

PROSPECTUS

2020-21

Diploma in Veterinary Science and Animal Health Technology



**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY,
LUDHIANA - 141004**

www.gadvasu.in



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JURISDICTION

Any dispute arising out of anything connected with the University and its activities including admissions/ operation of semester rules will be subject to the jurisdiction of the court situated at Ludhiana only.

Diploma in Veterinary Science and Animal Health Technology

P R O S P E C T U S

2020-21



**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES
UNIVERSITY, LUDHIANA-141004 (PUNJAB)**

INDIA

www.gadvasu.in

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CONTENTS

CHAPTER	SUBJECT	PAGE NO.
	ABBREVIATIONS	i
	IMPORTANT INFORMATION	ii
I	INTRODUCTION	1
II	ADMISSION PROCEDURE	2-3
III	COUNSELLING SCHEDULE	4-5
IV	ADMISSION CAPACITY, DISTRIBUTION OF SEATS AND RESERVATIONS	6-8
V	FEE DETAILS	9-12
VI	REGULATION REGARDING RUSTICATION AND EXPULSION OF STUDENTS	13
VII	SCHOLARSHIPS, STIPENDS, AWARDS, MERIT CERTIFICATES AND MEDALS	14
VIII	FORMULA FOR INTERCONVERSION OF OGPA/OCPA AND PERCENTAGE MARKS	15
IX	ACADEMIC CALENDAR	16
	ANNEXURES A-C	17-20
	ANNEXURES I-X	21-35
	PROCEDURE TO FILL ONLINE APPLICATION FORM	36-37

ABBREVIATIONS

AF	Armed Forces
AHDP	Animal Husbandry Department, Punjab
BC	Backward Class
COVS	College of Veterinary Science
COE	Controller of Examinations
Dip.V.Sc.& A.H.Tech	Diploma in Veterinary Science and Animal Health Technology
DP	Disabled Person/Differently abled person
DSW-cum-EO	Director of Students' Welfare –cum- Estate Officer
FF	Freedom Fighter
GADVASU	Guru Angad Dev Veterinary and Animal Sciences University
Gen	General
KJR	Bonafide Resident of Kaljharani
OCPA	Overall Credit Point Average
SC	Scheduled Caste
SP	Sports Person
ST	Scheduled Tribe
TA	Terrorist Affected
VP & RRTC	Veterinary Polytechnic and Regional Research Training Centre
VPP	Vigyanak Pashu Palan

IMPORTANT INFORMATION

A. Mode of Admission, Application Submission and Important Dates

Mode of Admission	Through 10+2 Merit
Application submission	Fill online application at University website
Last date to apply online (without late fee)	30.09.2020
Last date to apply online (with late fee of Rs.1,000/-)	05.10.2020
First counselling	15.10.2020
Second counselling	Dates will be announced at the university website
Special counselling (s)	Dates will be announced at the university website
Registration/ start of session	Dates will be announced at the university website

B. Application Fees and Course Fees

(i) Application Fee

Application fee of **Rs. 3,400/-** is to be paid online.

(ii) Course Fees

The fees to be paid at first admission in Diploma in Veterinary Science of the university have been mentioned below. The detailed description of various charges has been explained in Chapter V.

Sr. No.	Type of seat	Boarder	Non Boarder
Veterinary Polytechnic College, Kaljharani			
1	General	69400/-	54900/-
2	Self-Financed/Out of State	89400/-	74900/-
Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib			
1	University Quota Fee	94300/-	66800/-
2	Management Quota Fee	130600/-	103100/-

(iii) Mode of Payment

The candidates selected for admission will have to pay the entire applicable fee immediately after counselling through Net banking, Credit Card or Debit Card

C. Check- list of the documents to be submitted at the time of counselling

- a. Self-attested copies of the 10th, 10+2 detailed marks certificate and Character Certificate.
- b. Self-attested copy of the Residence Certificate obtained from the competent authority in the prescribed format (**ANNEXURE A**).
- c. Self-attested copy of the Certificate in support of the claim of belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) or Backward Class (BC) or to any other reserved category(ies), in which admission is sought, obtained from the competent authority in the prescribed format (**ANNEXURE I-VI**).
- d. Self-declaration of the parent/guardian in the prescribed format (**ANNEXURE VII**).
- e. Self-attested copy of Low Income Certificate from the competent authority in the prescribed format for SC whose family income from all sources is below Rs.2.5 lakhs per annum (**ANNEXURE VIII**).
- f. Self-undertaking of gap in study period, if applicable (**ANNEXURE IX**)

INTRODUCTION

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana was established on 21st April, 2006 through Punjab Act no. 16 of 2005. The primary focus of the university is to serve the society by promoting livestock production and health through integrated teaching, research and extension.

The ICAR has accredited the university with 'A' grade, and ranked as India's Top Rank State Veterinary/Agricultural University

The university has attributed one constituent college and one private affiliated college to impart Diploma in Veterinary Science and Animal Health Technology:

Veterinary Polytechnic College, Kaljharani: Veterinary Polytechnic at Kaljharani, District Bathinda was established in the year 2010 as a constituent college of Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana to impart education leading to Diploma in Veterinary Science and Animal Health Technology to support the veterinary services through trained para-veterinary staff. The institute has its own well developed Sahiwal cattle farm of 250 cows and a Beetle Goat farm of 50 goats with a view to impart practical training to the students. The institute also has a well-furnished hostel with all the latest facilities like gym, playground, room etc. The Diploma in Veterinary Science and Animal Health Technology has been designed to train human resource in developing para-veterinary personnels. The trainees after completing the Diploma course shall be able to co-ordinate and work under the supervision of Registered Veterinary Practitioners to provide better health care to domesticated animals in Veterinary Hospitals, Veterinary Colleges, Research and Training Institutes, Cooperative Sector and Non-Government Organizations etc. Majority of the students after successful completion of their studies have been appointed in the Department of Animal Husbandry, Cooperative Sector, GADVASU and some Non- Government organizations.

Programme	Duration of the course	Medium of Instruction
Diploma in Veterinary Science and Animal Health Technology	2 years (4 Semesters)	English

Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib : During the year 2015, to supplement the increasing demand of para-veterinarians another college was established at Badal, Sri Muktsar Sahib in the private sector and is affiliated to GADVASU, Ludhiana.

Programme	Duration of the course	Medium of Instruction
Diploma in Veterinary Science and Animal Health Technology	2 years (4 Semesters)	English

ADMISSION PROCEDURE

Academic Programme and Mode of selection for Admission

The University offers admission to Dip.V.Sc.&A.H.Tech programme .The mode of admission for the programme shall be as under:

Programme	Selection Criteria
Diploma in Veterinary Science and Animal Health Technology	Merit list will be prepared on the basis of marks obtained in 10+2 (medical).

