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Academic Rules for B.Tech. (DT), B.F.Sc. and B.Tech. (BT)

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PART-B

SEMESTER BASED UNDERGRADUATE PROGRAMMES

**Bachelor of Technology (Dairy Technology) [B.Tech. (D.T.)];
Bachelor of Fisheries Science (B.F.Sc.); and Bachelor of Technology [B.Tech. (Biotechnology)]**

1. Academic Year and Semester Calendar:

- 1.1 The academic year shall ordinarily be from **August to July**. It shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the office of the Registrar during the second semester of the previous year.

2. Admission: Registration for First Semester:

- 2.1 Admission to a programme, shall be made by the Registrar, including selection after entrance examination and/or counselling and/or interview, as applicable; payment of the prescribed fees; and registration for the first semester.
- 2.2 Admission shall be made in the beginning of the first semester of the academic year only.
- 2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendation of the Dean of the college concerned, permit the late registration of a candidate up to the working day immediately following the expiry of one week from the date of commencement of the classes.
- Provided that, if a student after registration fails to attend the classes without written permission of the Dean for the **last seven consecutive calendar days** during the spell of **12 calendar days, commencing from the date of registration, his/her registration shall stand automatically cancelled** and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2**.
- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3. Registration for Subsequent Semester:

- 3.1 Registration for the subsequent semester shall be governed by the following schedule:
- (a) **Advisement:** On the prescribed date(s), which shall be at least one day prior to the commencement of the classes.
 - (b) **Registration without late fee:** On the prescribed date, which shall be a day prior to the commencement of the classes.
 - (c) **Registration with late fee:** Registration for maximum up to ten days may be allowed to the student(s) with prescribed late fee.
- Provided that the Registrar may, on the recommendation of the Dean concerned, register a student after the last date fixed for registration in each semester up to the last date for adding a course.
- 3.2 Unauthorized absence from the advisement/registration will be treated as a serious lapse and for this lapse; a late fee will be charged. If on the day of registration, a student happens to be outside the University in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register

himself/herself in absentia through his/her advisor by paying requisite fees, with the prior approval of the Dean concerned.

4. Change of Course:

- The students have to register for all the regular courses being offered in the current semester.
- Change of course(s) (addition or withdrawal) is allowed only in case of repeat/special courses.
- Application for change of course, including **any addition** or **withdrawal** shall be made in the prescribed form along **with prescribed fee**. However, the exemption from this fee may be granted by the Dean, when the change of course is necessitated by administrative considerations.
- The last date for adding a course shall be the working day immediately following the expiry of four weeks in the semester from the date of commencement of the course work.
- The last date for withdrawal of course shall be the working day immediately following the **expiry of six weeks from the date of commencement** of the course work for the semester.

5. Advisory System:

Each student shall be assigned an advisor by the respective Dean at the time of the student's registration. The advisor shall help the student in planning the programme of his/her studies. Students are expected to attend the advisory group meetings regularly and keep constantly in touch with their advisors, so that the advisor may watch their progress and guide them along righteous path. The advisory group meeting within the college shall be fixed on the same day and at the same time, and verified in the time table.

6. Course Curriculum:

6.1 Core Courses and Student READY (Rural Entrepreneurship Awareness Development Yojna) Program:

6.1.1 B.Tech. (Dairy Technology)

The semester-wise distribution of theory and practical courses comprising of 147 credits (core courses) +40 credits (for training/field work) are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	12	10	22
	II	14	12 (7+5*)	26
Second	III	15	7	22
	IV	15	13 (8+5*)	28
Third	V	14	7	21
	VI	15	8	23
Fourth	VII	0	20*	20
	VIII	10	15 (5+10*)	25

***Student READY Program:**

Rural Dairy Work Experience Program – I (WE-121) during Semester Break(s) of respective semesters:

Under the WE-121 students will undergo training on milk production (at University Dairy Farms or any other commercial dairy farms) as well as milk procurement aspects in association with dairy co-operatives. At dairy farm the programme will focus on dairy farm management including breed identification, animal housing, animal nutrition and health, milking and record keeping etc.

Rural Dairy Work Experience Program – II (WE-223) during Semester Break(s) of respective semesters:

The training under WE-223 will focus on aspects of various processing operations related to both milk as well as food processing. During training students will be engaged at commercial milk/food processing plants.

In-Plant Training WE-411, Credit Hours (0+20): In VII semester, the students will undergo In-plant Training at commercial dairy plant(s), where they will get exposure of working in all major four sections viz. milk processing and product making, quality assurance, engineering and maintenance, and marketing.

