

**GURU ANGAD DEV
VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA – 141004, PUNJAB, INDIA**

PROSPECTUS

2022-23

Diploma in Veterinary Science and Animal Health Technology



www.gadvasu.in

DISCLAIMER

The statements made and information contained in the prospectus is of general nature for the knowledge of the candidates seeking admission to Diploma in Veterinary Science and Animal Health Technology programme of the university's constituent and affiliated colleges/Polytechnic. The information contained herein is believed to be correct at the time of publication/uploading. However, the university reserves the right to make any alteration(s) in the provision(s) contained in the prospectus, at any time without any prior notice, where upon the university will not be responsible for any hardship or expenses incurred by any candidate or any other person on account of such amendments, additions, omissions or errors, no matter how they are caused. The Candidates are advised to visit GADVASU website (www.gadvasu.in) regularly to see the updates regarding admission/counselling.

JURISDICTION

Any dispute/litigation arising out of anything concerned with the university and its activities, including admissions/operation of Academic & Hostel rules will be subject to the jurisdiction of the Courts at Ludhiana only.

Admission Enquiries

Superintendent/Account officer

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The Candidates are advised to visit GADVASU website (www.gadvasu.in) regularly to see the updates regarding admission/counselling.

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Diploma in Veterinary Science and Animal Health Technology

P R O S P E C T U S

2022-23



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Message



Dr. Inderjeet Singh
Vice-Chancellor

The academic session 2022-2023 of Guru Angad Dev Veterinary and Animal Sciences is going to begin on a very positive note. The university faculty and students are looking forward to working with full enthusiasm to further strengthen the academic standards during the session 2022-2023. The university during the COVID period has made every effort to maintain its academic standards and delivered its best by engaging students through on-line and offline learning. The university has achieved the best standards of education and research through its state-of-the-art infrastructure, well-equipped laboratories and Multispecialty Veterinary Hospital. The University has been ranked as the number one university amongst the State Veterinary Universities by the ICAR for 2017, 2018 and 2019. The five constituent colleges viz. College of Veterinary Science, College of Dairy Science & Technology, College of Fisheries, College of Animal Biotechnology at Ludhiana and College of Veterinary Science at Rampura Phul are serving the state of Punjab by producing world class graduates and postgraduates to serve the livestock sector. The undergraduate and postgraduate programmes (Master's and Ph.D.) in these colleges have attracted the best talent not only from the Punjab state but also from the other states and abroad. Various skill-oriented diploma, certificate and short courses were introduced during the 2020-21 session to inculcate the sense of entrepreneurship amongst the youth. The alumni of the university are well settled in Government and Private Sectors or in their own enterprises in India and abroad. They have also excelled in the field of research and education in India and abroad. Two-year Diploma programme in Veterinary Science and Animal Health Technology is conducted at 3 stations i.e. Veterinary Polytechnic and Regional Research Training Centre (Kaljharani), College of Veterinary Science (Rampura Phul) and Baba Hira Das Ji College of Veterinary Pharmacy (Badal, Sri Muktsar Sahib). College of Veterinary Science, Rampura Phul started this Diploma programme in the session 2021-22 only. I hope that the coming session 2022-2023 will also attract the best of the talent during the admission process and the students will excel in academic and extracurricular fields.

Wishing all the best to the students and faculty for the session 2022-2023.

Vice-Chancellor
Guru Angad Dev Veterinary and Animal Sciences University
Ludhiana

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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
OBC	Other Backward Classes
OCPA	Overall Credit Point Average
PPO	Pension Payment Order
SC	Scheduled Caste
SP	Sports Person
ST	Scheduled Tribe
TA	Terrorist Affected
UT	Union Territory
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 (Medical) Merit
Application submission	Fill online application at University website
Last date to apply online (without late fee)	28.07.2022
Last date to apply online (with late fee of Rs.1,000/-)	02.08.2022
First counselling*	09.08.2022 and 10.08.2022
Second counselling	23.08.2022
Registration/ start of session	03.10.2022

Note :- *Details of 1st counselling will be available on website on the day prior to day of 1st counselling

B. Application Fees and Course Fees

(i) **Application Fee:** Rs. 2,000/- is to be paid online (**non-refundable**)

(ii) **Course Fees:** The fees to be paid at the time of admission in Diploma in Veterinary Science and Animal Health Technology of the university including tuition fee of the first semester and annual charges are mentioned below. The detailed description of various charges has been explained in Chapter V.

Sr. No.	Type of seat	Boarder	Non-Boarder
Veterinary Polytechnic, Kaljharani			
1	General	75430/-	58180/-
2	Self-Financed/Other States	95430/-	78180/-
College of Veterinary Science, Rampura Phul			
1	General	75430/-	58180/-
2	Self-Financed/Other States	95430/-	78180/-
Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib			
1	University Quota Fee	83300/-	66800/-
2	Management Quota Fee	110700/-	94200/-

(iii) Mode of Payment

The candidates selected for admission will have to pay the entire applicable fee for first semester immediately after counselling through Credit/Debit Card, Cash or Bank draft in favour of Dean, COVS, Rampura Phul or Principal, Veterinary Polytechnic, Kaljharani, as applicable, payable at Ludhiana.

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

- i) Self-attested copies of educational qualification certificates and mark sheets from 10th class onwards issued by the Board/University, Proof of Date of Birth and Character Certificate.
- ii) Original certificate issued by the competent authority 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 in the prescribed format (Annexure I-VI, IX).
- iii) Self-attested copy of the Residence Certificate obtained from the competent authority in the prescribed format (Annexure VII A).
- iv) Self-declaration by the parent/guardian in the prescribed format (Annexure VII).
- v) Freeship card and Income certificate for candidates under SC/ST category with annual family income below Rs. 2.5 lakhs for claiming Post-Matric Scholarship (Annexure I (Form-B)).
- vi) Income certificate for candidates under BC category (Annexure II, Form-B).
- vii) Self-undertaking of gap in study period, if applicable (Annexure VIII).
- viii) Undertaking regarding Anti-Ragging (Annexure X-A, B).
- ix) Self-attested copy of Election Photo Identity Card (EPIC). The candidates who don't have an EPIC card must apply for the same at the website of Election Commission of India as per FORM-6 (Annexure XI).

