

RULES AND REGULATIONS GOVERNING DIPLOMA COURSES (W.E.F. 2015-16)

(With amendments upto 64th meeting of Academic Council held on 16.09.2023)



**INSTITUTE OF PARA VETERINARY SCIENCES
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
HISAR-125004, HARYANA**

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CHAPTER-I

CURRICULUM OF DIPLOMA PROGRAMMES

- 1.1 Diploma awarded by Institute of Para Veterinary Sciences, LUVAS, Hisar will be:
- a) **Veterinary and Livestock Development Diploma (VLDD)**
 - b) **Diploma in Veterinary Laboratory Technology (DVLТ)**
- 1.2 The minimum duration of each diploma programme shall be of two years.
- 1.3 The prescribed courses along with credit hours and marks (7.1) for each course shall be as under:

Veterinary and Livestock Development Diploma (VLDD)

1st Year

| Sr. No | Course No. | Course Title | Cr. Hrs. |
|--------------|------------|--|-------------|
| 1 | VLDD-I | Introductory Anatomy of Domestic Animals | 1+1 |
| 2 | VLDD-II | Introductory Physiology of Domestic Animals | 1+1 |
| 3 | VLDD-III | Elementary Principles of Animal Nutrition | 1+1 |
| 4 | VLDD-IV | Introduction to Livestock & Poultry Management | 2+1 |
| 5 | VLDD-V | Introduction to Animal Breeding | 1+1 |
| 6 | VLDD-VI | Language skills in English | 2+1 |
| 7 | VLDD-VII | Basic Concepts of Pharmacy and Pharmacology | 3+1 |
| Total | | | 11+7 |

2nd Year

| Sr. No. | Course No. | Course Title | Cr. Hrs. |
|----------------|-------------------|---|-----------------|
| 1 | VLDD-VIII | Elementary AH Extension | 1+1 |
| 2 | VLDD-IX | Introduction to Livestock Products Technology | 1+0 |
| 3 | VLDD-X | Elementary Medicine | 3+1 |
| 4 | VLDD-XI | Introduction to Surgical Procedures | 2+1 |
| 5 | VLDD-XII | Introduction to Reproductive Disorders | 2+1 |
| 6 | VLDD-XIII | Introduction to Reproduction, AI and Storage of Semen | 1+1 |
| 7 | VLDD-XIV | Introduction to Clinical Procedures & Animal Farm Practices | 0+6 |
| Total | | | 10+11 |

**Diploma in Veterinary Laboratory Technology
(DVLT)**

First Academic Year, Session-I

| Sr. No. | Course No. | Course Title | Cr. Hrs. |
|----------------|-------------------|---|-----------------|
| 1 | DVLT-I | Techniques in Anatomy | 1+1 |
| 2 | DVLT-II | Management and Diagnostic Sampling of Laboratory Animals | 1+1 |
| 3 | DVLT-III | Techniques in Biochemistry and Biotechnology | 0+2 |
| 4 | DVLT-IV | Laboratory Management and Professional Ethics | 1+1 |
| 5 | DVLT-V | Techniques in Clinical Parasitology-I | 1+1 |
| 6 | DVLT-VI | Techniques in Surgery and Diagnostic Imaging-I | 1+1 |
| 7 | DVLT-VII | Restraints and Handling of Domestic Animals and Diagnostic Sampling | 1+1 |
| 8 | DVLT-VIII | Occupational Hazards and Environmental Management | 1+1 |
| Total | | | 7+9 |

First Academic Year, Session-II

| Sr. No. | Course No. | Course Title | Cr. Hrs. |
|--------------|------------|---|-------------|
| 1 | DVLT-IX | Techniques in Histology | 1+1 |
| 2 | DVLT-X | Techniques in Pharmacology | 0+1 |
| 3 | DVLT-XI | Techniques in Physiology | 0+2 |
| 4 | DVLT-XII | Techniques in Clinical Microbiology-I | 1+1 |
| 5 | DVLT-XIII | Techniques in Clinical Parasitology-II | 1+1 |
| 6 | DVLT-XIV | Techniques in Surgery and Diagnostic Imaging-II | 1+1 |
| 7 | DVLT-XV | Collection, Processing and Analysis of Clinical Samples | 0+4 |
| 8 | DVLT-XVI | Zoonosis, Public Health and Epidemiology | 1+1 |
| Total | | | 5+12 |

