

## INDEX

### Academic Rules for Diploma

<b>Rule</b>	<b>Sub-rule</b>	<b>Important point(s)</b>	<b>Page No.</b>
<b>1</b>		<b>Academic Year (AY) and Semester Calendar</b>	
	1.1	AY from September to August, divided into two semesters of 21 weeks each	66
<b>2</b>		<b>Admission: Registration for first professional year</b>	
	2.1	Admission to programme by Registrar	66
	2.2	Admission be made in the beginning of first semester of the AY only	66
	2.3	Late admission of candidate up to the working day immediately following the expiry of ten days from the date of commencement of the classes is allowed by the Registrar, on the recommendation of Dean	66
	2.4	Unauthorized absence from registration is considered serious lapse, seat will be vacated and offered to next eligible candidate	66
<b>3</b>	<b>3.1</b>	<b>Registration for subsequent professional years</b>	66
	3.1(a)	Advisement- at least one day prior to commencement of classes	66
	3.1(b)	Registration without late fees- at least one day prior to commencement of classes	66
	3.1(c)	Registration with late fees- for maximum up to ten days may be allowed with prescribed late fee	66
	3.2	Unauthorized absence will be treated as serious lapse; On official duty in absentia, registration allowed through his/her advisor by taking prior approval of the Dean concerned	67
<b>4</b>		<b>Change of Course</b> – only in case of repeat course(s)	67
<b>5</b>		<b>Advisory System</b> – Each student to be allotted one Advisor. Advisory group meeting within the college be fixed on same day	67
<b>6</b>		<b>Evaluation</b>	67
	6.1	Examination and Evaluation	67
	6.1(a)	Mid-semester Examinations	67
	6.1(b)	End of semester Examinations	68
	6.2	Answer Books	69
	6.3	Make-Up and Supplementary Examination(s):	69
	6.3.1	Make-Up Examination	69
	6.3.2	Supplementary Examination(s)	69
	6.4	Moderation of Final Examination Result	70
	6.5	Scrutiny of answer books end of semester examination	70
	6.6	Award of Grades/ Credit points	70
	6.6.1	Significance of grades	71
	6.6.2	Requirement to pass in theory and practical separately and getting a minimum of 5.000 (10.000 basis) credit points in diploma	71
	6.6.3	Special semester	71
	6.6.4	Promotions and Failure	72

<b>7</b>	<b>Residential Requirements</b>		
	7.1	Minimum and maximum semesters	72
	7.2	Attendance requirements	72
	7.3	Credit Requirement for Diploma	73
	7.4	Normal, Maximum and Minimum Credit Load in a Semester	73
	7.5	Minimum Credit Point Average Requirement	73
	7.5.1	Requirement of GOOD STANDING for Diploma	73
	7.5.2	Scholastic Probation	73
	7.5.3	Repeating Courses in order to fulfil the Minimum Requirement	73
	7.5.4	Requirement to clear all the courses of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> semesters with a minimum OCPA of 5.500/10.000 and 5.000 to 5.499 for the registration of 4th semester/final semester of the Diploma	74
	7.5.5	Grading of Non Credit Courses	74
	7.6	Award of Diploma Certificate	75
	7.7	Requirement for Merit Certificate	75
	7.8	Dropping of a Semester/Discontinuation of Study	75
<b>8</b>	<b>Role of the Principal and the Registrar</b>		75
<b>9</b>	<b>Unfair Means in Academic Examinations</b>		75
	9.4	Impersonation in Examination/Fake Degree Certificates	76
<b>10</b>	<b>Other Rules</b>		
	10.1	Conduct probation	77
	10.2	Maintenance of discipline	77
	10.3	Regulations regarding rustication and expulsion of student	77
	10.4	Ragging in Veterinary Polytechnic/ Pharmacy College/ Institution /Hostel	78

## CHAPTER-III

### ACADEMIC RULES FOR DIPLOMA PROGRAMME

#### Diploma in Veterinary Science and Animal Health Technology

#### 1. Academic Year and Semester Calendar:

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

#### 2. Admission: Registration for First Semester:

- 2.1 Admission shall be made by the Registrar taking in its' ambit selection after entrance examination and/or counselling and/or interview (as applicable), payment of the prescribed fees and registration for the first semester.
- 2.2 Admission shall be made in the beginning of the first semester of the academic year only.
- 2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendations of the Dean/Principal of the college/institution, permit late admission of a candidate up to the working day immediately following the **expiry of ten days** from the date of commencement of the classes.