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 University has been recognized and accredited by UGC and ICAR with Grade “A”.

Ranking by ICAR

Year	Rank
2017	First among the state veterinary universities and first among the agricultural / veterinary universities / ICAR Research Institutes of India
2018	First among the state veterinary universities and Eighth among the agricultural / veterinary universities / ICAR Research Institutes of India
2019	First among the state veterinary universities and Seventh among the agricultural / veterinary universities / ICAR Research Institutes of India

The university has attributed two constituent institutes (college & polytechnic) and one private affiliated college to impart Diploma in Veterinary Science and Animal Health Technology (Dip.V.Sc & A.H.Tech.)

(a) Constituent Institutes:

(i) **Veterinary Polytechnic, Kaljharani:** Veterinary Polytechnic, 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 of 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 Beetal 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, rooms 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

(ii) College of Veterinary Science, Rampura Phul, Bathinda : The College of Veterinary Science, Rampura Phul, Bathinda was established as a constituent college of Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana. The foundation stone of the college was laid on 30th October, 2014. It became functional on October 1, 2019 by admitting 80 students to the B.V.Sc & A.H. programme with the approval of Veterinary Council of India. The mandate of the college is to produce veterinary graduates, para-professionals and trained personnels to serve the animal husbandry sector in the state. In addition, its endeavor will be to implement the research outputs and extension education programmes for better livestock health and production, especially in the South- Western zone of Punjab. The college campus comprises of college buildings, veterinary hospital, farms, playgrounds and fodder production area. The residential complex comprises of hostels, guest house and staff quarters.

At present, the college offers following academic programmes:

Programme	Duration of the course	Medium of Instruction
B.V.Sc. & A.H.	5½ years	English
Diploma in Veterinary Science and Animal Health Technology	2 years (4 Semesters)	English
Certificate Courses	3 months	English
Short Courses	6 Weeks	English

(b) Private Affiliated College

(i) 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 examination, followed by
2. The candidate obtaining higher marks in Chemistry in 10+2 examination, followed by
3. Candidate older 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:

- 28.07.2022 (without late fee)
- 02.08.2022 with late fee of Rs. 1000/- (non-refundable)

Application fee:

Rs. 2,000/- to be paid in online mode only (non-refundable)

Eligibility Criteria for Admission to Diploma Programme

Minimum 50% marks (40% for SC/ST/BC and DP categories) 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. Admission 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 (Annexure C of prospectus)** and **under Armed Force Category (Annexure IV-A & IV-B)** must submit supporting documents upto 04.08.2022 (4.00 p.m.) in the office of Director of Students' Welfare-cum-Estate Officer and Registrar, respectively failing which their claim for admission under these categories 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 Physics, Chemistry, Biology and English in 10+2).

Note:

1. The Academic Council of the University is the academic authority to frame rules and regulations, and to decide all other matters relating to admissions and academic affairs. The Academic Council also has the right to promote or discontinue any programme and also to increase or decrease seats in any programme, whatsoever.
2. Diploma programme of the university is full time residential programme. A student, therefore, cannot study more than one programme at a time. 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 prepare category wise merit list of applicants based on marks obtained by the candidate in the qualifying examination (10+2) aggregate of Physics, Chemistry, Biology and English. The merit list of applicants will be displayed on university website (www.gadvasu.in) before the date of 1st counselling. The candidate wishing to seek admission in the university must attend the counselling as per schedule below:

Programme	Date and Time		Venue	Commencement of session
	1 st Counselling	2 nd Counselling		
Dip. V. Sc. & A. H. Tech	09.08.2022 and 10.08.2022 (08:30 am)	23.08.2022 (08.30 a.m.)	Venue will be notified at the university website (www.gadvasu.in) a day before counselling	03.10.2022

NOTES:

- Once the seat is allotted, no shifting among quotas/college will be allowed in 1st counselling.
- 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 fee for 1st semester may be deposited by bank draft in favour of Principal Veterinary Polytechnic, Kaljharani/Dean, College of Veterinary Science, Rampura Phul, as applicable payable at any scheduled bank at Ludhiana, by Debit/Credit card with limit equal to full fee or by cash, at the time of admission immediately after counselling by the selected candidates at GADVASU, Ludhiana. In case of failure to deposit full fee at the time of admission, seat will be offered to next eligible candidate as per the merit list according to the terms and conditions detailed in Chapter V.
- 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 430/- 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.

11. **Date of counselling will not change under ordinary conditions, even if, declared a holiday.**
12. 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 (Refer to Chapter V-Refund Policy)
13. An “Admission proforma” for admission to diploma programme, will be available on the university website before counselling. The duly filled admission 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 in this chapter** are required to be submitted/ shown to the Counselling Committee, failing which candidate will not be considered for admission.
14. 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.
15. No admission shall be made after the last date of admission, unless date(s) for special counselling(s) are notified/declared by the University.

Documents to be submitted at the time of counselling:

- i) Self-attested copies of educational qualification certificates and mark sheets from 10th class onwards issued by the Board/University, Proof of Date of Birth and Character Certificate.
- ii) Original certificate issued by the competent authority 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 in the prescribed format (Annexure I-VI, IX).
- iii) Self-attested copy of the Residence Certificate obtained from the competent authority in the prescribed format (Annexure VII A).
- iv) Self-declaration by the parent/guardian in the prescribed format (Annexure VII).
- v) Income certificate for candidates under SC/ST category with annual family income below Rs. 2.5 lakhs for claiming Post-Matric Scholarship (Annexure I (Form B)).
- vi) Income certificate for candidates under BC category (Annexure II, Form-B).
- vii) Self-undertaking of gap in study period, if applicable (Annexure VIII).
- viii) Undertaking regarding Anti-Ragging (Annexure X-A, B).
- ix) Self-attested copy of Election Photo Identity Card (EPIC). The candidates who don't have an EPIC card must apply for the same at the website of Election Commission of India as per FORM-6 (Annexure XI).