Second Academic Year, Session-I

| Sr. No. | Course No. | Course Title | Cr. Hrs. |
|--------------|------------|---|-------------|
| 1 | DVLT-XVII | Techniques in Feed Analysis | 1+1 |
| 2 | DVLT-XVIII | Basic Information Technology | 1+1 |
| 3 | DVLT-XIX | Techniques in Clinical Microbiology-II | 1+1 |
| 4 | DVLT-XX | Dairy and Meat Technology | 0+2 |
| 5 | DVLT-XXI | Techniques in Clinical Pathology | 1+1 |
| 6 | DVLT-XXII | Collection, Processing and Analysis of Clinical Samples | 0+4 |
| Total | | | 4+10 |

Second Academic Year, Session-II

| Sr. No. | Title | Cr. Hrs. |
|---------|--|----------|
| 1 | Practical/ Professional Training in Diagnostic Laboratories – 12 weeks | 1+0 |

2. TEACHING SYSTEM

- 2.1 Annual system of examination will be followed for the diploma programmes.
- 2.2 The medium of instruction will be English.
- 2.3 Date of commencement and completion of academic year shall be as per approved academic calendar.

3. ACADEMIC YEAR AND CALENDAR

- 3.1 Academic Year shall comprise of 32 weeks excluding examination days. The Director, Institute of the Para-Veterinary Sciences will issue Academic Calendar for the next year in the annual break of the previous academic year.

4. ENROLMENT AND PAYMENT OF FEES AND DUES

- 4.1 At the beginning of each academic year, a student shall enrol as per approved academic calendar on prescribed date(s). The students will be enrolled on the deposition of fees and dues on the due date as prescribed in the Academic Calendar of the year.
- 4.1A The first-year students having supplementary in annual examinations will be enrolled in 2nd year provisionally on the prescribed date(s) as per Academic Calendar.
- 4.2 If a student fails to enrol on the scheduled date(s) notified for the purpose, enrolment may be allowed by the Director, IPVS with late fee of Rs.200/- per day up to 15 days. No registration shall be permissible after 15 days of the commencement of classes on any ground, whatsoever may be the reason.
- 4.3 No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk and responsibility of the student to maintain the required attendance.
- 4.4 Normally enrolment is not permissible in absentia. However, the Director, IPVS may allow registration to a student who abstains himself with prior approval of the Director due to unavoidable reasons and on payment of a fee of Rs. 500/- extra on due date.
- 4.5 The Director, IPVS may refuse/cancel registration of a student who has indulged in act(s) of indiscipline or gross misconduct.
- 4.6 A student who does not get himself enrolled within the scheduled period as per rule will be automatically dropped from the institute roll.
- 4.7 The Principal of the Private Affiliated College /Institute will submit the class wise list of enrolled students along with duly signed enrolment slip (Annexure-1) and examination fees within one month from the scheduled date(s) of enrolment.

5. ATTENDANCE REQUIREMENT

- 5.1 Minimum requirement of attendance shall not be less than 75% (including attendance benefit, if any) of scheduled theory & practical classes separately, in each examination paper annually.
- 5.2 Attendance benefit for absence to the maximum period of 15 instructional days in an academic year shall be admissible for participation in co-curricular activities (cultural and sports) or on medical grounds. Prior permission of the Director IPVS/Dean/Principal concerned for participation in co-curricular activities (Cultural and Sports) will be required. The student has to submit their relevant medical proof for availing the attendance benefit along with the request at the earliest but not later than last day of classes. While granting permission, the Director IPVS/Dean/Principal shall inform all the instructors of Diploma Programmes regarding period for which attendance benefit has been allowed to the student(s). For such cases, the percentage of the attendance shall be calculated after excluding the period of absence from the scheduled theory/practical classes.
- 5.3 A student having attendance below 75% in any of the courses (theory and practical separately) shall not be permitted to appear in the annual examination of the respective course(s) and shall be declared fail in that/those course(s.)
- 5.4 Percentage of attendance of a student in a paper shall be computed on the basis of the total number of theory and practical classes separately scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of enrolment.
- 5.5 Maintenance of attendance record: -
 - i. Instructor(s) shall maintain a record of the student attendance in each course taught by him/her for theory and practical separately in a register/ e-gov. prescribed for the purpose.
 - ii. It is the duty of each student to ensure his/her regularity in the classes. The monthly attendance of the class shall be displayed by the instructor concerned on the notice board of the concerned department/college/Director, Institute of Para Veterinary Sciences through the Principal/ Officer In charge/ Nodal Officer of Diploma programme.
 - iii. At the end of year, the instructor(s) shall notify the consolidated attendance of the course(s) taught by him/her after giving benefit of attendance, if any, and submit the same to the Director, Institute of Para Veterinary Sciences through the Principal/ Officer In charge/ Nodal Officer Diploma programme.