Provided that if a student after registration fails to attend the classes without written permission of the Dean/Principal of the college/institution for the **last seven consecutive calendar days** during the spell of 12 calendar days commencing from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2..**

- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

#### 3. Registration for Subsequent Semester:

- 3.1 Registration for the subsequent semester shall be governed by the following schedule:
  - (a) **Advisement:** On the prescribed date(s) which shall be at least one day prior to the commencement of the classes.
  - (b) **Registration without late fee:** On the prescribed date which shall be a day prior to the commencement of the classes.
  - (c) **Registration with late fee:** Registration for maximum **up to ten days** may be allowed to the student(s) with prescribed late fee.

Provided that the Registrar may, on the recommendation of the Dean/Principal of the college/institution register a student after the last date fixed for registration in each semester up to the last date for adding a course.

- 3.2 Unauthorized absence from the advisement programme will be treated as a serious lapse and for this lapse; a late fee will be charged. If during the day of registration, a student happens to be outside the college/institution in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself in absentia through his/her advisor by paying requisite fees with the prior approval of the Dean/Principal of the college/institution.

**4. Change of Course:**

Application for change of course including any addition/withdrawal shall be made in the prescribed form along **with prescribed fee in accordance with the instructions** given on the back of the form provided, however, the exemption from this fee may be granted by the Dean/Principal of the college/institution when the change of course is necessitated due to administrative considerations.

The last date for adding a course shall be the working day immediately following the **expiry of four weeks in the semester from the date of commencement of the course work**. However, the change of course (addition) is allowed only in case of repeat course. The students have to register for all the regular courses being offered in the running semester.

**5. Advisory System:**

Each student shall be assigned to an advisor by the Dean/Principal of the college/institution at the time of the student's admission. The advisor shall help the student in planning the programme of his/her studies. Students are expected to attend advisory group meetings regularly and keep constantly in touch with their advisors so that the advisor may watch their progress and guide them along right lines.

**6 Evaluation:**

The evaluation of student's achievements in a course shall be based on his/her performance in various kinds of the tests, laboratory and library assignments.

**6.1 Examination and Evaluation:**

Every instructor shall prepare course outline and lecture wise breakup for teaching and shall submit it to the Dean/Principal of the college/institution before the start of semester. The evaluation of student's achievements in a course shall be based on his/her performance in a mid-term and an end of semester theory examinations and one end of semester practical examinations.

**(a) Mid-semester Examinations**

The Mid-term examination shall be conducted during the 11<sup>th</sup> week of each semester, lasting for at least one hour. The examination shall be scheduled and conducted by the Dean/Principal of the concerned college/institution, during each semester. However, the make-up examination, if any, shall be announced by the end of 12<sup>th</sup> week of the semester. The subject matter to be covered therein shall be announced by the instructor to the students.

Marks obtained by each student in Mid-semester Examination(s) shall be submitted by the Dean/Principal of respective college to the Controller of Examinations **within 15**

**days of the completion of Mid-semester Examinations and the make-up examination(s)**, if any. The records of Mid-semester Examinations shall be made available to the University, as and when required and the records of assessment may be retained for two semesters after the conduct of the examinations by the respective college/institution, provided there is no litigations in this regard.

***(b) End of semester Examinations***

Towards the end of the semester, there shall be one End of semester Theory Examination in each course which shall last for two hours and shall cover entire subject matter of the course. The examinations shall be scheduled and conducted by the Controller of Examinations of the University keeping in view that no student shall be required to appear in more than two examinations in a day. The answer booklets for the examinations shall be evaluated by the University.