Experiential Learning WE-424, Credit Hours (0+10): In Semester VIII, the student will undergo training along with course work at the Experimental Dairy Plant/ DIET of the college as per following modules:

Module No.	Title
1	Milk Processing
2	CIP
3	Milk Packaging
4	Butter & Ghee
5	Ice-Cream
6	Paneer & Cheese
7	Fermented Products
8	Quality Assurance
9	Services & Maintenance
10	Marketing & Dispatch
11	Accounts & Administration
12	EDP Parlour Outlet

6.1.2 **B.F.Sc.**

The semester-wise distribution of credit courses comprising of 59 core courses (141 credits)+ 'STUDENT READY PROGRAM' (40 credits), are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	14	9	23
	II	14	9	23
Second	III	15	10	25
	IV	15	9	24
Third	V	13	10	23
	VI	14	9	23
Fourth	VII	-	20*	20*
	VIII	-	20*	20*
Total		85	96	181

*Credits for STUDENT READY PROGRAM

Student READY PROGRAM- 4th Year (0+40)

Semester	Details*	Credit Hour
VII	1. In-Plant Training - 8 Weeks	10 (0+10)
	2. Rural Fisheries Work Experience - 8 Weeks	8 (0+8)
	3. Study Tour (In & Outside State) - 4 Weeks	2 (0+2)
	Total	20 (0+20)
VIII	1. Experiential Learning (EL) Program	12 (0+12)
	2. Skill Development - 1 Week	5 (0+5)
	3. Project Work & Seminar	3 (0+3)
	Total	20 (0+20)

* All Courses offered during the Student READY Program are credit courses and are evaluated in terms of marks.

In-Plant Training: Students shall be attached with an activity of interest for his/her in-plant training program i.e., Ornamental Fish Culture, Fish Feed Manufacturing, Aquatic Animal Health Management, Fish Processing Technology or any other related industry

Rural Fisheries Work Experience (RFWE): Students shall be attached with aquaculture farms and hatcheries for acquiring RFWE in close association with the rural setup.

Study Tour: Student shall undergo an exposure expedition to different ICAR fisheries institutes, fisheries colleges, fish/shell fish hatcheries, fish/shellfish

processing plants, fisheries gear industry, fish landing centers, fish markets (in and outside the state), public aquaria etc. to upscale their knowledge base in respect to different regions of the country.

EXPERIENTIAL LEARNING (EL) MODULE

Component	Detail
EL Program	In any of the following areas <ol style="list-style-type: none"> 1. Aqua-Farming 2. Ornamental Fish Culture and Breeding 3. Seed Production 4. Aqua-Clinics 5. Post-Harvest Technology
Skill Development	In any of the following areas as per student's interest <ol style="list-style-type: none"> 1. Aquarium Fabrication 2. Water and Soil Quality Analysis 3. Fresh Water Pearl Culture 4. Fish Processing and Value Addition (Products and By-Products) 5. Any Other Appropriate Aspect
Project Work & Seminar	On any of the following areas as per student's interest <ol style="list-style-type: none"> 1. Fish Pathology and Disease Diagnosis 2. Fish Toxicology 3. Fish Genetics and Breeding 4. Ornamental Fish Production 5. Genomics in Aquaculture 6. Fish Stock Assessment 7. Aquatic Pollution 8. Fish/Shellfish Feed Manufacturing 9. Fish Processing Waste Management 10. Quality Control and Assurance 11. Fish Products and By-Products 12. Intensive Aquaculture (Biofloc, RAS and Aquaponics etc.) 13. Any Other Suitable Aspect

6.1.3 B.Tech. (Biotechnology)

The semester-wise distribution of credit courses (115 credits) + 'Student READY PROGRAM' (40 credits) are summarized below:-

Professional Year	Semester	Credits		
		Theory	Practical	Total
First	I	11	5	16
	II	12	4	16
Second	III	13	7	20
	IV	14	6	20
Third	V	16	3	19
	VI	17	7	24
Fourth	VII	0	20*	20
	VIII	0	20*	20
		83	72	155

*Student READY – In-house Skill Development Modules

(**Note:** The deficiency courses (non-credit) mandatory for students will be of 3 credit hours each, per semester, wherever applicable).

Student READY Program:

Semester VII:

Course No.	Course Title
Biotech. 491	Student READY - In-house Skill Development Modules: 1. Plant Biotechnology 2. Animal Biotechnology 3. Microbial and Environmental Biotechnology 4. Bioinformatics *To opt only one module as per the chosen elective

Semester VIII:

Course No.	Course Title
Biotech. 492	Student READY Project Formulation, Execution and Presentation
Biotech. 493	Student READY Entrepreneurial Development in Biotechnology (On-campus/Off Campus)

7. Evaluation of Course Work and 'STUDENT READY' Program

7.1 Evaluation of Course Work

The student shall be evaluated on the basis of his/her performance in the following

internal and external examinations:

1. Mid-Semester Theory Examination
2. End-Semester Practical Examination
3. End-Semester Theory Examination

The relative weightage of internal examinations (short test, mid-semester theory examination and end of semester practical examination) and external examination (end semester theory examination) shall be as given below:

B.Tech. (Dairy Technology), B.F.Sc. and B.Tech. (Biotechnology)

Distribution of Marks (%) for Each Course (Theory and Practical)

B.Tech. (Dairy Technology)

Credit Hours	Internal Examinations		External Examination
	Mid-Semester Theory Examination*	End-Semester Practical Examination	End-Semester Theory Examination
0+1	-	100	-
1+0	50	-	50
1+1	25	25	50
2+0	50	-	50
2+1	30	20	50
2+2	25	25	50
3+1	35	15	50

B.F.Sc.

