

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

NOTIFICATION

Amendment No. 02 /2024

No. Reg./A-1/2024/1986

Dated: 31.03.2024

In pursuance of the decision taken by the Academic Council vide Suppl. Agenda item No. 67A-3 in its 67th meeting held on 22.03.2024, the Worthy Vice-Chancellor is pleased to make following amendments contained in Part-IV of Chapter-II of University Calendar Vol.-II:

Existing	Amended
<p>14(18) The answer-books of internal assessments shall be shown to students and the records of internal assessments as well as that of annual practical examinations shall be submitted to Controller of Examinations (COE) within 15 days of conduct of examinations.</p>	<p>14(18)(i) The answer-books of internal assessments shall be shown to the students and the concerned Instructor(s) shall obtain the signature with date of the students on their answer books in this regard.</p> <p>(ii) The complete record i.e. answer-sheet, attendance sheet and a copy of the result of each internal assessment shall be submitted to the Controller of Examinations within 15 days of the completion of all the internal assessment examinations.</p> <p>(iii) The complete details of Annual Practical Examinations should be maintained in the tabulated form showing the marks obtained by the students under different heads like experiment /viva-voce /quiz / practical note book / written component, etc. and the same is to be submitted to the office of COE, LUVAS, Hisar along-with the attendance and result within a week of the completion of all the practical examinations of that professional year. The detailed record of the quiz, spottings, experiment, etc. (as mentioned above) of all the students is also to be submitted to the office of COE.</p>


<p>14(20) The duration of internal assessment shall be at least one hour whereas the duration of annual theory examination shall be three hours and one month prior to the commencement of annual examinations the best of two internal assessment marks shall be submitted by the instructor through the Head to the COE.</p>	<p>14(20) The duration of internal assessment shall be at least one hour whereas the duration of annual theory examination shall be three hours. The best two internal assessment marks shall be submitted by the instructor through the Head to the COE by the stipulated date to be mentioned in the academic calendar alongwith the marks of all the three internal assessments as per the proforma to be supplied by the COE.</p>
<p>14(21) The internal assessment examinations shall be conducted by the concerned department(s) during free period without affecting the teaching schedule. The date sheet of the internal assessment examinations will be prepared and conveyed by the Controller of Examinations at least one week in advance. Head of the concerned department will act as Superintendent for the examination of his/her subject. The faculty members of that department shall be the invigilators. If any department is not having sufficient number of faculty members, it will be the responsibility of the HoD to have collaboration with other departments in this connection. If more than one internal assessment examinations are scheduled on the same date and time, only one of the HoDs (to be communicated by the COE) will act as superintendent for those examinations. The question paper(s) will be prepared by the concerned instructor(s) and the requisite number of photocopies may be got done in the office of COE within three days prior to the examination by maintaining complete secrecy. The sealed packet(s) containing these copies will be kept by the Head of the concerned department and will be delivered to the invigilator(s) just before the start of examination. Seating plan and attendance sheet will be prepared by</p>	<p>14(21) The internal assessment examinations shall be conducted by the concerned department(s) during free period without affecting the teaching schedule. The date sheet of the internal assessment examinations will be prepared and conveyed by the Controller of Examinations at least one week in advance. If there is any change in the timing of the internal assessment examinations, the same shall be conveyed to the COE of LUVAS, Hisar well in advance. Head of the concerned department will act as Superintendent for the examination of his / her subject. The faculty members of that department shall be the invigilators. If any department is not having sufficient number of faculty members, it will be the responsibility of the HoD to have collaboration with other departments in this connection. If more than one internal assessment examinations are scheduled on the same date and time, only one of the HoDs (to be communicated by the COE) will act as superintendent for those examinations. The question paper(s) will be prepared by the concerned instructor(s) and the requisite number of photocopies may be got done in the office of COE (O/o Dean in case of affiliated college/ institute) within three days prior to the examination by maintaining complete</p>

