

Academic Handbook

(THIRD EDITION)



Academic Handbook



Kerala Veterinary and Animal Sciences University
Pookode, Lakkidi P.O., Wayanad, Kerala. Pin- 673576

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KERALA VETERINARY AND
ANIMAL SCIENCES UNIVERSITY

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(3rd Edition)



**Kerala Veterinary and
Animal Sciences University**

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Academic Handbook

3rd Edition

Publisher

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This Handbook is primarily intended for students. The book should not be quoted as an authority for any purpose. Original orders may be perused wherever confirmation of facts is needed.

FOREWORD



The Kerala Veterinary and Animal Sciences University aspires to be recognized nationally and internationally as the University of choice, in nurturing skilled professionals in the field of animal agriculture and allied sectors. The University offers unparalleled student experiences across a broad spectrum of academic environments in Veterinary and Animal Sciences, Dairy Science and Technology and Avian Sciences.

I am very pleased to introduce the third edition of the 'Academic Handbook' designed to present the updated Academic regulations pertaining to all academic programmes of the University. These regulations are issued by the University through its competent authorities for streamlining and maintaining academic standards. It is the responsibility of the faculty and students to understand these regulations and abide by the standards and rules set forth in this Handbook.

I express my sincere appreciation to the team of Director of Academics and Research and all associated faculty members for the tireless efforts put forth in incorporating all the latest amendments in this updated version of the 'Academic Handbook'.

16.01.2023

Prof. (Dr.) M. R. Saseendranath
Vice-Chancellor

PREFACE



The Kerala Veterinary and Animal Sciences University (KVASU) came into existence on 14th June, 2010 as per ordinance No.44/2010 and Act 3/2011 of the Government of Kerala. The University has a state wide jurisdiction with institutions centred primarily in the districts of Wayanad, Palakkad, Thrissur, Idukki and Thiruvananthapuram. The establishment of the University was the result of the recognition of the need to undertake academic, research, extension and entrepreneurship activities in animal production and dairy sector. There are three faculties in this University viz., Veterinary and Animal Sciences, Dairy Science and Poultry Science.

Kerala Veterinary and Animal Sciences University is consistent in its efforts to enhance the quality of learning experience that it takes care to keep afloat a wide range of academic options and areas available for research. At present altogether there are seven constituent colleges and twenty-seven research stations/farms/centres under KVASU. The University offers B.V.Sc. & A.H., B.Tech (D.Tech.), B.Tech (F.Tech.), B.Sc.(P.P. & B.M.), M.V.Sc., M.Tech., M.Sc., M.S., Ph.D, PG diploma, Diploma, Certificate and various Technology Enabled Distant Learning Programmes .

This is the third revised edition of Academic Handbook of KVASU. This Handbook covers rules and regulations pertaining to all academic programmes of the University. The Academic Council of KVASU, during past years has made several amendments in various academic programmes. An earnest attempt is made to update the handbook by including all such amendments and I am sure that this edition will cater the needs of our students, faculty and administrators as well.

I place on record my sincere thanks and gratitude to each and every one of the editorial team for the co-operation, enthusiasm and meticulous work put forth to update this handbook.

16.01.2023

Prof. (Dr.) C. Latha
Director of Academics and Research

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KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

The Kerala Veterinary and Animal Sciences University came formally into existence on 01-04-2011 as per the Kerala Veterinary and Animal Sciences University Act 3-2010 of Govt. of Kerala vide notification no: 22745/Leg/2/2010/Law dated 24.01.2011.

The Academic regulations of KVASU were amended by:

- *Academic council meetings held on 19.04.2011, 23.05.2011, 24.08.2011, 22.11.2011, 11.05.2012, 08.06.2012, 14.11.2012, 03.07.2013, 25.09.2013, 03.12.2013, 04.02.2014, 03.04.2014, 24.06.2014, 19.08.2014, 20.12.2014, 09.02.2015, 01.06.2015, 30.11.2015, 19.04.2016, 29.09.2016, 27.03.2017, 29.06.2017, 30.11.2017, 03.08.2018, 18.01.2019, 21.05.2019, 23.11.2019, 19.03.2020, 07.10.2020, 06.05.21, 01.10.2021, 16.12.2021, 27.01.2022, 06.04.2022, 08.06.2022, 26.07.2022 and 09.12.2022*

I. ACADEMIC REGULATION FOR B.V.Sc. & A.H. PROGRAMME FROM ACADEMIC YEAR 2016-17 (8th SPECIAL ACM)

Note:

The Regulations for the award of B.V.Sc & A.H. degree known as revised Minimum Standard of Veterinary Education for BVSc & AH degree courses Regulations, 2016 shall be applicable to the students of 2016 admission onwards.

1. Short Title

These regulations may be called "Bachelor's Degree in Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.) Regulations, 2016".

2. Scope

The regulations provided herein shall apply to B.V.Sc. & A.H. Degree programme offered by the Kerala Veterinary and Animal Sciences University to students from the academic year 2016-17.

3. Definitions

- 3.1 "Academic year" means a period of one professional year including break period as announced by the University/Dean of the faculty/Head of the institution.
- 3.2 "Dean" means the Dean of the College of Veterinary and Animal Sciences concerned.
- 3.3 "Advisor" means a teacher of the Faculty who has been nominated by the Dean as a particular student's advisor in academic matters.
- 3.4 "Department" means a Department in the College/Institution.
- 3.5 "Course is a teaching unit of a discipline to be covered within professional year as detailed in the MSVE 2016.
- 3.6 "Credit" is the weekly unit of work recognised for any particular course. A lecture class of one hour or a practical class of two hours duration per week shall count as one credit. A working period of three hours in the Veterinary Clinical Complex and ILFC per week shall count as one credit, unless otherwise stipulated.
- 3.7 "Credit point" means the grade points in a course multiplied by the credit hours.
- 3.8 "Credit load" of a student during a professional year is the total number of credits of all the courses he/she registers during that particular professional year.
- 3.9 "Annual Professional Examination" is the examination conducted for all the courses in a year.
- 3.10 "Grade point" of a course is the value obtained by dividing the marks obtained in theory and practical in a course out of 100, by 10. The grade point is expressed in 10-point scale up to two decimal places
- 3.11 "Grade point average" (GPA) is the value of the total credit points obtained by a student in various courses in each professional examination, divided by the total credit hours taken by the student in that examination. The grading is done on a ten-point scale. The GPA shall be rounded off to the third decimal.
- 3.12 "Overall grade point average" (OGPA) is the value of cumulative credit points obtained by the student in all courses taken by him/her from the beginning of the first professional year divided by the credit hours which he/she had registered up to the end of the degree programme. The OGPA shall be rounded off to the third decimal place.
- 3.13 "Professional Examination" means the examination conducted after completion of all the courses in a particular class of study consisting of an annual professional and 'Compartmental' examination.
- 3.14 "Compartmental examination" is the board examination conducted exclusively for those students who are allowed provisional promotion i.e., for those students who had failed only in not more than two courses in the main Annual Professional examination.
- 3.15 "Detailed marks certificate" is the certificate issued to each student by the University at the end of every professional year.

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- 3.16 “Provisional promotion” is granted to students who fail in not more than two courses in the Annual Professional Examinations to the next higher class. He/she is eligible to appear for the Compartmental examination and clear the failed courses.
- 3.17 “Registration” of courses means submission of the duly filled in course registration card with details of payment of fees if any, and becomes valid when the Dean/Head of college approves it.
- 3.18 “Professional year” means a period consisting of at least 210 instructional days excluding time spent for Annual professional examination (days for the first three professional years). The fourth professional year consists of 315 instructional days.
- 3.19 “Syllabus and Curriculum” means the syllabus and curriculum for courses of study as specified by the Veterinary Council of India (MSVE 2016)
- 3.20 “Teacher” means a teacher as defined in the Kerala Veterinary and Animal Sciences University Act
- 3.21 “Teaching experience” means the experience of teaching in the course concerned in a recognised veterinary college or provisionally recognised veterinary college or recognised veterinary University after obtaining post graduate qualification in the concerned course.
- 3.22 “Transcript” is the consolidated report of marks secured by the student and issued by the University at the end of the degree programme.
- 3.23 “Veterinary Hospital/Institution” means the Veterinary Clinical Complex of the college or Veterinary hospital of State Government or private hospital recognised by the University and duly approved by Veterinary Council of India which shall have the basic infrastructure such as diagnostic lab, X-ray, Ultrasonographic facilities etc. or institution relevant to livestock health, reproduction and diagnostics by whatever name called.

4. Degree awarded

The Bachelor’s Degree awarded by the University shall be Bachelor of Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.)

5. Number of seats

- 5.1. The number of candidates to be admitted in an academic year to the first professional year of the Degree programme shall be decided by the University Governing Bodies from time to time with the concurrence of the Veterinary Council of India. Two seats will be for the Union Territory of Lakshadweep.
- 5.2. Fifteen percent of the total seats approved by VCI shall be reserved to be filled in on an All India basis through a common entrance examination conducted as NEET conducted by the Government of India.
- 5.3. Five seats will be reserved for the students of VHSE (Livestock & poultry science) who have secured 60% or above marks in the first chance and qualified in the entrance examination conducted as NEET by the Government of India and two seats will be reserved for diploma holders in Laboratory Techniques, diploma holders in Poultry Production and diploma holders in Dairy Science (Subject to Government orders)

6. Eligibility for admission

Candidates for admission to B.V.Sc. & A.H. Degree programme should have (a) Completed 17 years of age and a maximum age of 25 on or before 31st December of the year of his/her admission to this course. (b) Passed Higher Secondary examination conducted by the Government of Kerala or any board recognised by Indian Universities, with English, Physics, Chemistry and Biology and obtaining at least 50% marks aggregate for these courses.

Note:- Relaxation of 10% marks will be allowed to candidates belonging to Scheduled Castes/ Scheduled Tribes and 5% marks to candidates belonging to socially and educationally backward communities as defined in G.O.(p)No.201/66/Edn dt. 02/05/1966

7. Mode of selection

- 7.1 Admission of students to this course shall be made only on the basis of his /her merit in the Common Entrance examination/equivalent examination
- 7.2 Admission of candidates under bilateral exchange programme shall be regulated by VCI
- 7.3 The reservation rules of Kerala Government shall be followed
- 7.3.1. A candidate shall not be allowed admission to B.V.Sc. & A.H. Degree course including those admitted under 15% reserved quota of Veterinary Council of India if he/she suffers disabilities in physical fitness as listed below:
 - a) Disability of total body including disability of chest or spine more than 50%
 - b) Disability of lower limb of more than 50%
 - c) Disability of upper limb
 - d) Visually handicapped candidates
 - e) Candidates with hearing disability
 - f) Candidates with progressive diseases like myopathies etc.
 - g) Disabilities which otherwise would interfere in the performance of the duties of a Veterinarian
 - h) A physical fitness certificate should be produced to this effect
- 7.3.2. In case of dispute the fitness or otherwise should be certified by a duly constituted and authorized Medical Board comprising of at least three specialists out of which, two should be of the speciality concerned and the candidate has to present him/herself before the Medical Board. The fitness certificate produced by the candidate should be one issued within 3 months prior to admission date

8. System of teaching

- 8.1 Professional year system shall be followed for Degree programme
- 8.2 Medium of instruction shall be English

9. Duration of course

The normal prescribed duration of the B.V.Sc. & A.H. Degree programmes shall be four and half years and a compulsory rotating internship of twelve calendar months after successful completion of the 4th professional year.

10. Duration of a professional year

- 10.1 A professional year shall have a minimum of 210 instructional days excluding the period of Annual Professional examinations. The fourth professional year comprises of 315 working days.
- 10.2 Study leave for a period not exceeding five days (exclusive of holidays) may be granted either before the commencement of theory examinations or in between examinations for the Annual Professional Examinations only.
- 10.3 First professional year in the respective academic year of B.V.Sc. & AH classes shall commence before the end of September every year.

11. Inter professional year break

The inter-professional year break in academic year shall not exceed 30 days.

12. Date of commencement and termination of Professional Year

The date of commencement and termination of professional year shall be as determined by the Director (Academics & Research)/ Controller of Examinations or as stipulated by the Veterinary Council of India.

13. Admission

- 13.1 A candidate will be admitted to the rolls of the University on payment of prescribed fees during admission. On intimation from the Commissioner of Entrance examinations, the Dean/ Head of Institution concerned shall arrange for admission and registration of courses.

- 13.2 On admission to the Degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of three components (the first component indicating the year of admission; the second, the code for the respective degree and college and third, the serial number of the admitted).
- 13.3 After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-personal particulars register (Acad. Form No. 1) maintained by the Dean /Head of the Institution
- 13.4 A list of candidates admitted with particulars of admission number and other relevant personal details of the candidates shall be supplied by the Dean/Head of the Institution to the Director (Academics & Research).
- 13.5 An admission register will also be maintained in the college office concerned where in the bio-data of the students after each year of admission should be entered. The details of Transfer Certificate, Conduct Certificate etc. issued should be entered and entries should be authenticated by the Dean/Head of the Institution at the time of issue of such certificates.
- 13.6 After assigning admission number, each student will be provided with an identity card with photograph of the student duly attested and issued by the Dean/Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and should be returned to the college office at the time of leaving the Institution.
- 13.7 Parents of all students who secure admission shall be members of the Parents Teachers Association (PTA) of the respective college, as per the guidelines of PTA issued.
- 13.8 All registers mentioned in the regulations shall be maintained electronically also.

14. Advisors

On receipt of the list of newly admitted students, the Dean/Head of the Institution shall allot each student to a teacher of the college who will be the 'Advisor' on his/her academic matters.

15. Credit Requirements

The minimum credit requirements for the Degree programme shall be 81 credits (equivalent to 179 credits hrs. as per professional year system) prescribed by the Veterinary Council of India and approved by the University

16. Credit load in a professional year

- 16.1 The year-wise distribution of theory and practical courses comprising of 81 credits (equivalent to 179 credits hrs. as per professional year system) for B.V.Sc. & AH degree courses are summarized below:

Professional year	Theory	Practical	Total
First(one year)	12	6	18
Second(one year)	15	7	22
Third(one year)	15	9	24
Fourth(one and a half year)	8	9	17
Total	50	31	81

* One credit (0+1) each for two courses on livestock farm practice (non-credit) included.

** One credit (1 + 0) for Veterinarian in Society (non-credit) included.

The performance of students in the non-credit courses will be assessed and graded as A, B and C and grades recorded in the transcript.

- 16.2 Remount Veterinary Squadron or National Cadet Corp or Equestrian or National Social Service or Sports and games shall be non- credit (0+1) training programmes any of which for all the Professional Years shall be compulsory (except fourth) for the award of Bachelor of Veterinary Science and Animal Husbandry degree and the performance of the students in these training programmes shall be assessed and graded as 'Satisfactory' or 'Unsatisfactory' and student has to obtain 'Satisfactory' grading for successful completion of course requirements.

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- 16.3 In addition to the Core Courses above, a student shall have to successfully complete the Internship including Entrepreneurial Training.
- 16.4 A course shall be offered only once in an academic year in which it is listed.
- 16.5 Internship shall form part of the curriculum of the degree programme. The details of the programme shall be decided and intimated by the Dean/Head of Institution.

17. Veterinary Curriculum

The following shall be the veterinary curriculum, namely:-

- (a) (i) Core Courses; and
- (a) (ii) Internship including Entrepreneurial Training;
- (b) the curriculum shall provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment, ability to collect information and to correlate them and develop habits of self-education;
- (c) medium of instruction for B.V.Sc. and A.H. degree course shall be in English;
- (d) practical training at Livestock Farm Complex or Clinical practice shall be organised in small groups of 5 to 10 students so that each teacher can give personal attention to each student with a view to improve his or her skill and competence in handling of the patients and each practical batch for a course shall be preferably not more than twenty students;
- (e) efforts shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character expression and other abilities which are necessary for a veterinary graduate to function either in solo practice or as a team member when he or she begins his or her independent professional career and an appropriate time slot for this activity be provided in the student study time table.

Subjects to be covered in the Bachelor of Veterinary Science and Animal Husbandry Degree Course –

The following shall be the subjects for B.V.Sc. and A.H. degree course, namely:-

- (a) Veterinary Anatomy,
- (b) Veterinary Physiology,
- (c) Veterinary Biochemistry,
- (d) Veterinary Pharmacology and Toxicology,
- (e) Veterinary Parasitology,
- (f) Veterinary Microbiology,
- (g) Veterinary Pathology,
- (h) Veterinary Public Health and Epidemiology,
- (i) Animal Nutrition,
- (j) Animal Genetics and Breeding,
- (k) Livestock Production Management,
- (l) Livestock Products Technology,
- (m) Veterinary Gynaecology and Obstetrics,
- (n) Veterinary Surgery and Radiology,
- (o) Veterinary Medicine,
- (p) Veterinary and Animal Husbandry Extension Education,
- (q) Veterinary Clinical Practices,
- (r) Livestock Farm Practices.

Internship Including Entrepreneurial Training -

- (1) Every student of Bachelor of Veterinary Science and Animal Husbandry degree course shall be required after passing the fourth professional examination to undergo compulsory rotating internship to the satisfaction of the University for a minimum period of twelve calendar months so as to be eligible for the award of the degree of Bachelor of Veterinary Science and Animal Husbandry and full registration with the council.
- (2) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall devote whole time to the training and shall not be allowed to accept a whole time or part time appointment paid or otherwise.
- (3) Internship shall be undertaken only after completion of all credit requirements of veterinary curriculum including Remount Veterinary Squadron or National Cadet Corp or Equestrian or National Social Service or Sports and games as applicable under these regulations.
- (4) The University shall issue a provisional course completion certificate of having passed all the professional examinations and having successfully completed prescribed course work.
- (5) The State or Union territory Veterinary Council shall grant provisional registration to the candidate on production of provisional Bachelor of Veterinary Science and Animal Husbandry course completion certificate and the provisional registration shall be valid for a minimum period of twelve months and maximum of sixteen months.
- (6) After provisional registration with the State or Union Territory Veterinary Council, the candidate shall register for internship of twelve calendar months.
- (7) Interns shall be actively involved in rendering veterinary service under the supervision of an experienced teacher.
- (8) The intern shall assist the teacher or in-charge in all activities of the units they are posted in.
- (9) During the period of internship the intern shall be provided accommodation or lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the University or Institution from time to time.
- (10) The intern shall be entitled for fifteen days casual leave and the leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it and an intern willfully absents from the training programme even if for part of a day or during off hours duty (including Sundays and holidays), he or she may be treated absent for that day and the candidate shall be required to undergo training for the additional days *in lieu* of the absence period and internship allowance shall not be paid for these additional days.
- (11) The internship programme shall be monitored by a Committee constituted by the Dean and the Committee shall comprise of Dean or Representative or nominee of the Vice Chancellor, in charge of Veterinary Clinical Complex, in charge of Livestock Farm Complex and Associate Professor (Internship) as members and this Committee shall monitor effective implementation of the internship training programme from time to time and shall be required to inspect the internship programme at different intervals of time randomly.
- (12) In case of unsatisfactory work or performance or shortage of attendance or both, the period of compulsory rotating internship shall be extended by two months and the student shall be re-evaluated, if again found unsatisfactory or is unable to secure 50 marks, he shall be given one more chance after another two months and if he still is found unsatisfactory due to any reason, the intern has to re-register afresh for internship programme for entire twelve calendar months including registration with the State or Union Territory Veterinary Council.
- (13) Internship allowance shall be paid only for twelve calendar months and no internship allowance shall be paid for the period of absence or unsatisfactory performance or extended period or re-registration period.
- (14) The compulsory rotating internship shall be in the following areas, namely:-
 - (i) posting in Veterinary Clinical Complex for Clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, lab diagnosis, ambulatory, hospital management, record keeping etc.;

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- (ii) posting at Veterinary Clinical Complex of veterinary college of other state in India with provision of rent free accommodation;
 - (iii) posting in any four of Zoo or wild life centre or e National Parks, Meat Plant or Abattoirs, Milk Plants, Poultry Farms, Field Hospital, Animal Welfare Organization, Vaccine Institute, Remount Veterinary Corps, Pharmaceutical, Feed Industry for hands on training in each establishment;
 - (iv) Entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery or rabbitry, sheep and goat farms, and equine or camel unit etc. Poultry production and management covering layer and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities;
 - (v) each intern shall submit a Project Report on completion of entrepreneurial training and this training is aimed at developing entrepreneurial skill for self-employment and the University or college shall provide interest free loans, technical support and infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students;
 - (vi) the profits, if any, shall be kept by the students, provided, in case of loss, the Dean of the college through the Entrepreneurial Committee consisting of four faculty members (at least one course matter specialist) may evaluate the reasons of such loss and provide compensation in case it is found that the loss has been inadvertent;
 - (vii) the In charge or nominee of each posting shall regulate the training of such interns and submit the evaluation report of each intern out of 20 marks which shall be accounted at the time of final evaluation;
 - (viii) the remaining days shall be utilised for the final assessment of interns as prescribed in these regulation, with the objective of having achieved following core competency namely:-
 - (a) restraint of cow, sheep, horse, dog and pig. Haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging;
 - (b) animal identification, dentition and ageing of animals;
 - (c) housing layout or requirements of livestock and poultry;
 - (d) computation of ration of livestock of different breeds and age groups in health and disease;
 - (e) fodder management and interpretation of feed quality evaluation;
 - (f) physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rate, respiration rate etc.);
 - (g) recording and interpretation of cardiovascular response;
 - (h) testing of milk and milk products for quality, clean milk production;
 - (i) carcass quality evaluation (ante-mortem & post-mortem examination);
 - (j) specific diagnostic tests for zoonotic diseases;
 - (k) sample collection, handling and dispatch of biological materials for laboratory examination;
 - (l) staining techniques for routine clinico-pathological examinations;
 - (m) relating post-mortem lesions to major livestock diseases;
 - (n) haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation;
 - (o) tests and their interpretation for haemoprotzoan diseases;
 - (p) body fluids collection, examination and interpretation as an aid to diagnosis;
 - (q) urine evaluation procedures and interpretation as indicators for diagnosis of diseases;
 - (r) fecal examination- procedures and interpretation;
 - (s) examination of skin scrapings and interpretation;
 - (t) interpretation of blood chemistry profile in diseases;

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- (u) deworming procedures and doses for different species of animals or birds;
 - (v) managing an outbreak of infectious or contagious disease;
 - (w) approach to diagnosis of a given disease condition;
 - (x) pre-anaesthetic administration and induction, maintenance of general anaesthesia and dealing with anaesthetic emergencies;
 - (y) local anaesthetic administration;
 - (z) nerve blocks- sites, functional application;
 - (za) suture material, suture pattern and tying knots;
 - (zb) common surgical procedures including dehorning, docking, caesarian section, ovariohysterectomy, castration, rumenotomy;
 - (zc) application of plaster cast or splint for fracture immobilization and other bandaging procedure in large and small animals;
 - (zd) soundness in horses;
 - (ze) rectal examination-palpation of pelvic or abdominal organs in cattle or horses or buffaloes,
 - (zf) detection of oestrus, artificial insemination, pregnancy diagnosis;
 - (zg) management of vaginal or uterine prolapse and dystocia;
 - (zh) andrological examination of bull, handling, preservation and evaluation of semen;
 - (zi) vaccination procedures , vaccination schedules and vaccine types for different diseases;
 - (zj) handling of radiograph, interpretation of a given radiograph of large and small animals;
 - (zk) client management;
 - (zl) managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.;
 - (zm) dosage regimens of important drugs;
 - (zn) drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine;
 - (zo) identification of major livestock or poultry breeds;
 - (zp) measuring climatic parameters and their interpretation;
 - (zq) communication technology tools.
- (15) Details of day to day work, posting and duration needs to be worked out by the Veterinary Institution as per its needs and infrastructure facilities and the activities of interns shall be regulated by an Associate Professor (Internship) posted in Veterinary Clinical Complex and Assistant Professor (Internship and Entrepreneurship) Livestock Farm Complex.
- (16) The intern shall have the following functions, responsibilities and duties namely:-
- (i) participation with clinical faculty in the hospital practice;
 - (ii) to share the emergency and night duties on rotation in the large and small animal hospitals including Sundays and holidays;
 - (iii) participation with staff of the place of posting in Veterinary Practice, Production or Technology;
 - (iv) hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian;
 - (v) to administer primary care to emergency cases and participate in service such as anesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedures. Medicine, Gynaecology

and Surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.

- (17) The training shall be supplemented by fortnightly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns or discussions in clinical training, farm training and technology.
- (18) The intern shall maintain a log book of day to day work which shall be verified and certified by the supervisor under whom he or she works and in addition, the interns shall prepare a brief project report on the basis of his or her case study or case analysis, survey reports etc. and shall be based on his or her own study during the internship and such reports be supervised by more than one teacher, if required and the interns shall present such report in seminar organised for the purpose.
- (19) The assessment of each intern shall be based upon the evaluation of log book or project report, his or her performance reports from all the minimum prescribed training postings, entrepreneurial output, clinical case reports and their presentation, viva and comprehensive examination in core competence in veterinary skills through a written test by an Evaluation Committee comprising of the faculty representing the concerned departments appointed by the Dean for this purpose and the distribution of marks for various components of assessment shall be as under, namely:-
 - Log book or Project Report: 10 marks
 - Performance in different postings: 20 marks
 - Entrepreneurial output: 20 marks
 - Case Reports or Presentation: 10 marks
 - Written test: 30 marks
 - Viva : 10 marks
 - Total: 100 marks**
- (20) Minimum pass marks in internship assessment shall be 50 out of 100.
- (21) After successful completion of Internship, the Dean shall then issue the certificate of satisfactory completion of internship training as prescribed by the Veterinary Council of India.
- (22) A candidate shall become eligible for registration with State or Union Territory Veterinary Council only on the award of the B.V.Sc and A.H. degree or production of a provisional degree certificate by the University.