There shall be one practical examination for each course which will be conducted by the course instructor(s) in association with expert(s) nominated by the University two week before the End of semester Examinations.

The distribution of marks for each course Theory and Practical will be proportionate to the credit points allotted to the said course. For example - Elementary Animal Husbandry (LPS-111) of Credit Hours 3(2+1) will allot 67 marks to Theory and 33 marks for Practical examination. For theory examination, Mid-semester evaluation will be conducted for 33% marks out of 67 i.e. 22 marks and final external theory examination will be conducted for 67% marks i.e. 45 marks. For Elementary Poultry Science (LPS-121) of Credit Hours 2(1+1), the Mid-semester evaluation will be conducted of 16 marks and the final external theory will be conducted for 34 marks. For the courses, which have only practical paper e.g., Basic Computer Applications (LPS-114) of 0+2 credit hours, only the End of semester Practical examination of 100 marks will be conducted.

There will be one End of semester Examination at the end of 4<sup>th</sup> semester for the Non-Credit Course LVT-221 (Practical Trainings). The paper of this course shall be 50% written and 50% practical. To obtain Satisfactory Grade it will be essential to score 50% marks in theory and practical separately. This examination shall be conducted by the University by nominating experts from relevant disciplines.

The distribution of marks for objective and subjective questions in each theory course/paper shall be in the ratio of 40: 60 respectively.

The final examinations shall be held on such dates, time and places as the University may determine and must be completed so that the results are announced before the onset of the ensuing semester. The schedule of examinations shall be adhered to strictly.

The teachers while evaluating practical, shall take into account the following:-

- (a) A record or log book maintained by each student as practical records.
- (b) Observation and recording of the skill with which each student executes the practical.
- (c) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).

## 6.2 Answer Books:

The answer books of Mid-semester Examinations shall be shown to the students by the instructors and shall be kept by the Dean/Principal, of the concerned college and the Controller of Examinations (End of semester Examinations) for one semester following that in which the examination has been conducted. After this period the answer books may be disposed off.

## 6.3 Make-Up and Supplementary Examination(s):

### 6.3.1 *Make-Up Examination*

If a student misses an examination (other than the End of semester Examinations) on account of illness or some other valid reason, he/she may file petition through his/ her advisor and the instructor to the Dean/Principal of the college/institution **within three working days** from the completion of the examination. The examination on medical ground should be allowed as certified by the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University. If the Dean/Principal is satisfied that the student was prevented from appearing in the examination(s) for a valid reason, he/she may direct the instructor to hold a special Make-up Examination for the student and endorse copy of his/ her order to the Registrar. The Dean/Principal will keep a record of this in the student's personal file. It will be the responsibility of the student to get in touch with his instructor and have a date fixed for the make-up examination. Such a student shall be required to take up the Make-up Examination **within seven working days from the completion of examination.**

The students who are deputed by the University to participate in various sports and extra-curricular activities at Zonal/ National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during examination days as authenticated by the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University or misses an examination on some other valid reason be given special examination in lieu of End of semester (theory) examination missed, provided that his/her attendance requirement has been duly met with and he/she has secured pass marks in the practical which should be conducted along with supplementary examination of that course(s). If no supplementary examination is being held for that course, a special make-up examination is to be conducted for the course for these students.

### 6.3.2 *Supplementary Examination(s)*

Supplementary Examination(s) may be allowed to the students who have appeared in the End of semester Examination and failed in theory provided they have secured pass marks in the practical. **No supplementary will be given in practical examination.** The students who fulfill these conditions shall be eligible to appear in the supplementary examination(s) in not more than three courses, irrespective of the number of courses they have failed in that semester.