Credit Hours	Internal Examinations		External Examination
	Mid-Semester Theory Examination*	End-Semester Practical Examination	End-Semester Theory Examination
0+1	-	100	-
1+0	50	-	50
1+1	25	25	50
1+2	20	30	50
2+0	50	-	50
2+1	30	20	50
2+2	25	25	50
3+1	35	15	50

B.Tech. (Animal Biotechnology)

Credit Hours	Internal Examination		External Examination
	Mid-Semester Theory Examination	End of Semester Practical*	End of Semester Theory
1+1	25	25	50
2+1	30	20	50
2+2	25	25	50
1+0	50	-	50
0+1	-	100	-
3+1	35	15	50
2+0	50	-	50

***Note:**

- i) Provision for the Short Test can be kept (before or after Mid-Semester Theory Examination) on discretion of the course Instructor(s) and marks of Mid-Semester Theory Examination may be divided among the Short Test and Mid-Semester Theory Examination in the ratio of 30:70.
- ii) Provision of submission of assignments of 5% weightage can also be kept on discretion of the Course Instructor(s) out of internal marks of End-Semester Practical Examination.
- iii) Every instructor shall prepare lecture wise breakup in respect to prescribed syllabus of each course and shall submit it to the Dean through the Head of Department.

7.1.1 Internal Examination**(i) Short Test (Theory)**

Short test (optional) shall be planned before or after mid-semester examinations (theory) by the course instructor(s), with information to the Dean through the Head of the Department at least 7 days prior to the conduct of short tests. Short test(s) will be conducted during the regular classes and **no make-up examination(s) will be allowed for short test(s).**

(ii) Mid-Semester Examinations (Theory)

During the 11th week of each semester, there shall be an internal theory examination for each course lasting for at least one hour. The examination shall be scheduled by the Dean concerned, during each semester. The probable date of examination and the subject matter to be covered therein shall be announced by the instructor to the students. However, the make-up examination, if any shall be completed by the **end of 12th week of the semester**, as envisaged in **Rule 7.3.1.**

(iii) End-Semester Examinations (Practical)

There shall be an internal practical examination for each course, which will be conducted by the course instructor(s) one week before the final theory examinations.

7.1.2 *External Examination*

End-Semester Examination (Theory)

Toward the end of semester, there shall be an external theory examination each course, which shall last for **two and half hours** and shall cover the entire subject matter of the course. This examination shall be scheduled by the Controller of Examinations, keeping in view that no student shall be required to appear in more than two examinations on same day. The question paper for this examination will be set by the external examiner(s) as per the guidelines issued by the Controller of Examinations in consultation with the Dean of the college concerned. The **answer books** for this examination will be **evaluated internally**.

Note:- Answer books of short test(s) and mid-semester examinations (theory) shall be shown to the students by the instructor(s).

7.2 **Evaluation of ‘Student READY’ Program:**

7.2.1 *B.Tech. (Dairy Technology)*

The evaluation of students’ achievement(s) in Student READY - In-Plant-Training (WE-411) and Student READY - Experiential Learning (WE-424) shall be based on his/her performance in activities.

The evaluation of course WE-411 shall be done by the representative(s) from the industry and Internal Evaluation Board constituted by the Dean of the College.

The following criteria will be followed for evaluation of Course No. WE-424:

Sr. No.	Particulars	Weightage
1	Attendance & Punctuality	20%
2	Timely Completion of Assignments/Tasks assigned	10%
3	Mid-Term Evaluation (Viva-Voce)	20%
4	Final Evaluation (Project Report/ Practical and viva-voce)	50%

The grades secured by the students both for In-plant Training (WE-411) and Experiential Learning (WE-424) will be recorded. The student securing marks below 50 in the said courses will be declared ‘Fail’ and he/she has to repeat the course.

The marks will be awarded individually for each activity and on the basis of cumulative total, the student(s) will be graded as given below:

Marks	Grades
Below 50	Fail
50 < 60	Fair
60 < 70	Good
70 < 80	Very Good
80 and above	Excellent

7.2.2 **B.F.Sc.**

The evaluation of students in respect to the ‘Student READY’ Program shall be done on the basis of his/her performance in the different activities, including In-Plant Training, Experiential Learning, Skill Development, Rural Fisheries Work Experience, Project Work, Seminar and Study Tour. Dean of the College shall constitute a committee for evaluation of the students in respect to different activities, as given below:

‘Student READY’ PROGRAM**i) VII - SEMESTER**

Evaluation Criteria	Distribution of Marks (%)		
	SR- IPT 411 In-Plant Training	SR- RFWE 411 Rural Fisheries Work Experience	SR-ST 411 Study Tour
Record Keeping	25	25	-
Documentation & Report	75	75	100
Total	100	100	100

ii) VIII- SEMESTER

Evaluation Criteria	Distribution of Marks (%)		
	SR-ELP 421 Experiential Learning Programme	SR-SD 421 Skill Development	PWS 421 Project Work and Seminar
Preparation and Implementation of Project	20	-	-
Daily Work Diary	50	-	-
Documentation & Report	30	25	70
Presentation/ Seminar	-	-	30
Practical Evaluation	-	75	-
Total	100	100	100

7.2.3 **B.Tech. (Biotechnology)****i) VII- SEMESTER**

Four Modules (Only one is to be opted as per chosen elective)

1. Plant Biotechnology
2. Animal Biotechnology
3. Microbial and Environmental Biotechnology
4. Bioinformatics

Evaluation criteria:

Activity within each Module	Marks Distribution (%)
Attendance	10
Mid-term	25
Practical Assignments	15
Final Exam for Practical Skill Assessment	40
Oral Examination	10

ii) VIII Semester:**Student READY - Project Formulation, Execution and Presentation (0+10)****Evaluation Criteria:**

Parameter	Marks Distribution (%)
Project Formulation and Implementation	20
Work Performance	30
Regularity, General Conduct and Discipline	10
Initiative and Creativity	10
Final Presentation	15
Final Project Report	15

Student READY - Entrepreneurial Development in Biotechnology (0+10)

Micro propagation; DNA fingerprinting; Genetic purity for maintenance breeding; Marker-assisted selection; Haploid production; Database Management skills; Molecular Diagnostics; Recombinant protein production; Animal cell culture and maintenance; Fermentation, Biopharma production; Bioprocess enrichment; Bioremediation; Biofuels, etc.