18. Registration of students

- 18.1 For the registration in a professional year, the student shall physically appear at the college, after remittance of prescribed fee through online mode. On verification of details of fee paid, three copies of course registration cards may be issued as system generated print out with details of student, details of fee remitted, commencement and duration of professional year and list of courses to be undergone in the concerned professional year along with time table for the professional year. Professor (Academics) may forward a certified list of students thus appeared for registration after payment of fees, to the Heads of Departments offering courses for the concerned professional year for commencement of courses.
- 18.2 All students should be present for registration. *In absentia* registration shall not be permitted.
- 18.3 If a student on valid grounds could not register in a particular professional year on the day notified for registration, the Dean/Head of the Institution is authorised to permit him/her late registration within five working days by paying a late registration fee as prescribed by the University from time to time. In exceptional and rare cases, the Director (Acad & Research) is empowered to permit late registration on valid grounds, up to 15 working days with additional late registration fee as prescribed from time to time
- 18.4 A candidate shall be permitted to register for a course, only if he/she has passed the pre-requisite course (s) prescribed, if any.

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- 18.5 Registration for the courses in II, III and IV B.V.Sc. & A.H. programme shall be permitted only if the candidate has successfully completed the courses of I, II, and III B.V.Sc. & A.H. professional examination respectively.
- 19. Tuition fees and other fees**
- 19.1 The registration for a professional year shall be valid only if the student has remitted the tuition fees and other fees prescribed by the University on the due dates notified.
- 19.2 The receipt number, book number and amount paid shall be quoted by the student in the Course Registration Cards. The students enjoying fee concession should note the same in the Course Registration Cards.
- 19.3 At the time of payment of fees from the II professional year onwards, the student shall produce the identity card, non-liability certificates from Assistant Warden, Librarian, Officer in charge of NSS/NCC/RVC Sports and Games and the physical presence certificate.
- 20. Class time table**
- At the beginning of each professional year, the Dean/Head of the Institution shall prepare professional year schedule and class time table and announce the same.
- 21. Course teacher**
- The Head of the Department that offers the course shall nominate course teachers for each course at the beginning of the professional year. The course teacher shall be responsible to the Head of the Department in all matters connected with the conduct of the course.
- 22. Residential requirement and time limit**
- 22.1 The minimum period for completion of B.V.Sc & A.H. programme is four and a half years and a rotating internship of twelve calendar months.
- 22.2 In no case, a student shall be allowed to continue his or her Bachelor of Veterinary Science and Animal Husbandry studies beyond Nine academic years (excluding Internship) in a Veterinary College.
- 22.3 A student failing in the annual examination for three consecutive years in a professional year of Bachelor of Veterinary Science and Animal Husbandry degree programme shall be finally dropped automatically from the University on account of poor academic performance (except fourth professional year).
- 23. Attendance**
- 23.1. The required condition of attendance shall not be deemed to have been satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes, provided, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately with relaxation of twenty working days in I, II, III Professional year and thirty working days in IVth Professional year (as per 34th ACM) for NCC or NSS, Co-curricular activities and medical ground and for the course of 0+1 credit, the relaxation shall be of only seven days. If the minimum requirement of attendance is not fulfilled the candidate shall not be considered to have successfully completed for the course and he/she shall register again for the course(s) in that year when it is offered and satisfy the attendance requirements. Attendance shall be maintained by the course teacher, who shall display the details of attendance at the end of 30%, 60% and 90% of total working days from the commencement of the professional year, with a copy to Dean/ Head of Institution (as per 33rd ACM).
- 23.2. The percentage of attendance of a student in a course shall be computed on the basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of registration, provided, for students who are reverted back owing to failure in the compartment examination, the attendance shall be counted from the date of declaration of result of compartment examination and the date of closing of instructions. The attendance for the First year shall be counted from the date of registration.

Note :- Student who does not secure the minimum percentage of attendance (75%) in either theory or practical shall be considered 'incomplete/failed' in the course. Such students shall not be permitted to appear in the Annual Professional examination, in that course. Such students will have to register for all the courses of that professional year and attend classes afresh. The marks obtained by them during such repetition alone shall be considered for drawing grades after the Annual Professional examination

- 23.3 Students deputed for official purposes such as representing the college or University for sports, cultural meets, NSS activities and involvement in the students' activities, statutory bodies, with prior permission of the Dean/Head of the Institution shall be given duty leave for such absence and it shall be reckoned as attendance for those courses subject to the following conditions:
- 23.3.1 In an event at college level, a maximum of 25 students will be permitted in addition to office bearers. However at University level, a maximum of 50 students will be permitted. In the case of NSS activities 50 and 100 students will be permitted for college level and University level respectively in an academic year. In the case of NSS special camp activities 50% volunteers will be permitted for college level and university level in an academic year. (23rd ACM)
- 23.3.2. Associate Patron of the students' Union, Officer i/c of Physical Education, Officer i/c of NCC and NSS and Professor (Acad.) alone are authorised to recommend for duty leave to the Dean. The officers authorised to recommend duty leave may also furnish the list of students who were actually engaged as volunteers for the organisation and conduct of approved University sports programmes, cultural meets, NSS programmes, College Union/University Union activities etc., for granting duty leave.
- 23.3.3. Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in Inter-Collegiate/Inter-University competitions for approval of the Dean/Head of the Institution
- 23.3.4. Teacher i/c. of Physical Education can recommend the names of students for duty leave who are participating in sports, games, representing the College/University.
- 23.3.5. NSS Programme Officers shall recommend the names of students for duty leave who are participating in NSS programmes. Similarly the NCC officers too for duty leave of students related to NCC activities.
- 23.3.6. The Professor (Acad.) can recommend students for duty leave who participate in seminars, workshops, Science Congress, exhibitions, educational quizzes etc upon directions from the Dean.
- 23.3.7. Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the event as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- 23.3.8. Officers who are authorised to recommend the duty leave, must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean/Head of the Institution sufficiently in advance. **At any rate duty leave will not be granted if the list is not submitted within seven days of the termination of the event.**
- 23.3.9. Decision of the Dean/Head of the Institution shall be final in this matter.
- 23.3.10. Student activities like NSS camps etc., should be conducted during the professional year break/holidays to the extent possible.

24. Discontinuance and re-admission

- 24.1 A student may discontinue on valid and genuine grounds his/her studies temporarily with prior permission of the Dean/Head of the Institution. He/she shall be awarded symbol "I" for all the courses for which he/she has registered. She/he can rejoin at the beginning of the subsequent professional year when it is offered on payment of re-registration fee as prescribed by the University from time to time. At a time, normally, the student shall not be allowed to discontinue beyond a period of one professional year. If the discontinuation is for more than one professional year, his/her admission shall stand cancelled.

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- 24.2 On no account shall a student who discontinued without written permission of the Dean/ Head of Institution be re-admitted for further studies.
- 24.3 No student will be allowed to temporarily discontinue his/her course of studies during the first professional year of his/her Degree programme.
- 24.4 If a student admitted to the first B.V.Sc. & A.H. course does not register for all the courses in the first professional year or having registered fails to secure 75% attendance in all the three courses, his/ her name shall be removed from the rolls of the University. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision will be taken based on individual merit of each case.

25. Term paper

- 25.1 The course teacher may, at his discretion assign to each student a topic connected with the course on which the student is required to write a “term paper” which may be submitted at least two weeks prior to the termination of the professional year or on the date specified by the course teacher.
- 25.2 The term paper should be neatly hand-written and shall have the following order of arrangement: - (22nd ACM)
- I. The title page
 - II. Declaration from the student that it has been prepared by him/her independently
 - III. Table of Contents
 - IV. Introduction
 - V. Review of literature
 - VI. Presentation of the topic in well arranged main and sub headings
 - VII. Discussion
 - VIII. Summary
 - IX. List of references cited.

In preparing a term paper, the student may consult the “General Instructions on preparation of Term papers” issued by the University

The marks of term paper (5 marks) will be included in the practical component (22nd ACM).

- 25.3 Records, term papers and other assignments will not fetch marks, if they are submitted after the due date fixed by the course teacher
- 25.4 The practical manual/ practical record of work done for a course with a practical component is mandatory. This should be submitted to the course teacher during the professional year as announced by him/her for periodical evaluation and submitted finally before the end of the professional year as announced for final evaluation. The practical manual/ record should bear a certificate from the course teacher/ Head of the Department for having submitted the same on time and a student with the record/ practical manual with the said certificate alone will be permitted to appear for the annual professional examination of the respective course. A properly valued record or log book is a must for the student to appear for the practical examination of a relevant course from the academic year 2019-20 onwards (as per 27th ACM).

26. Course and Work Distribution, Examination and Evaluation

- 26.1 It shall be the responsibility of the teacher(s) or instructor(s) to ensure that the topics to be covered in the theory and practical in each course shall be recorded through a lecture or practical schedule and distributed to the students at the beginning of each course and the Head of the Department or Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.

- 26.2 Work distribution chart of each teacher shall be available with Dean's office for inspection of the Council and in each subject, professors and senior teachers shall be actively involved in teaching, especially in conducting practical for degree course.
- 26.3 The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such examination.
- 26.4 The weightage of theory and practical shall be the ratio of 60:40 respectively.
- 26.5 The distribution of marks for objective and subjective questions in each course shall be in the ratio of 40:60 respectively in annual examinations. However, the format of question paper in internal assessment shall be as per the choice of instructor(s).
- 26.6 The schedule of examination during Bachelor of Veterinary Science and Animal Husbandry course shall consist of internal assessment and annual examinations as detailed below, namely:-

Internal Assessment	Course Coverage		
First	30%	Max. Marks 40	Weightage 10
Second	60%	Max. Marks 40	Weightage 10
Third	90%	Max. Marks 40	Weightage 10
Annual examination (Theory)	Paper-I	Max. Marks 100	Weightage 20
	Paper-II	Max. Marks 100	Weightage 20
Annual examination (Practical)	Paper-I	Max. Marks 60	Weightage 20
	Paper-II	Max. Marks 60	Weightage 20

- 26.7 There shall be four professional examinations- one each after 1st, 2nd, and 3rd year, and the fourth after one and half years and these professional examinations shall have only the theory component with external system and the practical component shall be dealt with internally. Annual professional examination shall be held after the completion of 100% course content in each course and the result of the best of two internal assessments shall be accounted for.
- 26.8 The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical exam after completion of 50% syllabus and the second one, when the course is completed but the second exam shall comprise of entire syllabus.
- 26.9 The evaluation of answer books of internal examinations shall be done by the teacher concerned whereas evaluation of answer books of annual theory examinations shall be done by the external examiner(s).
- 26.10 The practical examinations shall be conducted by a Board of Examiners constituted by the University, consisting of Head of the Department concerned, teacher(s) and a representative of the Dean from a related department. The teachers while evaluating practical, shall take into account the following things, namely:-
- (i) a record or log book maintained by each student as practical records;
 - (ii) written test or observation and recording of the skill with which each student executes the practical ;
 - (iii) assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).
- 26.11 The answer-books of internal assessment shall be shown to students and the records of internal assessment as well as that of annual practical examination shall be submitted to Controller of Examinations.
- 26.12 The practical manuals shall be prepared by the respective departments for each course.
- 26.13 The duration of internal assessment shall be atleast one hour whereas the duration of annual theory examination shall be three hours. Marks of the best of two internal assessments shall be submitted by the

instructor through the Head of Department to the Controller of Examinations before the commencement of Annual Professional practical examinations.

- 26.14 The annual theory examination(s) shall be conducted by inviting the question paper from external paper setter(s) appointed by the University. The paper setter will be provided the courses and syllabus prescribed by the Veterinary Council of India including detailed course outline and the paper setter will be requested to prepare two sets of question papers, each for main examination and compartment examination (if any).
- 26.15 The internal assessment shall be conducted by the instructor(s) concerned during free period without affecting the teaching schedule provided the annual examinations shall be held on such dates, time and places as the University may determine and shall be completed in time so that the results are announced before the onset of the ensuing academic year.
- 26.16 The schedule of annual examinations shall be adhered to strictly and no re--examination shall be allowed in events of students' strike, boycott, walkouts, medical grounds or what- so-ever may be the reason.
- 26.17 The Annual/Theory examinations for every professional year will be conducted by the University. The external examiner shall be eligible for TA, DA and remuneration.

27. Question paper setting and weightage for extra reading

- 27.1 The questions for tests/examinations shall be a combination of objective type (40%) and subjective type (60%). Twenty percent choice shall be given for the subjective type questions. The pattern of questions shall be informed by the course teacher(s) at the beginning of the professional year.
- 27.2 In each written test/examination, a certain number of marks (over and above the maximum marks of the question paper) may be allotted, at the discretion of the course teacher, for assessing the knowledge gained by the student, reading reference books and journals connected with the course. The extra marks so allotted for a question paper should not, however, exceed five percent of the maximum marks allotted for the paper. The topics, books and journals for extra reading have to be communicated in the course outline/lecture schedule itself distributed to students by the course teacher at the beginning of the professional year.

28. Distribution of marks

- 28.1 Two copies of internal marks of theory reduced to 10 each (best 2 out of 3 internal examinations conducted) and practical marks reduced to 20 in each paper, shall be submitted by the Head of the Department in the Acad. Form No. 3a to the Professor (Acad.)/Academic Officer of the respective college. While preparing the mark list, the total marks need not be rounded off. Professor (Acad)/Academic Officer shall communicate a hard copy to the Controller of Examinations.
- 28.2 Question papers for course evaluation shall be prepared by the course teacher and Head of the Department shall scrutinize and approve it. The timely conduct of the course evaluation shall be the responsibility of the course teacher and the HOD of the Department, as per the schedule announced by the Dean/Head of the Institution.
- 28.3 Question paper (200 marks for each course as Paper I & II) for the Annual/ Professional examination shall be got prepared by a paper setter chosen by the University from among professionals who are not in the current teaching rolls of the University or Institution concerned. The Controller of Examinations shall receive the question papers from the paper setter and shall make arrangements for conduct of the examination. The pattern of question for the Annual/Professional as well as the Compartmental Examination shall be a combination of objective type (40%) and subjective type (60%) with twenty per cent choice for subjective type only.
- 28.4 The mark list of theory component of the Annual Professional examination shall be entered in Acad. Form No. 5a.
- 28.5 In the absence of either the Chairperson or any member of the Board of Examiners, on the days of examination, the next available senior faculty of the discipline or a faculty member nominated by the Dean

shall act as the Chairperson. Any such eventuality shall be reported by the Chairperson well in time to the Dean for making necessary arrangements.

29. Examiners/Paper setters

- 29.1 A person with basic Veterinary qualification only shall be eligible to be appointed as external examiner/paper setters.
- 29.2 A person possessing qualification included in the first or second schedule to the Act shall be generally appointed as external examiner or paper setter for the conduct of professional examinations for the B. V Sc. & A.H. course. However, a person without qualification as mentioned above may also be appointed as examiner in his/her concerned courses provided he/she possesses doctorate degree in that course and a minimum of three years teaching experience.

Provided that

- a) No such person shall be appointed as an external examiner/paper setter unless he/she has at least three years teaching experience.
- b) No person below the rank of Lecturer /Asst. Professor/equivalent shall be appointed as internal examiner.
- c) No person shall be appointed as an external examiner/paper setter in any para- clinical/ clinical courses unless he/she possesses recognized veterinary qualification and has a Post- Graduate degree and teaching experience in the course concerned.
- d) Persons working in Government/semi-government or similar organizations may also be considered for appointment as external examiner/paper setter provided they possess qualification and experience as laid down above.
- e) Paper setter cannot be appointed as external examiner for the practical examination in the same paper.
- f) Local persons shall normally not be appointed as paper setter/external examiner. However, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like non-arrival of the appointed examiner /no receipt of question paper from paper setter etc.), the University may appoint any qualified person for the purpose to avoid postponement/cancellation of Annual/Board Examinations.

30. Scrutiny of Answer books and rectification of errors

- 30.1 After the Annual Professional Examination, the Academic cell shall hand over the valued answer papers to the Dean/Head of the Institution and Dean/Head of the Institution custodian of answer papers, shall hand over to University for centralised evaluation. The valued answer books shall be kept with the Dean/Head of the institution.
- 30.2 There shall be no provisions of revaluation of answer books.
- 30.3 The student, however, may be allowed to get his/her answer books re-totalled, for which, the student shall have to apply to the Dean within three days after the declaration of the result and after paying prescribed fee in (Acad. Form no. 8) – (amended as per 12th ACM).
- 30.4 Scrutiny means re-totalling of the marks, and examination of unmarked questions, if any.
- 30.5 The answer books of Annual Professional examination shall not be shown to the students under any circumstances.
- 30.6 In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and result shall be revised accordingly in Acad. Form No. 9 (even if it is towards lower side). If however, any answer is found to be unchecked by the examiner, the answer books shall be handed over to a teacher in the course concerned nominated by the Dean, for doing the needful and the results shall be revised accordingly if there occurs any change in the marks.
- 30.7 No representation by the students shall be entertained regarding the outcome of the result after scrutiny.
- 30.8 In case a student on the basis of the result of scrutiny becomes eligible for the compartmental examination, he/she may apply to the authority concerned to appear in the compartmental examination on the announced

scheduled date. The scheduled date of the compartmental examination shall under no circumstances be changed on this account.

31. Moderation

31.1 Question paper

The examining body may appoint a single moderator/a board of moderators not exceeding three in number. The moderators shall review the question papers on the day of examination after they have been distributed. Any correction needed will be conveyed to the examinees, and any discrepancies in the question paper in respect of syllabus noticed will be conveyed to the Director of Academics and Research and Controller of Examination in a written report.

31.2 The Results.

(1) The Controller or Co-ordinator of Examinations in consultation with the Deans of the College shall form Committee of three members consisting of Faculty Dean as Chairman and two other teaching faculty members to moderate the results obtained in the annual board examination and the Committee shall review the results and recommend the moderation in the event of failure of more than 10% of the student actually appearing in that particular course and any moderation suggested shall be uniformly applied to all students for that paper (s) without altering the merit of the passed candidates.

(2) Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one course and the provisions for moderation of results shall not apply to Compartment Examinations and there shall be no provision for grace marks in any case.

32. Promotion, Failure and Compartmental Examination

32.1. Promotion or failure of a student in professional year shall be decided only on the basis of aggregate marks of internal and Annual Professional examinations in the course.

32.2. A student shall be promoted to next higher professional class only if he/she has passed in all the papers of his/her class by obtaining at least 50% marks in theory and practical separately (internal and external combined).

32.3. A student shall secure overall grade point average (OGPA) of five out of ten at the end of degree programme to be eligible to get B V Sc. & AH degree.

32.4. Those who have failed in only two courses are eligible for provisional promotion (PP) and they shall register for the regular courses of the higher class in addition to the failed courses. They shall attend classes with the regulars from the next day of registration.

32.5. Those who have failed in more than two courses and subsequently passed in all courses except in two on recounting, are also eligible for provisional promotion.

32.6. A student may be allowed provisional promotion to next higher class till declaration of the result of compartmental examination(s). However, this promotion shall be course to clearance in compartmental examination(s) of those paper(s) and shall be provisional. If the student fails in compartmental examination(s), he/she shall stand automatically reverted to the class from where he/she was allowed provisional promotion.

32.7. Failed students shall register again for all the courses of the failed professional year. Such students shall have to fulfill all requirements of the class afresh.

32.8. A student failing in the Annual Professional examination for three consecutive years in a professional year of B.V.Sc. & A.H. Degree programme shall be finally dropped automatically from the rolls of the University on account of poor academic performance.

32.9. A student failing in a maximum of two courses only may be allowed to appear in the compartmental examination for those courses(s) once. The compartment examination shall comprise of the annual component of both the theory and practical of the failed courses(s) which shall constitute 40 and 40 per cent weightage, respectively, and the marks obtained in internal assessment of theory shall be considered for the evaluation of compartment examination.

In case a student has passed a course through compartmental examination, the same may be mentioned against that particular course in the transcript.

- 32.10. The Compartmental Examination shall be conducted within 20 calendar days after the date of declaration of results of the professional year examination concerned.

33. Late comers in examination/test

No student who is more than 20 minutes late shall be allowed to sit for the examination. Similarly no student shall be permitted to leave the examination hall within 30 minutes after the commencement of the examination. This is applicable for both internal and external examinations.

34. Malpractice in examination

- 34.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The guilty candidates shall not be allowed to complete the examination/test and shall be sent out of the hall.
- 34.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the Teacher/Supervisor concerned shall report to the Dean/Head of Institution immediately with full details and remarks.
- 34.3 If a student refuses to give a statement, the fact may be recorded by the Teacher/ Supervisor.
- 34.4 The Dean/Head of the Institution shall appoint a Committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice.
- 34.5 The committee shall submit its finding within a specified time to the Dean/Head of the Institution whose decision in the matter shall be final.
- 34.6 In case the Dean/Head of the Institution is satisfied that the student is guilty, he may be given suitable punishment which may include debarring the student for a specified period from attending classes/appearing for examinations or recommending to the University, the dismissal of the student.

35. Absence from examinations

The schedule of examinations (internal/external) shall be adhered to strictly. No re-examination shall be allowed in events of students strike, boycott, walkouts, medical grounds or whatsoever may be the reason. The marks awarded will be zero in such cases.

36. Academic record

- 36.1 The course teachers shall maintain the attendance and academic record of the student registered for the respective courses. The course teacher shall publish or display the marks obtained in the internal examinations for information of students.
- 36.2 The Dean may issue a record of grades/marks for completed Professional year, if and when the student requests for the same for ICAR/National merit/national loan or any specific purpose.
- 36.3 The results at the end of each academic year shall be notified by the Director (Acad. & Res) before the subsequent year and the same shall be communicated to the Dean/Head of the Institution. The detailed marks certificate will also be issued by the University to each student at the end of every professional examination after declaration of results of Annual/Board and Compartmental examination.

37. Repetition of course

- 37.1 A student who has failed in more than two courses / papers in the annual / professional Examination shall register for all the courses of that professional year, attend classes and appear for internal and annual/ professional examinations with the regular students of that class. Those who fail to secure a minimum of 75% attendance in theory or practical separately shall be considered failed in that course and shall not be permitted to appear for the annual/ professional examination in that particular course. He/she shall have to register for all the courses of that professional year and start afresh along with the junior batch.

- 37.2 If a student who was allowed “provisional promotion” fails in the compartmental examination his/her provisional promotion will be automatically cancelled and the student should register not only for the failed courses but also all the courses of that professional year and start afresh.
- 37.3 The attendance of such student shall be counted from the next date of announcement of the results of compartmental examination.

38. Calculation of GPA/OGPA -Grading and grade point average

1. Grade point (GP) in a course will be the total marks obtained by the student out of 100 divided by 10
2. Credit point (CP) in a course will be GP multiplied by the credit hours
3. Total credit points = Sum of credit points secured
4. The credit points earned will be zero if the average GP in a paper is less than 5.00
5. Grade point average (GPA) = Sum of the total credit points earned divided by the sum of credit hours

Example: Method of calculation and recording of grade points

Subjects	Credit hours	Marks obtained				Total (100)	Grade Point (10)	Credit Point
		Internal		Annual				
		I (10)	II (10)	Th. (40)	Pr. (40)			
Veterinary Anatomy	4+3	7.0	6.0	24.0	28.0	66.0	6.60	46.20
Veterinary Physiology	4+1	6.5	7.5	28.0	32.0	74.0	7.40	37.00
Livestock Production Management	4+2	7.5	7.0	30.0	33.0	77.5	7.75	46.50

Current total credit hours:18; Total credit points earned:129.70 GPA: 7.206

39. Migration/transfer of students from one recognised Veterinary College/Institution to another

- 39.1. A student studying in the Veterinary College(s) under KVASU may be allowed to migrate/be transferred to another recognised Veterinary College under the same/another University, subject to the condition that the examination system and course contents in the two colleges are the same.
- 39.2. The migration/transfer may be allowed by the University concerned after the student has passed first year of the degree course and within one month of the start of academic session of second year of the receiving college or university.
- 39.3. Migration/Transfer of student shall not be allowed during the course of a professional year.
- 39.4. The number of students migrating/being transferred during the period of one year shall not exceed 5 per cent of the intake in one year.
- 39.5. Cases not covered under sub regulations (1) to (4) shall be referred to the Veterinary Council of India for consideration on merit.

40. Study tour

- 40.1. There shall be two study tours viz., South India Study Tour and All India Study Tour under the UG programme. These shall be non-credit courses and compulsory in all the faculties. The study tours shall be sanctioned by the Dean/Head of Institutions strictly according to necessity, limiting the expenditure as ordered by the University from time to time.

The catalogue number and title of the courses shall be as follows:-

Stur.1 - South India Study Tour during 2nd Professional year

Stur.2 - All India Study Tour during 4th Professional year. The students shall register for these courses at the beginning of the respective professional year in which it is proposed to be held. The grade awarded shall be either Satisfactory or Unsatisfactory and denoted by letter grades 'S' and 'US' respectively.