The Dean/Principal of the college/institution shall display the list of students eligible for appearing in supplementary examination in various courses on the notice board on receipt of the grades. The students shall apply for appearing in the supplementary examination to Dean/Principal of the college/institution through the Advisor by paying the prescribed examination fees, **within three working days of the display of list of eligible students**. The Dean/Principal of college/institution shall communicate with the Controller of Examinations of the University for the conduct of Supplementary Examination(s) in accordance with the Academic Calendar. The result of Supplementary Examinations shall be announced by the Registrar.

The candidates who have to appear in Supplementary Examination(s) will appear only in final theory examination. Their marks for Mid-semester and other types of exercise etc. as already obtained by them will be counted. The student who fails to obtain prescribed credit points in the Supplementary Examination shall have to register for the same course(s) on regular basis.

Students clearing Supplementary Examination and eligible for registration as per OCPA criteria must get themselves registered for the next semester **within three days of declaration of result**.

#### 6.4 Moderation of Final Examination Result:

The Marks obtained by the students in the Mid-semester, final theory and practical examinations of each paper shall be compiled by the Controller of Examinations. The Controller of Examinations may constitute a Moderation committee, if required, under his/her chairmanship to moderate the results of final theory examinations, subject to the grant of maximum of five marks to a failing student with the condition that not more than two marks will be awarded in one paper.

#### 6.5 Scrutiny of Answer Books and Rectification of Errors:

There shall be no provisions of re-evaluation of answer book(s). A student, however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to the Dean/Principal **within three days** after the declaration of result and after paying prescribed fee. Scrutiny of End of semester examination(s) shall be done by expert(s) nominated by the University as per laid down procedure.

Scrutiny means re-totaling of the marks, and examining of unmarked question(s), if any. In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly (even if it is towards lower side).

#### 6.6 Award of Grades/Credit Points:

At the end of each semester, the Controller of Examinations shall give credit points to the students in each course on the basis of the cumulative results of Mid-semester, End of semester and practical examinations. The Overall Credit Point Average (OCPA) may



be rounded off up to three decimal places after taking into account the fourth place of decimal as shown below:

Percent of marks obtained in a particular course	Corresponding credit points
100.0	10.000
99.0	9.900
98.0	9.800
97.0	9.700
96.0	9.600
95.0 and so on	9.500 and so on

From credit points for different courses taken by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credit hours and the accumulated credit points. If a student obtains lesser than 50.00 percent marks in a particular course, he/she shall be awarded 'F' grade. No credit point shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to **repeat all the courses in which he/she has obtained 'F' grade** for successful completion of the diploma programme.

The Controller of Examinations shall prepare credit point sheet of the individual student and send to the Registrar. The credit point sheets sent to the Dean/Principal of respective college shall be kept as permanent record by the teacher, and Dean/Principals of respective colleges for future reference.

#### 6.6.1 *Significance of Grades*

In addition to the credit points, the significance of various grades shall be as follows:

F	-	Fail
S	-	Satisfactory
US	-	Unsatisfactory

6.6.2 In order to complete a course and earn the credit points corresponding to that course, a student is required to pass in theory and practical separately and must get a minimum of 5.000 (10.000 basis) credit points in diploma.

6.6.3 Students failing in a particular course can register for this course (additional) in the immediate next semester along with regular courses for that semester. Any uncleared course must be registered after completion of 3<sup>rd</sup> semester of Diploma in a 'Special Semester'. The students can register in 4<sup>th</sup> semester (practical training) after clearing the left out courses in Special Semester(s). Students registering for additional courses in 'Special Semester' will have to pay additional fee as decided. It will be mandatory for such students to again meet the attendance requirements subject to provision of **Academic Rule 7.2 (a)**.

When a student gets grade 'F' in a course, the credit points corresponding to that course shall not count for diploma requirements but the credits and credit



points shall be taken into account for computing the CPA, subject to the provision of **Academic Rule 7.5.3 only**.