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	College of Veterinary Science, Rampura Phul	Dip.V.Sc & A.H.Tech.	$40^a + 40^b = 80$
3	Baba Hira Das Ji College of Veterinary Pharmacy, Badal, District Sri Muktsar Sahib, (Private College, Affiliated to GADVASU)	Dip.V.Sc & A.H.Tech.	40 University + 40 Management quota = 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/Other states.

^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

- Candidates who are resident of Punjab State/ Union Territory of Chandigarh, seeking admission to diploma programme, required to furnish self-declaration (**Annexure VII**) and Residence Certificate (**Annexure A**) as applicable as per instructions/guidelines issued from Punjab Government regarding competent authority to issue Residence Certificate at the time of counselling.
- Candidates applying for 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.
- Seats remaining vacant under “States other than Punjab” at Veterinary Polytechnic, Kaljharani will be filled from self-financed category and vice versa.
- Candidates from other states fulfilling the eligibility criteria for admission at College of Veterinary Science, Rampura Phul will be considered against remaining seats for admission under Self finance^b category only after the candidates from Punjab and UT Chandigarh.
- 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)	(i) Children/Wards of Defence Personnel (In order of preference as per Annexure IV (A))	2%
	(ii) Children/Wards of Punjab Police Personnel, Punjab Armed Police, Punjab Home Guards and Para Military Forces (In order of preference as per Annexure IV-B)	
(e)	Children/Grand Children of terrorist affected persons (TA): i) Persons killed in terrorist action in Punjab/riots outside Punjab ii) Terrorist/riot affected/displaced persons iii) Army deserters killed / 100% physically disabled	2%

(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%
	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. Under Armed Forces (AF) category, preference will be given to children/wards of Defence personnel.
3. While calculating reservations, fraction more than 0.5 will be taken as one seat.
4. Unfilled seats from the reserved categories, shall be offered to the candidates competing on open merit basis.
5. 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 IX**) 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) The seats remaining, vacant under KJR category, if any, shall be converted into Self-financed category.

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

Constituent Colleges Seat Distribution

Name of College	Total Seats	SC/ST (25%)	BC (10%)	SP (2%)	FF (1%)	AF (2%)	TA (2%)	DP (5%)	GEN
Veterinary Polytechnic, Kaljharani	70	17	7	1	1	1	1	3	39
College of Veterinary Science, Rampura Phul	40	10	4	1	0	1	1	2	21

Affiliated private College:

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

Quota	Total Seats	SC/ST (25%)	BC (10%)	SP (2%)	FF (1%)	AF (2%)	TA (2%)	DP (5%)	GEN
University	40	10	4	1	0	1	1	2	21
Management	40	10	4	1	0	1	1	2	21

FEE DETAIL

Fee Structure for Constituent Colleges:

College of Veterinary Science, Rampura Phul and Veterinary Polytechnic, Kaljharani

Sr. No.	Head	Dip.V.Sc.& A.H.Tech
Fees Charges		One Time
1	Medical Examination Fee	430
2	University Admission/Re-Admission Fee	7500
3	College Security (Refundable)	2500
Fee Charges		Annual
4	College Admission Fee	770
5	Accidental/ Health Insurance	1000
6	Student Aid & Red Cross Fund	1100
Fee Charges		Semester wise
7a	Tuition Fee	31500
7b	Tuition Fee Self-Financed/Out of State	51500
8	Library Fee	1320
9	Amalgamated Fund	1760
10	Examination Fee	1650
11	College Development and Student Fund	8650
Total (General)		58180
Total (Self-Financed/Out of State)		78180
Hostel Charges		Semester Wise
12	Hostel Security (Refundable)	5500
13	Hostel Fee	9000
14	Electricity Fund	2750
15	Additional Electricity Charges	Extra as applicable
	Total	17250
Miscellaneous Charges		
16	Supplementary Examination Fee per paper	1200
17	Re-Totaling (per paper)	900
18	Literature fee (VPP) The student registering for 3rd Semester will have to deposit mandatory Literature fee	2500

Mode of Payment: -

The candidates selected for admission will have to pay the entire applicable fee immediately after counselling through Credit/Debit Card, Cash or Bank draft in favour of Principal, Veterinary Polytechnic, Kaljharani/Dean, COVS, Rampura Phul as applicable, payable at Ludhiana.

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 admitted to Veterinary Polytechnic, Kaljharani will have to make their own arrangement for accommodation.
3. The students (boys and girls) admitted to College of Veterinary Science, Rampura Phul for Diploma programme will be provided accommodation only as per the availability on first-come first-serve basis.

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	83300*	66800*
2	Management Quota Fee	110700*	94200*

*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.

Types of Certificate	Charges (Rs.)
Diploma Certificate	2000/-
Inter-university Migration Certificate	500/-
Duplicate Inter-university Migration Certificate	2000/-
Duplicate Diploma Certificate	5000/-
Duplicate Semester Report	2000/-
Duplicate Copy of Merit Certificate	2000/-
Duplicate copies of various types of certificates at college level	1000/-
Duplicate copy of sports certificate	1500/-
Duplicate/Incomplete Transcript of Academic Record	2000/-
Authentication of various documents	1000/-per copy
Authentication/supplying information to the other institution	1500/-
Changing of name in University Record as per university guidelines	5000/-
Reissue of Diploma Certificate and Transcript after change of name	5000/- (Diploma Certificate) & 2000/- (Transcript)
Verification of certificates/documents issued by GADVASU	2000/- per copy
Issue of Duplicate Identity Card	500/-
Postal Charges for post with in India	200/-
Postal Charges for post to foreign countries	2500/- or actual if more (Speed Post air-mail)
Sending scanned documents through E-mail	1000/-per case/request
Bonafide Certificate Fee	500/-

Fees for various types of Certificates/ Documents w.e.f. 1.10. 2022

Refund Policy:

In the case, a student is withdrawing from the programme, the entire fees collected from the student shall be refunded according to the following table:-