- 40.2. The total duration of the two tours taken together shall be limited to 30 days for Bachelor degree programmes in Veterinary & Animal Sciences.
- 40.3. Duration of each tour will be as decided by the Heads of colleges without exceeding the total duration specified in clause 2 above. The time taken for tour will not be counted as instructional days.
- 40.4. It shall be compulsory for a student to attend and participate in the tour on all days. However under unavoidable circumstances like sickness of the individual etc., the tour officer, at his discretion may exempt a student from attending the tour for a limited number of days. Those students who abstain from the tour unauthorised for any part of the tour will be awarded the grade 'US'.
- 40.5. Performance of the student during the tour shall be evaluated by the course teacher as follows:
- | | |
|--|------|
| a) Regular participation and involvement | -30 |
| b) Tour/work diary | -20 |
| c) Final report | -30 |
| d) Viva-voice examination | -20 |
| Total | -100 |

A student securing 60% marks and above shall be awarded the letter grade 'S' (Satisfactory) failing which it shall be 'US' (Unsatisfactory). A student securing grade 'S' is considered to have passed the course. A student securing 'US' and a student whose absence is with valid reasons and it is with the prior permission of the Head of the institution shall undergo field experience in farms/institutions allotted by the Deans concerned at their own expenses for a period equivalent to the total period of that study tour and submit a farm attendance certificate in Acad. Form No. 14. However, a part of the compensation preferably one week shall be carried out in a college/institution outside the state. The compensation shall be done only after the tour period. The Instructional Farms of the colleges shall be exempted for undergoing the tour compensatory farm training. The criteria for evaluation shall be the same as prescribed above. Items (a), (b) and (c) shall be evaluated by the course teacher. In the case of field experience, the head of station concerned shall be the course teacher. The viva-voce shall be conducted by an examination board consisting of three members including the course teacher. Other two members shall be nominated by the Dean or the Head of the institution where the student undergoes field experience. The tour/work diary and final report shall be submitted to the course teacher not later than 30 days from the date of completion of the tour. In the case of field experience it shall be one week.

41. Talent marks

Talent marks will be awarded to students who win any one or more of the first three prizes in extracurricular activities like sports/games/NCC/arts at the inter University, state, national and international levels at the rates given below: First prize - 4% of the scored marks; Second prize -3% of the scored marks; Third prize- 2% of the scored marks

The following shall be the norms for awarding the talent marks to the students for outstanding performance in sports/games/NCC and arts.

- a. A Student winning any of the said prizes in a Tournament/Championship/games/Meet/ Arts festival/ NCC activities shall be granted talent marks at the rates applicable to the prize won by him/her.

b Student winning two or more of the said prizes in a tournament/Championship/games/meet/ arts festival/NCC activities shall be granted talent marks at the rates applicable to only the highest prize won by him/her

c. The granting of talent marks shall be restricted to solely the professional year in which he/she practiced for most of the time in preparing for the event(s) concerned. The said professional year must be identified by the teacher in charge of the event (teacher i/c of Sports and Games /NCC/Associate Patron) who shall be responsible for preparing the student for the event. The application for granting the talent marks duly certified by the teacher i/c and supported with documental proof should be submitted to the Director (Acad.& Research) well in advance before the declaration of results through the Dean / Professor (Acad) of the respective college.

Sl.No	Items	Percentage
1	Medal winning in Republic day Camp	4%
2	Participation in Republic Day camp	3%
3	Attending Army Attachment Camp/Basic Leadership Camp/National integration camp/Mountaineering Camp/Any other centrally organized camps/'C' Certificate	2%
4	'B' Certificate	1%

- d. The talent marks shall be granted to all courses in which the winning student have registered and appeared for Annual/ Board Examination. The talent marks will be added to the theory and practical part separately of each course.
- e. The talent marks shall be granted to a student only once in a professional year irrespective of the no. of tournaments / championship / games / meet / NCC / arts festival in which he/she has won prize(s) in that professional year.
- f. Talent marks shall be granted during subsequent years too provided the student win the said prize(s) in tournaments / championship / games / meet / NCC / arts festival relating solely to that professional year.
- g. Talent marks in part or full pertaining to one particular professional year or tournaments/championship/games/meet/NCC/ arts festival shall not be allowed to be carried over to subsequent professional years.
- h. Granting of talent marks shall be limited to such an extent that no beneficiary gets more than 100 % in any course upon adding the grace marks.
- i. Talent marks shall not be considered for the purpose of ranking.

42. Grading

The corresponding ranking of OGPA with respect to traditional scoring system of Division Ranking shall be as follows:

8.000 and above: First Division with Distinction

7.000 - 7.999: First Division

6.000 - 6.999: Second Division

5.000 - 5.999: Pass

43. Eligibility for the award of the degree

The successful completion of all the prescribed courses with a minimum of 50% marks in theory and practical separately for each course and a satisfactory completion of internship programme shall be the minimum requirement for the award of the degree.

44. Approval of the final result and issue of provisional certificate and transcripts

- 44.1. The Vice-Chancellor shall approve the final results and the Registrar/Director (Academics & Research) shall issue provisional pass certificate, transcript, course certificates etc., to the candidates as per statutes. It

shall be open to the Vice-Chancellor to withhold the result of a candidate on any ground that may appear valid to him.

44.2. The transcript shall contain all the courses undergone and the consolidated marks obtained in each paper including failures, if any.

44.3. A recently taken passport size photograph will be affixed in the transcript of the student, at the time of issue.

45. Award of degree

45.1. The Degree, B.V.Sc. & A.H. shall be awarded under the seal of the University to candidates who have successfully completed the graduation requirements, ie. successful completion of the final B.V.Sc. & A.H degree examination and the compulsory rotating internship of six months.

45.2. "Graduates holding B.V.Sc. and A.H. degree may prefix the abbreviation Dr", as per the English prefixing convention.

46. Amending or cancelling the result

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, and that he/she has been a party to or connived at malpractice, fraud or improper conduct of another student, the Vice-Chancellor shall have the power at any time, to amend the results of such a candidate and to make such declaration, as the Vice-Chancellor may deem necessary on that behalf, including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified, and to cancel the results of the candidate in such manner as the Vice-Chancellor may decide.

47. Fees

The fee structure for all the courses, examinations, certificates etc., and hostel shall be issued from time to time.

48. Removal of difficulties

48.1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.

48.2. No order under rule 48.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

48.3. Every order issued by the Vice-Chancellor under this provision shall be laid before the next meeting of Academic Council of the University immediately after the issuance of such orders.

48.4. Notwithstanding anything contained in the then Rules and Regulations, the Academic Council shall make changes whenever necessary.

2. ACADEMIC REGULATIONS FOR THE B.TECH (DAIRY TECHNOLOGY) AND B. TECH (FOOD TECHNOLOGY) DEGREE PROGRAMMES

Note:

- A. *Sanction is accorded to implement the complete syllabus for the B.Tech Dairy Technology programme in accordance with the ICAR Fifth Deans' Committee Report with the modifications and suggestions given by the Board of Studies of the faculty from the Academic year 2018-19 onwards, as per 20th ACM*
- B. *Sanction is accorded to implement the complete syllabus for the B.Tech Food Technology programme in accordance with the ICAR Fifth Deans' Committee Report with the modifications and suggestions given by the Board of Studies of the faculty from the Academic year 2019-20 onwards, as per 27th ACM*

1. Short title

These regulations shall be called 'Bachelor's Degree in Dairy Technology / Food Technology {B.Tech. (Dairy Technology) / B.Tech. (Food Technology)} Regulations, 2018' (Amended as per 12th ACM).

Academic regulations as per Academic Handbook (2nd edition), Kerala Veterinary and Animal Sciences University (2014) shall be applicable for 2017 and earlier admissions of B. Tech. (Dairy Science and Technology) / B. Tech. (Dairy Technology) and for 2018 and earlier admissions of B. Tech. (Food Technology).

2. Scope

The regulations provided herein shall apply to Bachelor's degree programme in Dairy Technology offered by the Kerala Veterinary and Animal Sciences University, to the students admitted from the academic year 2018-19 onwards and to Bachelor's degree programme in Food Technology to the students admitted from the academic year 2019-20 onwards.

3. Definitions

In these regulations unless the context otherwise requires:

- 3.1 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester break as announced by the University.
- 3.2 The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters, the 'third year' the fifth and sixth and the fourth year, the seventh and eighth semesters.
- 3.3 'Advisor' means a teacher of the Faculty who has been nominated by the Dean/Head of the Institution to advise a particular student on academic matters.
- 3.4 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credits.
- 3.5 'Course catalogue' is a list of approved courses for each degree programme.
- 3.6 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two hours duration per week shall count as one credit.
- 3.7 'Credit load' of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.
- 3.8 'Credit point' means the grade point multiplied by credits of the course.

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- 3.9 'Curriculum' is a group of courses and other specified requirements for the fulfillment of the degree programme.
- 3.10 'Faculty Dean' means the senior most Dean in the Faculty of Dairy Science.
- 3.11 'Dean means the Dean of the constituent colleges
- 3.12 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the neighboring research stations/projects of Kerala Veterinary and Animal Sciences University will also be considered as members of the Department of the teaching institution concerned.
- 3.13 Grade point earned for a course is a value in 0 to 10.0 point scale. It is arrived by the total marks (out of 100) divided by 10. The grade point will be rounded off to second decimal.(as per 27th ACM)
- 3.14 Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10.0 point scale. The GPA shall be rounded off to second decimal place (Amended as per 12th ACM).
- 3.15 Overall Grade Point Average (OGPA): It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. It shows the overall performance of a student in all the courses taken up to the period of reckoning. The final OGPA shall be rounded off to third decimal place.
- 3.16 'Repeat course' is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
- 3.17 'Re-examination course' is a course registered by a student in which he/she had satisfactory attendance and secured a grade point of less than 5.5 when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course.
- 3.18 'Semester' means a term consisting of a minimum of 100 instructional days excluding the period of examinations. Condensed semesters with less duration can be sanctioned by the Vice Chancellor based on the proposals from the Dean.
- 3.19 'Student' means a student as defined in the Kerala Veterinary and Animal Sciences University Act.
- 3.20 'Teacher' means a teacher as defined in Kerala Veterinary and Animal Sciences University Act.
- 3.21 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.
- 3.22 'University' means Kerala Veterinary and Animal Sciences University.

4. Degrees awarded

The Bachelor's degree awarded by the University and governed by these regulations is B.Tech. (Dairy Technology) / B.Tech (Food Technology)

5. Number of seats

The number of candidates to be admitted in an academic year to the first semester B.Tech degree programme shall be decided by the Academic Council from time to time.

Note: A limited number of seats will be reserved for ICAR sponsored candidates, Dairy Farm Instructors, dairy diploma holders, children of dairy farmers of Kerala, children of 'farm labourers of KVASU', candidates of Meghalaya origin, candidates excelled in sports etc. within the total number of seats as approved by the academic council (Amended as per 12th ACM).

6. Mode of selection and qualifications for admission

The selection of candidates for admission shall be made as per the rules in force. The qualifications for different degree programmes shall be as suggested by Government and prescribed by the Academic Council from time to time.

7. System of teaching

The semester-course-credit system shall be followed for all the degree programmes with internal and external evaluation.

8. Duration of the degree programmes

The minimum prescribed duration of Bachelor's degree programmes in the University shall be eight semesters (four academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the programme shall be fourteen semesters including the period of discontinuance, if any.

9. Inter-semester break

The inter-semester break shall be for a minimum period of ten days. A longer inter-semester break may be allowed in between two academic years (shall not exceed 30 days) (Amended as per 12th ACM).

10. Date of commencement and termination of semesters

The date of commencement and termination of semesters as well as the duration of each inter-semester break shall be as announced by the University from time to time.

11. Admission

- 11.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Institution concerned shall arrange for registration of courses. The student shall fill in the Course Registration Cum Grade Card (CRCGC) with relevant details in consultation with the Advisor.
- 11.2 On admission to the Degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of three components (the first component indicating the year of admission; the second, the code for respective degree and college and the third, the serial number of the student admitted to the degree programme during the year).
- 11.3 After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record maintained in the college.
- 11.4 A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates shall be supplied to the University by the Head of the Institution.
- 11.5 An admission register shall be maintained in the Colleges wherein the bio-data of the students, in Acad. Form No. 1 shall be entered. In addition, a register showing semester- wise academic performance of all students shall also be maintained. The details of Transfer Certificate, Conduct Certificate etc. issued to each student shall be recorded in the admission register and the entries authenticated by the Head of the Institution at the time of issue of such certificates.
- 11.6 After assigning admission number, each student shall be issued an identity card by the College, with photo furnished by the student duly attested by the Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the Institution.

12. Advisors

After admission, the Head of the Institution shall allot each student to a teacher of the college who will be the 'Advisor' to the student on all academic matters.

13. Credit requirements

The minimum credit requirement for each of the degree programmes shall be as approved by the Academic Council from time to time.

14. Credit load in a semester

- 14.1 The maximum credit load including repeat courses in a semester should not exceed 27 for a student excluding the credits for work experience (farm training/in-plant training/ hands on training and experiential learning) and courses registered as re-examination courses. However, a student can take up to 32 credits which will include regular, repeat and re-examination courses but exclude work experience (farm training/ in-plant training/ hands on training and experiential learning) (Amended as per 12th ACM).
- 14.2 A student is eligible to register a course as re-examination in any semester, once the result is published. He / she will be permitted to register a course as re-examination course only two times. Thereafter she/he can register as a repeat course. In re-examination courses, the marks already obtained by the student for regular practical classwork and records when registered as a regular course will be carried forward. However for repeat courses these marks will not be carried forward.

15. Study tours

- 15.1 The study tours will be sanctioned by the Head of the Institution strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours put together shall not exceed 30 days. Tours will be conducted as far as possible after the second semester of academic year and as per the Rules for study tour (clause 39).

16. Registration of Students

- 16.1 A student shall be present in person for registration. *In absentia* registration shall not be permitted.
- 16.2 For registration in a semester, a student after payment of the approved fee shall, fill up four copies of the Course Registration Cum Grade Card, with the help of the Advisor (Acad. Form No. 32 D), on the day of registration itself. Advisor shall forward the Course Registration Cum Grade Card to the Head of the Institution immediately. The Head of the Institution after scrutiny and approval will return the copy to the Professor (Academic) / Officer i/c (Academic).
- 16.3 The symbol 'R1, R2 or R3' should be indicated against repeat courses and RE1 and RE2 against re-examination courses in Course Registration Cum Grade Card.
- 16.4 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/Head of the Institution is authorized to permit him/her late registration within five working days by paying a late registration fee as prescribed by the University from time to time. In exceptional and rare cases, the Director (Academics & Research) is empowered to permit late registration on valid grounds, up to 15 working days with additional late registration fee as prescribed from time to time (Amended as per 12th ACM).
- 16.5 At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.
- 16.6 Students who are having backlog of previous semester(s) courses and who otherwise qualify are allowed to register for the Internship training -VII/VIII semester whichever is applicable (as per 27th ACM). Such students will be permitted to register for re-examinations in the courses for which they are eligible, after the successful completion of the Internship training. Internship training will be offered only once in a year. (Amended as per 13th ACM).
- 16.7 For a student to register for the 7th (seventh) semester he/she should have cleared all the courses up to and inclusive of 2nd (second) semester. (Amended as per 13th ACM).
- If the student does not pass in any of the courses up to and including that of second semester even after registering additional semesters 6A1 and 6A2, he/she shall be removed from the rolls of the university. The maximum permissible duration of study for B.Tech degree (DT/FT) is fourteen semesters including the period of discontinuance, if any. (Amended as per 27th ACM)
- 16.8 A student is to be permitted to register a course as re-examination course only 2 times, thereafter he/she shall register as repeat course. However a student can register a course for improvement re-examination

only once. Only the students who had passed and secured a grade point less than 6.0 will be eligible for registering a course for improvement. Student who had cleared a course after re-examination is not eligible for improvement. There will be provision for registering for re-examination course in all the subsequent semesters. If a student fails to clear a course even after registering the course as re-examination twice (RE1 & RE2), he/she shall register the course only when it is being offered regularly. (Amended as per 13th ACM).

17. Tuition and other fees

- 17.1 The registration for a semester is valid only if the student has remitted the tuition fee and other fee approved, on the due dates notified.
- 17.2 The details of fee remitted shall be noted by the student in the Course Registration Cum Grade Card. The students enjoying fee concession should note the same in the Course Registration Card.
- 17.3 At the time of payment of fee from the II semester onwards the student shall produce clearance from his/her advisor, the identity card and non-liability certificate from the Asst. Warden/Librarian.
- 17.4 The students admitted from 2011 admission onwards shall have the tuition fees equivalent to that fixed for B. Tech. courses in Government Engineering Colleges by the Government of Kerala.

18. Class time table

At the beginning of each semester, the Head of the Institution shall prepare the class time table and communicate the same to all concerned.

19. Course Teachers

The Head of the Department will nominate the Course Teachers for each course before the commencement of the semester. The course teacher shall be responsible to the Head of the Department on all matters concerned with the conduct of the course. Wherever multi-disciplinary courses are offered and/or disciplines or subject areas for which Department are not specified, the Head of Institution will nominate the course teachers. When more than one teacher is teaching a course, a course leader may be nominated who will be responsible for the overall planning and conduct of the course.

20. Discontinuance and re-admission

- 20.1 A student may discontinue on valid and genuine grounds, his/her studies temporarily with prior permission of the Head of the Institution. He / She shall be awarded symbol T for all the courses for which he/she has registered. He / She can rejoin on payment of re-registration fee. The student shall not be allowed to discontinue beyond a period of two semesters. If the discontinuation is for more than two semesters, his/her admission shall stand cancelled. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her degree programme.
- 20.2 On no account a student who discontinued without written permission of the Head of the Institution be admitted for further studies. Such students shall be removed from the rolls by the Head of the Institution, after serving notice, with intimation to the University.
- 20.3 If a student admitted to the first year UG course does not register for the courses of first semester of that year or having registered, fail to secure 80 percent attendance in at least 3 courses, his/her name shall be removed from the roll. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision ordered based on individual merits of each case.

21. Attendance

- 21.1 Candidate who does not satisfy the minimum attendance requirement (80%) shall be awarded 'zero' grade point. The minimum requirement of attendance during a semester shall be 80% for each course. The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures 'I' will be deducted. A course in which "zero" grade point or 'I' is awarded, shall be repeated. Attendance shall be maintained by the course teacher who shall display the details of attendance at the end of 35, 70 and 100 working days with a copy to the head of institution.

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- 21.2 Students deputed for official purposes such as representing the College or University for sports, cultural meets, NSS activities and involvement in the student's activities, statutory bodies, with prior permission of the Head of the Institution shall be given duty leave for such absence and it shall be reckoned as attendance subject to the following conditions:
- a. The period of duty leave/medical leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student (as per 8th Special ACM).
 - b. Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorized to recommend to the Head of Institution for duty leave. The concerned officers authorized to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organizations and conduct of approved University sports, programme, cultural meets, NSS programme, College Union/University Union activities etc., for granting duty leave.
 - c. Associate Patron can recommend the names of the students who actually represent the College/ University for cultural activities in Inter-Collegiate/Inter-University competitions for approval of the Head of the Institution.
 - d. Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.
 - e. NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.
 - f. The Professor (Acad.) can recommend students for duty leave who participate in seminars, workshops, Science Congress, exhibitions, educational quizzes etc upon directions from the Dean.
 - g. Number of duty leave eligible shall be limited to days of (i) to and fro journey(ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
 - h. Officers who are authorized to recommend the duty leave must submit list of students with all details such as team/teams and its members and place of tournament/meet days for to and fro journey to the Dean sufficiently in advance at any rate duty leave will not be granted if the list is not submitted within seven days of the termination of the event.
 - i. Decision of the Head of the Institution shall be final in this matter.
 - j. Students activities like NSS camps etc. should be conducted during the semester break/holidays to the extent possible.
 - k. The student representatives of the Management Council/University Union office bearers are eligible for 10% duty leave over and above the 20 % of shortfall in attendance permitted. The students other than the office bearers of the union shall also be entitled to have the additional 10% leave given to the Kerala Veterinary and Animal Sciences University Union office bearers, if they are deputed by the University/Dean/Head of the Institution for an institutional purpose.
 - l. In any case the overall attendance shortage shall not exceed thirty percent (20+10) inclusive of duty leave and other cases of absence.
- 21.3. Attendance will be granted to those students who abstain from regular classes for the purpose of appearing in the re-examination/ supplementary examination, after ensuring that the students actually appeared for re-examination.

22 Evaluation of student, examinations and grades

- 22.1 The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, regular practical class work (RPCW) and performance in other types of exercises / assignments.
- The following letter grades shall be used in the grade reports:

-
- F - Failed
 - I - Incomplete
 - R - Repeat
 - RE - Re-Examination
 - S - Satisfactory
 - T - Temporary Discontinuance
 - US - Unsatisfactory
- (Amended as per 12th ACM)

22.2 Internal evaluation

- a. The internal evaluation components shall have a mid-term examination with a weightage of 30 percent marks conducted around 60 working days after the commencement of the semester. Internal component also includes practicals and assignments with a weightage of 15 and 5 percentage marks respectively. 5 percent of additional marks over and above the maximum marks shall be included while setting the question papers in the internal assessment. (As per 22nd ACM)
- b. A schedule of the internal examinations shall be prepared by the Head of the Institution and notified to the students at the beginning of each semester.
- c. Supplementary examination for mid-term shall be conducted only with the prior approval of the Head of Institution following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.
- d. Answer scripts of internal examinations evaluated by the teacher shall be shown to the students within 10 days after the conduct of the examination. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This, however, shall not apply for semester final examinations.
- e. Unless a student appears for mid-term examination, he/she is not eligible to appear for the semester final examination in the course concerned.

22.3 External Evaluation (Semester Final Examination)

- a. The external evaluation component shall be the final theory examination conducted by the University for each Course at the end of the semester.
- b. Specific guidelines for the conduct of examination and evaluation are issued separately by the University.
- c. The semester final theory examinations shall be held at the end of each semester in each course for a total of 50 percent marks.
- d. Final University examination in theory shall be of a minimum of two hours duration (as per 8th Special ACM). It shall be the responsibility of the University to conduct the final theory examination covering the entire syllabus. No supplementary examination for final examination shall ordinarily be conducted. However, in exceptional cases, based on valid reasons the Vice-Chancellor may sanction supplementary examinations, as per guidelines approved.
- e. Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include a teacher nominated by the Head of the Institution besides the course teacher. Guidelines for constitution of Examination Board will be issued by the University.
- f. The students shall be given five preparation holidays before the commencement of semester final examinations. The preparation holidays may be distributed between the days of examinations also.

23. Computation and award of course grades

23.1

- External theory (50%)
- Internal theory + Practical ((50%))

- * Courses with Theory and Practical
 - o Mid-term Exam (30%) + Assignment (5% in practical oriented course) + Practical (15%)
- * Courses with only Theory
 - o Mid-term Exam (40%) + Assignment 10%
- * Courses with only practical
 - o (100%) Internal

For course with theory and practical, practical examination shall be conducted for 75marks and assignment for 25 marks scaled down later to comply with regulations. The 75 marks for practical shall be divided as:

· Practical Exam	:	50
· Viva	:	10
· Record	:	10
· RPCW	:	5

External theory paper shall be set by external: HOD shall ensure the coverage of syllabus. If needed moderation can be done

Evaluation shall be done internally by the faculty other than the course instructor. Syllabus of the course concerned shall be sent to the external examiner, who shall prepare the question papers. For practical, it is recommended that examination shall be conducted by course instructor(s) and one teacher nominated by HOD.

For Food Technology this pattern is applicable from 2019 admission onwards (As per 27th ACM)

Question paper pattern of external examination, is modified as shown below (As per 27th ACM).

· Total Marks	-	50
· Objective questions	-	20

(Fill in the blanks/True or False/Match the following/Multiple choice questions/Definitions)

· Subjective questions	-	30
o 1 mark	-	5 questions
o 2.5 marks	-	4 questions
o 5 marks	-	3 questions

- 23.2 The minimum grade point required for passing a course shall be 5.5. A student getting less than 5.5 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained. To complete the degree requirement, the student shall have to get a minimum OGPA of 6.0 out of 10.0.
- 23.3 The grade point for a course is obtained by dividing the combined marks of internal and external by ten and correcting it to the second decimal.

24. Recounting

- 24.1 The student can make an application (Acad. Form 8.) for recounting of his /her answer paper(s) of the final theory examination, if he/she is not satisfied with the first valuation, to the University duly recommended by the Head of the institution and after paying the prescribed fee for recounting within a period of three days of result notification. In any case, the fee paid by the student will not be refunded. (as per 27th ACM).
- 24.2 The Dean/Head of the institution shall arrange for re-totalling of the answer books. The answer books shall not be shown to the students under any circumstances. In case total marks are found to be incorrect on scrutiny, the same will be collected and result shall be revised accordingly (Even if it is towards the lower side). If any answer found to be unchecked by the examiner the answer books shall be handed over to a teacher in the subject concerned nominated by the Dean for doing the needful. No representation from the students shall be entertained regarding the outcome of the result. (as per 27th ACM).

25. Late arrival in examinations

No student who is more than 20 minutes late shall be allowed to sit for the examination. No student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

26. Malpractice in examinations

- 26.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The candidates shall not be allowed to complete the examination and shall be sent out of the hall.
- 26.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the teacher/supervisor concerned shall report to the Head of the Institution immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor.
- 26.3 The Head of the Institution shall appoint a committee consisting of three faculty members of which the chairman shall not be below the rank of Associate Professor to enquire into the alleged malpractice (Amended as per 12th ACM).
- 26.4 The committee shall submit its findings within a specified time to the Head of the Institution whose decision in the matter shall be final.
- 26.5 In case the Head of the Institution is satisfied that the student is guilty, he may be given a suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the University the dismissal of the student.

27. Grade report

- 27.1 The course teachers shall maintain the academic record of the students registered for the respective courses. At the end of the semester, the teacher shall report the internal marks of various courses, marks of the final examination of experiential learning courses, marks for the practical exams, practical records, RPCW, viva-voce etc. These marks shall be reported to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University within 5 days, for publishing the results.
- 27.2 The advisor shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Director (Acad.& Res.) return one copy to the Advisor (to be handed over to the student) and retain one copy in his office.
- 27.3 It shall be the responsibility of the advisors to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.
- 27.4 The consolidated grade cards of the students shall be prepared by the University and the same shall be forwarded in duplicate to the Head of the Institution. The Head of the Institution shall retain a copy of this card in his office and forward the other copy to the concerned advisors for verification and rectification of defects, if any, within 15 days after the receipt of the report. The verified/rectified grade cards shall be transmitted to the University without any delay.