#### 6.6.4 **Promotions and Failure:**

- a) The minimum OCPA requirement to get register for 4<sup>th</sup> Semester (Institutional training) shall be 5.500 (out of 10.000) provided that the student must have registered and cleared all courses of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters of the Diploma course.
- b) Diploma in Veterinary Science and Animal Health Technology will be awarded to those students who qualify all the courses of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester with minimum OCPA of 5.500/10.000 and obtain satisfactory grade in the 4<sup>th</sup> semester.

## 7 **Residential Requirements:**

### 7.1 **The residential requirements for completion of diploma shall be as under:**

Number of Semester	
Minimum	Maximum
4	8

- Note:** i) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.
- ii) In no case, a student shall be allowed to continue his / her diploma studies beyond four academic years (8 semesters) in a Veterinary Polytechnic/Pharmacy College/Institute.
  - iii) If a student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of Veterinary Polytechnic/Pharmacy College/Institute.

### 7.2 **Attendance Requirements for Diploma Programme:**

- (a) All students are expected to attend 100% lectures and practical scheduled in each course. However, students must have attended at least 75% of lectures and practical in each of the courses for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester (5% additional relaxation on medical grounds will be given) failing that, he/she shall not be allowed to appear in the End of semester Examination in theory or practical of the course in which his/her attendance falls short. Credit Point in that course shall be submitted on the basis of the marks obtained in the course excluding the End of semester Examination (not taken).
- (b) The requirement of attendance for the student(s) who clear the 75% requirement of attendance in the first attempt and repeat the course(s) in subsequent semester(s)/year(s) is mandatory i.e. it will be mandatory for such students to again meet the attendance, subject to the provisions of **Academic Rule 7.2(a)**.

- (c) Full attendance will be compulsory during the 4<sup>th</sup> semester (Institutional training). The trainee students will be entitled for 10 days leave. The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. If a trainee willfully absents from the training programme even if for a part of the day or during off hours duty (including Sundays/ holidays) he/she may be treated absent for the day. The trainee student will be required to undergo training for additional days in lieu of absence period. The training programme will be monitored by the faculty constituted by the controlling authority. In case of unsatisfactory work/ performance and/ or shortage of attendance, **the period of institutional training shall be extended by not less than 15 days. If this period is more than 15 days the trainee student has to register afresh for the entire semester.**

### 7.3 Credit Requirement for Diploma:

The minimum credit requirements for diploma shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin; subject to the provisions of rules 7.1.

### 7.4 Normal, Maximum and Minimum Credit Load in a Semester

Normal full-time programme of work in a semester will be as per the prescribed courses and syllabi approved by Academic Council, with a minimum of 15 and a maximum of 22 Credit Hours, including the repeat course. However, the condition of 15 Credit Hours will not be applicable if the courses left out are lesser than 15 Credit Hours.

### 7.5 Minimum Credit Point Average Requirement

#### 7.5.1 *Requirement of GOOD STANDING for Diploma*

The minimum OCPA requirement shall be 5.500 (out of 10.000) provided that the student must have registered for all the offered regular courses at the end of the semester. A student, who has achieved this minimum requirement, shall deem to be on GOOD STANDING.

#### 7.5.2 *Scholastic Probation*

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 7.5.1 above, he/she shall be placed on SCHOLASTIC PROBATION during the semester immediately following.

#### 7.5.3 *Repeating Courses in order to fulfil the Minimum Requirement*

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

- (a) The repetition shall be allowed only once.
- (b) The repetition shall be permitted only to enable the student to fulfill the minimum credit point average requirement and not for the improvement of his/her credit point average or for enabling him/her to qualify for the award

of a scholarship/ fellowship or for competing for a Certificate of Merit or for a position in the University.

