

University Calendar Vol-II

Chapter-III A

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Applicable to the PG students admitted in the year
2023-24 and onwards.



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

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PART B

CHAPTER-III A

**FOR POST-GRADUATE STUDENTS ADMITTED
IN THE YEAR 2023-24 AND ONWARDS**

CHAPTER III-A

RULES AND REGULATIONS FOR POST-GRADUATE (Masters' & Ph.D.) STUDENTS

1. ACADEMIC YEAR AND SEMESTER CALENDAR

The "Academic Year" means a period, consisting of two semesters (each of one hundred five instructional days excluding examinations) 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 Masters' 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 be allowed with a nominal fee of Rs. 2000/- during the scheduled date of registration of the semester.
- (b) Registration with late fee of Rs 300/- 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. Late registration is not applicable to the freshly admitted students.
- (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. This is not applicable in case of the freshly admitted students.

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 23 credit hours maybe 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 credit hour 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. 300/- 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, except the first semester of the admission.

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 one month 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. ***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 from the PG faculty of Major subject including the Major Advisor and another as Member from 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 as Dean PGS's nominee 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 head quarter.

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 1st 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 Masters' 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. The Students after having changed the discipline in 2nd semester are required to complete the residential requirements of four semesters in changed discipline. However, courses passed during the first semester may be considered passed if included in the programme of work/yellow form of new discipline. For all purposes during the study period after changing the discipline, student shall be governed by university rules.

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 Masters' 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. The TA/DA will be paid as applicable to the retired faculty member. 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. In case of exceptions, special permission from competent authority may be obtained.
- (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 participating 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 instructional 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/advised rest to civil/Govt./ university/private hospital shall be allowed concession in attendance for corresponding number of days subject to a maximum of 10 instructional days in a semester provided the student informs the Dean, PGS about serious sickness requiring hospitalization/rest, within seven days of admission with a valid medical proof.

Note: The total absence under rule 6.2 and 6.3 will not exceed the 10 instructional days in a semester.

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 working 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 one examination 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/library card with them in each and every examination and those students who do not carry valid identity/library card, 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** Masters' and Ph.D. students should secure a minimum of 65 per cent (6.5 grade points) pass marks in each course.
- 7.6 (a)** The minimum passing marks for the PG-Course 501 will be 60% (6.00 Grade Point) instead of 65% (6.5 Grade Point) till the course is offered by LUVAS.
- 7.7** Weightage for various examinations shall be as under:

Weightage/marks			
Credit hours	Mid-term	End-term	Practical
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 Masters' Preliminary Comprehensive Examination (PCE)

- (i) For Masters' programmes, the Preliminary Comprehensive Examination will be conducted externally (one paper) in Major Subject only (No Viva Voce). The syllabus for the Preliminary Comprehensive Examination will be as approved in the PG catalogue.
- (ii) The written PCE in a discipline will be once in a semester as decided by the Dean PGS. The PCE of Masters' student will be conducted on completion of at least 75% of the course work, including minor and supporting subjects. The minimum pass marks in written PCE will be 65%.
- (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.
- (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. The written examination shall consist of one paper, set by the external expert covering the entire prescribed course for Masters' PCE examination. The Masters' PCE will be of at least three hours duration. After the student has attempted the written examination, answer sheets will be got evaluated from the external expert.
- (v) If the student fails in the PCE paper he/she will be examined for the same at the next chance which he/she can take not earlier than one month. If the student fails second time also, he/she shall be dropped from the university automatically, without any right of petition for re-admission.

8.2 Masters' Thesis oral examination

In the Masters' 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.

8.3 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 along with Advisory Committee. The result shall be submitted by the HoD to Dean, PGS in proforma PG-6 and PG-7.

(b) **Final Doctoral 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.

8.4 Destruction of record

8.4.1 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.

8.4.2 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 Masters' 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 Masters' 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 seven credit hours of research along with thesis seminar certificate, panel of examiners and thesis after mid-term examination of last semester of residential requirement.

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. If total marks (Mid-term + End-term + Practical) comes in decimal than the decimal marks of 0.5 or above will be counted on the higher side.
- (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 6.5 except PGS-501 (non-credit course) minimum passing marks will be 60% (6.0 Grade Point) instead of 65% (6.5 Grade point) till the course is offered by LUVAS.
- (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 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:

OGPA	Division
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, alongwith a fee of Rs. 1000/- 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 regular examination.