6. DISCONTINUANCE AND RE-ADMISSION

- 6.1 A VLDD student who for some compelling circumstances had to discontinue the course, with the permission of the Director, Institute of Para Veterinary Sciences during the currency of the year may be readmitted by the Director, Institute of Para Veterinary Sciences in the same class during the immediate next academic year and once only. In case of DVLTT student he/she will be readmitted in the same Session during the immediate next academic year and once only. In such cases, the period of discontinuation of studies shall not be counted towards the residential requirement of Diploma Programs as given in rule 12, given below, and such student shall have to pay readmission fees in addition to normal charges/fees at the time of readmission. In case of student, who leaves the college without the permission of the Director, IPVS he/ she will not be readmitted and he/she has to compete again to seek fresh admission.
- 6.2 If a student of 1st year fails to maintain at least 33% of attendance in aggregate, he/she will be dropped from the roll of institute by Director, Institute of Para Veterinary Sciences. In such cases the student shall have to compete again to seek fresh admission in the programme.
- 6.3 If a diploma student who for some compelling circumstances has to leave the course, with the permission of the Director, Institute of Para Veterinary Sciences during the currency of the year, in such case the college will not charge any fee/fund from the student for the next year.

7. EXAMINATION

- 7.1 Examination of courses shall be conducted at the end of each academic year by the Director, IPVS as per the annual paper schedule given below.

List of papers for Annual Examination of VLDD 1st Year

| Paper No. | Course No. | Cr. Hrs. | Theory | Practical | Remarks |
|-----------|------------|----------|--------|-----------|--|
| Paper-1 | VLDD-I | 1+1 | 60 | 40 | Student has to pass in theory and practical separately |
| Paper-2 | VLDD-II | 1+1 | 60 | 40 | |
| Paper-3 | VLDD-III | 1+1 | 60 | 40 | |
| Paper-4 | VLDD-IV | 2+1 | 60 | 40 | |
| Paper-5 | VLDD-V | 1+1 | 60 | 40 | |
| Paper-6 | VLDD-VI | 2+1 | 60 | 40 | |
| Paper-7 | VLDD-VII | 3+1 | 60 | 40 | |

Total Marks = 700

List of papers for Annual Examination of VLDD 2nd Year

| Paper No. | Course No. | Cr. Hrs. | Theory | Practical | Remarks |
|-----------|------------|----------|--------|-----------|--|
| Paper-8 | VLDD-VIII | 1+1 | 60 | 40 | Student has to pass in theory and practical separately |
| Paper-9 | VLDD-IX | 1+0 | 100 | - | |
| Paper-10 | VLDD-X | 3+1 | 60 | 40 | |
| Paper-11 | VLDD-XI | 2+1 | 60 | 40 | |
| Paper-12 | VLDD-XII | 2+1 | 60 | 40 | |
| Paper-13 | VLDD-XIII | 1+1 | 60 | 40 | |
| Paper-14 | VLDD-XIV | 0+6 | - | 100 | |

Total Marks = 700

Grand Total = 1400

List of papers for Annual Examination of DVLТ 1st year

| Paper No. | Course No. | Cr. Hrs. | Theory | | Practical | | |
|-----------|------------------------|-------------|--------|----|-----------|----|---|
| Paper-1 | DVLТ-I and DVLТ-IX | 1+1 and 1+1 | 30 | 30 | 20 | 20 | Total marks in each paper are 100 (Theory, 60/30+ practical, 40/70). Minimum pass marks will be calculated in each paper from combined marks of both. Student has to pass in theory and practical separately. |
| Paper-2 | DVLТ-II and DVLТ-X | 1+1 and 0+1 | 30 | - | 20 | 50 | |
| Paper-3 | DVLТ-III and DVLТ-XI | 0+2 and 0+2 | - | - | 50 | 50 | |
| Paper-4 | DVLТ-IV and DVLТ-XII | 1+1 and 1+1 | 30 | 30 | 20 | 20 | |
| Paper-5 | DVLТ-V and DVLТ-XIII | 1+1 and 1+1 | 30 | 30 | 20 | 20 | |
| Paper-6 | DVLТ-VI and DVLТ-XIV | 1+1 and 1+1 | 30 | 30 | 20 | 20 | |
| Paper-7 | DVLТ-VII and DVLТ-XV | 1+1 and 0+4 | 30 | - | 20 | 50 | |
| Paper-8 | DVLТ-VIII and DVLТ-XVI | 1+1 and 1+1 | 30 | 30 | 20 | 20 | |