28. Registration for repeat / re-examination courses

- 28.1 A student who does not satisfy the attendance requirement in a course or gets a grade of 'Zero' shall repeat the course when it is offered again.
- 28.2 For taking re-examination the student shall register for re-examination course. There will be provision for registering for re-examination course in all the subsequent semesters. However, for the regular practical class work and practical record, the marks obtained by the student for the first time shall be taken into account.
- 28.3 A student may also register for re-examination course if he/she secured a grade point of 5.5 to 6.0 for improving the OGPA. In such cases, he/she has to take all the scheduled examinations for that course. When

a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.

- 28.4 In the registration card, the symbol 'R1, R2 or R3' will indicate repeat courses and RE1 or RE2 indicate re-examination courses, depending on the number of chances taken by the student. The details of semester/s in which the courses were registered earlier and the grade points secured shall also be shown in the registration card.

29. Calculation of GPA/OGPA

- 29.1 The percentage - marks obtained by the student is converted to Grade Point by dividing the marks with ten. To arrive at the Grade Point Average (GPA) and Overall Grade Point Average (OGPA) at the end of a semester, the grade point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses registered till the end of that semester is divided by the total number of credit hours of all the courses registered.

Example

Sl. No	Catalogue No	Title of the course	Credit Hours	Grade Point	Credit Point	Symbol obtained
1	DE1203	Thermodynamics & Heat Transfer	3	7.5	22.5	
2	DE1204	Heat & Mass Transfer	2	7.6	15.2	
3	DT1201	Market Milk	3	8.1	24.3	
4	DC1204	Chemistry of Milk	3	7.8	23.4	
5	DC1203	Biochemistry & Human Nutrition	3	4.5	13.5	F
6	DM1202	Introductory Dairy Microbiology	3	8.1	24.3	
7	DH 1204	Dairy Cattle Physiology and Nutrition	4	8.5	34.0	
		TOTAL	21		157.2	

Total credit points for the semester = 157.2

Total credit Hours for the semester = 21

Overall Grade point average = $157.2/21 = 7.485 = 7.49^*$

*The OGPA, calculated is rounded off to the second decimal point.

- 29.2 The grade obtained and the credit assigned to a course in which a student fails, shall be taken into account in calculating the Overall Grade Point Average (OGPA) until the student repeats that course. But when the course is repeated, only the latest grade obtained for the course and the credit points for it shall be taken into account and the previous credit points should be deducted while calculating the Overall Grade Point Average (OGPA).

30. Credit requirements for award of degrees

The credit requirements for the award of different degrees shall be as approved by the Academic council from time to time.

31. Eligibility for the award of the degree

The successful completion of all the approved courses for the degree programme with an Overall Grade Point Average (OGPA) of 6.0 shall be the minimum requirement for the award of the degree (as per 27th ACM).

32. Approval of final results and issue of provisional certificates and transcripts

- 32.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the students. It shall be open to the Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him.
- 32.2 The transcript shall contain all the courses undergone and the grades secured by the student.
- 32.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.

33. Award of Degree

The degrees namely **B.Tech. (Dairy Technology)/ B.Tech. (Food Technology)** shall be awarded under the seal of the University to students who have satisfactorily completed the graduation requirements

Corresponding ranking of OGPA with respect to traditional scoring system of class ranking shall be as follows:

6.00 to 6.99	–	Third Class
7.0 to 7.49	–	Second Class
7.5 to 7.99	–	First Class
8.00 and above -		First Class with Distinction

The Overall Grade Point Average (OGPA) in ten-point system shall be multiplied by 10 to convert the grade into percentage (amended as per 12th ACM).

34. Amending or cancelling the result

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner so as to accord with the true position and to make such declaration as the Vice-Chancellor may deem necessary. If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he/she has been benefited and that he/she has in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of the Diploma or a Certificate or Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

35. Guidelines for examination, evaluation and grading of various courses in the B.Tech. Dairy Technology/B.Tech. Food Technology Degree Programme

- 35.1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, class work and other types of exercises.
- 35.2. There shall be an internal examination component and an external examination component as semester examination. The internal evaluation components shall have a mid-term examination with a weightage of 30 percent marks conducted around 60 working days after the commencement of the semester. Internal component also includes practicals and assignments with a weightage of 15 and 5 percentage marks respectively.
- 35.3. The mid-term examination will be conducted and evaluated by the course teachers concerned under the supervision of the Heads of Departments.
- 35.4. A schedule of the internal examination shall be prepared by the Head of Institution and notified to the students at the beginning of each semester.
- 35.5. There shall be a mid-term examination week during which all the midterm examinations are to be completed. The mid-term examination shall have a minimum of one hour duration.
- 35.6. The question papers of the internal examinations (mid-term) shall be approved by the Head of Department concerned. The mid-term examination shall cover all the portions scheduled up to the mid-term examination as per the approved schedule of classes.

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- 35.7. Quiz and Mid-term examination papers shall be valued and marks awarded at the earliest possible time but not later than 10 days from the date of examination. The valued answer papers may be shown to the students. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them. This shall not apply for semester final examinations.
- 35.8. Supplementary examination shall be conducted as follows:
Student shall apply for the supplementary examination of internal exams (Mid-term/ quiz/practical), within five working days of conclusion of concerned examination to the officer in charge of academics duly recommended by the course teacher, student advisor and the Assistant warden in the case of hostellers. Head of the institution is authorized to take final decision on applications received after the stipulated time of five days. The officer in charge of academics shall place the request of the student in the committee consisting of him/herself, Head of Department and a senior faculty member nominated by the Dean. The committee shall examine the genuineness of the case and make its recommendation to the Head of the Institution. Supplementary examination can be conducted only after prior sanction of the Head of Institution (amended as per 12th ACM).
- 35.9. For supplementary final examinations (external theory), the Head of the Institution shall submit the case to the Vice Chancellor with his recommendation. Accidents, hospitalization, contagious diseases and unexpected incidents are identified as genuine reasons to apply for supplementary examinations. These exams will be conducted only in exceptional cases after careful scrutiny and prior approval of the Vice-Chancellor (Amended as per 12th ACM).
- 35.10. The number of mid-term and final supplementary examinations shall be limited to 3 sets each during the whole course programme. One set means one or more examination (subject) including re-examination, if any, in a scheduled set of examination in semester.
- 35.11. A register shall be maintained at the College and University level for documentation of the supplementary examinations to avoid misuse of chances.
- 35.12. The students are permitted to withdraw a re-examination, if he desires, after notification of the revaluation result of that course under the condition that the fees remitted shall not be refunded.
- 35.13. The course teacher shall keep the valued answer scripts of internal examination till the final grades are awarded at the end of the semester.
- 35.14. Unless a student appears for the mid-term examination he/she is not eligible to appear for the semester final examination in the course concerned.
- 35.15. The semester final theory examination shall have a weightage of 50 percent marks.
- 35.16. The semester final theory examination shall be conducted by the University. This shall be conducted simultaneously in all the Colleges.
- 35.17. The final theory examination of each course shall be of a minimum of two hours duration.
- 35.18. The final theory examination shall cover the total syllabi of the course.
- 35.19. Students shall be given 5 preparation holidays inclusive of public holidays for the final theory examination. The preparatory holidays may be given before the examination or spread between the days of examination.
- 35.20. For the final theory, there shall be only one examination in a day.
- 35.21. The question paper setters will be appointed by the University and the required number of question papers handed over to the respective Deans/ Head of the Institution in the appropriate time. Conduct of examinations and invigilation arrangements shall be made by the Head of Institution concerned.
- 35.22. Institution-wise centralized valuation of answer scripts or procedures as decided by the University from time to time shall be done and the teachers for evaluating answer scripts shall be appointed by the Dean.
- 35.23. The answer scripts shall be properly packed, sealed and handed over to the Director (Acad. & Res.)/Controller of Examinations/to the officer authorized.
- 35.24. Practical examination including Viva-voce for each course shall be conducted by a Board of Examiners consisting of the course teacher, the Head of Department and another teacher from the discipline nominated
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by the Head of Institution. The Head of Department shall be the Chairperson of the Board of Examiners. In case another teacher from the same discipline is not available, the Head of Institution may nominate a suitable person from another discipline.

35.25. The distribution of marks for theory and practical examination shall be as follows:

- o External theory (50%)

- o Internal theory + Practical ((50%)

Courses with Theory and Practical

- o Mid-term Exam (30%) + Assignment (5% in practical oriented course) + Practical (15%)

Courses with only Theory

- o Mid-term Exam (40%) + Assignment 10%

Courses with only practical

- o (100%) Internal

(As per 27th ACM)

Talent Marks

Talent Marks will be awarded to students who win anyone or more of the first three prizes in extracurricular activities like sports/games/NCC/arts at inter University, state, national, international levels at the rates given below:

First Prize - 4% of the scored marks

Second Prize - 3% of the scored marks

Third Prize - 2% of the scored marks

The following shall be the norms for awarding the talent marks to the students for outstanding performance in sports/games/NCC/arts.

i. A student winning any of the said prizes in a Tournament /championship /Games /Meet /Arts Festival / NCC activities shall be granted talent marks at the rates applicable to the prize won by him/her.

ii. A student winning two or more of the said prizes in a Tournament/ championship/ Games/ Meet /Arts Festival/ NCC activities shall be granted talent marks at the rates applicable to only the highest prize won by his/her.

iii. The granting of talent marks shall be restricted to solely the semester in which he/she practiced for most of the time in preparing for the event(s) concerned. The said semester must be identified by the teacher in charge of the event (teacher i/c of Sports and Games/NCC/Associate Patron) who shall be responsible for preparing student for the event. The application for granting the talent marks duly certified by the teacher i/c and supported with documental proof should be submitted to the Director(Academics & Research) well in advance before the declaration of results through the Dean/Professor (Academics) of the respective College.

iv. The talent marks (at the rate of the prize won) shall be granted to all the courses in which the prizewinning student has registered and appeared for final examination in the concerned semester. The talent marks will be added to the theory and practical part of each course.

v. The talent marks shall be granted to a student only once in a semester irrespective of the no. of tournaments / championship / games / meet / NCC /arts festival relating solely to that semester.

vi. Talent Marks shall be granted during subsequent semesters too provided the student wins the said prize(s) in tournaments / championship / games / meet / NCC / arts festival relating solely to that semester.

vii. Talent marks in part or full pertaining to one particular semester or tournaments /championship/ games / meet / NCC /arts festival shall not be allowed to be carried over to subsequent semesters.

viii. Granting of talent marks shall be limited to such an extent that no beneficiary gets more than 100% in any subjects upon adding the grace marks.

ix. Talent marks shall not be considered for the purpose of ranking.

- 35.26. The total combined mark out of 100 or the percentage marks obtained by a student for a course is the sum of internal and external marks. (as per 27th ACM).
- 35.27. For the successful completion of a course the minimum grade point shall be 5.5. To complete the degree requirement, the student shall have minimum OGPA of 6.0 out of 10.0. (as per 27th ACM).
- 35.28. For arriving the final OGPA the value calculated shall be rounded off to the third decimal point.
- 35.29. No student who is late by more than 20 minutes will be allowed to sit for the examination. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

36. Rules for Student READY Programmes for B.Tech. (Dairy Technology)/ B.Tech. (Food Technology)

- 36.1. The B. Tech (Dairy Technology) course curriculum stipulates successful completion of four Student READY courses during the II, IV, VII and VIII semesters as part of the requirements for the degree programme.
- 36.2 Students READY Programme shall include different modules

B. Tech. (Dairy Technology)

Student READY Exposure Visit I (SREV 1201) of seven days, having (0+3) credits shall be conducted after second semester and Student READY Exposure Visit II (SREV 2201) of twenty three days, having (0+7) credits shall be conducted after fourth semester.

The Student READY Program Module I (DT 4112, 0+15) and Student READY Program Module 2 (DT 4113, 0+15) will cover the following activities:

- a) Experiential learning
- b) In-plant training
- c) Farm training
- d) Extension training
- e) Hands-on training to farmers/entrepreneurs

The head of the institution shall ensure that these activities are distributed judiciously across the two semesters (as per 27th ACM).

B.Tech. (Food Technology)

Student READY Programme with a total of five Modules will have a module comprising of South India Study Tour and All India Study Tour shall be conducted after second semester and after fourth semester.

The other four Modules shall cover the following activities:

- a) Experiential learning
- b) In-plant training
- c) Student ready Seminar
- d) Student ready Research Project
- e) Hands-on training to farmers/entrepreneurs

The head of the institution shall ensure that these activities are distributed judiciously across the two semesters (as per 20th ACM).

- 36.3 To register for the Students READY Programme DT 4112/ FPO 4205 (in the seventh or eighth semesters as the case may be), the students should have completed satisfactorily the minimum residential requirements of six semesters excluding period of discontinuance, if any. The students will be divided into different groups and will be sent to different commercial Dairy Plants for a period of 70 days and organized Dairy farms for a period of 30 days (As per 27th ACM). In case of Food Technology, the students will be divided into different groups and will be sent to different commercial Food Plants for a period of 100 days. One course teacher will be nominated for coordinating the activities. However, the entire training programme will be under the control of the Dean/ Head of the Institution.

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- 36.4 To register for DT 4113/FPO 4101 (in the seventh or eighth semesters as the case may be), the students should have completed satisfactorily the minimum residential requirements of six semesters excluding period of discontinuance, if any. Experiential learning module shall also comprise of Extension training (minimum 7 days) for DT and Hands on training (minimum 3 days). The Dean/Head of the Institution will nominate the course teachers for both the work experience courses and they have to monitor the training. However, the entire training programme will be under the control of the Dean/Head of the Institution.
- 36.5 The students have to report before the course teacher and register themselves for the Student READY Programme on the date of commencement after paying the prescribed fees.
- 36.6 Late registration will not be permitted normally. However, in exceptional cases according to the rules in force for late registration of courses, the Dean may sanction late registration. The days so lost will be adjusted by extending the work experience programme for a corresponding period.
- 36.7 Students have to strictly observe the rules and regulations of the institution where he/she is deputed for undergoing the Student READY Programme. He/She has to satisfy the minimum attendance requirement of 90% for DT 4112/ FPO 4205 and 80% for the Experiential learning module (DT 4113/FPO 4101). As directed by the Officer-in-charge, the student is required to attend to all the activities both technical and administrative, pertaining to the institution where he/she is posted.
- 36.8 Leave for a period longer than 10 days shall be granted only by the Dean. Request for leave must be accompanied by relevant documental evidences and forwarded through the officer-in-charge of the institution with due recommendation where the student undergoes the training. Leave of shorter duration shall be granted by the Head of the unit where the student undergoes the training. In all such cases where leave has been sanctioned beyond the eligible limit, the period of the course shall be extended correspondingly.
- 36.9 Attendance is compulsory for internship training. The intern is eligible for ten days casual leave during the entire internship programme. The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. Unauthorized absence even if for part of a day or during off hours duty (including Sundays/holidays) will be treated as absent. Such candidates shall undergo training for the additional days, in lieu of the absence period. Internship allowance will not be paid for these additional days. University can allow a student enrolled for internship training for externship in a recognized institute outside the state or country provided the facilities available are comparable or superior (Amended as per 12th ACM).
- 36.10 The course teachers for the work experience programme shall visit the various institutions where the students are undergoing training to make an on- the-spot assessment of the students participation in the work experience programme. The students shall maintain a daily diary of the work carried out by him/her and get it approved every week by the Officer-in-charge of the institution. This diary should be available with them while on duty and should be produced on demand for inspection by the course teacher/other officials of the University. On completion of training at an institution, the officer-in-charge of the unit shall counter sign the work diary maintained by the students and shall make an assessment of the work of the candidate based on a pro forma prescribed showing the details of attendance and forward the same to the Dean in a confidential cover. This report will be given due weightage at the time of evaluation of the work diary. On final completion of the In-Plant training, Extension training and Experimental Plant training programme, the students shall consolidate the work diary maintained at various institutions and shall submit the same in bound form of A-4 size to the course teacher for the final evaluation.
- 36.11 Evaluation of the Student READY In- Plant Training (DT 4112/ FPO 4205) and Student READY Experiential Learning Module (DT 4113 /FPO 4101) consists of two parts: one pertaining to the training period and the other pertaining to a post training examination. The course teachers shall evaluate the training undergone by the student on the basis of the work diary submitted by the student and the pro forma forwarded by the officer-in- charge of the units (including Experiential Learning Unit) where the student has undergone training/ learning. A total of 50 marks will be allotted for the work diary. A student getting minimum 30 marks for the work diary will be considered to have undergone the training satisfactorily and will become eligible for appearing in the post training examination.

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- 36.12 Those students whose In-Plant Training for the course DT 4112/ FPO 4205 has been adjudged as unsatisfactory based on work diary (less than 30 marks)/confidential report not containing 90% of attendance shall undergo the training in the experimental dairy plant /Food Plant for another semester. No stipend will be given for the above period of training repeated by the students. Those students whose DT 4113 /FPO 4101 is adjudged as unsatisfactory based on confidential report not containing minimum percentage of attendance shall undergo the programme for another semester as decided by the Dean.
- 36.13 The post training examination for the DT 4112 / FPO 4205 will be conducted along with comprehensive examination as given in 36.14 at the end of the semester by a committee consisting of Dean, Head of the Experimental Dairy plant and the course coordinator. A total of 50 marks will be allotted for the post training examination (40 marks for theory, 10 marks for viva). A student getting minimum of 30 marks will be considered to have passed the post training examination. Student getting less than 30 marks in the post training examination will be graded as 'US' and will be required to appear for a re-examination as a separate semester, the date of which will be decided by the Dean.
- 36.14 A letter grade of S/US will be given for the DT 4112 / FPO 4205 based on the evaluation of the training report and the post training examination conducted by a committee constituted by the Dean. A student getting minimum of 30 marks for the training report and 30 marks for the post training examination will be considered to have obtained the satisfactory grade 'S' and will be considered to have passed successfully.
- 36.15 Evaluation of DT 4113 /FPO 4101 consists of two parts: one pertaining to the training period and the other pertaining to the post training examination. The course teachers shall evaluate the training undergone by the student on the basis of the work diary/reports submitted by the student and final presentation conducted by the students. A total of 40 marks will be allotted for the work diary/reports and 10 marks for business presentation. A student getting minimum of 30 marks will be considered to have undergone the training satisfactory and will become eligible for appearing in the post training examination.
- 36.16 Evaluation of Student READY Programmes after VIIIth semester will be conducted as a comprehensive examination which includes both written test and viva-voce. Written examination shall be arranged by the course teachers. Viva-voce will be conducted by a board comprising of Dean as the chairman, two faculty members nominated by Dean and an external expert appointed by the University. The special invitee shall be a qualified dairy professional from a reputed dairy/food industry or an academician in the area of Dairy Science/Food Technology/Dairy Technology/ Dairy Microbiology/Dairy Chemistry / Dairy Engineering/ Dairy Husbandry from universities other than Kerala Veterinary and Animal Sciences University.
- 36.17 A total of 50 marks will be allotted for comprehensive examination (40 marks for theory, 10 marks for viva). A student getting a minimum of 60% marks will be considered to have a satisfactory grade 'S' and passed the comprehensive examination.
- 36.18 A student who is graded as 'US' in the comprehensive examination has to undergo internship training for a duration of two more calendar months in the stations as specified by the Dean/ Head of the institution at their own cost and should present himself /herself for evaluation at a later date.
- 36.19 Credit hours for the work experience courses shall not be counted for calculation of OGPA.

37. Rules for the Study Tours for B.Tech. (Dairy Technology)/ B.Tech. (Food Technology)

- 37.1 SREV 1201 and 2201/ FPO 4102 - Student READY Exposure Visits I and II are intended for exposure visit of South India and All India. (As per 8th Special ACM). In Student READY Exposure Visits I, the students shall visit the important milk production and procurement institutions/ food plants in Kerala state(DT), South India(FT) as given in the course syllabus. In Student READY Exposure Visits II, the students shall visit selected dairies and food plants throughout the country during the stipulated period. The students shall register for these courses at the beginning of the respective semester in which it is proposed to be held. Common itinerary for the programme shall be prepared by Special Officer in consultation with Faculty Dean. The grade awarded shall be either Satisfactory or Unsatisfactory and denoted by letter grades 'S' and 'US' respectively.

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- 37.2 The total duration of the two Student READY Exposure Visits I and II taken together shall be *limited to 30 days*. (as per 34th ACM)
- 37.3 Duration of each tour will be as decided by the Dean without exceeding the total duration specified in clause 2 above.
- 37.4 It shall be compulsory for a student to attend and participate in the tour on all days. However in unavoidable circumstances like sickness of the individual etc., the tour leader, at his discretion may exempt a student from attending the tour for a limited number of days. Those students who abstain from the tour unauthorized for any part of the tour will be awarded the grade 'US'.
- 37.5 Performance of the student during the tour shall be evaluated by the course teacher as follows:
- | | |
|--|-------|
| a. Regular participation and involvement | - 30 |
| b. Tour/work diary | - 20 |
| c. Final report | - 30 |
| d. Viva-Voce examination | - 20 |
| Total | - 100 |

A student securing 60% marks and above shall be awarded the letter grade 'S' (Satisfactory) failing which it shall be 'US' (Unsatisfactory). A student securing grade 'S' is considered to have passed the course. A student securing 'US' and a student whose absence is with valid reasons and it is with the prior permission of the Head of the institution shall undergo field experience in farms/institutions allotted by the Deans concerned at their own expenses for a period equivalent to the total period of that study tour. However, a part of the compensation preferably one week shall be carried out in a college/institution outside the state. The compensation shall be done only after the tour period. The Instructional Farms of the colleges shall be exempted for undergoing the tour compensatory farm training. The criteria for evaluation shall be the same as prescribed above. Items (a), (b) and (c) shall be evaluated by the course teacher. In the case of field experience, the head of station concerned shall be the course teacher. The viva-voce shall be conducted by an examination board consisting of three members including the course teacher. Other two members shall be nominated by the Dean where the student undergoes field experience. The tour/work diary and final report shall be submitted to the course teacher not later than 30 days from the date of completion of the tour. In the case of field experience it shall be one week.

38 Migration/transfer of students from one recognised dairy college to another (amended as per 34th ACM).

- 38.1. A student studying in the dairy college under KVASU may be allowed to migrate/ be transferred to another recognised dairy college under the same, subject to the condition that the examination system and course contents in the two colleges are the same.
- 38.2. The migration /transfer may be allowed by the University after the semester examination and within one month of the start of next semester of the receiving college.
- 38.3. Migration/ Transfer of student shall not be allowed during the course of a semester.
- 38.4. The number of students migrating/ being transferred during the period of one year shall be subjected to the availability of vacant seats

39. Removal of difficulties

- 39.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 39.2 No orders made under rule 38.1 shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- 39.3 Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the university as soon as possible.
- 39.4 Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.**

3. ACADEMIC REGULATIONS FOR BSc. (POULTRY PRODUCTION AND BUSINESS MANAGEMENT) DEGREE PROGRAMME

1. Short title

These regulations shall be called “Bachelor’s degree BSc. (Poultry Production and Business Management) Regulations, 2014.

2. Scope

The regulations provided herein shall apply to Bachelor’s degree programme in Poultry Production and Business Management ie. BSc. (PPBM) offered by the Kerala Veterinary and Animal Sciences University, to the students admitted from the academic year 2014-15.

3. Definitions

In these regulations unless the context otherwise requires:

- 3.1. ‘Academic Year’ means a period consisting of two consecutive semesters including the inter semester breaks as announced by the University.
- 3.2. The ‘first year’ of study shall be the first and second semesters, following a student’s admission. The ‘second year’ of study shall be the third and fourth semesters, the ‘third year’ the fifth and sixth semesters.
- 3.3. ‘Advisor’ means a teacher of the Faculty who has been nominated by the Dean/Head of the Institution to advise a particular student in academic matters.
- 3.4. ‘A course’ is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credits.
- 3.5. ‘Course catalogue’ is a list of approved courses for each degree programme.
- 3.6. ‘Credit’ is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- 3.7. ‘Credit load’ of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.
- 3.8. ‘Credit point’ means the grade point multiplied by credits of the course.
- 3.9. ‘Curriculum’ is a group of courses and other specified requirements for the fulfillment of the degree programme.
- 3.10. ‘Dean’ means the Dean of College of Avian Sciences and Management.
- 3.11. ‘Department’ means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the neighbouring research stations/projects of Kerala Veterinary and Animal Sciences University will also be considered as members of the Department of the teaching institution concerned.
- 3.12. Grade point earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be rounded off to second decimal.
- 3.13. Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses at the end of each semester divided by the total credit hours taken by him/ her in that semester. The grading is done on a 10.0 point scale. The GPA shall be rounded off to third decimal place.
- 3.14. Overall Grade Point Average (OGPA): It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. It shows the overall performance of a student in all the courses taken up to the period of reckoning. The OGPA shall be rounded off to third decimal place.
- 3.15. ‘Repeat course’ is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.

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- 3.16. "Re-examination course" is a course registered by a student in which he/she had satisfactory attendance and secured a grade point of 6.0 or less when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course.
- 3.17. 'Semester' means a term consisting of a minimum of 100 instructional days excluding the period of examinations. Condensed semesters with less duration can be sanctioned by the Vice Chancellor based on the proposals from the Deans.
- 3.18. 'Student' means a student as defined in the Kerala Veterinary and Animal Sciences University Act.
- 3.19. 'Teacher' means a teacher as defined in Kerala Veterinary and Animal Sciences University Act.
- 3.20. 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.
- 3.21. 'University' means Kerala Veterinary and Animal Sciences University

4. Eligibility for admission

As detailed in the prospectus

5. Intake Capacity

The annual intake of the respective courses shall be as prescribed in the prospectus from time to time.
Reservation: As per Government of Kerala and KVASU norms.