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

- (i) If he/she falls ill, the medical certificate/proof should be from the Govt. hospital/ dispensary/ university/private hospital,
- (ii) Due to participation in competitions/interviews for services on production of certificate/ proof, with the prior permission of Dean PGS.

- (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, with the prior permission of Dean PGS.
 - (v) The student has been sent with the prior permission of Dean PGS to represent the university in international / national / Inter-varsity / state competitions, Symposium, Workshop, Conference, Training and participation in the NCC / NSS camps during the days of the examination on production of certificate. This will be admissible only if the student is first and presenting author of the paper to be presented.
- 11.2** Permission for make-up examination shall be subject to the following conditions: Make-up examination shall be allowed in mid-term and 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 Masters' / 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 expert for Masters' and two experts for Ph.D., preferable 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 along with one or two original evaluated copies as the case may be.

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 Masters' thesis, one research paper should have been submitted for publication in a scientific journal with NAAS rating/Impact factor or a patent application submitted / filed out of Masters' research work. For submission of Ph.D. thesis one research paper should have been accepted for publication in scientific journal with NAAS rating/Impact factor and one research paper should have been submitted for publication in a scientific journal with NAAS rating/Impact factor OR a patent application submitted / filed out of Ph. D. research work in lieu of the research papers. The application for patent should be considered and approved for submission by the IPRM & C Core Group as per LUVAS Patent Rules. Research articles to be published from the students' theses should, invariably, have following sequence in authorship:
 1. The student
 2. The Major Advisor/ as decided by the Major Advisor in consultation with the student.

3. The Co-major Advisor (if any)
 4. Other contributors, in order of their contribution.
- Patent submitted out of research work should have authorship as per LUVAS patent rules.:

14.3 Guidelines for writing thesis

The thesis will be prepared according to the following format:

Format of PG thesis		
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	Font 10 points, in single space (1½ space after each reference) following the style as per American Psychological Association pattern (Refer to PG-11).
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, Font 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	Copyright	LUVAS, Hisar (through an undertaking to be furnished by the student with the thesis)
20	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) Aadhar No.
- h) Telephone
- i) Mobile
- j) E-Mail
- k) Academic qualifications from 10th standard onwards

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

- l) Co-curricular activities
- m) Medals / Honours received
- n) 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. _____ a Masters' / 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.

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) Masters' and Ph.D. students can submit the thesis only in the last semester of residential requirement. After delivering thesis seminar, Masters' 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 up to one day before the date of registration of next semester. Also thesis seminar can be delivered during the break period up to one day before the date of registration of the next semester. No further relaxation will be granted.
- d) Masters' 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.
- e) The thesis submitted by the PG students should be checked for plagiarism using the anti-plagiarism software. The maximum plagiarism limit has been kept at 25% for Masters' and 20% for Ph.D. thesis (excluding bibliography and certificates). The certificate in PG-9A will be submitted by the concerned HOD to the Dean, PGS at the time of submission of the thesis.
- f) Student has to deposit a thesis submission fee of Rs. 500/ at the time of thesis submission.

15 EVALUATION OF MASTERS' 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 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 advisory committee shall send the thesis to 2nd external examiner. If 2nd examiner also reject thesis the Advisory

Committee shall direct the student to improve his/her research work/thesis in the light of the comments given by the external examiners and re-submit the thesis. The advisory committee may recommend to send the thesis to the same or 2nd external examiner for evaluation. If he recommend that the thesis is good enough for the conduct of the viva-voce examination, it will be conducted by external examiner and the Advisory Committee.

15.2 Final viva-voce examination of Masters' student

- a) 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 along with student's Advisory Committee. The report of the viva-voce examination shall be submitted to the Dean, PGS in proforma PG-10. Student has to deposit fee of Rs. 200/ at the time of final thesis viva voce examination.

Note: The Masters' Thesis oral examination can only be fixed after minimum gap of 10 days of the receipt of the thesis from the concerned department in the office of Dean PGS.

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 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.