Total Marks = 800

List of papers for Annual Examination of DVLТ 2nd year

| Paper No. | Course No. | Cr. Hrs. | Theory | | Practical | | |
|-----------|------------|----------|--------|---|-----------|---|--|
| | | | | | | | |
| Paper-9 | DVLТ-XVII | 1+1 | 60 | - | 40 | - | Total marks in each paper are 100 (60+40). Minimum pass marks will be calculated in each paper from combined marks of both. The Student has to pass in theory and practical separately |
| Paper-10 | DVLТ-XVIII | 1+1 | 60 | - | 40 | - | |
| Paper-11 | DVLТ-XIX | 1+1 | 60 | - | 40 | - | |
| Paper-12 | DVLТ-XX | 0+2 | - | - | 100 | - | |
| Paper-13 | DVLТ-XXI | 1+1 | 60 | - | 40 | - | |
| Paper-14 | DVLТ-XXII | 0+4 | - | - | 100 | - | |

Total Marks = 600

Grand Total = 1400

- 7.2 Examinations will be held annually for both VLDD and DVLТ courses. However, in DVLТ, Second Academic Year examination will be held after completion of course work of Session-I prior to start of Practical/ Professional Training in Diagnostic Laboratories.
- 7.3 Passing in all the papers is mandatory for a student for enrolling in professional training in case of DVLТ.
- 7.4 The professional training will be considered as cleared, subject to production of a satisfactorily completion certificate from the concerned department. In the event of unsatisfactory report, he/she will have to repeat the training in the particular department.
- 7.5 Duration of each theory paper will be of at least two hours.
- 7.6 Theory paper of each course shall comprise of objective as well as subjective type of questions with minimum 50% weightage to subjective type of questions.
- 7.7 A preparatory leave for a maximum of 5 days may be allowed before final examinations.
- 7.8 **Mode of Examination:**
 - 7.8.1 Annual/Supplementary/Repeat examinations of all the VLDD students (LUVAS as well as affiliated private Institutes/ Colleges) will be conducted on the same dates and time as per the common date sheet.
 - 7.8.2 Examinations can be conducted at LUVAS Campus as well as at any of the affiliated private Institute/College or any other government/private institute, keeping in view the strength of the students and availability of infrastructure and other facilities for the conduct of examinations.
 - 7.8.3 For the supplementary/repeat examination(s), the examination centers (on campus or off campus) will be finalized by the COE keeping in view the number of students appearing for supplementary/repeat examination(s).
 - 7.8.4 Examination material will be provided by the COE.

- 7.8.5 Setting of question papers, evaluation and compilation of result will be got done by the COE and result will be declared by the office of Director, IPVS. Moderation of question paper, if required, will be got done by COE and will be communicated to all examination centres.
- 7.8.6 Examination centers will be cancelled by the COE in case of any lapse observed / reported regarding conduct of examination.
- 7.8.7 Date sheet, sitting plan, duty of staff, requisition of vehicles, etc. will be prepared/ assigned by COE in consultation with Director, IPVS.
- 7.8.8 Refreshment charges for the staff on duty will be paid on bill basis as per the rates approved by the competent authority.
- 7.8.9 Remuneration to the staff on duty will be paid as per the approved rates.
- 7.8.10 Funds for all these activities will be provided / arranged by the Director IPVS/COE.
- 7.8.12 The COE, LUVAS shall be responsible for annual/repeat examinations in coordination with Director, IPVS. As per schedule in the academic calendar COE shall notify the date sheet for annual/repeat theory and practical examinations at least 15 days before the start of examinations for the information of students and others concerned. Date-sheet for supplementary/repeat examinations will also be notified by the COE, LUVAS after subsequent year registration. Seating plan for annual /supplementary/repeat examinations shall be prepared by the COE.
- 7.8.13 Student(s) will be allowed to appear in annual examinations only with valid admit card(s) issued by the Director, IPVS/Principal, concerned.
- 7.8.14 Student(s) will be allowed to appear in annual/supplementary/repeat examinations only with valid admit card(s) issued by the Director, IPVS/Principal, concerned.
- 7.8.15 No candidate will be allowed to leave the examination hall before half time after the commencement of examination.
- 7.9 It shall be the responsibility of the teacher(s)/instructor(s) to ensure that the topics to be covered in the theory and practical in each course shall be recorded through a lecture/practical schedule and distributed to the students at the beginning of each course. The nodal officer/in charge/ Principal shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule. University is delegated to summon any record concerning education, scrutiny, examination, evaluation, academic, extracurricular activity, admission matter of annual or permanent affiliated institutes/ college/ trust/ society.
- 7.10 Annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s). Paper setter shall be provided the syllabus including detailed course outline. Paper setter shall prepare two sets of question paper, one each for main/repeat examination and supplementary/repeat examination. Sealed question papers, received from the external examiner/ paper setter, will be used by the COE, LUVAS for getting requisite number of copies made under his/her supervision by maintaining

complete secrecy. Sealed packets containing these copies will be delivered to the examination superintendent which shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.