6. Selection Process

As detailed in the prospectus

7. Fee Structure

The fee structure shall be as prescribed in the prospectus and shall be subject to revision by the University from time to time.

8. PTA

A PTA can be formed if needed with the permission of the University as per its guidelines.

9. List of students registered for the course

The Head of the Institution / Course Director should see that a list of students registered for each course is maintained at his office.

10. Withdrawal of courses

There is no provision for withdrawal of courses.

11. Temporary discontinuance and re-admission

- 11.1. A student may be permitted by the Head of the Institution/ Course Director on recommendation of the Major Advisor to discontinue his/her programme temporarily under unavoidable circumstances, under intimation to the Director (Acad. & Res.) only after the first semester, provided the programme is continued in the subsequent year too. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as prescribed by the University subject to the maximum time limit of one semester. He /She shall have to remit an amount of Rs.25, 000/ as temporary discontinuance fee, which is refundable on rejoining the program after the sanctioned leave period. The student will be permitted to register for the courses offered to the regular students at the time of rejoining. The courses in the discontinued semester can be registered as and when it is offered to the regular students. Permission shall not be accorded for temporary discontinuation for a programme, which is not of continuous in nature.
- 11.2. On no account shall a student, who discontinued his/her studies without the orders of the Head of the Institution/ Course Director, be re-admitted or any fees remitted will be reimbursed/refunded.
- 11.3. A student who discontinues the programme permanently has to remit the amount as liquidation damage as follows (as per 64th BoM meeting):
Permanent discontinuation is permitted for a student within 30 days of notified last day of admission and fee remitted will be refunded as per the table shown below:

Sl. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institutions
1	100%	15 days or more before the formally- notified last date of admission
2	90%	Less than 15 days before the formally- notified last date of admission
3	80%	15 days or less after the formally- notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	00%	More than 30 days after formally- notified last date of admission

Permanent discontinuation from the programme after 30 days of last date of admission is permitted only after remitting liquidation damages to the University as shown below

Sl.No.	Programme	Liquidation Damage
1	BSc. (PPBM) Programme	Balance Tuition Fees or Rs.30,000/- whichever is less.

12. Faculty

The Faculty will be drawn from teachers from various faculties of the University / appointed on contract basis and also from various institutes / industries of repute outside the University

13. Duration and structure of the programme

It is a full-time programme. The duration of the course is three year/ 6 semesters. Each semester will be of 100 working days (excluding study holidays, examination days, and days for co-curricular and extracurricular activities).

14. Course curriculum and syllabus

The curriculum and syllabus of the programme to the award of Degree in the relevant programme shall be as approved by the Academic Council of KVASU.

15. Degree awarded

The Bachelor's degree awarded by the University and governed by these regulations is B.Sc. (Poultry Production and Business Management).

16. Number of seats

The number of candidates to be admitted in an academic year to the first semester of the degree programme shall be decided by the Academic Council from time to time as per the detailed prospectus.

17. Mode of selection and qualifications for admission

The selection of candidates for admission shall be decided.

18. System of teaching

The semester-course-credit system shall be followed for the degree programme with internal evaluation and assessment of project work. External evaluation will be conducted at the end of last or 6th semester.

19. Duration of the degree programme

The minimum prescribed duration of Bachelor's degree programme in the University shall be six semesters (three academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the programme shall be twelve semesters including the period of discontinuance, if any (amended as per 26th ACM).

20. Inter-semester break

An inter semester break of 10 days may be given at the end of first semester of the academic year and a break not exceeding 20 days may be given at the end of second semester of the academic year.

21. Date of commencement and termination of semesters

The date of commencement and termination of semesters as well as the duration of each inter-semester break shall be as announced by the University from time to time.

22. Admission

- 22.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Institution concerned shall arrange for registration of courses. The student shall fill in the Course Registration cum Grade Card with relevant details in consultation with the adviser.
- 22.2 On admission to the degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of three components (the first component indicating the year of admission; the second, the code for respective degree and college and the third, the serial number of the student admitted to the degree programme during the year).
- 22.3 After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record maintained in the college.
- 22.4 A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates shall be supplied to the University by the Head of the Institution.
- 22.5 An admission register shall be maintained in the Colleges wherein the bio data of the students, in Acad. Form No. 1 shall be entered. In addition, a register showing semester-wise academic performance of all students shall also be maintained. The details of Transfer Certificate, Conduct Certificate etc. issued to each student shall be recorded in the admission register and the entries are to be authenticated by the Head of the Institution at the time of issue of such certificates.
- 22.6 After assigning admission number, each student shall be issued an identity card by the college, with photo furnished by the student duly attested by the Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the institution.

23. Advisors

After admission, the Head of the Institution shall allot each student to a teacher of the college who will be the 'Advisor' to the student in all academic matters.

24. Credit requirements

The minimum credit requirement shall be as approved by the Academic Council from time to time.

25. Credit load in a semester

- 25.1 The maximum credit load including repeat courses in a semester shall not exceed 27 for a student excluding the credits for farm training /project work / work experience/ practical field training / physical education and the courses registered as re-examination courses. However, a student can take upto 32 credits which will include regular, repeat and re-examination courses but exclude farm training/in-plant training/project work/ work experience/ practical field training/ physical education.
- 25.2 Though a course will be offered only once in an academic year normally during the semester in which it is listed in the course catalogue, course(s) can be registered as re-examination course in subsequent semesters. But, a student will be permitted to register a course as re-examination course only two times. Thereafter she/he can register it as repeat course. In re-examination courses, the marks already obtained by the student for regular practical class works and records when registered as a regular course will be carried forward.(Amended as per 34th Academic Council)

26. Study tours

- 26.1 The study tours will be sanctioned by the Head of the institution strictly according to necessity, limiting to the expenditure as decided by the University from time to time. All study tours put together shall not exceed 10 days. Tours will be conducted as far as possible during the fifth semester of academic year and as the Rules for study tour.

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- 26.2- There shall be only one study tour – the South India Study tour; mainly to visit the industries related to poultry production and this shall be non-credit and compulsory. The catalogue number and title of the course shall be as follows:

STUR 1- South India Study Tour

The students shall register for this course at the beginning of fifth semester. The grade awarded shall be either Satisfactory or Unsatisfactory and denoted by letter grades 'S' and 'US' respectively.

- 26.3 - The total duration of the tour shall be limited to a maximum of 10 days.
- 26.4 - It shall be compulsory for a student to attend and participate in the tour on all days. However, in unavoidable circumstances like sickness of the individual, the tour officer at his discretion may exempt a student from attending the tour for a limited number of days. Those students who abstain from the tour unauthorized for any part of the tour will be awarded the grade 'US'.

- 26.5 Performance of the student during the tour shall be evaluated by the course teacher based on

a.	Regular participation and involvement	- 30 marks
b.	Tour/work diary	- 20 marks
c.	Final report	- 30 marks
d.	Viva -voce examination	- 20 marks
	Total	- 100 marks

A student securing 60% and above shall be awarded the grade 'S' failing which it shall be 'US'. A student securing grade 'S' is considered to have passed the course. A student securing 'US' and a student whose absence is with valid reasons and it is with prior permission of the Head of the institution shall undergo field experience in farms/ institutions allotted by the Head of the institution at their own expenses for a period of equivalent to the total period of that study tour. The compensation shall be done only after the tour period. The tour compensatory farm training shall be carried out in poultry farms of university and it should be outside the campus at which the student is doing his/her graduation. Student should submit a farm attendance certificate in Acad Form No. 14. The criteria for evaluation shall be the same as prescribed above.

Items (a), (b), (c) shall be evaluated by the course teacher. The viva voce shall be conducted by an examination board consisting of three members including the course teacher. Other two members shall be nominated by the Head of the institution. The tour/work diary and final report shall be submitted to the course teacher not later than 30 days from the date of completion of the tour. In case of field experience, it shall be one week from the date of compensation. (Amended as per 34th Academic Council)

27. Registration of Students

- 27.1 A student shall be present in person for registration. *In absentia* registration shall not be permitted.
- 27.2 For registration in a semester, a student after payment of the approved fee shall, fill up three copies of the Course Registration cum Grade Card, with the help of the Adviser (Acad. Form No. 17), on the day of registration itself. Adviser shall forward the Course Registration cum Grade Card to the Head of the Institution immediately. The Head of the Institution after scrutiny and approval will return the copy to the Professor (Academic) / Officer i/c (Academic).
- 27.3 The symbol 'R1, R2 or R3' should be indicated against repeat courses and RE1 or RE2 against re-examination courses in Course Registration cum Grade Card.
- 27.4 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Head of the Institution is authorized to permit him/her for registration within 5 working days by paying a late registration fee as prescribed from time to time. In exceptional and rare cases, the Director (Acad &

Research) is empowered to permit late registration on valid grounds, up to 15 working days with additional late registration fee as prescribed from time to time.

- 27.5 At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.
- 27.6 Students who are having backlog of previous semester(s) courses are not allowed to register for the VI semester.
- 27.7 To register for sixth semester he/she should have cleared all the courses up to and inclusive of fifth semester.

28. Tuition and other fees

- 28.1 The registration for a semester is valid only if the student has remitted the tuition fee and other fee approved, on the due dates notified.
- 28.2 The details of fee remitted shall be noted by the student in the Course Registration cum Grade Card. The students enjoying fee concession should note the same in the Course Registration Card.
- 28.3 At the time of payment of fee from the 2nd semester onwards the student shall produce clearance from his/her advisor, the identity card and non-liability certificates from the Asst. Warden and Librarian.

29. Class time table

At the beginning of each semester, the Head of the Institution shall prepare the class time table and communicate the same to all concerned.

30. Course teachers

The Head of the Department will nominate the Course Teachers for each course before the commencement of the semester. The course teacher shall be responsible to the Head of the Department in all matters connected with the conduct of the course. Wherever multi-disciplinary courses are offered and/or disciplines or subject areas for which Department are not specified, the Head of Institution will nominate the course teachers. When more than one teacher is teaching a course, a course leader may be nominated who will be responsible for the overall planning and conduct of the course.

31. Attendance

- 31.1 Candidate who does not satisfy the minimum attendance requirement (80%) shall be awarded "zero" grade point. The minimum requirement of attendance during a semester shall be 80% for each course. The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures 'I' will be deducted. A course in which "zero" grade point or 'I' is awarded, shall be repeated.
- 31.2 Students deputed for official purposes such as representing the College or University for sports, cultural meets, NSS activities and involvement in the student's activities, statutory bodies, with prior permission of the Head of the Institution and the students with genuine medical grounds shall be given consideration for such absence and it shall be reckoned as attendance subject to the following conditions:
 - 31.2.1 The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
 - 31.2.2 Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorized to recommend to the Head of Institution for duty leave. The concerned officers authorized to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organizations and conduct of approved University sports, programme, cultural meets, NSS programme, College Union/University Union activities etc., for granting duty leave.
 - 31.2.3 Associate Patron can recommend the names of the students who actually represent the College/ University for cultural activities in inter-collegiate/Inter-University competitions for approval of the Head of the Institution.
 - 31.2.4 Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.

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- 31.2.5 NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.
- 31.2.6 The Professor (Acad.) can recommend students for duty leave who participate in seminars, workshops, Science Congress, exhibitions, educational quizzes etc. upon directions from the Dean.
- 31.2.7 Number of duty leave eligible shall be limited to days of
- (i) To and from journey
 - (ii) Actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- 31.2.8 Officers who are authorised to recommend the duty leave must submit list of students with all details such as team/teams and its members and place of tournament/meet days for to and fro journey to the Dean sufficiently in advance. At any rate, duty leave will not be granted if the list is not submitted within seven days of the termination of the event.
- 31.2.9 Decision of the Head of the Institution shall be final in this matter.
- 31.2.10 Students activities like NSS camps etc., should be conducted during the semester break/ holidays to the extent possible.
- 31.2.11 The student representatives of the Management Council are eligible for 10% duty leave over and above the 20 % of shortfall in attendance permitted. The students other than the office bearers of the union shall also be entitled to have the additional 10% leave given to the union office bearers, if they are deputed by the University/Dean for an institutional purpose.
- 31.2.12 The period of medical leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student. Medical certificate issued by authorized medical practitioner proving the reason for absence or the document of hospitalization shall be submitted to Academic Officer with recommendations from student advisor within two weeks of re-joining. However, the leave will be sanctioned only after ascertaining the genuineness by a committee with Head of the institution as Chairman.
- 31.2.13 In any case the overall attendance shortage shall not exceed 30% inclusive of duty leave and other cases of absence.
- 31.3. Attendance will be granted to those students who abstain from regular classes for the purpose of appearing in the re-examination/ supplementary examination, after ensuring that the students actually appeared for re-examination.

32. Evaluation of student, examinations and grades

- 32.1 The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, record of practical class work and performance in other types of exercises / assignments.

The following letter grades shall be used in the grade reports:

F - Failed

I - Incomplete

R - Repeat

RE - Re-Examination

S - Satisfactory

US – Unsatisfactory

The grades for non-credit compulsory courses shall be S/US. Those students getting US shall repeat the course until an S grade is obtained. Candidate who does not satisfy the minimum attendance requirement (80%) for non-credit compulsory courses shall be awarded US grade. All other regulations regarding attendance (Clause 31) will be applicable for non-credit compulsory courses also.

- 32.2 Evaluation (Semester final-examination)

a. The evaluation shall be the final theory and practical examination conducted by the course teacher for each course at the end of the semester. A schedule of the examinations shall be prepared by the Head of the Institution and notified to the students towards the end of each semester.

b. Supplementary examination shall be conducted only with the prior approval of the Head of Institution following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.

c. It shall be the responsibility of the course teacher to conduct the final theory examination covering the entire syllabus.

d. The students shall be given five preparation holidays before the commencement of semester final examinations. The preparation holidays may be distributed between the days of examinations also.

e. A comprehensive examination will be conducted at the end of 6th semester. Grades (S / US) will be awarded for the viva-voce

f. Mode of evaluation of PPBM 128 (Communicative English and Business Communication) shall be conducted by the following ways and the marks shall be allotted as follows:

1) Written Exam	-	30 Marks
2) Formal Speech	-	10 Marks
3) Group Discussion	-	20 Marks
4) Assignment	-	20 marks

a. Book Review

b. Film Review

c. Report Writing

d. Translation

5) Internal Assessment	-	10 Marks
6) Viva	-	10 Marks
Total	-	100 Marks
Satisfactory (S)	-	60 Marks and above
Unsatisfactory (US)	-	Below 60 Marks

g. Mode of evaluation of PPBM 129 (Computer Application II) shall be done and the marks shall be allotted as follows:

1. Documentation in MS word	-	20 Marks
2. Preparation of various work sheets using MS Excel	-	20 Marks
3. PowerPoint Presentation	-	20 Marks
4. Assignment	-	20 Marks
5. Internal Assessment	-	10 Marks
6. Viva voce	-	10 Marks

Satisfactory (S) - 60 Marks and above

Unsatisfactory (US) - Below 60 Marks (Amended as per 24th ACM)

- 32.2.1 A comprehensive examination will be conducted at the end of 6th semester. Grades (S/US) will be awarded for the viva voce. The comprehensive viva voce will be conducted after publishing the results of semester VI by a committee with Head of the institution as Chairman, two external examiners (faculty members outside the college but within the university- one from poultry science and one from business management domain), Academic Officer and any two Heads of departments nominated by the head of the institution. (Amended as per 34th Academic Council)

33. Computation and award of course grades

- 33.1 Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

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- 33.1a. Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course. The distribution of marks for theory is as follows:
- | | |
|--------------------------|-------|
| Mid-term Examination | : 30% |
| Final Theory examination | : 70% |
- The distribution of marks for practical examination will be as follows:
- | | |
|-----------------------------|--------|
| RPCW | : 20% |
| Records | : 20% |
| Viva Voce | : 10% |
| Final Practical Examination | : 50%. |
- Mid-term examination shall be conducted by around 50 working days after commencement of the semester.
- 33.1b. A schedule for mid- term and final examinations shall be prepared by the Head of the institution and notified to the students at least 7 days in advance.
- 33.1c. Answer sheets of mid-term examination evaluated by the teachers shall be shown to the students within 10 days after the conduct of the examination.
- 33.1d. Unless a student appears for mid-term examination, he/she is not eligible to appear for final examination in the course concerned.
- 33.2 The minimum grade point required for passing a course shall be 6.0. A student getting less than 6.0 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained (amended as per 16th ACM).
- 33.3 A separate minimum of 50% marks in theory examination and practical Examination are essential for passing a course.
- 33.4 The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be $\frac{ax+by}{a+b}$ where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100. The grade point for a course is obtained by dividing the combined marks by ten and correcting it to the second decimal.

34. Late arrival in examinations

No student who is more than 20 minutes late shall be allowed to sit for the examination. No student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

35. Malpractice in examinations

- 35.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The candidates shall not be allowed to complete the examination and shall be sent out of the hall.
- 35.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the teacher/supervisor concerned shall report to the Head of the Institution immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor.
- 35.3 The Head of the Institution shall appoint a committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice.
- 35.4 The committee shall submit its findings within a specified time to the Head of the Institution whose decision in the matter shall be final.
- 35.5 In case the Head of the Institution is satisfied that the student is guilty, he may be given a suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the University the dismissal of the student.

36. Grade report

- 36.1 The course teachers shall maintain the academic record of the students registered for the respective courses. At the end of the semester, the teacher shall report the internal marks of various courses, marks of the final examination of experiential learning courses, marks for the practical exams, practical records, RPCW, viva-

voce etc. These marks shall be reported to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University within 5 days, for publishing the results. (Acad. Form No. 21. & CRCGC)

- 36.2 The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Director (Acad.& Res.) return one copy to the Adviser (to be handed over to the student) and retain one copy in his office.
- 36.3 It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

37. Registration for repeat / re-examination courses

- 37.1 A student who does not satisfy the attendance requirement in a course or gets a grade of "Zero" shall repeat the course when it is offered again.
- 37.2 A student who had failed or not secured the separate minimum of 50% either in theory or practical examination in a particular course, he/she shall appear for all the examinations prescribed for that course. However, for the regular practical class work and practical record, the marks obtained by the student for the first time shall be taken into account (amended as per 17th ACM).
- 37.2.1 The student shall pay fees as prescribed by the University from time to time and register for re-examination in subsequent semesters. Student has to fill the prescribed application form for re-examination. (Acad. Form No. 34D)
- (Amended as per 34th Academic Council)
- 37.2.2 The symbol RE1, RE2 should be indicated against re-examination courses in Course Registration cum Grade Card depending on the no. of chances. (Amended as per 34th Academic Council)
- 37.2.3 If regular batch is there, the question paper shall be same with that prepared for regular batch. If the course is not offered with regular batch, the question paper will be prepared separately (amended as per 17th & 24th ACM).

37.2.4 Registration of additional semester(s) to clear of the backlogs

- 37.2.4.1. Students who are having backlog of previous semester courses are not allowed to register for the sixth semester. To register for the sixth semester, he/ she should have cleared all the courses upto and inclusive of fifth semester respectively. Immediately after the result of fifth semester is notified, a single chance for reexamination will be given for the failed courses from the fifth semester.
- 37.2.4.2. In case a student fails to meet this, he/she shall appear for the failed courses by registering additional semesters which will be designated as 5A1, 5A2, 5A3, 5A4, 5A5, 5A6. Repeat courses can also be registered in the additional semesters (no need for waiting till it is offered as regular course) The conditions mentioned in clause 37.2.2. will be applicable to students registering additional semesters for clearing backlogs.
- 37.2.4.3. Even if there is no internship scheduled for regular batch, sixth semester registration can be done for those who have cleared backlogs by registering additional semester.
- 37.2.4.4. The maximum time limit permitted to complete BSc PPBM program shall be 12 semesters including the period of discontinuance if any.
- 37.2.4.5. Fees for registering additional semester(s) will be the same as that of regular semesters as stipulated by the university. Separate reexamination fees need not be collected for additional semesters (amended as per 26th ACM).
- 37.3 A student may also register for re-examination course if he/she secured a grade point of 6.0 to 7.5 for improving the OGPA. In such cases, he/she has to take all the scheduled examinations for that course. When a student registers for a re-examination course, the grade point obtained earlier for the course shall

automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.

- 37.4 In the registration card, the symbol 'R1, R2 or R3' will indicate repeat courses and RE1 or RE2 indicate re-examination courses, depending on the number of chances taken by the student. The details of semester/s in which the courses were registered earlier and the grade points secured shall also be shown in the registration card.
- 37.5 The grade obtained and the credit assigned to a course in which a student fails, shall be taken into account in calculating the Overall Grade Point Average (OGPA) until the student repeats that course. But when the course is repeated, only the latest grade obtained for the course and the credit points for it shall be taken into account and the previous credit points should be deducted while calculating the Overall Grade Point Average (OGPA).

38. Credit requirements for award of degrees

The credit requirements for the award of different degrees shall be as approved by the Academic council from time to time.

39. Calculation of GPA/OGPA

- 39.1 The percentage - marks obtained by the student is converted to Grade Point by dividing the marks with ten. To arrive at the Grade Point Average (GPA) and Overall Grade Point Average (OGPA) at the end of a semester, the grade point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses registered till the end of that semester is divided by the total number of credit hours of all the courses registered.

Example

Sl. No	Catalogue No	Title of Course	Credit hours	Grade point	Credit point	Symbol obtained
1.	PPBM 111	Prospects of Poultry Production Enterprises	1	7.5	7.5	P
2.	PPBM 112	Applied Avian Anatomy and Physiology	3	7.6	22.8	P
3.	PPBM 113	Poultry Production systems, Housing and Equipments	3	8.1	24.3	P
4.	PPBM 114	Feeds and Feeding of Poultry	3	7.8	23.4	P
5.	PPBM 115	Principles of Poultry Breeding	1	6.5	6.5	P
6.	PPBM 116	Communicative English and Business Communication	3	6.2	18.6	P
7.	PPBM 117	Computer Application	2	7.7	15.4	P
8.	PPBM 118	Poultry Business Management	2	6.8	13.6	P
		TOTAL	18	-	132.1	-

OGPA :

$$132.1/18 = 7.339^*$$

*The OGPA, calculated is rounded off to the third decimal point.

40. Eligibility for the award of the degree

- 40.1 The successful completion of all the approved courses for the degree programme with an Overall Grade Point Average (OGPA) of 6.0 shall be the minimum requirement for the award of the degree.
- 40.2 Based on the OGPA obtained, the results will be classified and graded as follows:

Second class	: OGPA 7.000 to 7.554
First class	: OGPA 7.555 to 7.999
First class with distinction	: OGPA 8.000 and above

Ranks, medals etc. will be awarded only for those students who successfully completed the programme without securing 'F' or 'I' grades in any of the courses, within the stipulated period as per regulation (amended as per 16th ACM).

41. Approval of final results and issue of provisional certificates and transcripts

- 41.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the students. It shall be open to the Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him.
- 41.2 The transcript shall contain all the courses undergone and the grades secured by the student.
- 41.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.

42. Award of Degree

The Degree namely, BSc. (Poultry Production and Business Management) shall be awarded under the seal of the University to students who have satisfactorily completed the graduation requirements.

43. Amending or cancelling the result

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner so as to accord with the true position and to make such declaration as the Vice-Chancellor may deem necessary. If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he/she has been benefited and that he/she has in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of the Diploma or a Certificate or Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

44. Removal of difficulties

- 44.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders, which appear to him to be necessary or expedient for removing the difficulty.
- 44.2 No order under Rule 44.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 44.3 Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University.
- 44.4 Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.

45. Talent Marks

Talent Marks will be awarded to students who win anyone or more of the first three prizes in extracurricular activities like sports/games/NCC/arts at inter University, state, national, international levels at the rates given below:

First Prize- 4% of the scored marks

Second Prize - 3% of the scored marks

Third Prize - 2% of the scored marks

The following shall be the norms for awarding the talent marks to the students for outstanding performance in sports/games/NCC/arts.

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- 45.1 A student winning any of the said prizes in Tournament/championship/Games/Meet/Arts Festival/ NCC activities shall be granted talent marks at the rates applicable to the prize won by him/her.
 - 45.2 A student winning two or more of the said prizes in a Tournament/ championship/Games/Meet/Arts Festival/ NCC activities shall be granted talent marks at the rates applicable to only the highest prize won by his/her.
 - 45.3 The granting of talent marks shall be restricted to solely the semester in which he/she practiced for most of the time in preparing for the event(s) concerned. The said semester must be identified by the teacher in charge of the event (teacher i/c of Sports and Games/NCC/Associate Patron) who shall be responsible for preparing student for the event. The application for granting the talent marks duly certified by the teacher i/c and supported with documental proof should be submitted to the Director (Academics & Research) well in advance before the declaration of results through the Dean/Professor (Acad) of the respective College.
 - 45.4 The talent marks (at the rate of the prize won) shall be granted to all the courses in which the prize winning student has registered and appeared for final examination in the concerned semester. The talent marks will be added to the theory and practical part of each course.
 - 45.5 The talent marks shall be granted to a student only once in a semester irrespective of the no. of tournaments / championship / games / meet / NCC /arts festival relating solely to that semester.
 - 45.6 Talent Marks shall be granted during subsequent semesters too provided the student wins the said prize(s) in tournaments / championship / games / meet / NCC / arts festival relating solely to that semester.
 - 45.7 Talent marks in part or full pertaining to one particular semester or tournaments /championship/ games / meet / NCC /arts festival shall not be allowed to be carried over to subsequent semesters.
 - 45.8 Granting of talent marks shall be limited to such an extent that no beneficiary gets more than 100% in any subjects upon adding the talent marks.
 - 45.9 Talent marks shall not be considered for the purpose of ranking.