Breaking of Tie in the Merit List: In case of tie in the merit list, the following criteria will be adopted for breaking the tie:-

1. The candidate obtaining higher marks in Biology in 10+2
2. The candidate obtaining higher marks in Chemistry in 10+2
3. Candidate senior in age.

Note:-

- (i) Date of counselling will not ordinarily be changed even if declared holiday.
- (ii) Candidates absent in counselling will not be eligible for selection.
- (iii) At the time of counselling, the Selection Committee shall also consider the past record of the candidate as to his/her conduct as a student in the School/College or elsewhere. If it is known that the candidate being considered for admission has been involved in any act of indiscipline or unlawful activities in the hostel, in the school/college, or in organizing demonstration etc., the Selection Committee may refuse admission to such candidate and the decision of the Selection Committee shall be final.

Application procedure

The candidate applying for admission to diploma programme of the college will have to fill the *online application* form at the university website (www.gadvasu.in)

Last date to apply/ receipt of application form:

- 30.09.2020 (without late fees)
- 05.10.2020 with late fee of Rs. 1000/-

Application fee:

Rs. 3,400/- to be paid in online mode only

Eligibility Criteria for Admission to Diploma Programme

Minimum 50% marks (45% for DP and 40% for SC/ST/BC category) in (10+2) examination passed with **Biology, Physics, Chemistry and English** subjects from a Board recognized by Council of Boards of School Education (COBSE) in India, excluding optional subjects.

1. Counselling proforma for admission can be downloaded from the university website www.gadvasu.in at least one week before counselling. Duly filled form along with enclosures is to be submitted by the candidate at the time of counselling. **Candidates are also required to produce original certificates/testimonials for verification at the time of counselling.**
2. Applicants who have applied under **sports category (S.No. 2 & 4, Annexure C of prospectus)** and **under Armed Force Category (Annexure IV)** must submit supporting documents upto 08.10.2020 in the office of Director of Students' Welfare –cum- Estate Officer and Registrar, respectively failing which their claim for admission under these category shall stand cancelled.
3. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, the candidates are advised to submit application forms without waiting for the last dates.

Selection Procedure: Admissions will be made as per the merit list on the basis of marks obtained by the candidate in the Qualifying examination (aggregate of marks of English, Physics, Chemistry and Biology in 10+2).

Note:

1. **The Academic Council of the University is the academic authority to frame rules and regulations, increase/decrease the admission capacity and to decide all other matters relating to admissions and academic affairs.**
2. **Diploma programme of the university is full time residential programme. A student, therefore, cannot study more than one programme at a time.**
3. **The admission to the Diploma course shall be made by the Registrar, GADVASU (on the recommendation made by the Chairman of the selection committee) who reserves the right to cancel the admission before or during the diploma course obtained by misrepresentation/concealment of facts or admission made due to error or oversight etc.**

COUNSELLING SCHEDULE

The University will prepared category wise merit list of applicants based on marks obtained by the candidate in the qualifying examination (10+2) aggregate of English, Physic, Chemistry and Biology. The merit list of applicants will be displayed on university website (www.gadvasu.in) before the date of counselling. The candidate wishing to seek admission in the university must attend the counselling as per schedule below:

1st Counselling

Programme	Date and Time	Venue	Commencement of session
Dip. V.Sc.& A.H.Tech	15.10.2020 (08:30 am)	Auditorium Silver Jubilee Block, University Veterinary Hospital, Ferozepur Road, Ludhiana	To be announced later

2nd Counselling

Programme	Date	Venue and time	Commencement of session
Dip.V.Sc.&A. H.Tech	Date will be uploaded on university website	Auditorium Silver Jubilee Block, University Veterinary Hospital, Ferozepur Road, Ludhiana	To be announced later

NOTES:

- Status of vacant seats, if any, will be available on the university website one day prior to 2nd counselling.
- Date of special counselling, if any, will be notified on the university website. The candidates are required to check the university website regularly for updates in this regard.
- The candidates appearing in the counselling are required to produce all the original certificates, otherwise the candidature will not be considered.
- No separate intimation will be sent for counselling for consideration of admission, the candidate must be physically present at counselling as per schedule. Absentees, for any reason whatsoever, will not be considered for admission.
- The University will not pay any T.A. / D.A. or any other expenses for appearing in the Counselling.
- If a candidate misses the first counselling, he/she can attend the subsequent counselling (s), but the admission will be made strictly merit wise of the remaining available seats.
- During counselling, the candidates will be called in the descending order of merit prepared by the University as per set criteria.
- The selected candidates shall have to deposit the entire fee on the spot immediately after counselling. Candidate must deposit fee in cash or cheque in favour of Comptroller, GADVASU, Ludhiana or by a Bank draft in favour of **Comptroller, GADVASU**, payable at any scheduled bank at Ludhiana or by credit/debit card, failing which the seat will be offered to the next eligible candidate as per the merit list according to the terms and conditions detailed in Chapter V.

9. All the selected candidates shall have to submit **Medical Fitness Certificate** obtained from University Medical Officer, on the day of registration in the office of the Principal of the College where the candidate is seeking admission. The Medical examination fee of Rs 350/- will be charged by University Hospital. The candidate not found medically fit will be refunded the fee paid by him/her after following approved procedure and the seat will be offered to the next candidate at the next counselling.
 10. **Date of counselling will not change under ordinary conditions, even if, declared a holiday.**
 11. For the candidates seeking seats in self-financed category or management quota of private college, if they wish to change/withdraw their seat under any circumstances, the fees shall only be refunded if the seat is filled by the subsequent candidate, otherwise, the fees will not be refunded. The refund of fees will require certain processing time of the university.
 12. A “Counselling proforma” for admission to diploma programme, will be available on the university website before counselling. The duly filled counselling proforma along with self-attested copies of all the relevant documents (as per checklist) must be submitted by the candidate at the time of counselling. Simultaneously, the various original certificates/**documents listed at Sr. no 15 of this chapter** are required to be submitted/ shown to the Counselling Committee, failing which candidate will not be considered for admission.
 13. The candidates selected for Diploma in Veterinary Science and Animal Health Technology shall be required to deposit fees on their selection immediately after counselling, failing which the seat will be offered to the next candidate on merit list. The selection letter will be issued to a candidate only when he/she has deposited the full fee. All the selected candidates shall have to submit medical fitness certificate to be obtained from University Medical Officer. Any candidate found medically unfit, shall be entitled to refund of fees. In such cases the application for refund must be submitted within 14 days from the date of issue of selection notice.
 14. No admission shall be made after the last date of admission, unless date(s) for special counselling(s) are notified/declared by the University
- 15. Documents to be submitted at the time of counselling:**
- a. Self-attested copies of the 10th, 10+2 detailed marks certificate and Character Certificate.
 - b. Self-attested copy of the Residence Certificate obtained from the competent authority in the prescribed format (**ANNEXURE A**).
 - c. Self-attested copy of the Certificate in support of the claim of belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) or Backward Class (BC) or to any other reserved category(ies), in which admission is sought, obtained from the competent authority in the prescribed format (**ANNEXURE I-VI**).
 - d. Self-declaration of the parent/guardian in the prescribed format (**ANNEXURE VII**).
 - e. Self-attested copy of Low Income Certificate from the competent authority in the prescribed format for SC whose family income from all sources is below Rs.2.5 lakhs per annum (**ANNEXURE VIII**).
 - f. Self-undertaking of gap in study period, if applicable (**ANNEXURE IX**)