Evaluation Criteria:

Parameter	Marks Distribution (%)
Project planning, writing and presentation	20
Regularity	10
Monthly Assessment	10
Output Delivery	15
Technical Skill Development	15
Entrepreneurial and business Networking skills	10
Report Writing	10
Final Presentation	10

7.3 Other Examinations:

7.3.1 *Make-up Examination*

- i) **Mid-Semester Theory Examination:** The student(s), who miss mid-semester examination, on account of illness/some other valid reason, may file petition through respective advisor and the instructor to the Head of the Department concerned **within three working days** from the completion of the examination. The make-up examination on medical ground should be allowed only if certified by the Senior Medical Officer (SMO), Civil Hospital or Medical Superintendent of Hospital(s) recognized by the University or SMO or Chief Medical Officer (CMO) of the University Health Centre. If the Head of the Department is satisfied that the student did not appear in the examination for valid reason(s), he/she may direct the instructor to hold a make up examination (mid-semester) for the student and endorse copy of his/her order to the Dean concerned for being included in the student's personal file. It will be the responsibility of the student to get in touch with his/her instructor and have a date fixed for the make-up examination.

Such student(s) shall be required to take up the **make-up examination within 7 working days** from the completion of examination.

- ii) **End-Semester Practical/Theory Examination:** The student(s) who are deputed by the University to participate in various sports and extracurricular activities at Zonal/National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during end-semester examination days as authenticated by the CMO of University/Civil Surgeon, be given special examination in lieu of final examination missed. Practical should be conducted by the concerned Dean and external theory examination by the Controller of Examinations along with supplementary examination of that course(s). Even if no supplementary examination is being held for the course(s) missed by the student, the special examination is to be conducted **for the course(s), in which the student did not appear due to any of the above reasons.**

7.3.2 *Supplementary Examination:*

Supplementary examination for the End-Semester theory examination (external) may be allowed to the students, who have appeared in the End-Semester examination (both theory and practical) of that particular course provided the student has obtained **at least 20% marks in End-Semester theory examination and has secured pass marks (50%) in the practical examination. This provision will not be applicable to practical courses (say 0+1, 0+2).** The student who fulfill these conditions shall be eligible to appear in the supplementary examination of **not more than three courses**, irrespective of the number of courses he/she has failed in that semester. The Dean of the College shall display the list of students eligible for appearing in supplementary examination in various courses on the College notice board on receipt of the result.

The students shall apply for appearing in the supplementary examination to the Dean through his/her Advisor by paying the prescribed examination fees, within seven working days of the display of list of eligible students. The supplementary examination shall be held within seven working days of the last date of receipt of application for supplementary examination. The student(s) who fails to obtain prescribed credit points in the supplementary examination shall have to register for the same course(s) on regular basis.

Provided that, if the supplementary examination of a particular course is a pre-requisite for another course being offered in the same semester, the student may register for the latter course on provisional basis subject to the condition that the registration shall be regularized provided the supplementary examination is successfully cleared, wherever applicable.

The student who has to appear in supplementary examination will appear only in End-Semester (final) theory examination. His/her marks for Mid-Semester, End-Semester practical and other types of examinations or assignment(s) etc. as already obtained by him/her will be counted.

7.4 Scrutiny of Answer Books of End-Semester Examination:

- i. The answer book(s) of End-Semester examination shall not be shown to the student(s) under any circumstances. However, the student may be allowed to get his/her answer book(s) scrutinized, after paying a fee equivalent to that of supplementary examination **within five working days** of declaration of the result on a prescribed proforma available in the office of the respective Dean.
- ii. On the receipt of application, the Controller of Examinations shall arrange the scrutiny of answer book(s) by the Screening Committee.
- iii. Scrutiny of answer books may be limited to re-totaling and marking of unchecked question(s) only.
- iv. In case the total marks are found to be incorrect on scrutiny, the same shall be corrected and result shall be revised accordingly (even if it is towards lower side). If however, any question is found to be unchecked by the examiner, the answer book(s) shall be sent to the examiner for doing the needful and the result(s) shall be revised accordingly, if there occurs any change in the marks.
- v. No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.

In case, a student on the basis of the result of scrutiny becomes **eligible for the supplementary examination**, he/she may apply to the concerned authority to appear in the supplementary examination on the **announced scheduled date**. The scheduled date of the supplementary examination shall under no circumstances be changed on this account.