<p>the Controller of Examinations.</p>	<p>secrecy. The sealed packet(s) containing these copies will be kept by the Head of the concerned department and will be delivered to the invigilator(s) just before the start of examination. Seating plan and attendance sheet will be prepared by the Controller of Examinations, however in case of affiliated college / institute the same will be done by the Co-ordinator of Examinations / Dean of the respective college / institute.</p>
<p>14(24) The HoD will act as superintendent of the external theory examination of the subject concerned and the faculty members of the department shall be the invigilators. If any department is not having sufficient number of faculty members, it will be the responsibility of the HoD to have collaboration with other departments in this connection. If more than one external theory examination is scheduled on the same date and time, only one of the HoDs (to be communicated by the COE) will act as superintendent for those examinations.</p>	<p>14(24) For the external theory examination, the duty list pertaining to superintendents, invigilators, supporting staff will be issued by the COE and the same is to be adhered strictly. Change, if any, will be allowed only after written request along-with valid reason. In no case the invigilator of same discipline as of the examination paper will be allowed for invigilation duty.</p>
<p>14(25) Student(s) will be allowed to appear in annual examinations only with valid admit card(s) issued by the Dean, concerned.</p>	<p>14(25) Student(s) will be allowed to appear in annual examinations only with valid admit card(s) to be issued by the Dean, concerned. However, before attesting the photo, it has to be ensured that the photo of the student on admit card is latest and clearly visible.</p>
	<p>27 (6) Guidelines for evaluators pertaining to evaluation of answer sheets of internal and external question papers</p> <ul style="list-style-type: none"> i) The answer-sheet should be checked using red ball point pen only. ii) The marks obtained in each question are to be filled in the column on the front page. iii) Overwriting is not allowed in the award list, however, cutting, overwriting and rewriting, if any, must be appropriately countersigned.

	<p>iv) Total marks obtained by a candidate should be written both in figures and words.</p> <p>v) Each paper is to be signed by the examiner as depicted on the bottom of front page. The examiner should also write his/her name.</p> <p>vi) For objective portion</p> <p>a. Put X mark against the wrong answer and √ mark against the right answer.</p> <p>b. In case of definitions / do as directed / justification / explanation, etc. the marks are to be given individually to each part and then the total is to be mentioned for that particular question.</p> <p>vii) For subjective portion</p> <p>a. For sub-section of any question like differentiate between the followings, write short notes, etc, the marks are to be given individually to each part and then the total is to be mentioned for that particular question.</p>
<p>28. Rules and regulations related to Examination System at the affiliated Colleges/Institutes.</p> <p>Note: 1. These rules are in addition to the rules mentioned earlier and are mainly concerned with the examination system.</p> <p>(1) Both internal assessment and external theory and practical examinations will be carried out in the campus of the respective affiliated college/institute. However, supplementary (Compartment) theory examinations of all the affiliated colleges / institutes shall be conducted at LUVAS, Hisar. This will also be applicable to the students studying under old VCI regulations.</p>	<p>28. Rules and regulations related to Examination System at the affiliated Colleges/Institutes.</p> <p>Note: 1. These rules are in addition to the rules mentioned above and are mainly concerned with the examination system.</p> <p>1(i) All internal assessment and practical examinations will be carried out in the campus of the respective affiliated college / institute, however, the external theory exams will be conducted at LUVAS Campus, Hisar and/or at any of the affiliated private institute(s) /college(s) by clubbing the colleges/ institutes or any other Govt./Private institutes, keeping in view the strength of the students and availability of infrastructure and other facilities for the conduct of the examinations.</p>

	(ii) The supplementary (Compartment) theory examinations of all the affiliated colleges / institutes shall be conducted at LUVAS, Hisar.
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The above amendments of the University Calendar Volume-II may be brought to the notice of all concerned.



29.03.2024

Registrar

Endst. No. Reg./A-1/2024/ 1987-2023

Dated: 31.03.2024

- 1) SPS to VC for kind information of Worthy Vice-Chancellor.
- 2) All Deans/Director/Officers/HoDs /Offices / Sections (including outstations)
- 3) In-charge website, LUVAS for uploading on the University website.
- 4) Dr. Gaurav Charaya, Social Media Champ.


29/3/24

Superintendent
for Registrar