- (A) If there is a difference of opinion between the external examiners with reference to acceptance of thesis:
 - (a) The thesis will then be referred to third external examiner on the recommendation of advisory committee, if accepted by third examiner then final viva voce shall be conducted.
 - (b) If the thesis is rejected by third examiner, then advisory committee shall direct the student to improve his/her research work/thesis in the light of the comments given by the external examiner(s) and re-submit the thesis. After improvement, the advisory committee may recommend to send the thesis to the same 3rd external examiner for evaluation. If accepted by third examiner then final viva-voce shall be conducted. If third examiner again reject the thesis, the student shall be dropped from the degree and Dean, PGS, shall initiate an enquiry with a committee comprising Dean PGS, Dean of the College and nominee of the Vice Chancellor to fix responsibility of not guiding / supervising the student's work properly,
- (B) If both the external examiners condemn / reject the thesis, then it shall be referred to advisory committee and student may be asked to improve the research work / thesis in the light of the comments given by external examiners. After improvement, the advisory committee may recommend to send the thesis again to two external examiners for evaluation. If accepted by both the examiners, then final viva-voce shall be conducted. In such cases, the Dean PGS shall constitute an enquiry with a committee comprising of Dean PGS, Dean of the College and

nominee of Vice Chancellor on advisory committee to fix the responsibility of not guiding / supervising the student's work properly. If there is difference of opinion with reference to acceptance of thesis between these two external examiners, after revision, 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 the 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.
- a) 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. Student has to deposit fee of Rs. 200/ at the time of final thesis viva voce examination.

Note: The Doctoral Thesis oral examination can only be fixed after minimum gap of 15 days of the receipt of the thesis from the concerned department in the office of Dean PGS.

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

Assignment	Rates (Rs)
Masters'	
(i) Thesis evaluation	2000/- per thesis
(ii) Thesis viva-voce examination	2000/- per student
(iii) PCE: Question paper setting and evaluation	2000/-
Ph.D.	
(i) PCE: Question paper setting and evaluation	2500/-
(ii) PCE: viva-voce examination	2500/- per student
(iii) Thesis evaluation	2500/- per thesis
(iv) Thesis viva-voce examination	2500/- per student

17 Distribution of Masters' / 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 Masters' degree

(i) The minimum requirements for M.V.Sc. degree will be as under :	
Courses	Credit Hours
(a) Major Courses	24 credit hours
(b) Minor Courses	08 credit hours
(c) Supporting Courses	06 credit hours
(d) Compulsory course*	Statistics for Biological Sciences (BST-612) / Statistical Methods in Animal Breeding (AGB-617) (2+1 credit hours)
(e) Non-credit compulsory courses	05 credit hours
(f) Credit Seminar	01
(d) Masters' Research	30 credit hours
Total credit hours	72 + 5 (non- credit hours)
*AGB-617 for AGB students (compulsory in addition to Major courses) and BST-612 compulsory for other M.V.Sc students	

(ii) The minimum requirements for M.Tech. degree will be as under:

Courses	Credit Hours
(a) Major Courses	20 credit hours
(b) Minor Courses	08 credit hours
(c) Supporting Courses	06 credit hours
(d) Compulsory course	Statistics for Biological Sciences (BST-612) (2+1 credit hours)
(e) Non-credit compulsory courses*	05 credit hours
(f) Credit Seminar	01

(d) Masters' Research	30 credit hours
Total credit hours	68 + 5 (non- credit hours)

Non-credit compulsory courses

Course No.	Course title	Credit hours
PGS-501	^a 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-504	^b BASIC CONCEPTS IN LABORATORY TECHNIQUES FOR M.V.Sc	0+1
	^c BASIC CONCEPTS IN LABORATORY TECHNIQUES FOR M.TECH.	
PGS-506 (e-course)	DISASTER MANAGEMENT	1+0

^a To be offered by CCS HAU Library faculty till the arrangement is made by LUVAS Library.

^b To be offered by the Veterinary Biochemistry Faculty (VPB Dept.) in sharing with faculty of the Dept. of AGB, VAN, VMC and ABT. Lecture(s) of Electrical Engineer from the office of DSW-cum- EO may also be arranged by the course offering department.

^c To be offered by the Dept. of Dairy Chemistry in sharing with faculty of the Dept. of Dairy Eng., Dairy Micro., and Dairy Tech. Lecture(s) of Electrical Engineer from the office of DSW-cum-EO may also be arranged by the course offering department.

18.3 Requirements of Ph.D. degree

(i) The minimum requirements for Ph.D. degree in Veterinary Sciences will be as under :	
Courses	Credit Hours
(a) Major Courses	15 credit hours
(b) Minor Courses	06 credit hours
(c) Supporting Courses	05 credit hours
(d) Compulsory Non-Credit course for Ph.D. students from all disciplines	^a RPE-700 (Research and Publication Ethics) Cr Hours 1+1
(e) Credit Seminar	02
(f) Doctoral's Research	75 credit hours
Total credit hours	103 + 2 (non- credit hours)
i). Non-credit compulsory courses*	05 credit hours
ii). Compulsory course**	Statistics for Biological Sciences (BST-612) / Statistical Methods in Animal Breeding (AGB-617) (2+1 credit hours)
* Ph.D. students should register those non-credit courses which they have not cleared in M.V.Sc. programme.	