7.5 Moderation of Final Examination Result:

The marks obtained by the student(s) in the Mid-Semester Theory, End-Semester (Final) theory and End-Semester Practical examinations of each course shall be compiled by the Controller of Examinations. The Controller of Examinations may constitute a Moderation Committee, if required, under his/her chairmanship to moderate the results of final theory examination subject to grant of maximum of five marks to a student, with the condition that not more than two marks will be awarded in one course.

7.6 Award of Grades/Credit Points:

- a) At the end of each semester, the instructor(s) of each course shall submit the result of the internal examinations (Mid-Semester, including short test, and End-Semester practical examinations) through the Head of the Department to the Dean of the College. The Dean shall submit the result to the Controller of Examinations before the **commencement of End-Semester external examination (Final Theory)**.

The marks of End-Semester examinations of each course will be added by the Controller of Examinations.

- b) On the basis of the cumulative marks of different kinds of examinations (both internal and external), Controller of Examinations will award credit points in respect to each credit course as given below:

Marks Obtained	Corresponding Credit Points (CP)
100.00	10.000
99.00	9.900
98.00	9.800
97.00	9.700
96.00	9.600
95.00	9.500
and so on	

The Overall Credit Point Average (OCPA) may be **rounded off up to three decimal places**, after taking into account the fourth place of decimal.

From credit points for different courses obtained by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses, as given below:

$$\text{CPA} = \frac{\text{Sum of CP of all Courses}}{\text{Sum of Credit Hours of all Courses}}$$

Similarly, the OCPA of the student shall be calculated by taking into account the accumulated credit hours and the accumulated credit points.

$$\text{OCPA} = \frac{\text{Cumulative Credit Points}}{\text{Cumulative Credit Hours}}$$

To complete a course, the students will have to pass both theory and practical examinations of the said course separately by obtaining 50% marks each and get minimum CP of 5.000 out of 10.000. Otherwise, he/she shall be awarded 'F'/'US' grade for that particular credit/non-credit course. The student will have to repeat all the courses in which he/she has obtained 'F'/'US' grade, for successful completion of the degree programme.

The Controller of Examinations shall prepare a Credit Point (CP) Sheet and send to the Registrar. The CP Sheet shall be kept as a permanent record by the Advisor and the Dean of the College for future reference.

7.7 Significance of Grades:

In addition to the credit points (CP), following grades shall be awarded in respect to course(s), under different conditions

F	Fail	Failed in Credit Course
S	Satisfactory	Non-Credit course passed with minimum CP 5.000
US	Un-Satisfactory	Failed in Non-Credit Course

7.7.1 A student who has failed in a particular course but has attended the requisite number of classes, may register for the same course when it is offered to the next class. It will be compulsory for such students to meet the attendance requirements in practical along with the regular class in this repeat course. However, the attendance in theory for such students will be optional. They will be required to appear in all the examinations/assignments etc., along with the regular class. The repeat course(s) will be designated as '**Special Courses**'. If a student taking a special course again fails, he/she will have to take it subsequently, whenever offered as a regular course and will have to meet **all the requirements including attendance in theory and practical as well as the examinations**. The students may be allowed to register for special course(s) in a semester, within the maximum prescribed limit of credit load.

When a student gets grade 'F' in a course, the credit points corresponding to that course shall not count for graduation requirements, but the credits and credit points shall be taken into account for computing the credit point average subject to the provision of **Rule 8.8.3 only**.

7.7.2 'S' and 'US' grades

'S' and 'US' will be awarded to indicate that whether a student has fulfilled the requirements of the rules regarding the three- fold programme of NCC/NSO/NSS or other such non-credit courses.

7.7.3 While sending the semester report to the parents/ guardian of a student, the progress made by the student shall be indicated.

7.8 Answer Books:

- (i) Answer books of all the tests and examinations except that of End-Semester examinations shall be shown to the students by the instructors. The answer books should be kept by the concerned teachers/Controller of Examinations for two semesters following that in which the examination is conducted. After this period, the answer books may be disposed of with the permission of the Dean concerned.
- (ii) Where an instructor finds that he/she has made a mistake in reporting of the marks of any of the internal examinations (short test, Mid-Semester/mid-term and End Semester practical examinations), he/she shall immediately bring it to the notice of the Dean concerned. The Dean, after going through all the documents and satisfying himself/herself that there has been a genuine mistake, shall write to the Controller of Examinations, recording the circumstances and giving the correct marks. The Controller of Examinations shall accordingly send revised result and CP Sheet(s) to the Registrar for declaration and issuance of the same. Such corrections should be normally **reported to the Registrar within 07 working days of the declaration of result.**

8 Graduation Requirements:

8.1 Time Frame for the Study Period:

The residential requirements and time limits for completion of various programmes shall be as under:

Sr. No.	Programme	Number of Semesters	
		Minimum	Maximum
1	B. Tech (Dairy Technology)	8	12
2	B.F.Sc.	8	12
3	B. Tech (Biotechnology)	8	12

- (i) The residential requirements in the University shall include the stay at Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana and/or stay at its' research stations and such other institutions/research stations with which the University enters into cooperative and collaborative arrangements, and/or any MOU signed thereof with the institute.
- (ii) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.
- (iii) If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of this University.