7.11 Format of question paper:

| Q. No. | Type of Question | Marks Allotted |
|--|---|----------------------|
| Section- 1 (Objective questions) | | |
| 1 | True/False | 10 x 0.5= 5 |
| 2 | Fill in the blanks | 10 x 0.5= 5 |
| 3 | Match the Followings | 10 x 0.5= 5 |
| 4 | Multiple type/ choice questions | 10 x 0.5= 5 |
| 5 | Definitions | 5 x 1= 5 |
| 6 | Enlist/ Examples/ Enumerate/ Functions/ Doses/ Indications/ Composition | 5 x 1= 5 |
| Section-II (Subjective Questions) | | |
| 7 | Do as Directed/ Differentiate | 5 x 2= 10 |
| 8 | Write Short Notes | 4 x 2.5= 10 |
| 9 | One Long Question/ Two parts (5 Marks each) with one choice | 1 x 10/ 2 x 5= 10 |
| Maximum Marks | | 60 |

7.12 Marks Distribution:

7.12.1 Marks distribution for course No. VLDD XIV (0+6 Credit hour) prescribed for second year academic programme of VLDD

Maximum Marks: 100

- Performance/practical/task/result interpretation = 25 marks
- Record/copy = 15 marks
- Viva = 15 marks
- Quiz (Written) = 15 marks
- Experiment Protocol/material/method (written) = 15 marks
- Spotting = 15 marks

7.12.2 Marks distribution for Practical Examination of various courses prescribed for First and second year academic programme of Diploma Courses.

Maximum Marks: 40

- Performance/practical/task/result interpretation = 05 marks
- Record/copy = 05 marks
- Viva = 05 marks
- Quiz/Experiment Protocol/material/ method(written)/ Diagram = 15 marks
- Spotting = 10 marks

8. EVALUATION AND DECLARATION OF RESULT

- 8.1 To pass a paper, a student shall be required to secure a minimum of 40% marks in Theory and Practical separately otherwise he/she will be declared fail in that paper.
- 8.2 Evaluation of answer books of theory paper(s) will be got done by the COE, LUVAS and the evaluation of practical paper(s) will be got done by the concerned instructor(s)/department/college and total marks showing details of marks in the practical paper(s) will be submitted by the instructor(s) to the respective Principal/In-charge VLDD/Nodal Officer of diploma courses. Principal/In-charge VLDD will submit the result of practical paper(s) to the COE, LUVAS. The final result will be declared by the Director, IPVS after receiving the same from the COE, LUVAS.
- 8.3 Answer sheets for all the practical papers shall be deposited with the Incharge of the respective diploma course.
- 8.4 Destruction of old records:
 - 8.4.1 The record relating to Admissions/DET and Diploma examinations shall be destroyed after six months, subject to the condition that before the record is disposed of, proper lists will have to be prepared / maintained with the following certificates: (i) that no request/representation of any student is pending; (ii) that no court case/enquiry/RTI is pending; (iii) that no case (like copying/ impersonation etc.) against any student is pending.
 - 8.4.2 Examination record (theory and practical) will consist of question papers along with keys and CDs received from external/internal examiners, attendance sheets, correspondence with the examiners, award list including proceedings of committee meetings concerning result and re-totaling of marks, answer sheets and spare papers of internal (practical), external and supplementary/repeat examinations.
 - 8.4.3 The record relating to Attendance Register of the students shall be destroyed after six months of annual examinations subject to the conditions provided under Rule 14 A(1) of University Calendar Volume II.
- 8.5 Grace marks:
 - 8.5.1 Benefit of up to 5 Grace Marks may be allowed by the Director, IPVS. For this purpose, theory and practical of a paper shall be treated as separate units for that particular paper. However, the grace marks will be given firstly in the paper in which minimum grace marks are required so that maximum number of papers can be covered. Benefit of Grace Marks shall not be available in a paper or part thereof of examination(s) missed by a student.
 - 8.5.2 Provision of grace marks in results shall not apply to supplementary/repeat examinations.

