of students studying under old VCI system the existing provision of grace marks under the then CCS HAU, Hisar Rule 10 at Sr. No. V, page 12 of old University Calendar Vol. II will continue, which reads</p> <p>Grace marks in all undergraduate programmes under external pattern of examination upto a maximum of 0.5% of the aggregate marks of an examination in which a student appeared and is failing be allowed subject to :</p> <ol style="list-style-type: none"> a) Not more than 5 grace marks be allowed in one paper. b) Benefit of grace marks shall be admissible maximum in three papers. Practical and theory even of the same paper are to be counted as two papers; c) Benefit of grace marks shall not be available in paper(s) or part thereof in examination(s) missed by a student. <p>If a student is failing in any paper/course by 0.5 marks it may be rounded off to next digit. However, this rounding off will not be applicable after the provision of the grace marks in that paper.</p>

Note : The above amendments will also be applicable to the students studying under old VU system except under Rule No. 12.2 where the provision of grace marks under the **Note** will continue.