Sr. No.	Situation	Refund
1.	The seat consequently falling vacant got filled by another candidate by the last date of admission.	<ol style="list-style-type: none">Rs.2430/-*to be deducted if the candidate vacates the seat before the start of classes.Entire amount of Hostel Security and College Security is refundableIf candidate vacates the seat after start of classes, then fee will be refunded after deduction of Rs.2430/-* and additional deduction in entire fee (deduction not applicable on refundable security) as per below: 5% within 15 days from start of classes 10% within 30 days from start of classes 20% above 30 days from start of classes <p>*Including processing fee of Rs.1000/-, medical fee 430 and accidental health insurance of Rs.1000/-</p>
2.	If surrendered and the seat remained vacant.	No Refund (Including college/hostel security)
3.	If admission is claimed by the candidate by producing the fake certificate(s) or certificate(s) from un-recognized boards/Institutes, even if the seat vacated by such candidate is got filled subsequently.	No Refund (including college/hostel security)

IMPORTANT

- The University reserves the right to enhance the rates of fee/charges and funds etc. from time to time. An annual increase of 10% in the fee structure shall be applicable to the constituent colleges of the university.
- The securities not claimed for two semesters succeeding the ending of semester in which the student leaves the college, shall lapse.
- All claims for refund of hostel security shall be entertained through the Principal/Dean of the college.
- The University is authorized to realize additional charges proportionally from the hostellers through the Principal/Dean of the college, the Generator running cost at hostel and also the electricity consumption bills, if in excess than the normal.
- If any candidate wishes to shift his/her seat from one category/quota 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 fee shall be refunded.
- 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.
- Hostel accommodation at Private affiliated college shall be provided subject to availability.

Fee Concession

Fee Concession

Provision of fee concession is available only for the students enrolled at Veterinary Polytechnic, Kaljharani. The Dean, College of Veterinary Science, Rampura Phul (Controlling Officer, Veterinary Polytechnic, Kaljharani) can remit tuition fee of upto 10% of students of Diploma in Veterinary Science and Animal Health Technology admitted during a given academic year on recommendation of the Principal-cum-Joint Director, Veterinary Polytechnic, Kaljharani.

Out of these 10% students,

- 3% will be granted 100%,
- next 3% will be granted 50%, and
- remaining 4% will be granted 33.3% concession in tuition fee.

The students with lowest family income will be given priority in higher slab of fee concession. However, the girl students will be given priority in full tuition fee concession to promote the education of a girl child from economically weaker sections.

The students enrolled through Self Finance Programme shall not be eligible for fee concession as per the University guidelines.

It is further clarified that there is no provision of fee concession at College of Veterinary Science, Rampura Phul under any category.

Detailed guidelines regarding criteria and procedure for availing the fee concession are available at University website at this link: <https://www.gadvasu.in/notices/5842>

REGULATION REGARDING RUSTICATION AND EXPULSION OF STUDENTS

1. The Principal/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.
2. Cases of rustication and expulsion shall be reported to the Registrar, GADVASU by the Principal/Dean of the College through the controlling officer immediately after rustication or expulsion for registration and notification.
3. The Principal/Dean 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 placing 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 permission 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, GADVASU which makes him think that the order of the Principal/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.
10. Ragging is strictly prohibited. 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/polytechnic have been constituted to keep a check on the incidents of ragging. Every student as well as his/her 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.
 - An annual undertaking to be signed by each student whether fresher or senior, and his/her parent(s) jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments, and that if the ward has been found guilty, he/she should be proceeded against (Annexure X-A, B).
 - Undertaking should be provided in English as well as in the vernacular language (Annexure X-A,B).

SCHOLARSHIPS, STIPENDS, AWARDS, MERIT CERTIFICATES AND MEDALS

Merit Certificate

The University has instituted Merit Certificates for the students who achieve an OCPA of 8.000 (out of 10.000) or more at the end of their Diploma in Veterinary Science & Animal Health Technology.

Post Matric Scholarship (PMS) Scheme

It is a centrally sponsored scheme with a 60:40 sharing ratio between the Centre and States (90:10 in case of North Eastern States).

Eligibility

Scholarships will be paid to the scheduled caste students whose parents'/guardians' income from all sources does not exceed Rs. 2,50,000/- (Rupees two lakh fifty thousand only) during the last financial year. Income certificate is required to be taken once only i.e. at the time of admission only to courses which are continuing for more than one year. The income certificate shall be issued by the Authority as decided by the State Government.

The scholarship includes: - Compulsory non-refundable fees including tuition fee, as fixed by the Fee Fixation/ Rationalization Committee of the State Government and Academic Allowance (10% extra allowance for Divyang (physically challenged) students).

Freeship Card

All eligible students shall be entitled to take admission in the institutions without pre-payment of tuition fees and hostel fees (but will pay refundable charges) as per the Scheme Guidelines available on the site <https://scholarships.gov.in> under Ministry of Social Justice & Empowerment. To enable this, a FREESHIP CARD will be issued by the State Government to the eligible students. This Freeship card shall make the student eligible to study in the institution without pre-payment of the fees, and on the condition that as and when amount is released to the student's account, the institution would be intimated to collect the same from the student.

Student should have a valid functional Mobile Number, Aadhar Number (UID), Aadhar linked Bank Account, Income Certificate, Caste Certificate and Passing Certificate for applying on the Dr Ambedkar Scholarship Portal, Government of Punjab at www.scholarships.punjab.gov.in (select 'New Registration' from 14-04-2022 onwards). The student shall, well before the expected date of admission, register for issuance of a Freeship Card on the respective scholarship portal giving the details like the Aadhaar number, the name of the course in which he/she wants to take admission (e.g. M.Sc./ M.V.Sc./ B.V.Sc./ B.Sc./ B.Tech./ Diploma etc.) and an undertaking that the institution's charges would be paid within 7 working days from the date of receipt of the scholarship amount in his/her account. For the purpose of registration of Freeship Card, the portals shall remain open throughout the year. For the purpose of admission, the Freeship card will remain valid for period of one year from the date of issue.