46. Transparency about Internal Assessment

Each faculty shall maintain a record of performance of each student in the courses he or she teaches. Each faculty shall submit the internal assessment of the students through the Head of the Department on completion of the course in each semester. In case of complaint by a student or students, the Head of Institution/ Director shall constitute a committee and the report of the committee shall be considered for resolving the same. At any level, the views of the aggrieved student(s) and the faculty shall be heard before arriving at a conclusion.

47. Rules for Work experience and project work for BSc. (Poultry Production and Business Management) course

- 47.1. The BSc. (Poultry Production and Business Management) course curriculum stipulates successful completion of Work experience and project work during the sixth semester as part of the requirements for the degree programme.
- 47.2. To register for the Hands on Training and Experiential Training course PPBM 322, the students should have completed satisfactorily the minimum residential requirements of five semesters excluding period of discontinuance, if any. The students will be divided into different groups and one course teacher will be nominated for coordinating the activities of the Work experience and project work. However, the entire training programme will be under the control of the Dean.
- 47.3. The students have to report before the course teacher and register themselves for the Work experience and project work on the date of commencement after paying the prescribed fees.
- 47.4. Late registration will not be permitted normally. However, in exceptional cases according to the rules in force for late registration of courses, the Dean may sanction late registration. The days so lost will be adjusted by extending the Industrial training programme for a corresponding period.
- 47.5. Students have to strictly observe the rules and regulations of the institution where he/she is deputed for

undergoing the Work experience and project work. He/She has to satisfy the minimum attendance requirement of 80% at each unit (Poultry Farm, Feed Mill, Hatchery and Processing Plant) of the course PPBM 322 - Work experience and project work. As directed by the Officer-in-charge, the student is required to attend all the activities both technical and administrative, pertaining to the institution where he/she is posted. (Amended as per 34th Academic Council)

- 47.6. Leave for a period longer than 10 days shall be granted only by the Head of the institution. Request for leave indicating the tentative duration of leave accompanied by relevant documental evidences shall be submitted to the Head of institution. The students with authorized absence due to medical grounds shall submit a request for resuming the remaining work experience to the head of institution as and when they are fit for duty. Leave of shorter duration shall be granted by the Head of the unit where the student undergoes the training. Student shall submit the letter sanctioning leave issued by the Head of the unit to the Academic Officer for further verification. In all cases where leave has been sanctioned beyond the eligible limit, the period of the course shall be extended accordingly. (Amended as per 34th Academic Council)
- 47.7. Unauthorised absence during the Work experience and project work will invite disciplinary action as decided by the Dean. If the number of days of unauthorized absence is more than 3days, the students have to repeat the entire semester period. Leave of any kind cannot be claimed as a matter of right and Dean shall have the right to refuse leave.
- 47.8. The course teachers for the Work experience and project work shall visit the various institutions where the students are undergoing training to make an on- the-spot assessment of the students participation in the Work experience and project work. The students shall maintain a daily diary of the work carried out by him/her and get it approved every week by the Officer in- charge of the institution. This diary should be available with them while on duty and should be produced on demand for inspection by the course teacher/other officials of the University. On completion of training at an institution, the officer-in-charge of the unit shall counter sign the work diary maintained by the students and shall make an assessment of the work of the candidate based on a proforma prescribed showing the details of attendance etc. and forward the same to the Dean in a confidential cover. This report will be given due weightage at the time of evaluation of the work diary. On final completion of the Work experience and project work, the students shall consolidate the work diary maintained at various institutions and shall submit the same in bound form of A4 size to the course teacher for the final evaluation of the Work experience and project work.
- 47.9. The project work has to be submitted individually and marks will be awarded.
- 47.10. Out of the total work experience programme of three months, two months of the compulsory rotating work experience shall be in the government/university institutions inside the state in the following aspects related to poultry production and management like Breeder stock management/ commercial poultry management/ alternative poultry farming, Poultry products processing and value addition, poultry feed processing and hatchery management. The student shall compulsorily attend remaining one month of work experience programme in any of the specialized areas of poultry production in any recognized firms. The no. of days to be attended in the two months rotating work experience period inside the State should be as follows covering the various aspects.
1. Poultry Farms
 - a. University Farms - 14 Days
 - b. Farms under AHD/ KSPDC - 14 Days
 2. Feed mill
 - a. University Feed Mill/ Kerala Feeds- 7 Days
 3. Processing Plant
 - a. MTU, KVASU/ MPI/ KEPSCO/ Brahmagiri Development Society Processing plant - 7 Days
 4. Hatchery -
 - a. University/AHD/KEPCO hatchery - 14 Days
- Journey - 4 Days
Total - 60 Days

The remaining one month work experience may be completed in private firms outside the State covering any two major aspects of poultry farming like farm/ feed mill/ poultry processing or hatchery management

for a period of 15 days each.

Alternatively, students chosen by reputed firms in poultry sector for work experience programme through campus selection shall attend the same for a continuous period of three months in poultry farm/ feed mill/ hatchery/ processing plant. Upon completion, a certificate has to be produced as per the approved format of the university.(Amended as per 34th Academic Council)

- 47.11. After successful completion of the work experience, the student has to compile the details in the following format which may be verified and certified by the officer-in charge of the various units.

Format of the project report to be prepared

Section I- Routine work in the organization (to be carried out in each unit)

- Name and address of the Organisation
- Objectives
- Date of commencement:
- Duration of internship
- Officer in- charge
- Other staffs
- Registers maintained
- Management
 - Feeding/Housing/Breeding/Disease/Hatchery/Waste
 - Others (please specify)
- Products produced and marketed
- Economic appraisal of the organization
- Annual income/annual expenditure/Net returns
- Problems and constraints if any
- Suggestions for improvement
- Future plans
- Daily work done

Section II: Profile Study of the Organization (to be carried out in the area of specialization during the one month training period)

Report on the Profile Study may include information/data collected on:

1. Industry analysis-
 - Challenges in the industry,
 - Number of players,
 - Pricing strategy,
 - Nature of demand,
 - Nature of supply (production),
 - Inter-firm behavior and their implications,
 - Potential of the industry like growth rate, size etc.-

* *Explanation-Preliminary understanding of the industry and its dynamics to better understand the firm. Is it an Oligopoly? Or Monopoly? Etc if so how will be the generic behavior of firm?*

- History/incorporation of the company.
- Vision/mission statements,
- Corporate office/headquarters, number of units
- Business turn over, profit/loss, market share etc.

- Organizational structure/hierarchy, employee strength- *Explanation-Is the structure apt? What are the advantageous? Limitations? Employee Turnover, Appraisal policy, Promotion, Get details from the HR department.*
- Products/services/customers/clients- domestic / multi domestic-
- Functional departments (like Production, Finance, Marketing, HR, Logistics etc.) their organization and main activities).
- Future plans & business strategy/expansion/diversification
- SWOT analysis and how to move forward in the given scenario *Explanation-SW is internal to organization, OT are outside the organization.*
- Observations, if any (negative and derogatory remarks/comments to be avoided)
- Any other relevant information gathered through interaction with company managers or data from handbook, brochure, files or policy documents of the company.

Section III – Project Report

A detailed project report for establishment of self-employment units in any aspects related to poultry production viz. rearing of any species of poultry for egg, meat or both/feed mill/value addition of poultry products etc.

Business Plan should include the following

1. Layout or the structure of the business concern
2. Economic aspect:

Initial investment

Detailed description about recurring and non-recurring expenses

Primary sources of income

Financial projection for the next 5 years

Identify the Break Even Point

3. Marketing aspect
 - Branding for the product
 - Marketing Mix and STP
 - Competitors
 - Strategies to improve market share

- 47.12 Students are eligible for an internship allowance during the three months of internship as fixed by the University subject to fund availability (amended as per 20th & 23rd ACM).

48. Scrutiny of answer sheets and rectification of errors

- 48.1 The student can make an application for scrutiny of his/her answer paper (s) of the final theory examination, if he/she is not satisfied with the results to the University duly recommended by the Head of the institution and after paying the prescribed fee. In any case, the fee paid by the student will not be refunded.
- 48.2 Application for scrutiny shall be received by the Head of the institution concerned in the prescribed form (Acad. Form No. 8) in duplicate within a period of five days from the date of notification of the result by the University. The Dean/Head of the institution will issue an order sanctioning the scrutiny and inform the same to the Director (Acad. & Res.) immediately.
- 48.3 Scrutiny means re-totalling of the marks and examination of unmarked questions if any. A certified photocopy of the answer book can be given to the student on request after remitting the expenses of photocopying in a week of application.
- 48.4 In case the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly in the form as prescribed in Acad. Form No. 9 (even if it is towards lower side). If

however, any answer is found to be unchecked by the examiner, the answer sheet shall be handed over to a teacher in the subject concerned nominated by the Head of the institution for doing the needful and the results shall be revised accordingly if there occurs any change in the marks.

- 48.5 No representation by the students shall be entertained regarding the outcome of the result after the scrutiny (amended as per 17th ACM).

49. Providing Entrepreneurial training (PPBM 217) to students

- 49.1 Each student has to take up one of the trainings on various aspects of poultry farming compulsorily during the 3rd or 4th semester of the degree programme.
- 49.2 The University/college shall provide free loans out of a revolving fund to the student group of 5 to 6, technical support and infrastructure for executing the work.
- 49.3 Students should manage everything related to the project without affecting the regular classes including management as well as marketing of birds.
- 49.4 The corpus fund has to be returned to the parent institution after completion of the project.
- 49.5 All students should actively participate in the activities and students can opt the various projects depending on the OGPA secured in the first year.
- 49.6 The projects have to be completed before the V semester and a consolidated report of the same has to be prepared and submitted to the Academic Officer and the same has to be presented in the Seminar I (PPBM 318) in the V semester.
- 49.7 Grading is as A, B and C and will be mentioned in the transcript. Results of the course (PPBM 217) will be announced along with the results of semester V.
- 49.8 Students have to submit a statement of the activities to be undertaken with the corpus amount before start of the work (amended as per 19th & 23rd ACM).

4. ACADEMIC REGULATIONS FOR POST GRADUATE PROGRAMMES - 2021 (MASTER'S AND DOCTORATE DEGREE- AS PER ICAR-BSMA-2021)

1. Short title

These regulations shall be called 'Kerala Veterinary and Animal Sciences University (KVASU) Post Graduate Regulations' 2021 as per ICAR-BSMA-2021

2. Scope

The regulations provided herein shall apply to M.V.Sc., M.Tech and Ph.D. degree programmes offered by the faculties of Veterinary and Animal Sciences and Dairy Science of the Kerala Veterinary and Animal Sciences University from the academic year 2021-22 (as per 33rd ACM)

3. Definitions

In these regulations unless the context otherwise requires:-

- a. "Advisory Committee" means the committee constituted to supervise the post- graduate programme of the student.
- b. "Board of examiners" means the committee constituted for the conduct of the comprehensive and final examinations in the Masters/Doctorate degree programme.
- c. "Credit" is the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. Normally, a lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- d. "Dean" means Deans of the college concerned in the University.
- e. "Director (Academics and Research)" is an officer designated to discharge the duties and functions connected with Academics and Research in the University
- f. "Department" means a Department in a College/Teaching Institution offering degree programmes. Scientists of a discipline working in research stations/ schemes/ projects will also be considered as members of the Department of the teaching institution concerned.
- g. "Head of Institution" means Dean or an officer designated by the University as Head of the Teaching Institution.
- h. "Major advisor" means the students' advisor in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.
- i. "Part-time Student" means a student who has been permitted to undergo the post-graduate programme on part-time basis (2010 and earlier admissions) with reduced research credit load and without prejudice to his normal duties. Part-time students are not entitled for student rights enjoyed by the full-time students.
- j. "P.G. Committee" means the Post-Graduate Committee of the University.
- k. "Post-graduate Student" is a student undergoing Masters or Doctorate Degree Programme on a full time basis. The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis and completes the residential requirement. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.
- l. "Sponsored Candidate" is a candidate deputed by the respective Development Department, Research Institutions of National and International importance, Commodity Boards and other development institutions of Govt. and quasi Govt. The expenditure towards the PG programme of such student will be met by the sponsoring agency.

4. Degrees awarded

Faculty of Veterinary and Animal Sciences

M.V.Sc. /Ph.D Animal Genetics and Breeding
M.V.Sc. /Ph.D Animal Nutrition
M.V.Sc. /Ph.D Animal Reproduction, Gynaecology and Obstetrics
M.V.Sc. /Ph.D Livestock Products Technology
M.V.Sc. /Ph.D Livestock Production and Management
M.V.Sc. /Ph.D Poultry Science
M.V.Sc. /Ph.D Veterinary Anatomy (as per 33rd ACM)
MVSc / PhD Veterinary Medicine (as per 33rd ACM)
M.V.Sc. /Ph.D Veterinary Microbiology
M.V.Sc. /Ph.D Veterinary Parasitology
M.V.Sc. /Ph.D Veterinary Pathology
M.V.Sc. /Ph.D Veterinary Pharmacology and Toxicology
M.V.Sc. /Ph.D Veterinary Physiology
MVSc / PhD Veterinary Public Health and Epidemiology (as per 33rd ACM)
M.V.Sc. /Ph.D Veterinary Surgery and Radiology
M.V.Sc./Ph.D Veterinary Biochemistry
MVSc / PhD Veterinary Extension Education (as per 33rd ACM)
MVSc Veterinary Biotechnology (as per 33rd ACM)

Major advisorship of MVSc / PhD students of department of Livestock Products Technology will be offered to teachers of Department of Dairy Sciences based on area of research. Courses related to dairy science / dairy Technology will be offered by teachers from department of dairy science.

Faculty of Dairy Science

M.Tech. / Ph.D. (Dairy Technology)
M.Tech. /Ph.D.(Dairy Microbiology)
M.Tech. /Ph.D.(Dairy Chemistry)

- 4.1 All students other than deputed candidates admitted to the Master's Degree programme (MVSc/M Tech) in the Kerala Veterinary and Animal Sciences University are eligible for the Junior fellowship and all those admitted to PhD Degree programme are eligible for the Senior Fellowship provided that the students are not in receipt of any other scholarship, fellowship that are paid on a monthly basis like JRF & SRF, or financial assistance from any other source during the period and that their thesis problems are parts of the University Research Programme.

Note: The words 'financial assistance from any other source' appearing in the above Rule 4.1 means only financial assistance in the form of deputation allowance, study allowance, leave salary and any other grants from the Kerala Veterinary and Animal Sciences University, Government of Kerala or Indian Council of Agricultural Research or other bodies and there is no objection for KVASU Junior/ Senior Fellowship holder to receive e-grants, educational loans from banks, Government or other sources (as per 33rd ACM).

The fellowship will take effect from the date on which the fellow joins the course. If the student discontinues the course in between and the amount given as scholarship exceeds Rs.25000/- the student should refund the amount to the University with bank interest. This will come to force with effect from 2015 admission onwards (as per 19th ACM).

The Research Grant of M.V.Sc & M.Tech students is enhanced to Rs.25,000/ and for PhD students to Rs.50,000/ - from 2015 Academic year onwards. The Deans are delegated to enhance the ceiling up to Rs.1,00,000/- in specific cases after evaluating each case on individual merit and on proper justification. (as per 15th ACM).

5. Number of seats

The maximum number of candidates to be admitted each year in each discipline for Master's and Doctorate Programmes will be recommended to the Academic Council by the Dean of the college concerned subject to man power available and facilities. The Academic Council will decide the number of seats in each discipline. The sponsored candidates will be admitted over and above the seats so fixed subject to availability of faculty and facilities in each discipline.

- 5.1 An approved list of Post graduate teachers with their area of specialization/ interest shall be made available on the web site by the Dean of the Institution concerned three months prior to the date of admission
- 5.2 The number of post graduate seats in each discipline should be allotted/ restricted as per the approved list of PG teachers issued by the Director of Academics and Research approved Ph.D research projects in the department, so that a student availing admission becomes aware the research field where he/she is supposed to work, well in advance, not later than Semester I of the PG programme. (14th ACM).

6. System of education

An academic year shall be normally from July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semesters (as per 33rd ACM).

The semester system of education shall be followed. Each semester will be of 100 days duration exclusive of examinations days. Each student enrolled is required to take a specified load of course work in the chosen subject of specialization (major, minor and supporting) also complete a research project and present it in the form of a thesis or do the internship. The medium of instruction shall be English.

The Academic Calendar with dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc. shall be developed by the University from time to time and notified accordingly by the Director of Academics and Research in advance.

An orientation programme shall be organized by the Director of Academics and Research for the benefit of the newly admitted students immediately after commencement of the semester.

On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/ Semester Calendar or specifically notified separately. Every enrolled student shall be required to register at the beginning of each semester till the completion of his/ her degree programmes.

All PG/Ph.D projects will be subjected to half yearly review by the DAR in the presence of the advisory committee, Professor (RC) and Dean concerned. Copies of authenticated report of progress review (minimum 4 in the case of M.V.Sc, M.Tech and 6 in the case of Ph.D) should be enclosed along with thesis submission.

7. Eligibility for admission

Minimum eligibility for admission shall be as follows:

M.V.Sc. Programme – Bachelors degree in Veterinary and Animal Sciences recognized by the University with an OGPA of 6.0/10 or equivalent OGPA/equivalent percentage of 50%marks in traditional system. For SC/ST candidates the OGPA shall be 5.5/10 or equivalent

M. Tech Programme – Bachelors degree in Dairy Science and Technology / Dairy Technology recognized by the University with an OGPA of 6.0/10 or equivalent OGPA/ equivalent percentage of 50% marks in the traditional system. For SC/ST candidates the OGPA shall be 5.5/10 or equivalent.

Ph.D Programme – Masters Degree in the respective/related subject recognized by the University with an OGPA of 7.5/10 or equivalent OGPA/equivalent percentage of marks at Masters Degree level. For SC/ST candidates the OGPA shall be 7.0/10 or equivalent.

8. Mode of selection

Selection shall be done on the basis of the OGPA in the qualifying examination, the score in an entrance examination to be conducted by the University separately for Masters and Ph.D programmes and interview. The respective weightage will be decided by the University from time to time.

Reservation of seats: Reservation of seats shall be governed by the rules of the Government of Kerala. Seats will be reserved for candidates sponsored by ICAR and Department of Animal Husbandry, Government of Kerala. In the absence of ICAR Candidates, the vacancy will be filled from the general category.

9. Admission

On admission to the Master's / Doctorate degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of three components (the first component indicating the year of admission; the second, the code for respective degree and college and third, the serial number of the student admitted to the degree programme during the year.

10. Registration of students

- 10.1 A student admitted to the post-graduate programme shall pay all fees as stipulated by the University and report in person to the Head of the Institution on the date of registration. The Head of the Institution will direct them to the Head of Department concerned. In absentia registration is not allowed.
- 10.2 If the student admitted to the programme finds it difficult to register in the first semester on the due date prescribed (vide Rule 10.1) he/she may request in writing for temporary discontinuance to the Head of the Institution through the Head of Department on or before the last date of registration. Such cases may be sanctioned by the Head of Institution and reported to the Director (Acad. & Res.). The temporary discontinuance availed in the first semester (which will not be counted towards the minimum time limit) shall not go beyond one semester under any circumstances (Amended as per 12th ACM).
- 10.3 Post graduate students who avail the benefit of temporary discontinuance during any of the semesters after admission shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/- will be charged at the time of granting temporary discontinuance which will be returned to the student on rejoining the course. For SC/ST students the special caution deposit will be Rs. 10,000/- (Amended as per 12th ACM).
- 10.4 A post graduate student who discontinues the programme permanently has to remit the amount as liquidation damage as follows (as per 64th BoM meeting):
- Permanent discontinuation is permitted for a student within 30 days of notified last day of admission and fee remitted will be refunded as per the table shown below:

Sl. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institutions
1	100%	15 days or more before the formally- notified last date of admission
2	90%	Less than 15 days before the formally- notified last date of admission
3	80%	15 days or less after the formally- notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	00%	More than 30 days after formally- notified last date of admission

Permanent discontinuation from the programme after 30 days of last date of admission is permitted only after remitting liquidation damages to the University as shown below

Sl.No.	Programme	Liquidation Damage
1	Ph.D. Programmes	Balance Tuition Fees or Rs.75,000/- whichever is less.
2	M.V.Sc./M.Tech Programmes	Balance Tuition Fees or Rs.50,000/- whichever is less.

The chairperson of the advisory committee has to work out the amount and intimate the same to the Head of the Institution. If the discontinuation is in pursuit for higher opportunity and a public interest, the Vice Chancellor is competent to waive the damages on the recommendation of the Head of the Institution.

- 10.5 A student who fails to register or to request for temporary discontinuance at the beginning of first semester on the due date shall forfeit his/her admission. In such cases the Head of Institution shall report the vacancy to the Director (Acad. & Res.) on the 16th working day and the Director (Acad. & Res.) shall fill up the vacancy from the waiting list within 20 working days from the date of registration (Amended as per 12th ACM).
- 10.6 If vacancies arise in the first semester within 20 working days, it may also be filled up from the waiting list (Amended as per 12th ACM).
- 10.7 Students admitted to a PG programme will work under the guidance of a Major advisor who will be the Chairperson of the advisory committee of the student, appointed by the head of the institution from among the PG teachers of the particular discipline/department as per the guidelines issued by the university from time to time.
- 10.8 The due date for registration of each subsequent semester shall be announced by the University and all the students shall register on the dates approved.
- 10.9 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/Head of the institution is authorized to permit him/her late registration up to 5 working days with late registration fee. In exceptional and rare cases, the Director (Acad & Research) is empowered to permit late registration on valid grounds up to 15 working days with additional late registration fee as prescribed from time to time
- 10.10 Part-time candidates for P.G. Programmes shall also follow the above procedure for registration.
- 10.11 Part-time registration shall not be allowed for course work. Students will be permitted to register for part-time studies only after completing course work.
- 10.12 The selection of the candidate for part-time registration shall be made at the time of selection for admission to the P.G. Programme, (guidelines for selection of candidates for part-time registration shall be issued by the University separately).
- 10.13 No Student will be allowed to register for zero credit in any of the semesters before completing the prescribed course/research credits. But if the thesis is not submitted during the semester in which the last credit has been registered, the student shall register in the next successive semester with zero credit showing 'submission of thesis' in the column for listing the course title, till the thesis is submitted.
- 10.14 Parents of all students who secure admission shall be members of the Parents Teachers Association (PTA) of the respective college, as per the guidelines of PTA.
- 10.15 A student joining a department shall be oriented on the significance of mastering the subject both theoretically and practically and shall be enlightened on the value of true research findings. Training modules on Good Laboratory practices, awareness of the guidelines of CPCSEA (Committee for the Purpose of Control and Supervision of Experiments in Animals) and IBSC (Institutional Bio safety Committee), norms/art of technical

writing and communication shall be imparted to all Post graduate students under the leadership of the Dean and Officers in charge. The Director of Academics and Research shall review the same every six months (as per 14th ACM).

11. Fee

- 11.1. The registration for a semester is valid only if the candidate remits the approved tuition fee and other fee, if any, for the semester. Remittance of the fee is mandatory for all the semesters including those of temporary discontinuance. The details of remittance of fee (Receipt Number & date) shall be quoted in the Course Registration cum Grade Card (amended as per 12th ACM).
- 11.2. Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.
- 11.3. Part-time students who are employees of the university are exempted from payment of any caution deposit, but they should pay half of the tuition fee prescribed for full time students and all other fee in full.
- 11.4. Part-time students registered for Ph.D. programme shall pay additional fee specified if their programme extends beyond eight semesters.
- 11.5. Those who are granted extension beyond the maximum permissible time limit are required to remit a special fee of Rs.10000/- per semester over and above the normal fee.

12. Procedure for Registration

- 12.1. Subsequent to filling up the personal details in Acad. Form No. 16, each student shall fill up a Course Registration Card cum Grade Cards in Acad. Form No. 17) along with time table (Acad. Form No. 2a) in consultation with his/her advisor and submit four copies of the same to the Head of the Institution through the advisor for approval.
- 12.2. The advisor is responsible for ensuring that the course registration is in accordance with the regulations.
- 12.3. In the Course Registration Card cum grade cards, the symbol 'R' should be noted along with the credit hours in respect of courses which are repeated.
- 12.4. The credit equivalent allotted during the semester for the research work connected with thesis shall also be shown in the Course Registration card for each semester.
- 12.5. On approval of the Course Registration cum grade Card, the Head of the Institution shall return all the four copies to the advisor who will return one copy to the student and retain three copies till the end of the semester.

13. List of students registered for each course

The Head of the Institution shall prepare a list of students registered for each course and furnish copies of the same to the Heads of the Departments and to various course teachers. (The commencement of classes for the semester shall not, however, be delayed even if this list is not obtained in time by the course teachers and the student shall be admitted to the classes provisionally).

14. Course teachers

Members of the teaching faculty shall be recognized as PG teachers in different disciplines based on the guidelines issued by the University. The Head of the Institution are authorized to issue orders regarding recognizing a teacher as a PG teacher based on the guidelines issued by the University

15. Advisory committee

- 15.1. For every candidate admitted to a Post Graduate course, there shall be an Advisory Committee appointed by the Head of the institution. Constitution of the advisory committee will be as per the guidelines issued by the university from time to time.
- 15.2. Advisory Committee for Master's Degree programme shall ordinarily consist of four members with the Major Advisor (Chairperson), Head of the Department and one member from the same discipline. The

fourth member shall be from the relevant field of study from within the University. In multidisciplinary research programmes, an additional member from inside or outside the University can be co-opted to the advisory committee by written request to the Dean by the chairperson with proper justification. Any member, who is to be co-opted to the advisory committee, shall be recognized by the academic council (amended as per 12th ACM). The Advisory Committee should have representatives from the major and minor fields amongst the members of the post-graduate faculty accredited for appropriate P.G. level research (amended as per 33rd ACM).