ADMISSION CAPACITY, DISTRIBUTION OF SEATS AND RESERVATIONS

Admission capacity and distribution of seats of Diploma Programme:

Sr. No	Name of College	Programme	Admission Capacity
1	Veterinary Polytechnic, Kaljharani, District Bathinda	Dip.V.Sc & A.H.Tech.	$70^a+10^b+10^c+2^d=92$
2	Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib, (Private College, Affiliated to GADVASU)	Dip.V.Sc & A.H.Tech.	80

^aSeats for resident of Punjab state and Union Territory of Chandigarh.

^bSelf financed seats for resident of Punjab state and Union Territory of Chandigarh.

^cSeats reserved for candidates from States other than Punjab and Union Territory of Chandigarh.

^dSeats reserved for Bonafide Residents of Village Kaljharani subject to fulfilment of minimum essential qualifications.

Note

1. Candidate must be a resident of Punjab State/ Union Territory of Chandigarh (70 for open quota and 10 for self-financed) is required to furnish self-declaration (**Annexure VII**) and Residence Certificate (**Annexure A**) as per instructions/guidelines issued from Punjab Government regarding competent authority to issue Residence Certificate at the time of counselling.
2. Candidates applying for 10 seats reserved for States other than Punjab and Union Territory of Chandigarh are required to furnish self-declaration (**Annexure VII**) and Residence Certificate issued from competent authority of respective state at the time of counselling.
3. **Seats remaining vacant under “States other than Punjab” will be filled from self-financed category and vice versa. Furthermore, any seat remaining vacant thereafter under out of state/ self-financed categories will be filled from open merit candidates.**
4. University reserves the right to increase or decrease the seats from time to time as deemed fit.

Reservation:

Within the seats for residents of Punjab State/ Union Territory of Chandigarh, the reservations shall be as under:-

(a)	Scheduled Caste / Scheduled Tribe (SC/ST)	25%
(b)	Backward Class (BC)	10%
(c)	Children/grandchildren of Freedom fighters (FF)	1%
(d)	Children /wards of serving defence personnel/ex-servicemen; Punjab Police/ Punjab Armed Police/Punjab Home Guards/Para Military Forces personnel including officials who died during action and disabled to the extent of 50% or more in action and winners of Presidents Police Medal for gallantry or Police medal for gallantry (AF) in order of merit as per Annexure IV	2%
(e)	Children/Grand Children of terrorist affected persons (TA)	2%
	(i) Persons killed in terrorist action in Punjab/riots outside Punjab	
	(ii) Terrorist/riot affected/displaced persons	
	(iii) Army deserters killed / 100% physically disabled	

(f)	Persons with disability (DP): Candidates admitted under reserved quota for persons with disability shall not be admitted to Diploma in Veterinary Science and Animal Health Technology programme, if they suffer from:	5%
	<ul style="list-style-type: none"> i. Disability of total body including disability of chest/spine more than 50% ii. Disability of lower limb of more than 50% iii. Disability of upper limb iv. Visually handicapped candidates and those with hearing disability v. Candidates with progressive diseases like myopathies etc. vi. Disabilities which otherwise would interfere in the performance of duties of a para veterinarian 	
(g)	Outstanding sports persons	2%

Note:

1. The candidate claiming reservation under category (a) to (f), above shall have to submit a certificate issued by the competent authority prescribed by the Government of Punjab on prescribed Performa available in Prospectus. The admission of sports persons under **category (g)** above shall be governed by the criteria at **Annexure C**.
2. While calculating reservations, fraction more than 0.5 will be taken as one seat.
3. Unfilled seats from the reserved categories, except seats reserved for Bonafide residents of Kaljharani, shall be offered to the candidates competing on open merit basis.
4. The seats reserved for Bonafide residents of Kaljharani will be filled as per following norms.
 - (a) The candidate must be a resident of Village Kaljharani for the last five years and will be required to furnish requisite Bonafide Resident Certificate (**Annexure X**) in support thereof.
 - (b) In case, there are more than two candidates, their separate merit list shall be prepared.
 - (c) The candidate must fulfil the qualifications prescribed for admission to diploma course, as applicable from time to time.
 - (d) In case, no eligible candidate from village Kaljharani is found for admission, the seats reserved for them shall be kept vacant and will not be filled out of the candidates of other categories.

Distribution of seats for Punjab State and Union Territory of Chandigarh:

4.3.1. Veterinary Polytechnic, Kaljharani

Name of College	Programme	Punjab Resident Candidates								
		Total Seats	SC/ST (25%)	BC (10%)	SP (2%)	FF (1%)	AF (2%)	TA (2%)	DP (5%)	GEN
Veterinary Polytechnic, Kaljharani	Diploma in Veterinary Science & Animal Health Technology	70	17	7	1	1	1	1	3	39

Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib

Name of College	Total Seats	University Quota (50%)										Management Quota Seats (50%)									
		Total	Gen.	SC	BC	SP	FF	AF	TA	DP	Total	Gen.	SC	BC	SP	FF	AF	TA	DP		
Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib,	80	40	21	10	4	1	0	1	1	2	40	21	10	4	1	0	1	1	2		

FEE DETAIL

Veterinary Polytechnic, Kaljharani

Sr. No.	Head	Dip.V.Sc.&AHT
Fee Charges		One time
1	University Admission Fee	7000
2	Verification of Certificates	1250
3	College Lab. Dev. Charges	3300
4	College Security Refundable	2200
5	Medical Examination Fee	350
	Total	14100
Fee Charges		Annual
6	College Admission Fee	700
7	Identity Card	100
8	Accidental/ Health Insurance	1000
	Total	1800
Fee Charges		Semester wise
9	Tuition Fee	31500
10	Tuition Fee Self-Financed/Out of State	51500
11	Computer Fee	700
12	Generator Charges	2500
13	Library Fee	1200
14	Examination Fee	1500
15	Co-Curricular Activity	500
16	Amalgamated Fund	1100
Total (General)		39000
Total (Self-Financed/Out of State)		59000
Hostel Charges		Semester Wise
17	Hostel Security one time Refundable	5500
18	Hostel Fee	9000
	Total	14500
Miscellaneous Charges		
19	Supplementary Examination Fee per paper	1100
20	Re-Totalling (per paper)	850
21	Literature fee (VPP)	2500
The student registering for 3rd Semester will have to deposit mandatory Literature fee.		