Note: Those without Freeship card will have to deposit the full fee.

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 of OCPA into percentage

$$Y = 10Z$$

Where Y = Percent Marks

Z = Overall Credit Point Average (OCPA) in 10.000 point system of evaluation.

Formula for conversion of OGPA into OCPA

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

Where Z = OCPA in 10.000 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 2022-23

The academic calendar for Diploma in Veterinary Science and Animal Health Technology for **1st Year** is as follows

	1 st Semester	2 nd Semester
Registration	03.10.2022	08.03.2023
Commencement of Classes	04.10.2022	09.03.2023
Last date of Registration with prescribed late fee of Rs 2000/-	10.10.2022	14.03.2023
Last date of Registration with prescribed late fee of Rs 3000/-	17.10.2022	20.03.2023
Mid Semester Examination	24.11.2022 to 01.12.2022	02.05.2023 to 10.05.2023
Submission of Mid Semester Result by Principal/Dean to Controlling Officer	06.12.2022	16.05.2023
Submission of Mid Semester Result by Controlling Officer to COE	08.12.2022	18.05.2023
End of Semester Examination		
Practical	27.01.2023 to 03.02.2023	10.07.2023 to 19.07.2023
Theory	07.02.2023 to 15.02.2023	21.07.2023 to 31.07.2023
Submission of Grades by COE to Registrar	20.02.2023	07.08.2023
Announcement of Results	23.02.2023	10.08.2023
Last Date of Application for Re-totalling	01.03.2023	16.08.2023
Last Date of Application for Supplementary Examination (Principal/Dean to COE through controlling officer)	02.03.2023	18.08.2023
Supplementary Examination	08.03.2023 to 13.03.2023	24.08.2023 to 29.08.2023
Submission of Grades of Supplementary Examination by COE to Registrar	17.03.2023	04.09.2023
Announcement of Supplementary Results	21.03.2023	06.09.2023
Semester Break	16.02.2023 to 07.03.2023	01.08.2023 to 22.08.2023
Breakup	03.10.2022 to 15.02.2023	08.03.2023 to 31.07.2023
Total number of days	136	146
Total number of working days	92	98

1. No registration will be allowed after due date of registration with prescribed late fee as per Academic Calendar.
2. If a certain day happens to be a holiday, the next working day will be considered for the particular activity. There will, however, be no change in the schedule of examinations except in the case of emergency/exigency.
3. Students clearing Supplementary examination and eligible for registration as per OCPA criteria must get themselves registered for the next semester (2nd Semester) within three days of declaration of result.
4. 1st year academic calendar will be followed for students enrolled in Special Semester.

The academic calendar for Diploma in Veterinary Science and Animal Health Technology for **2nd Year** is as follows:

	1 st Semester	2 nd Semester
Registration	29.09.2022	07.03.2023
Commencement of Classes	30.09.2022	08.03.2023
Last date of Registration with prescribed late fee of Rs 2000/-	07.10.2022	14.03.2023
Last date of Registration with prescribed late fee of Rs 3000/-	14.10.2022	20.03.2023
Mid Semester Examination	14.11.2022 to 23.11.2022	---
Submission of Mid Semester Result by Principal/Dean to Controlling Officer	30.11.2022	---
Submission of Mid Semester Result by Controlling Officer to COE	02.12.2022	---
End of Semester Examination		
Practical	23.01.2023 to 02.02.2023	21.07.2023 to 26.07.2023
Theory	06.02.2023 to 14.02.2023	---
Submission of Grades by COE to Registrar	20.02.2023	01.08.2023
Announcement of Results	23.02.2023	04.08.2023
Last Date of Application for Re-totalling	02.03.2023	---
Last Date of Application for Supplementary Examination (Principal/Dean to COE through controlling officer)	03.03.2023	---
Supplementary Examination	08.03.2023 to 13.03.2023	---
Submission of Grades of Supplementary Examination by COE to Registrar	17.03.2023	---
Announcement of Supplementary Results	21.03.2023	---
Semester Break	15.02.2023 to 06.03.2023	---
Break up	29.09.2022 to 14.02.2023	07.03.2023 to 26.07.2023
Total days	139	142
Total working days	93	95

1. No registration will be allowed after due date of registration with prescribed late fee as per Academic Calendar.
 2. If a certain day happens to be a holiday, the next working day will be considered for the particular activity. There will, however, be no change in the schedule of examinations except in the case of emergency/exigency.
 3. Registration to the courses of 2nd semester of second year (4th Semester) will not be allowed without successful completion of 1st, 2nd and 3rd Semester with minimum OCPA of 5.500 out of 10.000
 4. Students clearing Supplementary examination and eligible for registration as per OCPA criteria must get themselves registered for the next semester (2nd Semester) within three days of declaration of result.
- Note:** Students must have attended at least 75% of lectures and practical in each of the courses, failing that, he/she shall not be allowed to appear in the End of semester examination in theory and practical of the respective course. Detailed guidelines of academic rules are available in the Academic & Hostel Rules 2021-22 Book of the university.