******AGB-617 for AGB students (compulsory in addition to Major courses) and BST-612 compulsory for other M.V.Sc students. However, AGB-617/(BST 612) for Ph.D. students may be exempted from the course, if already taken the course during Masters' degree.

^aTo be offered by the LUVAS library.

Note: The minor and supporting subjects at Masters' and Doctoral level are decided by the Major Advisor in consultation with the Head of the Department depending upon the proposed research problem of the student.

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
Masters'	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/ Conference/ workshop/ symposia etc of up to one month duration after the completion of the course work during the whole degree programme in the field of his/her specialization with prior permission of competent authority. Dean PGS may allow a student to attend training/ Conference/ Workshop/ symposia etc being organized within India. However, permission of Vice-chancellor is required to attend trainings abroad. There will not be any financial liability on the part of the University. If the student is first and presenting author of the paper to be presented in conference the condition of course work completion may be relaxed by the Dean PGS.

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 Masters' 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 ten semesters provided the student has cleared PCE.

Semester	Extension fee
5th semester	Nil
6th semester	Rs. 1000/-
7th semester	Rs. 2000/-
8th semester	Rs. 3000/-
9 th semester	Rs. 4000/-
10 th semester	Rs. 5000/-

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 14 semesters provided the student has cleared PCE.

Semester	Extension fee
7th semester	Nil
8th semester	Rs. 1000/-
9th semester	Rs. 2000/-
10th semesters	Rs. 3000/-
11th and 12th semesters	Rs. 4000/- per semester
13th and 14th semesters	Rs. 5000/- 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. / Masters' studies. However, the student shall have to rejoin his/her studies with five years from the date of discontinuation. 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 five and seven academic years for completing Masters' 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** If the students do not get themselves registered continuously for two semesters (without permission of the Dean, PGS) names of such students will be struck off. In such cases may be allowed to resume his/her studies only with the permission by the Academic Council depending on the merit of each case. The student permitted by the Academic Council will be charged Rs.10000/- per semester as penalty. If a student turns up for registration after willful absence of one semester, he/she can register after permission from the Dean PGS on the recommendation of the Major Advisor and the HOD and a sum of Rs.10000/- will be charged as penalty.
- 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. However, maximum time limit as per rules will apply.

22 MIGRATION FROM OTHER UNIVERSITIES

Migration from other universities in Masters' 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 as per the policy prescribed by the University.
- (b) 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 Masters' degree only, should have experience of 10 years of teaching/ research/extension in the discipline. In Case of faculty member not fulfilling the eligibility conditions, prior permission should be obtained from competent authority.

Note: To guide Ph.D. students, the teacher should have earlier guided atleast two Masters' students. However in case a teacher has guided only one Masters' student, the case may be referred to RIC for its consideration for allotment of Ph.D. student to that teacher.

- 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, Masters' and Ph.D. students should not be allotted to the faculty members who are due to retire in less than two and 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 Masters' 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 Masters' 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 Masters' and Ph.D. programme in LUVAS shall be permitted to join their duties after thesis submission. For this purpose they are required to produce a certificate from the Dean, PGS.

27.2 Other than in-service students

a) For Ph. D. students

- (i) A student having completed his / her PCE and course work can join service on production of authentic proof. He / She may be allowed to re-join study 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. The discontinuation may be allowed subject to the condition of completion of the programme within the time limit already prescribed for completion of Doctoral programme and no extension in the period will be given.

Note: Under exceptional circumstances for some extra-ordinary academic achievement, a student may be allowed to discontinue his / her doctoral studies after having completed his / her PCE and course work. He / She may be allowed to re-join study excluding the semester in which he / she discontinued. However, in case of extra-ordinary academic achievement, the prior approval of Vice Chancellor is to be obtained.