Total fees to be paid at the time of counselling

Sr. No.	Type of seat	Boarder	Non Boarder
1	General	69400/-	54900/-
2	Self-Financed/Out of State	89400/-	74900/-

Note:

1. The Boys admitted to Veterinary Polytechnic, Kaljharani will be provided hostel accommodation at Kaljharani. No Boy student will be allowed to take P.Gs in nearby villages if the seats are available in the Hostel as per Resident Instruction Programme Rules.
2. The girl students will have to make their own arrangement for accommodation.

Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib,

Total Semester Fee

Sr. No.	Fee Head	Boarder	Non Boarder
1	University Quota Fee	94300/-*	66800/-*
2	Management Quota Fee	130600/-*	103100/-*

*Inclusive of University Examination Fee and University Admission fee of Rs. 1900/- and Rs. 7000/-, respectively.

Note:

- The College will charge the same fees from the students eligible for Post-Matric Scholarship Scheme admitted under SC/ST Category (University Quota) as is being charged by the GADVASU.
- The University Examination Fee has to be deposited in the office of Controller of Examinations and University Admission Fee in the office of Registrar, GADVASU.

Fees for various types of Certificates/ Documents w.e.f. 1.10.2020

Types of Certificate	Charges (Rs.)
Diploma Certificate	600/-
Duplicate Diploma Certificate	2,200/-
Duplicate Semester Report	450/-
Duplicate Copy of Merit Certificate	1000/-
Duplicate copies of various types of certificates at college level	500/-
Duplicate copy of sports certificate	800/-
Duplicate/Incomplete Transcript of Academic Record	1100/-
Authentication of various documents	730/- per copy
Authentication/supplying information to the other institution	730/-
Changing of name in University Record as per university guidelines	3,300/-
Reissue of Diploma Certificate and Transcript after change of name	2,200/- (Diploma Certificate) & 1100/- (Transcript)
Verification of certificates/documents issued by GADVASU	1,020/- per copy
Issue of Duplicate Identity Card	100/-
Postal Charges for post with in India	165/-
Postal Charges for post to foreign countries	550/- (Regular Post); 1500/- or actual if more (Speed Post air-mail)

Mode of Payment

The fee for 1st semester may be paid by Cash, Net banking, Credit Card or Debit Card immediately after counselling by the selected candidates at GADVASU, Ludhiana

Refund Policy

In the case, a student is withdrawing from the programme, the entire fees collected from the student shall be refunded after deduction of processing fees of Rs 1000/- (Rupees one thousand only) provided (i) the seat consequently falling vacant in the concerned discipline/ programme got filled by another candidate by the last date of admission

(ii) the tuition and hostel fees shall be refunded after proportionate deductions according to days spent by the student in the college, as applicable (iii) the fee will not be refunded where admission is claimed by the student by producing the fake certificate(s) or certificate(s) from un-recognized boards/ Institutes.

Notes

1. No fee will be refunded to the students in case either certificates are found fake or obtained from Boards not recognized by Council of Boards of School Education in India.
2. The securities not claimed for two semesters succeeding the ending of semester in which the student leaves the college, shall lapse.
3. All claims for refund of hostel security shall be entertained through the Principal of the college.
4. The university is authorized to realize additional charges proportionally from the hostellers through the Principal of the college, the Generator running cost at hostel and also the electricity consumption bills, if in excess than the normal.
5. If any candidate wishes to shift his/her seat from one category to another. He/she has to pay the entire fee again for another seat, no fee shall be adjusted. The previous paid fee shall undergo a proper refund process (if eligible) and then only the fees shall be refunded.
6. The private colleges/institutes affiliated to GADVASU will charge the same fees from the students eligible for Post Matric Scholarship Scheme admitted under SC/ST Category (University Quota) as is being charged by the university from the students of said category in respect of the particular course.
7. Hostel accommodation at Private affiliated college shall be provided subject to availability.

Fee Concession/Scholarship

Fee Concession

- a) The Principal, Veterinary Polytechnic, Kaljharani can recommend with all documents half tuition fee to two students in each class on merit-cum-means basis to help such students, having financial difficulty in continuing their studies for Punjab residents only. Applications for concession should be made to the Principal with details of financial position of the family. The applications so obtained shall be evaluated on the basis of 10+2 merit of the student as well as the financial status of his/her family. The application is required to be supported by certificate from competent authority of Revenue Department of the District of Punjab not below the rank of Tehsildar. However, if there is a tie, merit will be considered for granting concession. Controlling officer will decide for fee concession and intimate decision to Principal and Comptroller, GADVASU, Ludhiana.
The half fee concession is granted subject to the condition that, the student will be regular in attendance and that he/she will show satisfactory progress in his/her studies. The concession may be withdrawn on misconduct, irregularity in attendance or failure in any of the courses in an examination.
- b) The fee concession is granted to the dependents/wards of regular employees/retirees of GADVASU. Full tuition fee to first child and half admission/tuition fee concession is granted to second child. The word dependent relates to spouse who will be eligible to avail full concession in admission/tuition fee if she/he does not have any source of income. In case, both the spouse and a ward are studying in Veterinary Polytechnic, Kaljharani (Bathinda), the one who gets admission first can avail full concession and the other, half concession in admission/tuition fee.
- c) Students admitted under SC category whose parents/guardian's annual income is less than Rs.2.50 Lac and avail Post-matric Scholarship as per guidelines of Government of India and Punjab Government, may be granted a full concession in admission/tuition fee and other non- refundable charges. The students interested in availing this concession must submit their application/ form along with requisite certificates such as affidavit with respect to family

income and income certificate from Tehsildar (Annexure-VIII) in the Principal office by February for timely processing of the application.

- **Punjab Govt. provides Post Matric Scholarship to students belonging to Minority Communities subject to fulfilment of prescribed conditions.**
- **Students under SC category who wish to avail the Post Matric Fellowship should submit their forms to the Principal's office within a month of their admission for timely processing**

NOTE:

- a) The above concessions may be withdrawn on account of misconduct and indiscipline on the part of student(s).
- b) These concessions will not be granted to the students who are on "Scholastic/Conduct Probation". The students who are readmitted after having been dropped under semester rules will not be eligible for these concessions during the first year of their re-admission.
- c) The students admitted under self-financed and out of State categories are not entitled to fee concession.
- d) The girl students will be eligible for full tuition fee concession under the *clause a) under Section 5.6* to promote education of girl child from economically weaker section.