9. REPEAT / SUPPLEMENTARY EXAMINATION

- 9.1 A student failing in a maximum of three courses shall be allowed to appear in supplementary examinations for the respective courses. There will be only one supplementary chance for a paper. A student failing in more than three courses shall be declared fail in that class.
- 9.2 If the attendance of a student in a particular course is equal to or more than 50% and less than 75% then Supplementary will be awarded in that course. If attendance is less than 50% even in any of the single course, he/she will be declared fail in that class and no supplementary will be awarded in such case.
- 9.3 Repeat/supplementary examination will be conducted after 30 days of commencement of next academic session. Result of supplementary/repeat examination(s) will be declared within 10 days of conduct of examination(s). In case a student still fails to clear/pass the course(s) he may appear during next annual examinations/ supplementary examinations as repeat non-teaching course as per rule 9.3A. The Repeat/supplementary examination of Second Academic Year in case of DVLT will be conducted within a week after the declaration of result of Session-I of second academic year in a similar manner as above.
- 9.3A The students who could not pass in supplementary examinations may appear during next annual examinations/ supplementary examinations as repeat non-teaching course (s) in the failed subject(s) after paying the repeat non-teaching examination fee. Such students need not to enrol in the college only for these subjects, however, they have to submit repeat non-teaching examination form and deposit the repeat non-teaching examination fee in their respective colleges.
- 9.4 Examination fees to be charged from students:
- 9.4.1 Annual Examination fees- Rs. 1100/- or as prescribed from time to time. The annual examination fees for the subsequent years will be deposited by the affiliated private institute/ college to Director, IPVS, LUVAS within one month of scheduled date(s) of enrolment/registration.
- 9.4.2 Fee for supplementary examination- Rs. 3000/- per paper or as prescribed from time to time.
- 9.4.2A Fee for repeat non-teaching examination- Rs. 5000/- per paper or as prescribed from time to time.
- Repeat non-teaching examination fee for each attempt in respect of VLDD students of affiliated private institute/college appearing in repeat non-teaching examinations will be collected by the affiliated private college/ institution and deposited to IPVS, LUVAS within 5 days of the declaration of revised result after scrutiny. An amount of Rs. 1500/course/student will be retained by the affiliated private college/institute on account of repeat examination fee and rest amount (Rs. 3500/course/student) will be deposited along with the list of students to Director, IPVS.
- 9.4.3 Re-totalling/scrutiny of answer books- Rs. 1000/- per paper or as prescribed from time to time.

- 9.4.4 In addition, failed students of affiliated private institutes/colleges will have to deposit examination fees of Rs. 1100/- annually. Annual examination fee in respect of students who fail in a particular class will be deposited by the affiliated private institute/ college to IPVS, LUVAS within one month of the student's registration in that class.
- 9.4.5 Supplementary examination fee along with supplementary examination form (Annexure- 2) in respect of students of affiliated private institute/college appearing in supplementary examination will be collected by the affiliated private college/ institution and deposited to IPVS, LUVAS within 5 days of the declaration of revised result after scrutiny.
- 9.4.6 Certificate verification fee as prescribed by concerned Board from time to time.

10. PROFESSIONAL TRAINING (DVLТ)

After completion of course work of Session-I of second academic year, each student of DVLТ has to attend a practical/ professional training for a minimum duration of 12 weeks. The training can be done at one or more institute/ laboratory. At the end of professional training, the student has to produce daily diary and attendance-cum-performance certificate from the institute(s)/ laboratory attended. Thereafter, the student shall present the work undertaken along with report during the professional training which will be assessed by the committee duly constituted by the Director, Institute of Para Veterinary Sciences. The performance of the student shall be graded as satisfactory or unsatisfactory. Satisfactory completion of professional training is an essential requirement for the award of concerned Diploma. However, if a student is awarded unsatisfactory grade in professional training he/she shall have to repeat the same to the extent to be recommended by the committee.

11. SCRUTINY/RE-TOTALING AND RECTIFICATION OF ERROR

- 11.1 There is no provision of re-evaluation of answer books. However, a student may be allowed to get any theory paper scrutinized for retotaling and for unmarked question, if any. Answer book(s) will not be shown to the student under any circumstances.
- 11.2 For scrutiny, a candidate shall have to apply to Director, IPVS through respective Principal/ Nodal Officer/ In charge, Diploma Programme within 7 days of the declaration of result by depositing a prescribed fee as per university rules.
- 11.3 The Controller of Examination shall arrange the scrutiny of marks, answer book(s) by the Screening Committee constituted by COE in consultation with Dean COVS, LUVAS. Scrutiny/rechecking is applicable only for theory examination.

- 11.4 In case the total is found to be incorrect, the same will be corrected and the result will be revised (even if, it is towards lower side). If, however, any question is found to be unchecked by the examiner, the answer book will be sent to the examiner for doing the needful and the result will be revised accordingly, if there occurs any change in the marks.
- 11.5 No representation will be entertained about the outcome of the result.