CERTIFICATE AND SHORT COURSES

College of Veterinary Science, Rampura Phul

Course Name	No. of Seats	Eligibility Qualifications	Course Duration	Admission Period	Course Fee (Rs.)**	Organizing Department	Application SubmissionPeriod
Certificate Courses (CC)							
Artificial Insemination Technician	20*	Minimum 10 th Standard (Experience in the relevant field will be preferred)	3 Months (complete offline in the campus)	January/ February	15000	Veterinary Clinical Complex	01.12.2022 to 20.12.2022
	20*			September/ October			01.08.2023 to 20.08.2023
Short Courses (SC)							
Scientific Dairy Farming	20 [#]	Minimum 10 th Standard (Experience in the relevant field will be preferred)	2 Week	January/ February	2000	Livestock Production Management, Livestock Farm Complex	01.12.2022 to 20.12.2022
	20 [#]			September/ October			01.08.2023 to 20.08.2023
Backyard Poultry Farming	20 [#]	Minimum 10 th Standard (Experience in the relevant field will be preferred)	6 Weeks (10 days offline in the campus)	November/ December	2000	Livestock Production Management, Livestock Farm Complex	01.10.2022 to 20.10.2022
	20 [#]			April/May			01.03.2023 to 20.03.2023
Veterinary Laboratory Techniques* **	20 [#]	Diploma in Veterinary Science & Animal Health Technology	6 Weeks	November/ December	15,000	Department of Veterinary Pathology	01.10.2022 to 20.10.2022
	20 [#]			April/May			01.03.2023 to 20.03.2023
Health Care and Management of Dogs***	20 [#]	Diploma in Veterinary Science & Animal Health Technology	6 Weeks (3 weeks offline in campus)	January/ February	15,000	Department of LPM and Veterinary Medicine	01.12.2022 to 20.12.2022
	20 [#]			April/May			01.03.2023 to 20.03.2023
Feed Processing Technology* **	20 [#]	Diploma in Veterinary Science & Animal Health Technology	6 Weeks (3 weeks offline in campus)	November/ December	15,000	Department of Animal Nutrition	01.10.2022 to 20.10.2022
	20 [#]			January/ February			01.12.2022 to 20.12.2022

*Minimum 05 candidates to initiate the programme

#Minimum 10 candidates to initiate the programme

**Excluding boarding/lodging

***If the number of candidates is less, then B.Sc. (Medical)/10+2 Science Stream with experience in the relevant field will be accommodated.

Notes for Short and Certificate courses:

- (i) For admission, candidates will be considered strictly on the basis of merit/marks of qualifying examination. However, wherever applicable preference will be given to Dip.V.Sc. & A.H.Tech. holder candidates for Certificate courses in College of Veterinary Sciences. In case two or more candidates are obtaining equal marks in the qualifying examination, the preference will be given to the candidate older in age.
- (ii) Change, if any, in application submission dates and the counselling dates will be notified on the university website only. The aspirants are advised to visit the university website regularly for the updates.
- (iii) The admission to Certificate and Short courses are open to residents of all states and union territories of India, and to the NRI/OCI, wherever specified.
- (iv) The admission form is available on the University website “www. gadvasu.in”. The candidates seeking admission will have to download the application form, fill offline and submit along with all required documents and proof of payment of application fee (same as scanned single pdf file attachment should be mailed at the email address given in box below) in order to reach the Office of Dean College of Veterinary Science, Rampura Phul (Bathinda) on or before the last date fixed for receipt of the application form.

Dean	Email address
Dean, College of Veterinary Science, Rampura Phul (Bathinda)	covsrampura@gmail.com

- (v) Only one application is to be submitted for consideration for admission to a particular course. If a candidate wishes to be considered for more than one course, he or she has to submit separate applications for each Course and pay the application fee accordingly. It is to note that, at a time, the candidate will be admitted to one course only.
- (vi) **Application Fee** is Rs. 1000/- for Certificate Course and Rs. 500/- for Short Course. The fee can be deposited through “Demand Draft” favouring Comptroller GADVASU, Ludhiana or through “Bank Transfer” as per account details given below:

Beneficiary Name	COMPTROLLER, GADVASU
Account No	50100094320540
Bank	HDFC Bank Ltd, Feroze Gandhi Market, Ludhiana
Bank IFSC Code	HDFC0000634
Bank Swift Code	HDFCINBBXXX

- (vii) The candidates seeking admission must attend the counselling as per the scheduled date, time and venue notified on the university website. No separate call/invitation will be made to the candidate for counselling.
- (viii) At the time of counselling, the candidate is required to present the hard copy of the submitted application form and the original certificates.
- (ix) The university possesses no boarding facilities for the candidates taking admission in Certificate/Short courses. So, they have to arrange accommodation at their own level.
- (x) The reservation policy will be followed as per guidelines of the state government and as mentioned in other programmes of the university.
- (xi) The in-service candidates deputed by the employer will be given preference in admission.

ANNEXURE – A

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

1. Residence Certificate

Copy of letter No. 1/3/95-3PPII/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. 1/3/95-3PPII/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) *Affidavit of parents/guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public.
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.

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

1	*Self-declaration certificate duly signed by the Parents/Guardians in place of Affidavit	
2	The employees borne on the establishment of Punjab and the Haryana High Court discharging duties in connection with the affairs of the State of Punjab having at least three years of service who have not availed this facility from their parent State, State of Haryana and U.T. Chandigarh	Certificate to be issued by the Head of the Department of the Punjab and Haryana High Court

(issued vide no. 1/3/95-3PP2/1530 Government of Punjab, Department of Personnel (Personnel Policies-II Branch), Chandigarh dated 14.12.2011) and vide no. 12/82/2010-1PP2/557970/1 dated 17.01.2015.

ANNEXURE - B
SELF DECLARATION

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

Paste latest
passport size
photograph
of
the candidate
Do not
staple

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 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 (Form A)

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 to Caste 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 I (Form B)

OFFICE OF THE TEHSILDAR _____

Income Certificate

(For Applicants of SC category under post matric scheme 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./W/O. _____

resident of village _____ Post office _____ Tehsil _____ District _____

_____ (Punjab), for the financial year _____ is not more than 2,50,000/-

(Rupees two lakhs fifty thousand only) per annum from all sources.

TEHSILDAR
(With seal of office)

Place _____

Date _____

Note : Employed parents/guardians are required to obtain income certificate from their employer along with an affidavit on non-judicial stamp paper at the time of admission of their wards

ANNEXURE II (a)

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

1. This is certified that Mr./Ms. _____ son/daughter of Shri _____ village/town in District/Division _____ of the State of Punjab, belongs to the _____ community which is recognised as Backward Class under the Government of Punjab, Department welfare of SCs and BCs vide Notification No. _____ dated _____.
2. Shri/Smt./Kumari _____ and/or his/her family ordinary resides in village/town _____ of District/Division of the State of Punjab.
3. This is also verified that he/she does not belong to the persons/sections (Creamy Layer) and that income of the family from all sources does not exceed Rs 8,00,000/- (Rupees Eight lakhs) per annum in terms of letter No. 1/41/93-RC- 1/1093050/1 dated 27/10/2017 from Department of Welfare, Government of Punjab, Chandigarh or as per State Government notification or whichever is latest.