REGULATION REGARDING RUSTICATION AND EXPULSION OF STUDENTS

1. The Principal of the college shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college.
2. Cases of rustication and expulsion shall be reported to the Registrar by the Principal of the College through the controlling officer immediately after rustication or expulsion for registration and notification.
3. The Principal may revise his decision within 15 days of the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the Registrar for being placed before the Academic Council.
4. The minimum period of rustication shall be one semester and the maximum period of rustication shall be two semesters.
5. The student under rustication shall have the option of re-joining the class during the ensuing semester after the expiry of the period of rustication.
6. It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to re-join after the expiry of the rustication period.
7. The name of the rusticated student shall not be maintained on the rolls of the college nor shall any fees be charged during the period of rustication.
8. A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another college without the sanction of the Academic Council. In no case such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
9. When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Principal requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.
10. **Ragging is strictly prohibited in the College as well as in the hostel. Any student found indulging in the act of ragging will be strictly dealt with according to the directions given by the Hon'ble Supreme Court of India. According to Raghavan Committee observations, ragging has several aspects including psychological, social, political, economic, cultural and academic dimensions.**

Anti-ragging committees and squads at the college level have been constituted to keep a check on the incidents of ragging. Every student as well as his parents/guardian is supposed to submit an affidavit that he/she or their ward will desist from ragging in any form. If found guilty, it may invite punishment upto expulsion from the institute or registration of F.I.R. under provisions of the Indian Penal Code.

**SCHOLARSHIPS, STIPENDS, AWARDS, MERIT CERTIFICATES
AND MEDALS**

The University has instituted Merit Certificates for the students who achieve an OCPA of 8.00 (out of 10.00) or more at the end of their Diploma in Veterinary Science & Animal Health Technology.

FORMULA FOR INTERCONVERSION OF OGPA/OCPA AND AGGREGATE PERCENTAGE OF MARKS

The following conversion formulae have been adopted by the university to determine the equivalence of Overall Credit Point Average (OCPA), Overall Grade Point Average (OGPA) and Percentage of marks

Formula for conversion OCPA into percentage

$$Y = 10Z$$

Where Y = Percent Marks

Z = Overall Credit Point Average (OCPA) in 10.00 point system of evaluation.

Formula for conversion of OGPA into OCPA

Diploma programme: $Z = (50 - 10X + 5X^2) / 10$

Where Z = OCPA in 10.00 point system of evaluation

X = OGPA in 4 point scale (maximum=4.00) in the letter grade system of evaluation

Formula for conversion of OGPA into Percent marks

$$Y = 50 - 10X + 5X^2$$

Where Y = Percent marks

X = OGPA in 4 point scale (maximum 4.00) in the letter grade system of evaluation

ACADEMIC CALENDAR 2020-21

The academic calendar for Diploma in Veterinary Science and Animal Health Technology will be intimated by Principal-cum-Joint Director at the start of the session.

ANNEXURE – A

INSTRUCTIONS/GUIDELINES FROM PUNJAB GOVERNMENT REGARDING COMPETENT AUTHORITY TO ISSUE RESIDENCE CERTIFICATE

1. Residence Certificate

Copy of letter No. 1/3/95-3PPH/9619 dated 06.06.1996 from the Deputy Secretary Personnel, Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies-II Branch) to

- (i) All the Financial Commissioners to the Government of Punjab.
- (ii) All the Principal Secretaries /Administrative Secretaries to Govt. of Punjab.
- (iii) All Heads of Departments, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub Divisional Officers (Civil) in the Punjab State.

Subject: Bonafide resident of Punjab Guidelines for grant of Resident Certificate.

Sir/Madam

I am directed to invite your attention to the Punjab Government Circular letter No. 1/3/95-3PPH/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgment delivered by Hon^{ble} Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC- 1421 wherein it was held that instead of the word „Domicile“ the word „Residence“ be used in the instructions issued by the State Government on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above as under:

		Self-Declaration/Certificate and the Authorities competent to issue the same
a)	Citizens of India	Self-declaration of the Parents /Guardian (Annexure VII)
b)	Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of residence in any other State.	
Categories		
i)	Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years preceding the qualifying examination for the admission.	Certificate to be signed by the Headmaster/ Principal of the recognized Schools/ College concerned.
ii)	Children/Wards of:	
a)	The employee of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service	Certificate to be issued by the respective Head of the Department.
b)	The employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.	-do-
c)	The employees of State Government Institutions/Undertakings who are posted in Chandigarh or in Punjab in connection with affairs of the Punjab Government for a period of 3 years.	-do-
d)	The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares.	-do-

iii)	Children/Wards of the Pensioners of Punjab Govt. irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab	PPO issued by the Accountant General, Punjab
iv)	Children/Wards of the persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of submission of the application either in pursuit of a profession or holding of a job.	Certificate to be issued by the DC, ADC (R),ADC(D), SDO(Civil), GA to DC, DORG, DRO,EM, Tehsildar, Commissioners of Municipal Corporation of Amritsar, Jalandhar and Ludhiana
v)	Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.	Certificate to be issued by the DC, ADC(R), ADC(D), SDO(Civil), GA to DC, DORG, Tehsildar/DRO based on copies of jamabandi Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction of the DC.
vi)	Persons who were born in Punjab and produced a certificate to that effect	As per category (iv) above

For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the competent authorities, proforma have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O. included among the certifying authorities against category (iv) & (vi) of the policy instructions 29.01.1996. The receipt of this letter may please be acknowledged.

Sd/-
Karam Chand Ahuja
Deputy Secretary, Personnel

*Specimen formats of Residence Certificate for the categories mentioned in guidelines issued by the Punjab Govt. are given as **Annexure VIII** in the application form. The candidates should furnish the certificate as applicable to them.*

ANNEXURE - B
SELF DECLARATION

I, _____ son/daughter of
Shri _____ aged _____ years, resident
of _____ have

Paste latest
passport size
photograph
of
the candidate
Do not
staple

achieved the following distinctions in the field of sports. I further state that in case any of the achievements stated below is found to be false, I shall be liable to be punished under the provisions of the law. I hereby give an undertaking that if I am admitted to *Diploma in Veterinary Science & Animal Health Technology* programme at the Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana in the category of sports persons, I shall regularly attend the play grounds and if I fail to do so my admission may be cancelled by the University.