12. RESIDENTIAL REQUIREMENTS

A student will be allowed a maximum of three years to clear/pass a class after which his/her name will be removed from the college rolls by the Director, Institute of Para Veterinary Sciences. Missed examinations, due to any reason, will be treated as one of the attempts. Total residential requirement for the diploma course will not exceed six years in any case.

CHAPTER-II

FEES & OTHER DUES/FUNDS/CHARGES

The tuition fees/ examination fees/ supplementary/repeat non-teaching examination fees, other fees/dues/charges/ funds etc., as decided by LUVAS for a particular Academic Year, will be paid by the Diploma students for that Academic Year. No student will be allowed to take up regular/supplementary/repeat examination unless he/she has deposited the required examination fees. However, fees for private affiliated colleges/institutions will be as per Government of Haryana.

CHAPTER-III

LIBRARY RULES

Library Rules shall be applicable to diploma students of constituent college of LUVAS Hisar as per CHAPTER IV of University Calendar Volume II.

CHAPTER-IV

AWARD OF SCHOLARSHIPS, STIPENDS AND MERIT STIPENDS TO DIPLOMA STUDENTS OF CONSTITUENT COLLEGE OF LUVAS

1. LUVAS Merit Scholarship is available to the students admitted against the Haryana Resident seats only.
2. Total number and value of the scholarship/stipends and merit stipends for different classes in different programs will be as sanctioned by the Board of Management from time to time and published in the prospectus.

3. These awards are subject to the condition that the recipient(s) will pursue his/her studies with diligence and industry and that he/she will abide by the disciplinary and other rules of the university/ college/ hostel. If he/she is found to be irregular in attendance or negligent in his/her studies, or found to be guilty of indiscipline or misconduct, the scholarship, stipend and merit stipend may be withdrawn by the Dean/ Director, Institute of Para Veterinary Sciences for a specified period.
4. No scholarship/ merit Stipend/ stipend be paid to the students for the period of:
 - i) Their wilful absence from the classes or going on strike and for absenting from classes/examinations.
 - ii) Closing of the University/ College as a consequence of indiscipline.
 - iii) If attendance is below required percentage, no payment to be made for that month.
5. When a student is placed on conduct probation, he/she shall be ineligible for the award from the date on which he/she was placed on conduct probation. The monetary loss entailed in such forfeiture shall be permanent and no arrears will be payable subsequently on his/her being restored to good standing, provided that, he/she is otherwise eligible for such monetary benefit. Such benefit shall be restored to him/her from the date on which he/she ceases to be on conduct probation and is restored to good standing.
6. Award of a scholarship/fellowship/ stipend does not exempt the recipient from the payment of tuition and other fees to the College/ University/ Hostel. It will also not debar him/her from being given the benefit of a full or half fee concession, if any, in tuition fees.
7. The recipient of a scholarship from the University will not be eligible for any other fellowship/ stipend or other form of monetary assistance/ duty pay from the university or from any other source. But a student receiving a scholarship shall not be debarred from a loan scholarship or other form of financial assistance from any other source provided that if he/she gets such assistance while holding a university scholarship, he/she shall communicate this information to Director, Institute of Para Veterinary Sciences. Failure to do so shall be deemed a breach of discipline. Similarly, a student holding merit scholarship be allowed to avail National Sports Talent Scholarship etc. if granted on sports merit.

8. Merit list for payment of scholarship for first year Students will be prepared on the basis of merit in the entrance test of admission. Scholarships/ stipends shall be awarded to 25% of VLDD and DVLTL students admitted against Haryana Resident seats only. Provided further that if the merit of two or more students remains the same, percentage of marks in qualifying examination shall be considered. If still there is tie, then the amount will be divided equally. Subsequently, the scholarship of second year students shall be awarded on the basis of merit list, which shall be prepared on the basis of performance of first year. No scholarship will be awarded to a student who happens to obtain less than 60% marks in aggregate or fail in any course in the first attempt. If the relative merit of first year of **two** or more students happens to be the same then the amount of scholarship will be equally distributed between/ among them. However, if the relative merit of two or more students is same and both boy and girl are there then the higher admissible amount of scholarship will be equally distributed between/among them.
9. All the scholarships shall be paid for one academic year during first year and up to the last date of scheduled date of professional training in case of VLDD/DVLTL Academic calendar during second year.

CHAPTER-V

RULES FOR THE STUDENTS AID FUND

Rules for the students' aid fund shall be applicable to diploma students of constituent college of LUVAS Hisar as per CHAPTER VIII of University Calendar Volume II.

CHAPTER-VI

STUDENTS WELFARE FUND

Students welfare fund rules shall be applicable to diploma students of constituent college of LUVAS Hisar as per CHAPTER IX of University Calendar Volume II.