- 15.3. Advisory Committee for Doctoral programme shall ordinarily consist of five members with the Major Advisor (Chairperson), Head of the Department and one member from the same discipline. The other two members shall be from the relevant field of study from within the University. In multidisciplinary research programmes, an additional member from inside or outside the University can be co-opted to the advisory committee by written request to the Dean by the chairperson with proper justification*. Any member, who is to be co-opted to the advisory committee, shall be recognized by the academic council (amended as per 12th ACM). The Advisory Committee should have representatives from the major and minor fields amongst the members of the post-graduate faculty accredited for appropriate P.G. level research (amended as per 33rd ACM).

*wherever it is possible, one of the advisory committee member shall be an expert from outside University.

- 15.4. The Major Advisor and other members of the Advisory Committee shall be appointed by the Head of the Institution concerned on the advice of the Head of the Department. Teachers of the particular discipline/ department working in research stations/schemes/projects/other institutions of the University are also eligible to guide PG students. It is preferred that the Head of Department allot the M.V.Sc./M.Tech and P.h.D students to faculty members on a rotation basis.

- 15.5. When students are undertaking research programmes in research stations or projects outside the college campuses, there shall be a member from that station, in the Advisory Committee, if the Chairperson is not from that station.

- 15.6.a. As per 30th ACM, to function in the capacity of Major Advisor for M.V.Sc. and M. Tech. programmes is as follows:

(i) A minimum of three research papers in nationally/ internationally rated journals and with completed/ previously on-going membership in the Advisory Committees of two PG (M.V.Sc./M.Tech./M.Sc./M.S.) theses is insisted.

OR

(ii) A minimum of five research paper in nationally/ internationally rated journals as first author after becoming PG teacher with five years of experience after qualifying as a PG teacher.

- 15.6.b. To be a Chairperson/ Major Advisor of a Doctoral candidate, only teachers having Ph.D shall be eligible. As per 30th ACM, to function in the capacity of Major Advisor for Ph.D programme is as follows:

(i) A faculty member with Ph.D. having five published scientific articles in nationally/ internationally rated journals and a minimum of two successfully guided PG (M.V.Sc./ M.Tech./ M.Sc./ M.S) theses supervision as Major Advisor will be mandatory.

OR

(ii) A faculty member with Ph.D. having five published scientific articles in Nationally/ Internationally rated journals as first author after becoming PG teacher and five years of service after acquiring Ph.D. along with a minimum of one successfully guided M.V.Sc./ M.Tech thesis supervision as major/ minor advisor or a minimum of one successfully guided M.Sc./M.S. thesis supervision as Major Advisor will be mandatory.

- 15.6.c. The DAR shall notify approved list of major advisors for every admission year before one month prior to the date of admission upon proposals from Deans of faculty. (as per 14th ACM)

- 15.6.d. The Vice Chancellor is authorized to relax the regulations for constituting advisory committee of PG students and previously existing criteria for PG teachers, in case of departments having difficulty for finding supervisory staff, upon due specific recommendations from the respective Deans and Heads of Departments in specific cases, justified par doubt only (as per 16th ACM).

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- 15.7. The preference of the students shall be considered in deciding the research topic and / or the major advisor. The student can submit to the Head of the Department, three areas of their interest for research work.
- 15.8. Teachers to be appointed as Chairperson/Major Advisor and as members of the Advisory Committee shall possess a minimum service to retire on superannuation, three years in the case of Ph.D and two years in the case of Master's Degree programmes. However, Head of Department can act as a member in the Advisory committee by virtue of their position, irrespective of time left for retirement.
- 15.9. The following categories of teachers shall be recognized as PG teachers.
- i) Professors
 - ii) Associate Professors who possess Ph.D qualification
 - iii) Associate Professors and Assistant Professors having a minimum of 3 years teaching/research/University level extension experience after getting the Master's degree and having at least three research publications though not in possession of Ph.D qualification.
 - iv) Assistant Professors with Ph. D and at least one year teaching / research /extension experience and three scientific publications.
 - v) P.G teachers having PhD qualification shall only be eligible to be included in the advisory committee of Ph.D students.
 - vi) PG teachers on internal deputation for undergoing Ph.D programme can act as Major Advisor of MVSc students on completion of Ph.D course work and declaration of results of Ph.D comprehensive examination (amended as per 10th ACM).
- 15.10. The maximum number of PG students that a teacher can guide at a time as Major Advisor is normally limited to three including full-time and part-time students. However, if there is shortage of faculty a teacher can guide a maximum of four students at a time.
- 15.11. **Changes in the Advisory Committee:**
- (i) Change of the Chairperson or any member of the Advisory Committee is not ordinarily permissible. However, in exceptional cases, the change may be effected with due approval of the Director of Academics and Research.
 - (ii) Normally, staff members of the university on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as advisors of the Post-graduate students of the University. However, the Director of Academics and Research may permit them to continue to serve as advisor subject to the following conditions:
 - (a) The concerned staff member must be resident in India and if he/ she agrees to guide research and must be available for occasional consultations;
 - (b) An application is made by the student concerned duly supported by the Advisory Committee;
 - (c) In case of a Ph.D. student, he/ she must have completed his/ her comprehensive examinations and the research work must be well in progress and it is expected that the student will submit the thesis within a year;
 - (d) The Head of the Department and the Dean of the College concerned agree to the proposal;
 - (e) The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Director of Academics and Research for guiding as Chairperson or Member, Advisory Committee the thesis/ theses of the student(s) concerned only.
 - (iii) In case the Chairperson/ member of a Student's Advisory Committee retires, he/she shall be allowed to continue provided that the student has completed his course work and minimum of 10 research credits and the retiring Chairperson/member stays at the Headquarters of the College, till the thesis is submitted.
 - (iv) If the Chairperson/ member proceeds on deputation to another organization, he/she may be permitted to guide the student provided his/ her new organization is at the Headquarters of the College and his/ her organization is willing for the same.
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- (v) The change shall be communicated to all concerned by the Head of Department.
- (vi) If any member is absent for the comprehensive and or final viva-voce examinations, substitute arrangements can be approved by the Head of Institution based on proposal from the major advisor and the same should be informed to the University immediately (amended as per 33rdACM).
- 15.12. If 75% of the thesis work (research credit load) of the student is completed, the same Major Advisor can continue till the final examination is conducted even if he/she is absent at the College due to retirement/transfer or otherwise. In such cases if the Chairperson insists for a change due to valid reasons the same can be agreed to and the Head of Institution shall appoint a suitable member from among the advisory committee as the Major Advisor.
- 15.13. The Advisory Committee in consultation with student shall prepare the course programme (Acad. Form No. 20) and the same shall be forwarded by the Head of Department to the Head of Institution for approval within 60 days after admission. The approved course programme shall be forwarded to the University by the Head of Institution. Similarly the advisory committee shall scrutinize and recommend the thesis research programme of the student for approval of the appropriate bodies before the end of the first semester.
- 15.14. **Evaluation of Research**
- It is highly desirable for Ph.D. programme and this should be done annually as an essential part of research evaluation. The Student Advisory Committee shall review the progress of research and scrutinize annual progress reports submitted by the student.
- Midterm evaluation of Ph.D. (to move from JRF to SRF) is a mandatory requirement for all the funding agencies. Hence, the second review of annual progress report need to be done after completion of two years by the DAR in the presence of the advisory committee, Professor (RC) and the Dean concerned. The successful completion enables the students to become eligible for SRF (amended as per 33rdACM).

16. Withdrawal of course(s)

On recommendation of the chairperson, the Head of the Institution may permit a candidate to withdraw a course(s) (Acad. Form No. 18) during a semester within a period of 45 working days (excluding the day of registration) from the commencement of that semester. In such cases, the symbol (W) will be marked against the course in the grade report.

17. Addition of course(s)

On recommendation of the major advisor of the student the Head of the Institution may permit a student to add a course(s) (Acad. Form No. 18) during a semester within a period of ten working days from the commencement of the semester, but limiting the maximum credit load prescribed in Rule 21.1. and 21.2.

18. Residential requirement and time limit

- 18.1. Minimum residential requirement for Master's programme is four semesters and for Doctoral Programme is six semesters, excluding the period of discontinuance, if any. Of this, at least two semesters shall be spent in the concerned College. The maximum time limit for completing the requirements shall be 10 semesters for the Masters' Degree programme and 14 semesters for the Ph.D. programme including the period of discontinuance. Discontinuance for a semester can be permitted to PhD scholars under unavoidable circumstances after ascertaining the genuineness of their request by DAR (amended as per 33rdACM).
- 18.2. If a post-graduate student chooses to do part-time registration during any semester, subject to the conditions laid down in these regulations, such a semester shall be counted as a half semester for the purpose of his/her minimum period of residential requirement.
- 18.3. Part-time registration facility will be available to the teachers of Kerala Veterinary and Animal Sciences University who are availing study leave/eligible leave for the period of their course work.
- 18.4. No student who has completed the approved course credit and research credit will be allowed temporary "discontinuation in any of the subsequent semesters".
- 18.5. The student seeking extension of time for submission of thesis shall normally submit the application in writing at least two months before the expiry of the maximum permissible time limit.

- 18.6. The extension shall be recommended only on medical grounds or failure of experiments due to loss of crop/animal, or on similar grounds, which are to be supported by appropriate documents.
- 18.7. The Advisory Committee should be convinced that the student had made earnest effort on his/her part to complete the work within the prescribed time limit.
- 18.8. The request for extension of time for submission of thesis should contain the original request of the student, supported by documentary evidences to justify the reasons for delay, the minutes of the Advisory Committee meeting and the remarks of the Head of the Department and Head of the College. A checklist in Acad. Form No. 29, duly signed by the Major Advisor should also be submitted along with the request.
- 18.9. The request for extension should specifically mention the number of semesters required to complete the programme. However, the maximum permissible extension shall be normally limited to 2 semesters. The advisory committee should ensure that the student will complete the work within the extended time limit itself.

19. Discontinuance and re-admission

- 19.1. A student may be permitted by the Head of the Institution on recommendation of the Advisory Committee and the Head of the Department to discontinue his/her post-graduate programme temporarily under unavoidable circumstances, under intimation to the Director of Acad. & Research after completion of course work. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as approved subject to the maximum time limit prescribed in Rule 18.
- 19.2. No student who has completed the Course and Research credits will be allowed temporary discontinuation in any of the subsequent semesters.
- 19.3. Post Graduate students who avail the benefit of temporary discontinuation during the first semester shall be permitted to register in the subsequent semester.
- 19.4. Post graduate students discontinued temporarily during a particular semester will be permitted to rejoin in that semester provided the break period and the leave already taken does not exceed the maximum permitted absence (presently it is 20%) (amended as per 11th ACM).

20. Credit requirements as per ICAR-BSMA from 2021 admn. onwards (amended as per 33rd ACM).

20.1 Framework of the courses

The following nomenclature and Credit Hrs need to be followed while providing the syllabus for all the disciplines

Course work	Master's programme	Doctoral programme
Major courses	20	12
Minor courses	8	6
Supporting courses	6	5
Common courses	5	0
Seminar	1	2
Thesis research	30	75
Total	70	100

20.2

Major courses: From the Discipline in which a student takes admission. Among the listed courses, the core courses compulsorily to be taken may be given *mark

Minor courses: From the subjects closely related to a students major subject.

Common Courses: The following courses (one credit each) will be offered to all students undergoing Master's degree programme:

1. PGS 601- Technical Writing and Communications Skills
2. PGS 602- Agricultural Research, Research Ethics and Rural Development Programmes
3. PGS 603- Basic Concepts in Laboratory Techniques
4. PGS 604- Intellectual Property and its management in Agriculture
5. PGS 605- Library and Information Services

Some of these courses are already in the form of e-courses/ MOOCs. The students may be allowed to register these courses/ similar courses on these aspects, if available online on SWAYAM or any other platform. If a student has already completed any of these courses during UG, he/ she may be permitted to register for other related courses with the prior approval of the Head of Department (HoD)/ Board of Studies (BoS).

20.3. Supporting Courses

Students can opt for any of the courses may be opted under the supporting courses. The syllabi of these courses are available in the respective disciplines. If required, the contents may be modified to suit the individual discipline with approval of the concerned BoS:

The following supporting course should be taken by all Masters students (compulsory):

STAT 511- Experimental designs (2+1= 3) offered by Dept. Statistics

The course Research and Publication Ethics (RPE 700) with (1+1) credit hours should be taken as a compulsory major course by the Doctoral scholars (2022 admission onwards) in the disciplines of Basic Veterinary Sciences and the PhD scholars in other disciplines should take the course as a compulsory Supporting course (as per 34th ACM)

20.4 Mandatory requirement of seminars

It is decided to have mandatory seminars one in Masters (One Credit) and two in Doctoral programmes (two Credits). The students should be encouraged to make presentations on the latest developments and literature in the area of research topic. This will provide training to the students on preparation for seminar, organizing the work, critical analysis of data and presentation skills.

- 20.5 A maximum of 40 percent credits for minor and supporting courses (together) may be allowed from PG series courses for PhD programmes.
- 20.6 Permission can be given for students to register for courses of other faculties under KVASU so that the students will be able to utilize the facilities available in other places also.
- 20.7 The courses offered under MOOC / online modes can be taken by the students provided the same is recognized by Board of Studies. The proposal should be submitted by HoUD with the detailed suggestions on evaluation and attendance requirements before BoS for approval.
- 20.8 The Optional internship/ in-plant training (called as IDEA) can be implemented as a project. The proposal in the format prescribed by Director of Academics and Research, approved by the advisory committee need be presented to FRC through PCC and PC groups.

21. Credit Load in a semester

- 21.1. The maximum credit load, including the credit for research work, assigned to a full time Masters student for a semester shall not exceed 20 and for doctoral student shall not exceed 18. Non-credit compulsory courses can be taken over and above the 20 credits.
- 21.2. Part time students shall be permitted to take a minimum of six credits and a maximum of nine credits per semester for research.

22. Research requirements: Approval of Technical programme

- 22.1. The Master degree and Doctorate degree programmes shall include successful completion of a research project in the major field of study and submission of a thesis thereon.

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- 22.2. The programme of research work prepared by the student, in the approved format in Acad. Form No. 19 and approved by the advisory committee shall be sent to the Professor (RC) / Head of the Institution before the completion of the first semester. The programme of research work for Masters programme shall be discussed and approved by the respective project co-ordination groups constituted and then placed in the PCC and FRC for further discussion and final approval. The approved Masters programme shall be submitted in triplicate to the Director of Acad. & Research through Professor (RC) and Head of Institution for issuance of final orders (Amended as per 12th ACM). Synopsis for MVSc/ M Tech students need be submitted by end of first semester and that of PhD in the second semester (amended as per 33rd ACM).
- 22.3. For Doctoral Degree programme, the proposal of research work as approved by the Advisory committee of the student shall be examined by the concerned Project coordination committee and placed in the PCC and FRC for approval /remarks. The FRC shall be competent to accept or reject a doctoral research proposal and its approval shall be necessary for commencing research work. Upon approval of FRC, the Dean shall place it in the ensuing Academic Council with its minutes through DAR. The Academic Council shall be competent to approve the proposal or return to FRC for reconsideration. The Academic Council shall also be competent to examine an appeal regarding the FRC's decision and reconsider the matter one more time. The orders of the Academic Council shall be issued by DAR with the approval of the Vice-Chancellor and it shall be deemed to be final (amended as per 10th ACM). After Administrative and Technical Sanction from DAR, the Professor (FRC) shall forward an authenticated copy of the approved synopsis of PG and PhD students to the HoD/ Major Advisor/student for incorporation in the final thesis (amended as per 34th ACM).
- 22.4. If at all any modifications/changes are to be incorporated in the plan of work/synopsis of post graduate students, the changes shall be recommended by the advisory committee and shall be placed for approval in the respective Project Co-ordination group. The synopsis approved by PC group shall be placed in a special project Co-ordination committee meeting for the approval process of modified synopsis of M.V.Sc project and the approved synopsis should be sent to the DAR via Professor (FRC) for Administrative and Technical Sanction.
- In the case of Doctoral programme, the modification shall be recommended by the members of the advisory committee then placed for approval in the respective Project co-ordination group. The synopsis approved by PC group shall be placed in a special project Co-ordination committee meeting for the approval process of modified synopsis of Ph.D project and the approved synopsis should be sent to the DAR via Professor (FRC) who shall place the same in the Academic Council for approval and issue the AS and TS to proceed with the modified research plan of work. The mode of approval of modification (s) in the above said manner shall be permitted only once for a synopsis, that has already been approved by the various statutory bodies viz., Advisory Committee, PC Group, PCC, FRC and Academic Council (amended as per 34th ACM).

23. Attendance

- 23.1. Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 80 % (attendance shall be reckoned for theory and practical separately). A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the Internal final examination and shall be awarded zero mark.
- 23.2. An additional 10% absence is permitted to students for attending official duties as directed by authorities. In any case the overall attendance shortage shall not exceed 30% (20 + 10) inclusive of duty leave and other cases of absence.
- 23.3. Maternity leave in PG and Ph.D programmes (as per 34th ACM)
- 23.3.1. Female scholars enrolled for PG/PhD courses of Kerala Veterinary and Animal Sciences University shall be eligible for maternity leave benefit once during the entire duration of the programme, for a maximum period of 240 days.
- 23.3.2. The scholars shall be eligible for the scholarship only when she resumes the study
- 23.3.3. The scholar, who avails the maternity leave benefit during any of the semesters, without fulfilling minimum attendance requirement of that semester, shall have to register for the same semester while rejoining after the leave period. However, in such cases registration fee may be exempted for that semester.

- 23.3.4. A scholar who avails of the maternity leave benefit during any of the semesters, after fulfilling minimum attendance requirement, upon re-joining, however, can register for the ensuing semester.
- 23.3.5. In case of miscarriage, a student shall be eligible for miscarriage leave for a maximum period of two weeks.
- 23.3.6. After re-joining, the scholar has to complete all the mandatory academic requirements for completion of the programme. It was decided to include the maternity leave along with the 10% relaxation given for duty leave.
- 23.3.7. The period of maternity leave shall not be counted for the maximum time limit stipulated for completing the course.
- 23.3.8. For in-service (deputation) candidates, the service rules in vogue would be applicable.
- 23.3.9. The expectant student shall submit application for maternity leave along with supporting medical documents at least one month in advance to the Dean of the institution, through the Head of the Department. In all cases the leave shall be sanctioned by DAR, KVASU.
- 23.3.10. The above rules shall be made applicable to postgraduate programmes of KVASU from the date of the 34th Academic Council meeting. i.e 09.12.2022

24. Evaluation

24.1. Evaluation of course work

- For Masters' students multiple levels of evaluation (First Test, Midterm and Final semester) is desirable **at college level.**

Suggested distribution of marks for theory examinations.

First term :20 marks

Mid-term exam :30 marks

Final exam :50 Marks

- For Ph.D., the approach should be research oriented rather than exam oriented. In order to provide the student adequate time to concentrate on the research work and complete the degree in stipulated time, the examination may have to be only semester final at college level.

Suggested distribution of marks for practical examinations

Practical classes :30 marks

Records :20 Marks

Viva :10 Marks

Final practical examination :40 marks

- The method of evaluation of courses shall be decided by the course teacher and announced in advance at the beginning of the semester.

Computation of grade points

Grade point for a course = $\frac{(ax+by)}{(a+b)} \times 10$

where,

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a= credits for theory

b = Credits for practical

A separate minimum of 60% in theory and practical examination is essential for a pass.

GPA: Total grade points obtained in a semester divided by total no. of courses registered in the semester excluding the non-credit compulsory courses and research.

OGPA: Mean GPA obtained at the end of the semester.

24.2. Prevention of plagiarism

An institutional mechanism should be in place to check the plagiarism. The students must be made aware that manipulation of the data/ plagiarism is punishable with serious consequences (amended as per 33rd ACM).

25. OGPA requirement for continuing studies

25.1. The grades are calculated on a 10 point scale. For maintaining a good standard scholastically, student is required to maintain an OGPA of 7.50 in the case of Master's degree programme and 8.0 in the case of Doctorate programme at the end of each semester.

25.2. Any student who consecutively fails to secure a minimum OGPA of 7.50 during the first two semesters after his/her admission to the post-graduate programme shall not be permitted to continue his/her studies and his/her name shall be removed from the rolls of the university, provided that in respect of the following categories of students the time limit prescribed above, will be three instead of two semesters:

i) The student who discontinued the course temporarily for one semester with permission during his/her first year of study.

ii) The students who are on authorized leave but failed to secure 80% of attendance, in a semester and marked as I (Incomplete) in all the courses registered in a semester of the first year course of study.

iii) Students belonging to scheduled caste/scheduled tribe.

Note: The term scheduled caste/tribe would apply only to those communities which have been declared as SC/ST by Government of India or Government of Kerala (in case of communities, if any, which are declared as SC/ST in respect of a particular state alone and not coming under the purview of SC/ST as clarified above, the concession will not be extended). The students belonging to outside Kerala State should produce sufficient proof to the above effect for enjoying the concession.

25.3. Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls of the University.

For Master's degree:

Minimum pass grade in a course 7.00

Minimum OGPA to obtain degree 7.50

For Doctorate degree:

Minimum pass grade in a course 7.00

Minimum OGPA to obtain degree 8.00

The OGPA shall be rounded off to two decimal places.

26. Absence from examination

26.1. A student who is absent from an examination shall be deemed to have scored zero in that particular examination. However, students absenting on account of being deputed at the time of examination for activities of the college/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course.

26.2. Supplementary examination shall be conducted only once. The students should apply for the supplementary examination within five working days of the previous examination (Acad. Form No. 22). A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merit of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution.

26.3. Supplementary examination shall be conducted on prior sanction from the Head of Institution based on the recommendation of a committee consisting of the Head of the Department concerned, Professor (Acad.) and a senior teacher nominated by the Dean.

27. Grade reports

- 27.1. The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. The course teacher shall at the end of each semester, furnish three copies of grade reports of the students to the Head of the Department concerned who will retain one copy with him and forward once copy to the Head of the Institution and one copy each to the advisors concerned (Acad. Form No.21) along with his countersignature. The advisor shall fill up the grade report in detail in the course registration cum grade card of each student based on the grade reports furnished by the respective course teachers and forward three copies to the Head of the Institution. The Head of the Institution shall keep one copy of the CRCGC in the office and forward one copy to the advisor and one copy to the Director (Acad. & Res.) after countersignature. The course teacher will also see that the grades are simultaneously announced for the information of the students.
- 27.2. It shall be the responsibility of the advisor to consolidate the grade reports of students under him and to calculate the OGPA within 12 days from the end of each semester in order to facilitate registration of the students in the succeeding semester.

28. Repetition of courses

- 28.1. A student who has failed in a course may repeat that course in a subsequent semester when it is offered again or register as a re-examination course in any of the subsequent semesters, if the grade point is higher than zero for the course.
- 28.2. A student getting 7.50 or less in a course, may if he/she so desires, repeat that course to improve his/her OGPA.
- 28.3. When a student repeats a course, the previous grade obtained in that course is automatically cancelled.
- 28.4. Symbol "R" shall be shown in relevant records for repeated course and RE for re-examination course.
- 28.5. The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
- 28.6. A student who has secured above zero in a course during a semester may, if he/she so desires, register the same as a re-examination course in the subsequent semester, provided he/she had satisfied the attendance requirement. The symbol "RE" shall be shown for that course in CRCG. However, students who obtained zero for particular course and who do not satisfy the attendance requirement, shall register for the course and attend classes when the course is offered again in the subsequent semester.
- 28.7. Fees as approved by the University shall be paid for this purpose.
- 28.8. For registering for re-examination, prescribed application shall be forwarded in Acad. Form No 34D.

29. Valued answer papers

- 29.1. The valued answer papers of internal examinations shall be returned to the student within 10 working days of the examination.
- 29.2. If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
- 29.3. If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded he/she shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be summarily rejected.
- 29.4. The Head of the Department/Institution may constitute a committee consisting of at least three members of the Faculty who may advise him/her on the disposal of petitions or moderate the results in a particular course. The report of the committee in such cases should be submitted within two days, since the semester grades are to be finalized before the commencement of the next semester.

30. Guidelines for Post Graduate Seminar (Amended as per 33rdACM).

Seminar in the concerned discipline carrying one credit (one hour per week) is listed in the Post graduate course Catalogue. The procedure for conducting and evaluation of this course is obviously different from that of other courses.

a. Objectives

- i. To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- ii. To inculcate in postgraduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.
- iii. To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.
- iv. A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

b. Organisation and conducting of seminars

i. The co-ordinator of seminars: The officer i/c PG (Acad) shall be the coordinator of PG seminars of each semester. The organization of the seminar will be done by the coordinator who, will notify the name and time and send the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and Post- Graduate students under them (23rd ACM).

ii. Registration and Topics for the seminar: The registration of the seminar shall be done by the Major Advisor and would intimate the topic of the seminar to the coordinator within 15 days after the registration of the Semester. The topics are fixed by the major advisor in consultation with the student considering the special interest and research programme (23rd ACM).

The students should be encouraged to make presentations on the latest developments and literature in the area of research topic. This will provide training to the students on preparation for seminar, organizing the work, critical analysis of data and presentation skills.

iii. Timing of seminar: The date, time and venue of presentation of seminar is fixed by the co-ordinator considering the time suitable for staff and students in general.