Sr. No.	Name of Sport/ Discipline	Name of Instt./Distt./State Represented	Venue and name of the tournament, with year and date.	Position won	Category of tournament(Senior / Junior)
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Declarant

Verification

I, the above named declarant, solemnly declare and affirm that the contents of my above Declaration are true to the best of my knowledge and nothing has been concealed therein.

Declarant

ANNEXURE – C
CRITERIA FOR ADMISSION OF OUTSTANDING SPORTS PERSONS

1. The admission against the sports quota shall be finalized on the basis of recommendations of the Sports Committee constituted by the DSW-cum-Estate Officer and approved by the Director Extension Education and DSW-cum-Estate Officer.
2. The candidates applying for admission under sports quota shall have to obtain a gradation certificate from the Sports Department, Govt. of Punjab for their performance at 10+1 and 10+2 level. No weightage will be given to the candidates who have participated after 10+2 level.
3. The shortlisted candidates in order of merit, three times the number of available seats, will undergo trials for satisfactory performance. The tracks will be video-graphed, and obtaining a satisfactory grading will be mandatory for admission under sports quota.
4. In case of similar grades –
 - a) The candidate having won first position shall be placed higher in merit than the candidate who has won second position in a competition of the same level. Similarly candidate having second position shall be placed at higher merit than the third position in a competition of same level, and so on.
 - b) The candidate who has got the position/represented twice will be preferred over candidates who have got the position/represented once in a competition of same level in a game.
 - c) In case of further tie, criteria mentioned under Sr. No. 2.1.1 of Chapter II will be applicable.
5. The candidate shall be required to submit self-declaration in the prescribed form as per **Annexure – B** regarding his/her achievements in sports. If the candidate is a minor, declaration may be given by the parents/guardian in respect of his/her ward's/child's achievements in sports.
6. The admission of candidates against the sports quota shall be made on the explicit understanding that they shall attend the play fields regularly and shall also participate in various tournaments. If they fail to do so, their admission shall be cancelled.
7. List of games/disciplines which will be considered for admission in GADVASU on sports basis
 - Athletics
 - Badminton
 - Basketball
 - Cricket
 - Cycling
 - Equestrian
 - Football
 - Handball
 - Hockey
 - Kabaddi
 - Lawn Tennis
 - Shooting
 - Swimming
 - Table Tennis
 - Volley ball
 - Weight Lifting

ANNEXURE I

CERTIFICATE FOR SCHEDULE CASTES/SCHEDULED TRIBES (SC/ST)

Dispatch No.

Date:.....

1. It is certified that Shri/Smt./Kumari

..... son/daughter of Shri

..... of village/ town

..... District/

Division..... State of Punjab

belongs toCaste which has been recognized

as Scheduled Caste as per “The Constitution (Scheduled Castes) Order, 1950”

2. Shri/Smt./Kumari and his/ her family lives

in village/town..... District/Division of Punjab

State.

Place

Date

Signature.....

Designation

(with seal of office)

Authority competent to issue SC/ST Certificate:

- (i) District Magistrate/Additional District Magistrate/Deputy Commissioner/Additional Deputy Commissioner/First Class Stipendiary Magistrate/Sub Divisional Magistrate/ Executive Magistrate.
- (ii) Revenue Officer not below the rank of Tehsildar.

N.B.: In case the certificate is found to be false or incorrect, the candidate will render himself/ herself liable for criminal prosecution.

ANNEXURE II (a)

CERTIFICATE IN SUPPORT OF CLAIM OF BELONG TO BACKWARD CLASS (BC)

1. It is certified that Shri/Smt./Kumari Son/daughter of Shri of village/ town District/ Division State of Punjab belongs to Caste which has been recognized as Backward Class in term of Punjab Government letter No.
2. This is also verified that income of the family from all sources does not exceed ₹ 8,00,000/- (₹ Eight Lakh Only) per annum in term of letter No. 1/41/93-RC-1/1093050/1 dated 27/10/2017 from Department of Welfare, Government of Punjab Chandigarh.
3. Shri/Smt./Kumari and/or his/her family ordinary resides in village/town of District/Division of the Punjab State.

Place
Date

Signature.....
Designation.....
(with seal of office)

Authority competent to issue B.C Certificate:

Deputy Commissioner, Additional Deputy Commissioner, Sub-Divisional Magistrate, Executive Magistrate (PCS Officer only), Tehsildar.

N.B.:

- i) In case the certificate is found to be false or incorrect, the candidate will render himself/herself liable for criminal prosecution.
- ii) The certificate must not be dated one year before the first day of counselling for admission.
- iii) A certificate issued more than one year before the counselling date shall not be valid.

Annexure II (b)

OFFICE OF THE TEHSILDAR.....

Low Income Certificate
(for Applicants of BC category only)

No.....

Date.....

It is certified that according to the regional establishment, the annual income of the whole family of Sh. / Smt. / Kumari.....
S/O. / D/O. / Wife /O, resident of village Post office
..... Tehsil District
..... (Punjab), is less than
Rupees.....

TEHSILDAR

ANNEXURE III

CERTIFICATE TO BE FURNISHED BY THE CHILDREN/GRAND CHILDREN FREEDOM FIGHTER (F/F)

Certified that Shri/Smt./Kumari an applicant for admission to Diploma in Veterinary Sciences and Animal Health Technology programme at Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana is a son/daughter/ son's son/ daughter's daughter (delete whichever is not applicable) of Shri who is freedom fighter/Tamra Patra holder and/or drawing pension form treasury as per Punjab Govt. Rules/Instructions wide letter no dated

Place

Signature.....

Date.....

Designation.....

(with seal of office)

Authority competent to issue F/F Certificate:

Deputy Commissioner/Additional Deputy Commissioner/G.A. to Deputy Commissioner of the district to which the freedom fighter belongs.

N.B.: In case the certificate is found to be false or incorrect, the candidate will render himself/herself liable for criminal prosecution.

Annexure IV

**CERTIFICATE TO BE FURNISHED BY THE CANDIDATE IN SUPPORT OF
CLAIM OF BEING CHILD/WARD OF SERVING DEFENSE OR EX-
SERVICEMEN; PUNJAB POLICE/ PUNJAB ARMED POLICE/ PUNJAB HOME
GUARDS/ PARA MILITARY FORCES PERSONNEL INCLUDING OFFICIALS
(AF)**

Certified that Mr./Ms.
Son/Daughter of Sh.
..... resident
of..... is
Father/Mother/Guardian of Mr./Ms (name of the
candidate) who has been/is:

- i) Killed in action
- ii) Disabled in action to the extent of 50% and above
- iii) Died while in service and death attributed to service
- iv) Disabled in service and boarded out with disability attributed to service.
- v) Gallantry award/ Presidents' Police Medal/ Police Medal/ Other award winners both serving/ retired
- vi) Ex-serviceman
- vii) Serving personnel

This certificate is being issued for admission purpose to Mr./Ms.
..... to apply for admission to Diploma in Veterinary Science & Animal Health
Technology.