Place _____

Date _____

Signature _____

Designation _____
(with seal of office)

Paste Passport size
photograph with
gum

Do not staple

Authorities competent to issue BC Certificate

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

- Note :** 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.** A certificate issued more than one year before the counselling date shall not be valid.

ANNEXURE II (b)

OFFICE OF THE TEHSILDAR _____

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 Rupees _____

TEHSILDAR
(With seal of office)

Place _____

Date _____

Note : Employed parents/guardians are required to obtain income certificate from their employer along with an affidavit on non-judicial stamp paper at the time of admission of their wards

ANNEXURE III

CERTIFICATE TO BE FURNISHED BY THE CHILDREN/GRANDCHILDREN 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-A
CERTIFICATE TO BE FURNISHED BY THE CANDIDATE IN SUPPORT OF CLAIM OF BEING
CHILD/WARD OF SERVING DEFENCE OR EX-SERVICEMEN OF INDIAN ARMY, AIR FORCE
AND NAVY

Certified that Ms./Mr. son/daughter of Mr
..... is a resident of Punjab/Union Territory of Chandigarh

Sh./Smt. is/was a father/mother/guardian of
Ms./Mr (Name of the candidate) and covers under
Priority for reservation/preference. As per service record at
the time of entry into service his/her home address is/was

Inter-se priority/preference for reservation for the wards of defence personnel is as below: Priority I:

Widows/Wards of Defence personnel killed in action

Priority II: Wards of Defence personnel disabled in action and boarded out from service

Priority III: Widows/Wards of Defence personnel who died while in service with death attributable to military service

Priority IV: Wards of disabled in-service and boarded out with disability attributable to Military Service.

Priority V: Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards

- i) Paramvir Chakra
- ii) Ashok Chakra
- iii) Maha Vir Chakra
- iv) Kirti Chakra
- v) Vir Chakra
- vi) Shaurya Chakra
- vii) Sena, Nau Sena, Vayu Sena Medal
- viii) Mention-in-Despatches

Priority VI: Wards of Ex-servicemen

Priority VII: Wives of:

- (i) defence personnel disabled in action and boarded out from service
- (ii) defence personnel disabled in service and boarded out with disability attributable to military service
- (iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards Priority

VIII: Wards of Serving Personnel

Priority IX: Wives of Serving Personnel

This certificate is being issued for admission purpose only to Mr./Ms. _____
to apply for _____ (name of the course) in Guru Angad Dev Veterinary
and Animal Sciences University, Ludhiana.

Date:

Signature of Commanding Officer
(with Official Seal)

Countersigned by the Director Defence Services Welfare Officer, Punjab
(with official seal)

*Strike through whichever is not applicable

Note:

- 1) The candidates seeking admission against the above categories of defence personnel in case of State quota, who are bonafide resident of Punjab State should produce a certificate from the Army/Navy/Air Force Headquarters or the Commanding Officer of the Unit duly countersigned by the Director, Defence Services Welfare Punjab in the case of serving Defence Personnel. In the case of Ex-Servicemen certificate should be signed by the concerned District Defence Services Welfare Officer duly countersigned by the Director, Defence Services Welfare Punjab.
- 2) The above said benefit is only for the wards of Punjab State and UT of Chandigarh Defence personnel only.
- 3) Guardians will only be considered if parents of the applicant/ward are not alive.

ANNEXURE IV-B
CERTIFICATE TO BE FURNISHED BY THE CANDIDATE IN SUPPORT OF
CLAIM OF BEING CHILD/WARD OF SERVING OR EX-SERVICEMEN OF
PUNJAB POLICE/PUNJAB ARMED POLICE/PUNJAB HOME GUARDS/PARA MILITARY FORCES
PERSONNEL INCLUDING OFFICIALS

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:

(Inter-se priority/preference for reservation is as below)

Priority I: Killed in action

Priority II: Disabled in action to the extent of 50% and above

Priority III: Winners of Gallantry award/President's Police Medal for Gallantry/Police Medal for Gallantry

This certificate is being issued for admission purpose only to Mr./Ms. _____
to apply for _____ (name of the course) in Guru Angad Dev Veterinary and
Animal Sciences University, Ludhiana.

Place _____

Signature & Seal of the issuing authority

Date _____

*Strike through whichever is not applicable

- Note :** i) In case of children/wards of Punjab Police personnel, Punjab Armed Police, Punjab Home Guards, Paramilitary Forces Personnel, the certificate may be signed by the IG Police (HQ), Punjab.
- ii) In case the certificate is found to be false or incorrect, the candidate will render himself/herself liable for criminal prosecution.

ANNEXURE V

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

1. It 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 Guru Angad Dev Veterinary and Animal Sciences University,
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 of..... Tehsil
..... 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:

Photograph pasted with gum
and then attested by the Civil
Surgeon of the District.

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 has obtained the benefit of Residence in any other state.

3. That my son/daughter/ward has not been involved in any unlawful activity.

4. That my son/daughter/ward has not passed the qualifying examination from more than one board/university.

5. If at any stage, the information provided is found false/wrong, the admission of my son/daughter/ward is liable to be cancelled.

6.

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/COLLEGE CONCERNED 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, from.....to
..... 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.....

Head of Department.

Place.....

(Seal)

OR

Certified that Mr./MsS/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.....

Head of the Department

Date.....

(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 theof Govt. of India and he/She is working asHe /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, COMISSIONERS OF
MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR, PATIALA AND
LUDHIANA INCASEOF 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
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 not 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.

3. That I was not involved in any unlawful activity during the period.

Date:.....

.....