- (c) When a student repeats a course after getting grade 'F' or if permitted to repeat a course after getting 5.000 to 5.499 credit points, as the case may be, credits corresponding to that course shall be counted only once for the diploma requirements.
- (d) A student on scholastic probation shall be allowed to repeat a course only once and revised credit points shall be mentioned if there is improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the Registrar's office, both the earlier and the credit points obtained after repetition improved or otherwise, shall be mentioned and the fact that he/she **repeated the course shall be indicated by the letter 'r'** written above the credit points which he/she obtained after such repetition. But till such time as the student repeats the course, the original credit points and credits shall be used to compute the overall credit point average.
- (e) If a student, even after repeating a course with 5.000 to 5.499 credit points and after having studied all the courses prescribed for the given programme, does not obtain an OCPA of 5.500 he/she shall be allowed to repeat the other course(s) in which he/she has obtained 5.000 to 5.499 credit points till he/she obtains OCPA of 5.500 to complete his/her diploma requirement subject to provision of Academic Rule 7.1. The semester in which a particular course is not offered will not be considered for counting maximum number of semesters.
- (f) The restriction contained in clause (a) of this rule shall apply in case of a student, getting 5.000 to 5.499 credit points. A diploma student who is on "GOOD STANDING" but who might get "F" grade in a particular course may be allowed to repeat that course without any such restrictions.

#### 7.5.4 ***Pre requisite requirement for the registration of 4<sup>th</sup> semester/final semester of the Diploma***

"For the students of Diploma, it is mandatory to clear all the courses of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters with a minimum OCPA of 5.500/10.000 and 5.000 to 5.499 for the students on Scholastic Probation. The students who fail to qualify even a single subject pertaining to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters will not be allowed to register for the 4<sup>th</sup> semester/final semester as all the subjects/courses of 4<sup>th</sup> semester are of practical/institutional duty."

#### 7.5.5 ***Grading of Non Credit Courses***

There will be one End of semester examination at the end of 4<sup>th</sup> semester. The students are required to obtain "SATISFACTORY GRADE" in the End of semester Examinations. The End of semester Theory Examination will be conducted for 50 marks and the practical will be of 50 marks. To obtain Satisfactory Grade it will be essential to score 50% marks in theory as well as practical individually.

**7.6 Award of Diploma Certificate:**

Diploma in Veterinary Science and Animal Health Technology will be awarded to those students who qualify all the courses of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters with a minimum OCPA of 5.500/10.000 and obtain “SATISFACTORY GRADE” in the 4<sup>th</sup> semester.

**7.7 Requirement for Merit Certificate:**

Merit Certificate to the students of Diploma in Veterinary Science and Animal Health Technology shall be awarded who achieve an OCPA of 8.000 (out of 10.000) and above at the end of their diploma.

**7.8 Dropping of a Semester/Discontinuation of Study:**

A student may drop the current semester for which he/she has registered, with the permission of the Dean/Principal of the college/institution due to personal sickness (at least for two weeks duration). The medical certificate from the Chief Medical Officer of the University/Civil Surgeon/Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University will be required. The permission to drop the semester must be obtained before the start of End of semester examination. Such a student can register for the next semester with the permission of the Dean/Principal. A student may be allowed to drop a semester if specific course(s) is not being offered to the admitted regular students in the said semester.

**8 Role of the Dean/Principal and the Registrar:**

- 8.1 The Dean/Principal of the college/institution will ensure that each instructor actually completes the entire course that he/she has to teach during a semester.
- 8.2 (a) To ensure that requirements for the award of a diploma have been completed by a student, the Registrar will keep a record of the courses completed by students.
- (b) In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean/Principal of the college/institution. Where, however, the office of the Registrar does not agree with such recommendations/decisions, he shall refer the matter to the Vice-Chancellor whose decision would be final.

**9 Unfair Means in Semester Examinations:**

- 9.1 The Dean/Principal of the college/institution shall be responsible for dealing with all cases of use of unfair means in the Mid-of-semester Examinations and Superintendent of the examination centre for End of semester Examinations shall report all the cases of use of unfair means to the Controller of Examinations.
- 9.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean/Principal of the college/institution **within two working days** of the occurrence of each case of unfair means with full details of evidence and the explanation of the student(s), if any.