Place
Date

Signature & Seal of the issue authority

Note :

1. The candidate seeking admission under above category should produce a certificate from Army Headquarter or the commanding officer of the unit in which the father/mother of the candidate is serving.
2. In case of ex-serviceman, the certificate may be signed by the Secretary, District Sainik Welfare Board.
3. In case of children/wards of Punjab Police Personnel, Punjab Armed Police, Punjab Home Guards, Para Military Forces Personnel, the certificate may be signed by IG Police (HQ), Punjab.
4. Please tick the appropriate category mentioned above.

ANNEXURE V

**CERTIFICATE TO BE FURNISHED IN RESPECT OF INNOCENT CIVILIAN
KILLED/100% PHYSICALLY INJURED BY TERRORIST/SECURITY FORCES
ACTING IN AID OF CIVIL POWER (TA)**

1. I is certified that Shri/Smt./Kumarison/daughter/of
Sh./Smt. was/ is father/mother/guardian of Mr./Ms.
..... (Name of the candidate) resident of
..... (Name of Village, Tehsil (in case the deceased
belonged to rural area) house number, name of mohalla and area of town to which he/she
belongs) was killed/100% physically disabled by the terrorists/security forces acting in aid
of civil power on in village/mohalla
..... Tehsil/Town
..... District He was neither
terrorist nor having any links with such elements.

2. This certificate is being issued for admission purpose only to Mr./Ms.
..... to apply for admission to GADVASU, Ludhiana.

Place
Date

Signature.....
Designation.....
(With seal of office)

Authority competent to issue TA Certificate:

Deputy Commissioner/Additional Deputy Commissioner/GA to Deputy Commissioner of the
district.

N.B.: In case the certificate is found to be false or incorrect, the candidate will render himself/
herself liable for criminal prosecution.

ANNEXURE VI

**CERTIFICATE TO BE PRODUCED IN SUPPORT OF CLAIM OF DISABILITY BY
DISABLED PERSONS (DP)**

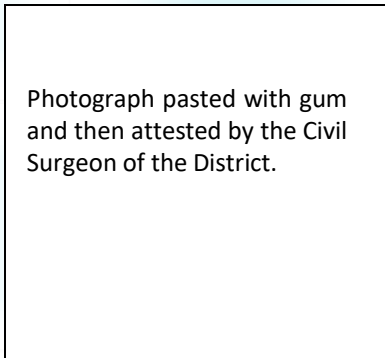
No.....

Date

It is certified that Mr./Ms.age about.....years
son/daughter Sh Resident ofTehsil
..... District has been examined by Dr.
..... or a medical board of Civil Hospital
consisting of Dr., Dr. and Dr.

His/her report is as under:

- Name of the Disease
.....
- Whether the Disease is progressive or non-progressive.....
- Whether the candidate is fit to carry on studies.....
- He/she is physically handicapped and his/her disability is.....%
- His/her signatures are given below:



Signature

Designation.....

(With seal of office)

.....

Signature of the Candidate

Authority competent to issue Disability Certificate:

1. Civil Surgeon through a Medical Board consisting of at least 3 Members out of which one shall be specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be in case of multiple disability.
2. Single specialist doctor for single disability.

N.B.: In case the certificate is found to be false or incorrect, the candidate will render himself/ herself liable for criminal prosecution.

ANNEXURE VII

Recent
Passport size
photograph of
declarant

SELF DECLARATION

* SELF DECLARATION OF THE PARENTS /GUARDIAN

I Father/Mother/Guardian of Miss/Mr
..... Resident of (Full address to be given)
..... do, hereby, solemnly

state and affirm as under:

1. That I am a citizen of India.
or
I am overseas citizen of India (proof attached)
2. That neither the declarant nor the child/ward of the declarant has obtained the benefit of Residence in any other state.

Dated

DECLARANT

Verification:

Verified that the contents of my above declaration are true and correct to the best of my knowledge and belief and nothing has been concealed thereof.

Dated

DECLARANT

ANNEXURE VII -A
RESIDENCE CERTIFICATE (SPECIMEN FORMAT)

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE
GOVERNMENT/RECOGNISED SCHOOL/COLEGECONCERNED IN CASE OF
CATEGORY (i)

It is certified that Miss/Mr.....
.....D/o/S/o Sh.....has been a student of this
School/College for a period ofyears, fromto
..... He/She left the School/College on
.....
Date.....

Signature of Principal/Head Master
of the School/College(with seal)

**CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF CATEGORY
(ii) (a)

Certified that Mr./Miss..... S/o/W/o Sh.....
Father/mother of Miss/Mr..... (name of the Child/Ward)is an
employee of the (name of office) of Punjab
Government. He/she is working as..... and is posted
at.....
He/she has more than three years service at his/her credit.

Date.....
Place.....

Head of Department.
(Seal)

OR

Certified that Mr./Ms.....S/o/W/o Sh.....is
father/mother of Miss/Mr.....is an employee of theof
Punjab Government. He/She is working as..... on deputation with
the..... and is posted at..... He/She has more than
three years service at his/her credit.

Place.....
Date.....

Head of the Department
(With Seal)

****CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT
IN THE CASE OF CATEGORY (ii) (b)**

Certified that Mr./Ms.....S/o/W/o Sh.....is father/mother of Miss/Mr.is an employee of the.....of Govt. of India and he/She is working as He /She has been posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Head of the Department
(With Seal)

Date.....

****CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE
DEPARTMENT IN THE CASE OF CATEGORY (ii) (c)**

Certified that Mr./Ms.....S/o/W/o Sh..... is father/mother of Miss/Mr.....is an employee of the.....of (Institution/Undertaking) of the Government of Punjab and is working as..... He /She has been posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years

Head of the Department
(With Seal)

Date.....

****CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE
DEPARTMENT IN THE CASE OF CATEGORY (ii) (d)**

Certified that Mr./Ms.....S/o/W/o Sh..... is father/mother of Miss/Mr.is an employee of the..... (name of autonomous body/company)in which the Punjab Government has 20% or more share. He/She is working as..... and is posted at..... It is also certified that he/she has three years of service in the above said autonomous body/company.

Head of the Department
(With Seal)

Date.....

****RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC (D), SDO (Civil), GA to DC, DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR, PATIALA AND LUDHIANA IN CASE OF CATEGORY (iv).**

Certified that Mr/Mrs.....S/o/W/o Sh.
 Father/mother/guardian of Mr./Miss
 (Name of the Child/Ward with full address) has settled* in
 Punjab or has resided* in Punjab for a period of 5 years from
 to He/she is working as

*Strike out whichever is not applicable.

