

Subject: Proceedings of the meeting of Heads of Departments and Incharges of Sections of the College of Veterinary Sciences, LUVAS, held on 12.11.2025 at 10:15 AM under the Chairmanship of the Dean, College of Veterinary Sciences, regarding the smooth functioning of teaching and research activities of the College.

At the outset, the Dean, College of Veterinary Sciences, welcomed all members present in the meeting and invited constructive inputs from all participants regarding the smooth functioning of the teaching and research activities of the College.

In the meeting it was decided that for the smooth functioning of the teaching and research activities of the College of Veterinary Sciences following instructions are to be meticulously followed:

1. Conduct of Classes:

All UG and PG classes must be conducted strictly as per the scheduled timetable. Students should be fully engaged in teaching activities throughout the duration of theory and practical classes. The course outline for the courses offered by the Departments should be given to the students in the beginning of the Semester / Year and the students should be regularly updated about the topics covered during the week and topics to be covered during the next week. The mobile phone of the students and the instructors during the classes should be in the switch-off mode. **(Action: All HODs, course instructors).**

2. Examination Duty:

The Superintendent, Invigilators and Supporting staff should report to examination duty before time as conveyed by the Controller of Examinations. The Invigilators, Students and Supporting staff should keep the phone in switch off mode, while the Superintendent will keep the phone in silent mode and will use only for examination work, if required. **(Action: All HODs and faculty members).**

3. Attendance of Students:

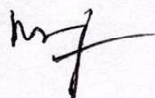
Students should be informed of their attendance status at the end of each month, both on the e-Governance portal / physically in the respective practical / theory classes. **(Action: All HODs, course instructors).**

4. UG Teaching:

Senior teachers should be actively involved in undergraduate teaching. **(Action: All HODs).**

5. Student Engagement and Guidance:

During free time, students should be involved in departmental activities. They should also be apprised of various opportunities available in India and abroad after completion of their study programme, and be guided in planning their



careers as per their interests—whether in Government/Private sector jobs, entrepreneurship, or higher studies. **(Action: All HODs / Class Incharges / Major Advisors for PG students).**

6. Upkeep of Departments:

Laboratories and rooms of the Departments should always be kept in a clean and presentable condition. **(Action: All HODs / Incharges).**

7. Maintenance of Instruments / Equipment:

Each laboratory instrument/equipment should have a separate Log Book up to date complete in all respects. A Standard Operating Procedure (SOP) for each instrument/equipment should be displayed prominently. **(Action: All HODs / Incharges).**

8. Repair and Disposal of Equipment / Instrument:

All instruments/equipment should be kept in working condition. Those requiring repair should be repaired by **10.01.2026**. Equipment that is irreparable or uneconomical to repair should be disposed of/auctioned as per standard LUVAS procedures by **28.02.2026**. **(Action: All HODs / Incharges).**

9. Departmental Maintenance:

Grass cutting and trimming of trees within the premises of the respective Department / Section should be completed by **30.11.2025**, with reference to Memo No. COVS/PA/3412-31 dated 03.11.2025 - copy enclosed. **(Action: All HODs / Incharges).**

10. Minor Repair Works:

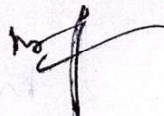
Minor repair works in the respective Department / Section should be completed by **28.01.2026**, as per Memo No. COVS/PA/2025/3544-65 dated 10.11.2025 - copy enclosed. **(Action: All HODs / Incharges).**

11. Supervision of Cleaning:

All HODs should depute one faculty member or non teaching staff to supervise the daily cleaning of laboratories, rooms, corridors, toilets, and surrounding areas of their Department. **(Action: All HODs / Incharges).**

12. Punctuality:

All the teaching and non-teaching staff should be available in the Department during the working hours. If any staff member leaves the Department for some work, he/she should enter the departure and arrival time (with signature) in the movement register available in the office of HOD / Incharge. **(Action: All HODs / Incharges).**



13. Tour Programme and Vehicle requisition:

All the cases of tour programme and vehicle requisition should be submitted in the Green-Sheet module of E-Governance system and not in the letter movement. (Action: All HODs / Incharges).

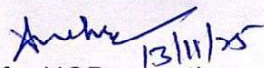
14. Record maintenance:

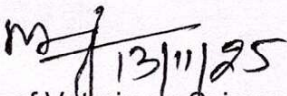
For all the types of leave like EL, CCL, Maternity leave, Leave of kind due, study leave etc except Casual Leave and Restricted Holidays, the hard copy in the form request with necessary documents alongwith departure and joining report should be kept in personal file of the concerned employee immediately after approving through the e-Governance. The details should be entered in the service book and the balance leave should match on the e-Governance portal along with service book record. The other important documents concerning the employees should be kept as hard copy in the service book in addition to their availability on the e-Governance portal. Those Departments/Sections who have not maintained service records on hard copy, should be updated by 31.12.2025 (Action: All HODs / Incharges).