8.2 Attendance Requirements:

- (i) All students are expected to attend 100% lectures and practical scheduled in each course. However, students must have at least 75% attendance both in theory and practical separately, in each of the courses. Additional relaxation of 5% attendance on medical grounds shall be given to students as per University rules. However, the students are required to meet the minimum requirement of 85% attendance for 'Student READY' Program of College of Fisheries.
Student shall not be allowed to appear in the End-Semester examinations in theory or practical of the course in which his/her attendance falls short.
- (ii) The requirement of attendance for the student(s) who clear the 75% requirement of attendance in the first attempt and repeat the course(s) in subsequent semester(s) will be applicable as envisaged in sub rule 7.7.1.
- (iii) **The attendance requirements in theory/practical classes for any online/offline classes held during exigencies, the natural disasters or any calamities etc., will be decided by the Academic Council of the University.**

8.3 Credit Requirement for Graduation:

The minimum credit requirements for graduation shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin; subject to the provisions of rule 8.1 and 8.5.

8.4 Overall Credit Point Average (OCPA) Requirement:

For acquiring degree, a student must clear all the courses and 'Student READY' program and attain minimum OCPA of 5.500 (10.000 basis) at the end of the academic programme, along with completion of all other such requirement(s) as prescribed by the University.

8.5 Migration to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana from other University /Recognized Institute:

When a student migrates to this University after having obtained his/her degree, no migration shall be necessary. When a student migrates to this University in the middle of a programme from any other University/Institute, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken in the previous University from the Head of the Institution in which he/she studied first.

When a student migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This will be determined by a committee constituted by the Dean, which will examine the course/subject already studied by the student, the examination passed and the syllabi thereof, and also **conduct a proficiency test**, where it may be considered necessary. The Overall Credit Point Average of the student shall be determined entirely by the courses undertaken by him/her in the Guru Angad Dev Veterinary and Animal Sciences University and the credit points achieved there in.

The student(s) seeking migration shall satisfy the following conditions:

- i. The system of education in the institution from which the students is seeking migration and that of the Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana should be the same including the medium of instruction, i.e. English.

- ii. The student(s) seeking migration to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana must have successfully completed one-year study in the institution where he/she has been studying before seeking migration with an OCPA of minimum 7.000 (10.000 basis). He/she should not be on conduct probation and also should not have got 'F' grade during the whole study program. A migration fee as applicable should be charged if a student is allowed to migrate from another University to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana under the same category.
- iii. The tuition/annual fees and other charges for such students will be same as paid by them in the previous college or as per fee structure of the college being migrated to, whichever is higher, along with admission fees as applicable.
- iv. The migration may be allowed only against the vacant seat(s).
- v. If there are more than one student seeking migration, the migration should be allowed strictly on merit *inter-se* applicants for migration, subject to fulfilment of prescribed condition(s).
- vi. The student should apply for migration at least one month before the start of the academic session.
- vii. The student(s) admitted in this University will not be allowed to migrate to other Institution/University unless he/she pays full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- viii. Migration of students admitted through ICAR/GADVASU to other university/institute should not be allowed.

Migration of NRI/OCI Students (including NRIs/OCIs and wards of NRIs/OCIs) from/to this University:

- i. The status of the student(s) admitted under the NRI/OCI category in this University will remain unchanged.
- ii. The student(s) admitted under the NRI/OCI category in this University will not be allowed to migrate to other Institution/University unless he/she has paid full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- iii. The status of the NRI/OCI student(s) will remain unchanged at the time of migration to this University. Such student(s) will have to pay the fees prescribed for the NRIs for respective programme of this University. He/she will produce a certificate from his/her previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No Due' and 'No Objection' certificate along with his/her request for migration at this University. The University will charge fees prescribed for NRI/OCI candidates for the subsequent period along with other dues of the University being collected from the students of general category.

8.6 Normal, Maximum and Minimum Credit Load in a Semester:

The normal full-time programme of work in a semester will be as per the prescribed courses and syllabi approved by Academic Council. The student on '**Good Standing**' (Rule 8.7.1) may be **allowed to register for one additional course** each during the pre-graduation and graduating semester.

8.7 Minimum Credit Point Average Requirement:

8.7.1 Requirement of GOOD STANDING for Graduation

The minimum OCPA requirement for 'GOOD STANDING' shall be 5.500 (on 10.000 basis), provided that the student must have registered for all the offered regular courses.

8.7.2 Scholastic Probation

If a student fails at the end of a semester to fulfil the requirements for 'GOOD STANDING' under rule 8.7.1 above, he/she shall be placed on 'SCHOLASTIC PROBATION' during the following semester.

8.7.3 Repeating Courses to Fulfil the Minimum Requirement

A student getting 5.000 to 5.499 credit points in a course may repeat that course with the prior permission of the Dean subject to the following conditions:

- a) The repetition shall be allowed only once.
- b) The repetition shall be permitted only to enable the student to fulfil the minimum OCPA requirement and not for the improvement of his/her OCPA or for enabling him/her to qualify for the award of a scholarship/fellowship or for competing for a Certificate of Merit or for a position in the University.
- c) When a student repeats a course after getting grade 'F' or if permitted to repeat a course after getting 5.000 to 5.499 credit points, as the case may be, credits corresponding to that course shall be counted only once for the graduation requirements.
- d) The revised credit points shall be mentioned if there is an improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the office of the Registrar, both the earlier and the credit points obtained after repetition, improved or otherwise, shall be recorded and the fact that he/she repeated the course shall be indicated by the letter 'r' written above the credit points which he/she obtained after such repetition. But, till such time as the student repeats the course, the original credit points and credits shall be used to compute the OCPA of such students.