Signature of the Candidate

Annexure IX

OFFICE OF THE TEHSILDAR, BATHINDA

BONAFIDE CERTIFICATE FOR THE PERMANENT RESIDENTS OF KALJHARANI

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

ANNEXURE X-A
UNDERTAKING BY PARENT/GUARDIAN REGARDING ANTI-RAGGING

1. I, _____ Father/Mother/Guardian
of _____, have carefully read and fully understood the
law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in
this regard on curbing the menace of ragging in Higher Educational Institutions.
2. I assure you that my son/daughter/ward will not indulge in any Act of Ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions
of the Regulations the Law in force.

Signed this _____ day of _____ month of _____ year

Signature

Address: _____

Mobile no. _____

Name:

(1) Witness:

Address: _____

_____ Mobile no. _____

(2) Witness:

Address: _____

_____ Mobile no. _____

ANNEXURE X-B
mwqw/ipqw/srpRsQ v`loN Spq p`qr

1. mYN_____ ipqw/mwqw/srpRsQ _____ mwXog
suprlm kort/kyNdr srkwr/rwj srkwr duAwrw jwrl rYigMg sMbMDI kwnUMn cMgl qrHW pVH ilAw hY[
2. mY Awp jI nUM ivSvwS idMdw hW ik myrw bytw/bytl ikSY vl qrHW dI rYigMg sMbMDI ikSY kwrVwel iv`c ih`sw nhIN
lvygw[
3. mYN ies g`l nwl pUrI qrHW sihmQ hW ik jykr myrw bytw/bytl rYigMg rYigMg sMbMDI ikSY vl qrHW dI kwrVwel iv`c
ih`sw lYNdw hY jW doSI pwieAw jWdw hY qW auh srkwr dIAW hdwieqwn muqwbk szw dw hkdwr hovygw[

imql:

hsqwKr

pqw _____

mobwiel nMbr _____

gvwh 1

pqw _____

mobwiel nMbr _____

gvwh 2

pqw _____

mobwiel nMbr _____

ANNEXURE XI

FORM-6 FOR ELECTION PHOTO IDENTITY CARD (EPIC) REGISTRATION

ELECTION COMMISSION OF INDIA FORM-6 <small>(See Rules 13(1) and 26) of Registration of Electors Rule-1960</small>						Acknowledgement No. _____ (To be filled by office)
Application for Inclusion of Name in Electoral Roll for First time Voter OR on Shifting from One Constituency to Another Constituency.						
To, The Electoral Registration Officer,.....Assembly / Parliamentary Constituency					SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX	
I request that my name be included in the electoral roll for the above Constituency. <small>(Tick appropriate box)</small> As a first time voter or due to shifting from another constituency Particulars in support of my claim for inclusion in the electoral roll are given below:-						
Mandatory Particulars						
(b) Surname(if any)						
(c) Name and surname of Relative of Applicant [see item (d)]						
(d) Type of Relation <small>(Tick appropriate box)</small> <div style="display: flex; justify-content: space-around; font-size: small;"> Father Mother Husband Wife Other </div>						
(e) Age [as on 1 st January of current calendar year]					Years Months	
(f) Date of Birth (in DD/MM/YYYY format)(if known)					<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
(g) Gender of Applicant <small>(Tick appropriate box)</small> <div style="display: flex; justify-content: space-around; font-size: small;"> Male Female Third Gender </div>						
(h) Current address where applicant is ordinarily resident					House No.	
Street/Area/Locality						
Town/Village						
Post Office					Pin Code	
District					State/UT	
(i) Permanent address of applicant					House No.	
Street/Area/Locality						
Town/Village						
Post Office					Pin Code	
District					State/UT	
(j) EPIC No. (if issued)						
Optional Particulars						
(k) Disability (if any) <small>(Tick appropriate box)</small> <div style="display: flex; justify-content: space-around; font-size: small;"> Visual impairment Speech & hearing disability Locomotor disability Other </div>						
(l) Email id (optional)						
(m) Mobile No. (optional)					<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
DECLARATION - I hereby declare that to the best of knowledge and belief – (i) I am a citizen of India and place of my birth is Village/Town.....District.....State..... (ii) I am ordinarily resident at the address given at (h) above since (date, month, year). (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency. *(iv) My name has not already been included in the electoral roll for this or any other assembly/ parliamentary constituency <div style="text-align: center; font-weight: bold; margin: 5px 0;">OR</div> *My name may have been included in the electoral roll for Constituency in State in which I was ordinarily resident earlier at the address mentioned below and if so, I request that the same may be deleted from that electoral roll. * strike off the option not appropriate						

Address of earlier place of ordinary residence (if applying due to shifting from another constituency)					
House No.		Street/Area/Locality		<input type="checkbox"/>	
Town/Village					
Post Office			Pin Code		
District			State/UT		
<p><i>I am aware that making a statement or declaration which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).</i></p> <p>Place.....</p> <p>Date..... Signature of Applicant.....</p>					
Remarks of Field Level Verifying Officer:					
Details of action taken (To be filled by Electoral Registration Officer of the constituency)					
<p>The application of Shri / Shrimati/ Kumari.....for inclusion of name in the electoral roll in Form 6 has been accepted/ rejected. Detailed reasons for acceptance [under or in pursuance of rule 18/20/26(4)] or rejection [under or in pursuance of rule 17/20/26(4)] are given below:</p> <p>Place:</p> <p>Date: Signature of ERO Seal of the ERO</p>					
Intimation of decision taken (to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant)					
The application in Form 6 of Shri/Shrimati/Kumari.....					Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch
Current address where applicant is ordinarily resident		House No.			
Street/Area/Locality					
Town/Village					
Post Office			Pin Code	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
District			State/UT		
<p>Has been (a) accepted and the name of Shri/Shrimati/Kumari.....</p> <p>Has been registered at Serial No.....in Part No..... of AC No.....</p> <p>(b) rejected for the reason.....</p> <p>Date: Electoral Registration Officer</p> <p>Address.....</p>					
Acknowledgement/Receipt					
Acknowledgement Number _____			Date _____		
<p>Received the application in form 6 of Shri / Smt. / Ms. _____</p> <p>[Applicant can refer the Acknowledgement No. to check the status of application].</p>					
Name/Signature of ERO/AERO/BLO					

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 **01.01.2022**) 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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