- 9.3 The Dean/Principal of the college/institution and the Controller of Examinations shall take appropriate action and the penalty may be imposed as indicated below:
- (a) Student(s) found in possession of copying material or found using unfair means during Mid-semester Examinations/Practical Examinations may be debarred from the college/institution for the unexpired portion of the semester and deemed to have failed in all courses during the semester.
  - (b) Student(s) found in possession of copying material or found using unfair means during the End of semester Examinations/Supplementary examinations may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.
  - (c) Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, he/she may be deemed to have failed in all courses taken by him/her in the relevant semester and also debarred from the college/institution during the subsequent two semesters.

**9.4 Impersonation in Examinations/Fake Degree Certificate(s)::**

- (i) The student who is impersonated shall be deemed to have failed in all the courses in the current semester; debarred from registration for next one semester; and placed on conduct probation for the subsequent two semesters.
- (ii) If a person who impersonates a student in any examination **during a semester** is a student of the University (i) he/she shall be deemed to have failed in all the courses of the academic/professional year; (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for one subsequent semester.
- (iii) If the person who impersonates is not a student of any constituent/affiliated college/institution of the University, the case may be registered with the police.
- (iv) If impersonation in the Entrance Test/Interview/Counselling or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University for the two subsequent academic years, and the case may be **registered with the local police**.
- (v) In all cases of use of unfair means/impersonation in the entrance test (if applicable), the decision of Superintendent/ Assistant Coordinator/ Coordinator/ Controller of Examinations to expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.

- 9.5 The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean/Principal of the college/institution within two weeks from passing of such orders and decision of the Vice-Chancellor shall be final.

**Note:** If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students, wards of employees of the University**

**in case of use fake certificate(s), for which action will be taken as per the University rules and the case also be registered with local police.**

## **10 Other Rules:**

### **10.1 Conduct Probation:**

Any student involved in the violation of rules and regulations or act of indiscipline, may be placed on conduct probation of the following kind by the Dean/Principal of the college/institution:

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

Or

(b) Debarred from the accommodation in the hostel.

Or

(c) Placed both on conduct probation for academic activities and debarred from hostel accommodation.

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

### **10.2 Maintenance of Discipline:**

All students are expected to maintain discipline and proper academic atmosphere. The students indulging in acts of indiscipline and misdemeanour, such as taking out processions, holding demonstration in residential area of the University/College/Institution and threatening the University/College/Institution Officers, interfering with the functioning of the University/College/Institution, defacing of the University/College/Institution buildings by writing slogans, disturbing the classes in session, assaulting teachers and students etc. will be liable for severe disciplinary action.

### **10.3 Regulations Regarding Rustication and Expulsion of Students:**

- (a) The Dean/Principal of the college/institution shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college/institution on the recommendation of the Dean/Principal/ Director Students' Welfare-cum-Estate Officer/ Disciplinary Committee of the College/ Institution.
- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean/Principal of the college and institution immediately after rustication or expulsion for registration and notification.
- (c) The Dean/Principal may revise his/her decision within 15 days or the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**



- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean/Principal of the college/institution for revision of the decision.
- (e) The minimum period of rustication shall be **one semester** and the maximum period of rustication shall be **two semesters**.
- (f) The student under rustication shall have the option of rejoining the classes during the ensuing semester after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the Veterinary Polytechnic/ Pharmacy College/ Institution to readmit a rusticated student if he/she wishes to rejoin after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the Veterinary Polytechnic/ Pharmacy College/ Institution nor shall any **fees be charged during the period of rustication**.
- (i) A student expelled from the Veterinary Polytechnic/ Pharmacy College/ Institution shall not be allowed to seek fresh admission into the same Veterinary Polytechnic/ Pharmacy College/ Institution without the sanction of the Academic Council. In no case such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean/Principal, Veterinary Polytechnic/ Pharmacy College/ Institution 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.

#### 10.4 **Ragging in Veterinary Polytechnic/ Pharmacy College/ Institution /Hostel:**

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

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