- (ii) A Ph. D. student appointed as Junior Research Fellow / Senior Research Fellow at the LUVAS / Institute having MoU with LUVAS and the student is carrying out research work in collaboration with same institute 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. A Ph.D. student can work as Junior Research Fellow / Senior Research Fellow for a maximum period of one year in the collaborating institute during his / her doctoral programme.

b) For Masters' students

- (i) A student having completed his / her PCE and course work can join service on production of authentic proof. He / She may be allowed to re-join study 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. The discontinuation may be allowed subject to the condition of completion of the programme within the time limit already prescribed for completion of Masters' programme and no extension in the period will be given.

Note: Under exceptional circumstances for some extra-ordinary academic achievement, a student may be allowed to discontinue his / her Masters' studies after having completed his / her PCE and course work. He / She may be allowed to re-join study excluding the semester in which he / she discontinued. However, in case of extra-ordinary academic achievement, the prior approval of Vice Chancellor is to be obtained.

- (ii) A Masters' student appointed as Junior Research Fellow at the LUVAS / Institute having MoU with LUVAS and the student is carrying out research work in collaboration with same institute may be permitted to join the same, if the fellowship is in the same discipline, after completing course requirements, without dropping the studies. A Masters' student can work as Junior Research Fellow for a maximum period of six months in the collaborating institute during his / her Masters' programme.

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.			

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

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)
----------------------	----------------------------	------------------------	----------------------------------------	---------------------------------	----------------------------------	----------------------------------------

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

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

[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

Dean, PGS
(Signature & seal)

[Rule 13]

Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar

Semester report for Masters'/Ph.D. student for 1st/2nd semester of Academic year.....

Name of the college

Name Admission No.

S.N.	Title of course	Course No.	Credit hours	Grade points	Credit points
------	-----------------	------------	--------------	--------------	---------------

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.

[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
(Signature with seal)

APPENDIX-VII

[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: (Masters'./Ph.D.) Semester and Year

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

Assessment of credit seminar

Sr. No.	Assessment head	Maximum marks	Marks obtained
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	
	Total marks	100	

Name of evaluatorSignature 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.

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

Table with 3 columns: Name and Designation, Department. Rows include Major advisor, Member from major subject, Member from minor subject, Member from supporting subject.

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 bestudent(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

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 **Masters’/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

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

Courses to be completed by the student to meet the requirements of Masters' / Ph.D.

Classification of courses	Course No.	Title of course	Credit hours
i) Deficiencies to be completed			
1			
2			
3			
4			
5			
ii) Major subject			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
iii) Supporting subject			
1			
2			
3			
iv) Minor subject			
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 supporting 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 (Masters' / Ph.D.)

Name of the student Admission No.

Major subject

Minor subject

Major Advisor.....

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 availableetc.):

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

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 ofhas 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 8.3 (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 STUDENT(S)

- 1. Name of the department.....
- 2. Year and semester.....
- 3. Names of the students appearing.....
- 4 Names and contact details of external examiners to be

appointed:(i)

(ii)

(iii)

(i)

(ii)

- 5. Certified that the panel is for all the students who are to appear for preliminary oralexamination during this semester and no other student is to appear in this semester.

Major Advisor

Head of the department

Dean, Post-graduate Studies

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

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..... and 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

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.

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

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 14.6 (e)]
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR
Plagiarism Verification Certificate

Name of the student _____ Admn.No. _____

Name of the degree with discipline _____

Department _____

Title of the thesis _____

Name of the Major Advisor with designation _____

The above thesis was checked for similarity detection.

Software used _____ Dated _____

Similarity index _____.

The plagiarism report of the above thesis has been reviewed and similarity index is below the accepted norms (report attached). The thesis may be considered for submission to the University.

Major Advisor

Head of Department

Forwarded to the Dean, PGS, LUVAS for information and necessary action.

Head of Department
(With seal and date)

[Rule 15.2 and 16.2]

**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

[Rule 14.3 (6)]

BIBLIOGRAPHY PATTERN FOR THESIS WRITING

APA (American Psychological Association) pattern for citation and writing of the bibliography

Material Type	In-text Citation	Bibliography
A book/ Thesis/ Compendium	(Sapolsky, 2017)	Sapolsky, R. M. (2017). <i>Behave: The biology of humans at our best and worst</i> . Penguin Books.
Chapter in an <u>edited</u> book (If the chapter is from an authored book, use the book citation)	(Dillard, 2020)	Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), <i>Media effects: Advances in theory and research</i> (4th ed., pp. 115–129). Routledge.
An article in a print journal	(Weinstein, 2009)	Weinstein, J. (2009). "The market in Plato's Republic." <i>Classical Philology</i> , 104(4), 439-458.
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