15. Use of mobile phones:

None of the teaching and non-teaching staff member should use mobile phone during office hours except for official work. (Action: All HODs / Incharges).

Note: Dr. Sonu Kumari (Department of LFC), Dr. Yogesh Banger (Department of AGB), Dr. Vinay Kant (Department of VPT), Dr. Aman Kumar (Department of ABT), Dr. Deepak Tiwari (Department of VSR) attended the above-mentioned meeting of HODs on behalf of the Heads of their respective Departments. Therefore, they will be responsible for ensuring compliance with the proceedings of the meeting of HODs in consultation with their respective HODs.


Secretary for HODs meeting


Dean
College of Veterinary Sciences (COVS)
LUVAS, Hisar

Memo No. COVS/2025/ 3623-43

Dated: 13.11.2025

CC:

1. SVC for kind information of the Worthy Vice-Chancellor, please.
2. All Heads of Departments, Incharge CCL, and Incharge DFSAH to ensure that the instructions/decisions are meticulously followed.

From

The Dean
College of Veterinary Sciences,
Lala Lajpat Rai University of Veterinary & Animal Sciences,
Hisar

To

The Director Students' Welfare-cum-Estate Officer,
Lala Lajpat Rai University of Veterinary & Animal Sciences,
Hisar

Memo No. COVS/PA/2025/.....²⁵⁴⁴⁻⁶⁵

Dated:^{10/11/25}.....

Subject: Minor Repair Work in Different Departments of College of Veterinary Sciences, LUVAS, Hisar

It has been observed that:

1. Due to seepage of water from the roof and walls in the corridors, laboratories, and rooms of different departments, the paint/whitewash has peeled off and is giving a shabby appearance.
2. The wash basins, urinals, and other toilet accessories are broken, and there is leakage of water.
3. In many departments, there are broken or damaged doors, window panes, and other miscellaneous damages to the buildings within the premises of the College of Veterinary Sciences.
4. There is a problem of sewage drainage in the Animal Farm under the control of the Departments of AGB and LPM.

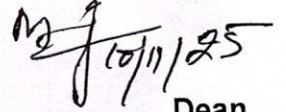
In view of the above, you are requested to take necessary action to carry out the required repair works in consultation with the Heads of the concerned Departments.

The repair work may be undertaken at the level of the DSW-cum-EO. However, if it is to be carried out by the concerned department, the complete procedure for the repair work should be clearly explained to the respective Head of Department, and technical assistance from your office should be provided to ensure smooth and quality execution of the work.

In case sufficient funds are not available in the concerned department, the procedure for requisitioning funds for the repair work—either from the DSW-cum-EO office or from the office of the Dean, COVS—should be communicated to the respective Heads of Department.

The requested work should be completed before **28.01.2026**.

This matter may please be treated on priority.



Dean
College of Veterinary Sciences
LUVAS, Hisar

CC:

1. SVC for kind information of the Worthy Vice-Chancellor, please.
2. All Heads of the Departments of COVS, Incharge CCL, and Incharge DFSAH — to liaise with the concerned person(s) in the office of DSW-cum-EO and ensure that the necessary work is completed before **28.01.2026**.

From

The Dean,
College of Veterinary Sciences,
LUVAS, Hisar

To

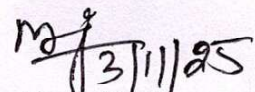
The Landscape Officer-
cum-Head, Department of Animal Nutrition,
LUVAS, Hisar

Memo No: COVS/PA/3412-31
Dated: 3.11.2025

**Subject: Cutting of grass and trimming of trees in the premises
of the College of Veterinary Sciences**

Lot of vegetation and grasses have grown around different buildings of the College of Veterinary Sciences. Many plants and bushes have grown in the plinth of different buildings causing to the seepage of water in the walls and damage ^{to} of the building. Many trees have long branches hanging on the roof of the different buildings damaging the roofs.

In view of the above, you are requested to depute the concerned person in consultation with the respective Head of the concerned department and do the needful. The above requested work is to be completed by 30.11.2025.


Dean CdVS

Cc: 1) SVC for kind information of the Worthy Vice-Chancellor.
2) All Head of Departments of College of Veterinary Sciences with a request to follow-up for the requisite work with Landscape Officer. The help of the concerned departments' attendants and sweepers should be provided to support the landscape staff.