(name of profession, designation and job).

Signature Of DC, ADC (R), ADC
 (D), SDM, Asstt. Commissioner
 General, DORG, DRO, EM,
 Tehsildar, Commissioners of
 Municipal Corporations of Amritsar,
 Jalandhar, Ludhiana and Pati

Date.....

****RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC (D), SDO (Civil), GA to DC, DORG, TEHSILDAR, DRO BASED ON COPIES OF JAMABANDHI, REVENUE RECORD, MUNICIPAL RECORD, REGISTERED DEED OR ANY OTHER DOCUMENT TO THE FULL SATISFACTION OF THE DC IN CASE OF CATEGORY (v)**

Certified that
 Mr/Mrs..... S/o/W/o Sh.
 Father/mother/guardian of Mr./Miss
 (Name of the Child/Ward with full address) hold
 immovable property at (place and
 district)..... in the state of
 Punjab for the past years.

Signature Of DC, ADC (R), ADC (D),
 DORG, Tehsildar, DRO based on
 copies of Jamabandhi, Revenue
 Record, Municipal Record, Registered
 Deed or any other document to the full
 satisfaction of the DC.

Date.....

****RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC (D), SDO (Civil), GA to DC, DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR, PATIALA AND LUDHIANA IN CASE OF CATEGORY (vi).**

Certified _____ that
Miss/Mr..... S/o/D/o Sh.
.....
Resident of was born in Punjab as
per Birth Certificate.

Signature Of DC, ADC (R), ADC
(D), SDO (Civil), GA to DC,
DORG, DRO, EM, Tehsildar,
Commissioners of Municipal
Corporations of Amritsar, Jalandhar,
Ludhiana and Patiala

Date.....

- * This declaration is to be given by all candidates
- ** Any one of these certificates, as applicable to the candidate according to the Punjab Govt. Instructions, is to be given.

Annexure VIII

OFFICE OF THE TEHSILDAR.....

Low Income Certificate
(for Applicants of SC category only)

No.....

Date.....

It is certified that according to the regional establishment, the annual income of the whole family of Sh. / Smt. / Kumari.....
S/O / D/O /Wife/O resident of village
..... Post office
Tehsil..... District (Punjab), is less than
Rupees.....

TEHSILDAR

Annexure IX

SELF UNDERTAKING OF GAP IN STUDY PERIOD

I..... Son/daughter of resident of..... (full address to be given) do hereby solemnly declare and affirm as under:

1. That I have passed 10+2 examination held in..... from (School/College).
2. That I have joined any college/institution after passing 10+2.

or

That I have Joined the course..... at (Name of Institution) w.e.f. and will leave the same before joining the Diploma in Veterinary Science and Animal Health Technology.

Date:.....

.....
Signature of the Candidate

Annexure X

OFFICE OF THE TEHSILDAR, BATHINDA
BONAFIDE CERTIFICATE FOR THE PERMANENT RESIDENTS OF KALJHARANI
(for Applicant of Kaljharani only)

No..... **Tehsildar** **Bathinda** Dated
.....

Certified that Shri/Smt/Miss.....
Son/Daughter/Wife of is permanent resident of
Village KALJHARANI, Tehsil Bathinda, District Bathinda, Punjab.

Further Certified that the Certificate has been issued in accordance with Punjab
Govt. Instructions contained in Letter No.1-3-95/3 PP-II / 9619 dated 6-6-96 and is covered
under Category No of the said letter.

Tehsildar

PROCEDURE TO FILL ONLINE APPLICATION FORM

- i. Visit www.gadvasu.in, download prospectus and click on “Apply Now” for admission in Diploma course.
- ii. Online application must be submitted on or before the specified date and time notified in the prospectus for diploma programme. After this, online application form will not be available at the university website.
- iii. Read the Prospectus and eligibility criteria and other important instructions, carefully.
- iv. Upload scanned photograph of the candidate, signature, left thumb impression and 10+2 Detailed Marks Certificate in the online application form. Images should be less than **50 kb** each.
- v. The photograph (taken not before **01.01.2020**) should show complete face. Photograph with goggles/ coloured glasses/cap etc. is not allowed. The candidate should have 4 copies of the same passport sized photograph that has been uploaded because these will be required at the time of counselling.
- vi. Only one application is to be submitted per candidate.
- vii. After filling online application, deposit requisite application fee through net banking or debit/credit card.
- viii. Fee once deposited will neither be refunded nor adjusted in any case.
- ix. Candidates should fill their valid mobile number and email address. Information regarding successful submission of application will be sent as SMS and/or email. Registration number and password will also be sent on the given mobile number and /or email address.

The following steps are to be followed for filling the online form:

1. **Registration of the candidate** shall be the first step of online application. Once the registration is done, candidate can login to the portal using his/her email and password.
2. **Select the Programme (Diploma)**, the category to which candidate belongs (General/SC/ST/BC) and the name of diploma programme he/she wants to apply.
3. **Personal information:** Fill in the personal information and contact details. Name and date of birth should be exactly the same as written in the qualifying examination and matriculation certificate, respectively.
4. **Upload section:** This section contains the provision to upload the images required for filling the online application. You need to have the scanned copy of your passport size photograph, signature, left thumb impression and 10+2 detailed marks certificate (preferably jpeg format).
5. **Present Address:** Enter the complete address and ensure that no part of the address is missing. Enter a valid PIN code.
6. **Permanent Address:** If permanent address is the same as correspondence address, check the box. Otherwise, candidate should fill permanent address in the space provided.
7. **Educational Information:** Fill in academic qualifications as per the detail in this section.
8. **Review** the course(s) selected, name, email and mobile number. If all the details are correct, then check the declaration box and click on “Save as draft”.
9. **Preview of Application:** The preview page contains the data you filled and images you uploaded in the application. Verify if all the details entered are correct and the images are visible properly. If there is any discrepancy in the data or the image is not visible/clear, click on “Edit”, change the data accordingly and click on “Save as draft” again.

10. Kindly ensure that details filled in the application form are correct. Once submitted, no request for change will be entertained.

11. **Payment:** Click on the payment mode. Choose the mode of payment that is Net banking, Credit Card or Debit Card.

12. **Submitting application:** After the payment is made, the candidate is required to click “Submit” for successful submission of application. Thereafter, the applicant ID will be generated.

13. Candidates are requested to **note down** their **application ID** and not share it with others. Take the print of the confirmation page or click on “Download Application” to download the filled in application form. This document will act as the acknowledgement for submission of application. Take the print of the same and use it for future reference.

14. Once the application is submitted, student would be provided with a “**Dashboard**” to view the application status, print application etc.



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