If a student, even after repeating a course with 5.000 to 5.499 credit points and after having studied all the courses prescribed for the given programme, does not obtain an OCPA of 5.500, he/she shall be allowed to repeat the other course(s) in which he/she has obtained 5.000 to 5.499 credit points till he/she obtains OCPA of 5.500 to complete his/her degree requirement, subject to the provisions of the Academic Rules.

- e) The restrictions contained in clause (a) of this rule shall apply in case of a student, getting 5.000 to 5.499 credit points. Student who is on "GOOD STANDING" but who might get 'F' grade in a particular course may be allowed to repeat that course without any such restrictions.

8.7.4 Detaining/Dropping a Student on Account of Scholastic Probation

If a student fails to achieve an OCPA of 5.000 and 5.250 at the end of 2nd and 4th semester, respectively, shall not be promoted to next professional year i.e. 2nd year and 3rd year, respectively until he/she attains specified OCPA. Student will remain on 'Scholastic Probation' (OCPA lesser than 5.500) for that period and the concerned Dean shall notify the same at least 2 days prior to the Registration of 1st semester of the following academic year. Such student shall be detained by the

concerned Dean for maximum of two semesters each at the end of 2nd and 4th semester for attaining OCPA of 5.500 (GOOD STANDING), failing which he/she shall be dropped from the University automatically. Such dropped students shall have no right to petition for re-admission. In no case a student shall be allowed to continue his/her studies **beyond the maximum time limit of 12 semesters as prescribed under Rule 8.1.**

Note: A semester which is cancelled on any ground by the University shall not be taken into account for the purpose of automatic dropping. Similarly, a semester for which a student is allowed to drop on valid ground or semester(s) for which he/she is rusticated shall not be taken into account for the purpose of automatic dropping. For both the eventualities, the next semester(s) for which he/she gets registered will be counted.

8.7.5 *Registration of Student(s) Detained under Rule 8.7.4*

- i) Such Student(s) will be granted exemption from those courses which they have already cleared with minimum 5.500 credit points. In order to avail this exemption, they shall have to apply to the Dean concerned through Advisor within seven working days from the date of registration to 1st year/2nd year class after which the request for exemption shall not be accepted.
- ii) Such students who have been detained after 2nd and 4th semesters will have to **register only for those courses which are offered to regular class.**
- iii) For calculation of OCPA of detained students the credit hours and credit points for exempted courses shall be included in corresponding semester in which the course(s) are offered as per schedule of the programme.

8.7.6 *Dropping of Semester and Re-admission*

A student may drop the current semester for which he/she has registered, with the permission of the Dean, due to personal sickness (at least for two weeks duration) or any other valid reason. **The permission to drop the semester must be obtained before the start of End-Semester examination,** by submitting an application supported by relevant documents. The medical certificate from the SMO, Civil Hospital or Medical Superintendent of Hospitals recognized by the University or SMO of the University Hospital will be required. Such a student **can register for the next semester with the permission of the Dean concerned.**

9. **Other Requirements for Graduation:**

9.1 **NCC/NSO/NSS:**

Every student in the 1st and 2nd year of degree courses i.e., B.Tech (Dairy Technology), B.F.Sc. and B.Tech (Biotechnology), shall have to register in any one of three compulsory non-credit (CNC) programmes/courses (viz. National Cadet Corps (NCC); National Sport Organization (NSO); and National Service Scheme (NSS) in accordance with the rules prescribed by the Academic Council and are required to obtain satisfactory (S) grade. Further, the students registered in B.F.Sc. degree program shall have to take up CNC course in 'Swimming' (0+1) during the 3rd year (7th semester) of the degree programme.

However, the Vice-Chancellor may grant exemption from these requirements on medical grounds. Application for such exemption shall be submitted to the Dean of the

constituent College in case of NCC and Swimming, and to the Director of Students' Welfare-cum-Estate Officer in case of NSO and NSS; duly recommended by the Unit Commander/R & V Sqn. Officer (Part-time NCC Officer)/ In-charge Swimming and In-charge NSO/NSS, respectively and supported by Medical Certificate signed by the University Medical Officer/ CMO or Assistant Civil Surgeon.

The NCC, NSS and NSO camps shall generally be arranged during inter semester break.

9.2 Educational Tour:

9.2.1 B.F.Sc.

Educational Tour shall be a compulsory credit course (0+2) for all the students admitted to the programme and in order to qualify the degree the student shall obtain minimum 50% marks in the said course.

9.2.2 B.Tech. (Dairy Technology) and B.Tech. (Biotechnology)

One educational tour shall be compulsory for all the students admitted to the undergraduate programmes and every student, in order to qualify for the degree, shall be required to obtain 'S' grade for this requirement.

Note: 1. If a student fails to obtain minimum 50% marks/'S' grade, as applicable, he/she will be given another chance to appear in the make-up tour and earn the required scores/grade, as applicable.