CHAPTER-VII

RULES FOR CANCELLATION/ CONFISCATION OF DIPLOMA CERTIFICATE

As per CHAPTER XVI of University Calendar Volume-II

CHAPTER-VIII

AMALGAMATED FUND RULES

Amalgamated fund rules shall be applicable to diploma students of constituent college of LUVAS Hisar as per CHAPTER XII of University Calendar Volume II.

CHAPTER-IX

RULES REGARDING ENFORCEMENT OF STUDENTS DISCIPLINE & GOOD BEHAVIOUR

As per CHAPTER XIV of University Calendar Volume-II

CHAPTER-X

RULES REGARDING ISSUE OF REVISED DOCUMENTS

As per CHAPTER XVII of University Calendar Volume-II

CHAPTER-XI

FEES FOR VARIOUS CERTIFICATES

As per CHAPTER XVIII of University Calendar Volume-II applicable to diploma certificates/ documents also.

CHAPTER-XII

PROVISION OF WRITER IN THE EXAMINATION

As per CHAPTER XIX of University Calendar Volume-II

CHAPTER-XIII

HOSTEL RULES

Hostel Rules shall be applicable to diploma students of constituent college of LUVAS Hisar as per CHAPTER X of University Calendar Volume II.

CHAPTER-XIV

RULES RELATING TO THE PROCESS OF UNFAIR MEANS CASES AND PENALTIES THEREOF

Rules and Process for Unfair mean cases as per CHAPTER XV of University Calendar Volume II shall be applicable. However, penalty shall be as follow for diploma courses.

Penalty:

Student shall be awarded 'Zero mark' in all the examination papers if use of unfair means is established in even one examination paper.

DISCLAIMER

The statements made in this booklet and other information contained herein are believed to be correct at the time of publication. However, the University reserves the right to make, at any time without notice, changes in and addition to the Rules and Regulations Governing Diploma Courses or any other information or statements/rules contained in this booklet. No responsibility shall be accepted by the University for hardship or expense incurred by its students or any other person for such changes, additions, omissions, or errors, no matter how they are caused.

Annexure-1

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
INSTITUTE OF PARA VETERINARY SCIENCES**

Enrolment/Registration Slip

(Academic Year.....)

Name of College

Veterinary & Livestock Development Diploma (VLDD) Course

| | | | |
|--------|---|---------------|--|
| Name: | | Admission No. | |
| Class: | 1 st year readmitted/2 nd year (provisional)/2 nd year/2 nd year readmitted | | |

Personal Details

| | | | |
|-------------|-----------|----------------|--|
| Name: | | Father's Name: | |
| Address: | | | |
| | Pin Code: | | |
| Mobile No.: | | Email: | |

I hereby declare that all the above details furnished are correct to the best of my knowledge and belief. I also undertake that I will maintain 75% attendance in each subject otherwise will not be eligible to appear for annual examinations.

Date:

Signature of Student

Fees Details

| | | |
|-------|--------------|--------------|
| Date: | Receipt No.: | Amount Paid: |
|-------|--------------|--------------|

**Accountant/ Cashier
Name** _____

Signature & Seal of Principal

Annexure-2

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
INSTITUTE OF PARA VETERINARY SCIENCES**

FORM FOR SUPPLEMENTARY/REPEAT EXAMINATION

(Academic Year)

Space for
photo
(Attested)

Name of Institute/College: _____

Admission No. _____ Class _____

Name of Candidate: _____

Father's Name: _____

Subjects of Supplementary/Repeat Papers (Write Clearly the Course no. and Course title)

| Sr. No. | Course No. | Course Title | Course type Suppl./Repeat |
|---------|------------|--------------|------------------------------|
| | | | |
| | | | |
| | | | |

Have you ever been disqualified by this University? If yes, give detail asbelow:

Examination..... Session.....

Have you applied for scrutiny? If yes, give detail as below:

Examination..... Session.....

I solemnly declare that the particulars filled by me are correct and that in case of any discrepancy found therein, I shall be responsible for the consequences and my candidature be treated as cancelled.

Postal Address.....

E-mail ID.....Phone No. with STD Code/ Mob. No.....

Dated.....

Signature of the Candidate

ATTESTATION

I, certify that the candidate.....S/O D/O Sh.....

- (a) is eligible to appear in the above examination and has paid the supplementary/repeat examination fees.
- (b) has signed the Examination Form in my presence and the particulars filled in byhim/her are correct.

Dated:

Signature with stamp
(Dean /Principal/Director)



LUVAS

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR - 125 004**

(Established by Haryana Act No. 7 of 2010)

www.luvass.edu.in