2. The Dean concerned may allow the student not to undertake a particular tour on medical grounds or owing to the fact that a student was deputed by the University for attending pre-arranged NCC, NSS, NSO camps or the tournaments or coaching camps organized by the Association of Indian Universities and its subsidiary federation or by the Indian Olympic Association and its subsidiary federations. However, the Dean of the concerned college shall allow alternative educational tour to such students. Applications for the purpose shall be submitted to the Dean duly recommended by the advisors concerned and supported by medical certificate (signed by the University Medical Officer) or orders issued by the Director Students Welfare-cum-Estate Officer (for NSS and NSO activities only).

3. The student(s) will have to attend an alternative/make-up tour at his/her own expenses to meet the minimum requirement.

10. Role of Head of Department and Registrar:

10.1 The Head of the Department concerned will ensure that each instructor actually completes the entire course that he/she has to teach during a semester and will send a report to the Dean, that he/she has satisfied himself/herself about it.

10.2 To ensure that requirements for the award of a degree have been completed by a student, the Registrar will keep a record of the courses completed by students.

10.3 In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean concerned. Where however, the Registrar does not agree with such recommendations/ decisions, he shall refer the matter to the Vice-Chancellor whose decision would be final.

11. Unfair Means in Semester Examinations:

- 11.1 The Dean of the respective College in which the student is registered shall be responsible for dealing with all cases of use of unfair means during the semester tests and examinations.
- 11.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean through the Centre Superintendent/Head of Department concerned within two working days of the occurrence of each case of unfair means with full details of evidence and the explanation of the students, if any.
- 11.3 The Dean shall take appropriate action and the penalty may be imposed as indicated below:
 - i. Students found using unfair means during a short test may be required to withdraw from the course in that semester.
 - ii. Students found in possession of copying material or found using unfair means during Mid-Semester theory examination/ End-Semester practical examination may be debarred from the College for the remaining portion of the semester and deemed to have failed in all courses during the semester.
 - iii. Students found in possession of copying material or found using unfair means during the End-Semester examination(s)/supplementary examination(s) may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.
 - iv. Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, may be deemed to have failed in all courses taken by him/her in the current semester and also debarred from the College/University during the subsequent semester.
- 11.4 **Impersonation in Examination/Fake Degree Certificate(s):**
 - i. The student who is impersonated shall be deemed to have **failed in all the courses in the current semester; debarred from registration for next one semester;** and placed on conduct probation for the subsequent **two semesters**.
 - ii. If a person who impersonates a student in any examination **during a semester** is a student of the University (i) he/she shall be deemed to have failed in all the courses **in the current semester;** (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for subsequent **semesters**.
 - iii. If the person who impersonates is not a student of any constituent/affiliated college/institution of the University, the case may be registered with the police.
 - iv. If impersonation in the Entrance Test/Interview/Counselling or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University for the two subsequent academic years, and the case may be **registered with the local police**.
 - v. In all cases of use of unfair means/impersonation in the entrance test, the decision of Superintendent/Assistant Coordinator/Coordinator/Controller of Examinations to

expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.

- vi. If any student of GADVASU impersonates in the entrance test conducted by the University action will be taken against him/her in the spirit of above rules.

- 11.5 **Appeal Against Punishment under Rule 11.4:** The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean within two weeks from passing of such orders and decision of Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students, wards of employees of the University in case of use fake certificate(s)**, for which action will be taken as per the **University rules and the case also be registered with local police.**

12 Other Rules

12.1 Conduct Probation:

Any student involved in the violation of rules and regulations of the University or an act of indiscipline, may be placed on conduct probation by the Dean, as below:

- (a) Placed on conduct probation with respect to all academic activities.

or

- (b) Debarred from any accommodation in the hostel.

or

- (c) Placed both on conduct probation for
 - (i) academic activities and
 - (ii) debarred from any accommodation in the hostel.

Such student(s) shall not represent the College/University team and shall lose any office that he/ she may be holding in any student organization. If a student, who is on conduct probation or who was on conduct probation on two previous occasions still commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

12.2 Maintenance of Discipline:

All students are expected to maintain discipline and proper academic atmosphere. The student(s) indulging in an act(s) of indiscipline and misdemeanor, such as taking out processions, holding demonstration in the residential area(s) of the University and threatening the University Officer(s), interfering with the smooth functioning of the University, defacing of University building(s) by writing slogans, disturbing the classes in session, assaulting teachers and students etc., will be liable for the severe disciplinary action.

12.3 Regulations Regarding Rustication and Expulsion of Students:

- (a) The Dean 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 on the recommendation of College Disciplinary Committee/Director Students' Welfare-cum- Estate Officer.

- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean of the College concerned immediately after rustication or expulsion for registration and notification.
- (c) The Dean may revise his/her 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.**
- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean concerned for revision of the decision.
- (e) The minimum period of rustication shall be **two semesters** and the maximum period of rustication shall be **four semesters.**
- (f) The student under rustication shall have the option of rejoining the classes during the ensuing academic year after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to rejoin after the expiry of the rustication period.
- (h) 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.**
- (i) A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another affiliated/constituent college without 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.
- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean 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.

12.4 Ragging in University/College/Hostel:

Ragging is strictly prohibited in the University premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide Supreme Court order in May 2007 and implemented by the University Grants Commission (UGC) under Regulations called "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" vide No: F.1-16/2007(CPP-II) dated 17th June, 2009.**

The anti-ragging committees and squads constituted at the college level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.