(Normally the seminar is fixed between 2 p.m. and 3.30 p.m. on Saturdays and all the major advisors should see that the time- tables of all post graduate students are adjusted to suit these timings) (23rd ACM).

iv. Write up: The student should prepare a write-up on the seminar topic in the given format and hand it over to the co-ordinator of seminar atleast 2 days before the seminar. The format for presentation will be as follows (23rd ACM):

- * Title
- * Name of the student and the department
- * Introduction
- * Subject matter with sub-titles
- * References

The references may be listed as prescribed for term paper and thesis by KVASU.

v. Evaluation of the seminar: The seminars will be evaluated by a team of teachers consisting of: (i) co-ordinator (ii) Major Advisor (iii) one teacher of the faculty nominated by the major advisor of the student (23rd ACM).

vi. Evaluation criteria: The seminar will be presented in the format approved.

The following criteria are taken into consideration in evaluating a seminar presented by the student.

- * Subject matter coverage
- * Classification of information and proper use of English language
- * Subject matter covered
- * Comprehension and knowledge of the subject
- * Presentation
- * Use of visual aids
- * Ability for proper explanation

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- * Ability to arouse interest and stimulate discussion
 - * Distribution of time considering the time allowed for question and discussion
 - * Organisation of the entire seminar
 - * Discussion
 - * Ability to defend himself against the questions asked and the mode of answering.
- vii. Evaluation sheet: The seminar is evaluated as per the distribution of marks given below:
- * Subject matter coverage
 - * Presentation
 - * Discussion

c. Attendance

The minimum requirement of 80% attendance will be strictly followed for those students who have registered for the seminar and the attendance will be marked by the teacher in charge of seminar. Attendance at the seminar is also compulsory for the other post-graduate students who have not registered for seminar. All the members of the staff will also, attend the seminar as far as possible.

d. Compilation and record

At the end of the Semester the teacher in charge of the seminar will compile all the abstracts of the seminar presented during the Semester and hand it over to the Head of the Institution for binding and keeping it in the College Library for reference.

31. Comprehensive examination (amended as per 33rdACM)

- 31.1 There will not be comprehensive examination for Masters programmes. For Doctorate Degree Programme, a student shall be allowed to appear for the comprehensive examination (pre-qualifying examination), after completion of 80% of his/her prescribed course work separately in major and minor subjects and should have secured an OGPA of not less than 8.0 out of 10.0.
- 31.2 As the students are already tested in course examinations, the comprehensive examination should be based on oral examination by an external expert and the evaluation should cover both the research problem and theoretical background to execute the project. This shall assess the aptitude of the student and suitability of the student for the given research topic.
- 31.3. Duly filled Acad. Form No. 23 and a panel of External Examiners not exceeding 5 numbers should be submitted and Deans concerned will forward the same to the Office of Controller of Examinations within a week. The Controller of Examinations shall notify the names of the External Examiners with date and time for the conduct of viva-voce for Ph. D programme within a fortnight upon receipt of Form 23 (as per 17th ACM).
- 31.4. Acad. Form No.23a should be forwarded to the Director of Academics and Research within a week after Viva Voce examination for the publication of result (as per 17th ACM).
- 31.5. A candidate who fails in the comprehensive examination shall be permitted to appear for a second time after a minimum period of three months.
- 31.6. A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue for PhD programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
- 31.7. Comprehensive examination shall be conducted preferably at least six months before the expected date of submission of the thesis.
- 31.8. The successful completion of comprehensive examination is to obtain the "Satisfactory" remark by the external expert. The result of comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- 31.9. If any of the members of the Board of examiners fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Director of Academics and Research shall appoint a suitable

substitute examiner. In the case of external examiner, the Head of the Institution under intimation to the Director of Academics and Research shall appoint a suitable substitute examiner other than from the staff of the University.

32. Learning through online courses (amended as per 33rd ACM).

- 32.1. In line with the suggestion in new education policy and the initiatives taken by ICAR and MHRD in the form of e-courses, MOOCs, SWAYAM, etc. and also changes taking place globally in respect of learning through online resources it has been agreed to permit the students to enroll for online courses. It is expected that the provision of integrating available online courses with the traditional system of education would provide the students opportunities to improve their employability by imbibing the additional skills and competitive edge.
- 32.2. Board of Studies (BoS) of each Faculty shall identify available online courses and a student may select from the listed courses. The interested students may provide the details of the on-line courses to the BoS for its consideration.
- 32.3. A Postgraduate student may take up to a maximum of 20% credits in a semester through online learning resources.
- 32.4. The host institute offering the course does the evaluation and provide marks/ grades. Based on the proposal of HoUD, the BoS shall develop the conversion formula for calculation of GPA and it may do appropriate checks on delivery methods and do additional evaluations, if needed.

33. Internship during Masters programme (amended as per 33rdACM).

33.1 Internship for Development of Entrepreneurship in Agriculture (IDEA)

Currently, a provision of 30 credits for dissertation work in M.V.Sc./ M Tech. programmes helps practically only those students who aspire to pursue their career in academic/ research. There is hardly any opportunity/ provision under this system to enhance the entrepreneurship skills of those students who could start their own enterprise or have adequate skills to join the industry. Therefore, in order to overcome this gap, an optional internship/ in-plant training (called as IDEA) in lieu of thesis/ research work is recommended which will give the students an opportunity to have a real-time hands-on experience in the industry. It is envisaged that the internship/ in-plant training would enhance the interactions between academic organizations and the relevant industry. It would not only enable the development of highly learned and skilled manpower to start their-own enterprises but also the industry would also be benefitted through this process. This pragmatic approach would definitely result in enhanced partnerships between academia and industry.

The main objectives of the programme:

1. To promote the linkages between academia and industry
2. To establish newer University — co-operative R&D together with industry for knowledge creation, research and commercialization
3. Collaboration between Universities and industries through pilot projects
4. To develop methods for knowledge transfer, innovation and networking potential
5. To enhance skill, career development and employability

Following criteria for IDEA will be taken into consideration:

- 33.2. At any point of time there will not be more than 50% of students who can opt under IDEA. Major Advisor will be from Academia and Co-advisor (or Advisory Committee member) from industry.
- 33.3. Total credits (30) will be divided into 20 for internship/ in-plant training and 10 for writing the report followed by viva-voce similar to dissertation.
- 33.4. Optional internship/ in-plant training (called as IDEA) can be implemented as a project. The proposal in the format prescribed by Director of Academics and Research, approved by the advisory committee need be presented to FRC through PCC and PC group.

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- 33.5. Work place will be industry; however, academic/ research support would be provided by the University or both. MoU may be developed accordingly
The IPR, if any, would be as per the University policy.

34. Teaching assistantship

- 34.1. Teaching assistantship shall be encouraged. This will give the required experience to the students on how to conduct courses, practical classes, evaluation and other related academic matters. This is an important part of Ph.D. training all over the world and it is expected to address the shortage of faculty in many institutions/ universities.
- 34.2. The fulltime doctoral students of the University with or without fellowship may be considered for award of Teaching Assistantships in their respective Departments.
- 34.3. The Teaching Assistantship shall be offered only to those doctoral students who have successfully finished their course work.
- 34.4. Any consideration for award of Teaching Assistantships must have the consent of the supervisor/ Major advisor concerned.
- 34.5. Teaching Assistantships shall be awarded on semester to semester basis on the recommendation of a screening/ selection committee to be constituted by the Vice Chancellor.
- 34.6. All classes and assignments given to the Teaching Assistants, including tutorials, practicals and evaluation work shall be under the supervision of a faculty member who would have otherwise handled the course/ assignment.
- 34.7. Each Ph.D. student may be allowed to take a maximum of 16 classes in a month to UG/ Masters students.
- 34.8. No additional remuneration shall be paid to the students who are awarded ICAR JRF/ SRF. The amount of fellowship to be paid as remuneration to other students (who are receiving any other fellowship or without any fellowships) may be decided by the concerned universities as per the rules in force. However, the total amount of remuneration/ and fellowship shall not exceed the amount being paid as JRF/ SRF of ICAR.
- 34.9. At the end of each term, Teaching Assistants shall be given a certificate by the concerned Head of the Department, countersigned by the Dean, specifying the nature and load of assignments completed.

35. Registration of project personnel (SRF/ RA) for Ph.D (amended as per 33rdACM).

- 35.1. A provision may be made to enable the project personnel (SRF/ RA) to register for Ph.D. However, this can be done only if they are selected based on some selection process such as walk-in-interview.
- 35.2. The prior approval of PI of the project is mandatory to consider the application of project personnel (SRF/ RA) for Ph.D. admission
- 35.3. The candidates need to submit the declaration stating that the project work shall not be compromised because of Ph.D. programme.
- 35.4. Further, in order to justify the project work and Ph.D. programme, the number of course credits should not be more than 8 in a semester for the project personnel (SRF/ RA) who intend to register for Ph.D.
- 35.5. Compliance with the National Education Policy-2020

While implementing the course structure and contents recommended by the BSMA Committees, the Higher Education Institutions (HEIs) are required to comply with the provisions of National Education Policy-2020, especially the following aspects:

Given the 21st century requirements, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals. It must enable an individual to study one or more specialized areas of interest at a deep level, and also develop character, ethical and Constitutional values, intellectual curiosity, scientific temper, creativity, spirit of service, and 21st century capabilities across a range of disciplines

including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational subjects. A quality higher education must enable personal accomplishment and enlightenment, constructive public engagement, and productive contribution to the society. It must prepare students for more meaningful and satisfying lives and work roles and enable economic independence (9.1.1. of NEP-2020).

At the societal level, higher education must enable the development of an enlightened, socially conscious, knowledgeable, and skilled nation that can find and implement robust solutions to its own problems. Higher education must form the basis for knowledge creation and innovation thereby contributing to a growing national economy. The purpose of quality higher education is, therefore, more than the creation of greater opportunities for individual employment. It represents the key to more vibrant, socially engaged, cooperative communities and a happier, cohesive, cultured, productive, innovative, progressive, and prosperous nation (9.1.3. of NEP-2020).

Flexibility in curriculum and novel and engaging course options will be on offer to students, in addition to rigorous specialization in a subject or subjects. This will be encouraged by increased faculty and institutional autonomy in setting curricula. Pedagogy will have an increased emphasis on communication, discussion, debate, research, and opportunities for cross-disciplinary and interdisciplinary thinking (11.6 of NEP-2020).

As part of a holistic education, students at all HEIs will be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc., as well as research internships with faculty and researchers at their own or other HEIs/ research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability (11.8 of NEP-2020).

HEIs will focus on research and innovation by setting up start-up incubation centres; technology development centres; centres in frontier areas of research; greater industry-academic linkages; and interdisciplinary research including humanities and social sciences research (11.12. of NEP-2020).

Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment, and adequate student support. The curriculum must be interesting and relevant, and updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. High-quality pedagogy is then necessary to successfully impart the curricular material to students; pedagogical practices determine the learning experiences that are provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed to continuously improve learning and test the application of knowledge. Last but not least, the development of capacities that promote student wellness such as fitness, good health, psycho-social well-being, and sound ethical grounding are also critical for high-quality learning (12.1. of NEP-2020).

36. Submission of thesis

- 36.1. Preparation and writing of thesis shall be as per the guidelines issued by the University. A student shall be allowed to submit his/her thesis duly certified and signed by the members of the Advisory Committee on any day after completion of 80% of working days in the last semester, satisfying the minimum residential requirements. If this is not possible, he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18.1. subject to the condition that he/she should register for every intervening semester till the submission of thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- 36.2. The students will not be allowed to submit thesis in the inter semester break period after completion of minimum number of semesters required for the course
- 36.3. The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester and apply for the extension of time limit for submission of thesis (Acad. Form No. 29)
- 36.4. An M.V.Sc or M.Tech or Ph.D. student before submitting his/her thesis should defend the same in a seminar of the faculty members and P.G. students of the college concerned. A circular to this effect must be issued by the Head of the institution so that faculty members shall attend the defense seminar. Scientists from

other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the Advisory Committee may consider the suggestions on the merits and advise the student accordingly.

- 36.5. The results notification will be issued only upon receipt of proof of acceptance of the articles (one for M.V.Sc /M.Tech and two for doctoral students) by the respective journals (as per 22nd ACM).
- 36.6. Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the Advisory Committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 24) for appearing for the final examination, with details of examination fee remitted, shall also be submitted to the Dean of the college concerned at the time of submission of thesis. A panel of external examiners may also be submitted by the Major advisor to the Dean along with the proposal for final examination (Amended as per 12th ACM).
- 36.7. The thesis shall be signed with date by the Chairperson/ Major Advisor and all the members of Advisory Committee before submission to the Dean. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. are to be submitted to the Dean/ Head of the Institution for onward transmission to the external examiner for evaluation.
- 36.8 All Major advisors shall compulsorily check the thesis text, for any of traces of plagiarism and furnish a certificate in format specifically prescribed to this effect at the time of thesis submission (as per 14th ACM)
- 36.9 All Masters and Ph.D. theses shall be subjected to a software based plagiarism check and the Major Advisor shall certify in a suitable format that the thesis has been examined and free from any trace of plagiarism. The Director of Academics and Research will also conduct a scrutiny of all theses for Ph.D. and Masters for any incidence of plagiarism (as per 14th ACM).

37. Evaluation of thesis

- 37.1. The thesis shall be referred for adjudication to one external examiner in the case of Master's programme and to two external examiners in the case of Ph.D. Programme.
The external examiners shall be appointed by the Dean/ Head of Institution
- 37.1.a. Evaluation of Ph.D. thesis shall be carried out by experts concerned to the particular field of study available in the premier institutes inside the country (23rd ACM).
- 37.1.b. In case where the Vice Chancellor is of the opinion that an external additional referee in the discipline / related discipline must evaluate the thesis from the point of view of a complaint before him or otherwise, the Vice Chancellor shall proceed to obtain the same in a maximum permissible period of 90 (ninety) days. If the Vice Chancellor's reference to the additional referee does not yield a report in 90 (ninety) days of such reference, the Director of Academic and Research may, resubmit the case for approval and the same shall be approved. If the additional referee provides comments indicating need for revision/change in the thesis or advice against award of the degree the Vice Chancellor shall call for the remarks thereupon of the Major Advisor, Dean of the Faculty and Director of Academics and Research. Thereupon the Vice-Chancellor shall decide the matter of whether to award the Ph.D degree or not. The entire record will be placed in the Academic Council for reconsideration de novo, before notification of results and award of degree. The decision of the Academic Council, once confirmed b), the Management Council shall be final and no appeal shall be entertained (14th ACM).
- 37.2. The external examiners shall send their reports to the Head of the Department or other designated officer concerned. He will forward copy of the reports with valued thesis to the Chairperson of the Advisory Committee for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).
- 37.3. The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D., if one of the examiners approves the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision.

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- 37.4. The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.

38. Resubmission of thesis

- 38.1. If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners.
- 38.2. A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name is removed from the roll.

39. Final viva-voce examination

- 39.1. The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- 39.2. For both Masters and Ph.D degree programmes, the Board of Examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and one external examiner who evaluated the thesis. The chairperson of the advisory committee shall act as the chairperson of the Board of Examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the Dean for a decision.
- 39.3. The major advisor will be personally responsible for the proper conduct of the viva-voce and communicating the results (Acad form no.28) of the examination to the Director of Academics and Research in name cover marked 'Confidential'. The result so communicated should bear the signature of the chairperson and all members of the Board of examiners with date.
- 39.4. If any of the members of the board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the institution shall appoint a suitable substitute examiner and report to the University.
- 39.5. The external examiners, as selected by the Dean/Head of the Institution in the Acad. Form No. 25 for Master' degree programme shall be the rank of Associate professor / equivalent cadre and above and for Ph. D, shall be of the rank of Professor /equivalent cadre and above in the subject concerned.
- 39.6. The report of the final examination and thesis shall bear the signatures of all members, chairperson and external examiner with date. Designation and full address of the external examiner shall be written in the thesis and in the report.

40. Eligibility for the award of the degree

- 40.1. Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner (specify name and address) the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Acad. Form No. 28 through the Head of the Institution.
- 40.2. Out of the five copies of the corrected and bound thesis, one copy should be sent to the University along with the report of examination (Acad form No.28) and the report(s) of the evaluation of thesis furnished by the external examiner(s) Acad. Form No. 27, one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Chairperson of advisory committee respectively. A certificate from the college librarian and one from the Professor (RC) in Acad. Form No. 30 should also be enclosed. One soft-copy of the thesis will also be submitted along with the thesis to the University.
- 40.3. The chairperson shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner(s) have been attended to. He shall also submit his own report on the suggestions of the examiners.

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- 40.4. If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days, by paying the examination fee. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.
- 40.5. The University shall have the full right to publish the thesis in electronic media and to transmit the same to the online system. The IPR rights of the inventions made /technology developed shall remain with the University.
- 40.6. Following the successful completion of the evaluation process and announcement of the award of Ph.D, the University will submit a soft copy of the Ph. D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities (14th ACM).

41. Issue of certificate/transcript

- 41.1. On receipt of intimation of the approval of thesis and the report of final viva voce examination from the Head of Institution, together with a copy of the approved thesis, plus due certificates from the Major advisor, Professor (RC) and College Librarian, the University shall take further action to award the degree to the candidate.
- 41.2. The Vice-chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the candidates. The student shall apply for issue of Provisional / Degree Certificate and/or transcript (Acad. Form No. 13).
- 41.2.a. Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the Regulations of the UGC (14th ACM).
- 41.2.b. After result notification, soft copies of all theses shall be loaded in digital format in full in the discipline-wise web page of the University web site as well as that of the Directorate of Academics and Research (14th ACM).

42. Award of degree

The degree shall be awarded, under the seal of the University and signed by the officers authorized for the purpose as per statutes, to the candidates who have successfully completed the requirements for the degree.

43. Amending/cancellation of results

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has in the opinion of the Vice-chancellor been a party to or connived or at malpractice, fraud or improper conduct, the Vice-chancellor shall have the power at any time, notwithstanding the award of a certificate, prizes, scholarship or degree, to amend the results of such a candidate and to make such declaration as the Vice-chancellor may deem necessary to that effect including return of prize, scholarship money and debarring the candidate from the university for such periods as may be specified and the cancellation of results of the candidate in such manner as the Vice-chancellor may decide.

44. Publication of the contents of thesis

The contents of the thesis can be published with a footnote that they are based on a thesis accepted by the Kerala Veterinary and Animal Sciences University for the award of Master's/Doctorate degree. Research papers based on the results of the PG research can be published by the candidate prior to the submission of the thesis. Copy [copies of the paper(s) so published should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

- * All Ph. D theses of the students enrolled, examined and awarded in the University shall be owned wholly by the University as it has funded the research portion from its proceeds unless it specifically concedes other rights in writing.
- * All the copyrights and patents attributable to the research works shall be vested with the University and author or third parties shall share the ownership only to the extent University permits them in writing through the authorized office of the Research, (DAR) and upon such conditions of release of copyright and IPR respectively

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- * The University shall wherever possible accord reciprocal hosting in websites in India or Foreign Universities with suitable vesting of copyright of Research and IPR of, the University which awarded the Ph. D in the first place.
 - * While a student submits Ph. D Thesis, a prescribed form shall be signed to the effect of University owing the exclusive rights with the University to host and disseminate, as it deems fit.
 - * The right of the student or person whose Ph. D is hosted in the University website, shall be restricted to academic publication arising papers required in Ph. D or other genuine academic pursuits only.
 - * Copy right releases shall be signed by the University officers like the Dean.
 - * It shall be responsibility of the Registrar, Kerala Veterinary and Animal Sciences University to ensure that third party interest agreed upon by the University (such as funding agency) is respected and necessary permission sought before dissemination in cases where it is relevant (as per 16th ACM).

45. Penalty for un-authorised discontinuance

In case a student leaves on his/her own, the Master's or Ph.D. Programme without permission, he/she has to remit to the university an amount as decided by the University towards liquidate damages. The student shall execute at the time of admission a bond to the above effect in the proforma prescribed by the University.

46. Removal of difficulties

- 46.1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appears to him to be necessary or expedient for removing the difficulty.
- 46.2. No orders made under rule 46.1. shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- 46.3. Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the university as soon as possible.

46.4. Notwithstanding anything contained in these regulations, the Academic Council can make changes as and when found necessary.

M.V.Sc. cum Residency Programme (as per 8th, 9th and 14th ACM)

In consonance with 8th and 9th Academic Council meetings held on 25.09.2013 and 03.12.2012 the following **M.V.Sc. cum Residency Programme** was introduced from the Academic year 2014-15 onwards.

1.a. M.V.Sc. – Residency Programme in Clinical and Para clinical subjects

- a. Veterinary Epidemiology and Preventive Medicine
- b. Veterinary Clinical Medicine, Ethics and Jurisprudence
- c. Veterinary Surgery and Radiology
- d. Animal Reproduction, Gynaecology and Obstetrics
- e. Veterinary Parasitology
- f. Veterinary Pathology
- g. Veterinary Microbiology
- h. Veterinary Biochemistry
- i. Veterinary Pharmacology and Toxicology
- j. Veterinary Public Health

1.b.M.V.Sc. – Residency Programme in Livestock and Poultry Production subjects

- a. Animal Nutrition
- b. Livestock Production Management
- c.. Livestock Product Technology
- d. Animal Genetics and Breeding
- e. Dairy Science
- f. Poultry Science

The number of resident positions shall be notified upon proposals of Deans before admissions as per the requirement in each department. Fresh batch of resident to a department may be admitted only after completion of the on-going residency of that department (Amended as per 14th ACM).

2. Duration - Three Year plan (six semesters)

First four semesters the student can register 40 credits of course. (Jr. Residency).

Maximum credit load per semester shall not exceed **12** excluding non-credited courses (Amended as per 14th ACM)

5th and 6th semester the student can register **12** credits of research. (Sr. Residency) (Amended as per 14th ACM)

Sr. Residency can be extended to 4th and 5th year based on the recommendation from the Head of hospital and Dean concerned and approval from KVASU.

Under no circumstances the student is allowed to continue residency programme beyond 5th year.

3. Number of seats

One seat in each subject will be created supernumerary for the residency programme or as decided by the Academic Council.

4. Eligibility for admission

Bachelor degree in Veterinary and Animal Sciences recognized by KVASU with an OGPA of 6.0/10 or equivalent OGPA/equivalent percentage of 50% marks in traditional system. For Schedule Caste/Scheduled Tribe candidates the OGPA shall be 5.5 /10 or equivalent.

5. Mode of selection

Selection shall be done on the basis of the OGPA in the qualifying examination, the score in the entrance examination to be conducted by KVASU and personal interview following KVASU rules and regulations or other weightage decided by KVASU from time to time.

Additional seats have to be created for residential MVSc programme in each subjects in addition to the usual intake.

6. System of Education

The semester system shall be followed. The course work will be done during Jr.Residency(first four semesters) and research during Sr. Residency (Fifth and Sixth semester).

7. Credit Requirement As per new ICAR BSMA syllabus from 2021 admn onwards

(i) Course work .

Major	- 20
Minor	- 08
Seminar	- 1
Supporting courses	- 06
Common courses	- 05

(ii) Thesis Research	- 30
Total	- 70

8. Payment

The students will be paid fellowship at the following consolidated rates. They will not be eligible for any other allowances.

*	First year (1 st and 2 nd semester)	Rs. 20,000/- per month .
*	Second year (3 rd and 4 th semester)	Rs. 25,000/-per month.
*	Third year(5 th and 6 th semester)	Rs. 30,000/-per month.
*	Fourth year	Rs. 35,000/-per month.
*	Fifth year (Optional)	Rs 40,000/- per month

On successful completion of the course work and comprehensive examination, they can join for the senior residency programme.

The resident shall pay all the fees except tuition fee as applicable for a regular student (23rd Academic Council).

9. Duties of the Resident student

a. The student has to work in the hospital/farm on all working days minimum of 5 hrs/day) as per roster published by the hospital head. Attendance on holiday days shall be compensated with suitable compensation leave following KVASU rules throughout the residency programme (including thesis writing period).

b. The student is also bound to assist in the undergraduate practical classes in the Teaching Veterinary Clinical Complex (TVCC)/Institutional Livestock Farm complex(ILFC), as well as in the concerned parent department as decided by the Head of the hospital/farm/TVCC/ILFC/Department.

c. A minimum of two hour theory class/week (in their discipline) in addition to the practical class assistance in the hospital/farm/department has to be handled by the student.

d. The students under this scheme are expected for round the clock casualty/ambulance service/door step service to farmers (on suitable charging from farmers) with suitable compensatory off.

e. The student has to submit the synopsis of research work at the end of 4th semester.

- f. The student has to complete the comprehensive viva before the end of 4th semester and must be qualified to conduct the research work during Sr. Residency.
- g. The candidate has to submit a report of work done in addition to his/her curricular activities every month. Satisfactory report from the Major advisor/Head of Hospital/Farm/TVCC/ILFC along with the report of work from the candidate has to be forwarded to Dean with a copy marked to DAR every month before release of fellowship.
- h. The selected students under this scheme has to execute an agreement or bond for an amount equivalent spent by KVASU till date of discontinuance of the course, if any as liquidation charge.

10. General rules

- a) The administrative control of residents clinical and para-clinical may be entrusted to the Head of Teaching Veterinary Clinical Complex and Instructional Livestock Farm Complexes at both campuses (Amended as per 14th ACM).
- b) Courses and research problems shall be selected by the candidate based on the subject in which the student is admitted.
- c) Inclusion of Head of TVCC and that of ILFC as member in the advisory committee shall be based on requirement or merits as decided by the major advisor in consultation with HOD/ Dean (Amended as per 14th ACM).
- d) Major guide of the student shall be from any of the concerned department in which the student has secured admission. Formation of advisory committee shall be in accordance with the KVASU academic rules.
- e) The candidates will have to attend the clinics/farm on all days during the 3 year as per the direction of the Head of the hospital/head of farm/head of TVCC/ILFC.
- f) On successful completion of the 3 year programme, apart from the certificate for Master's degree- a work experience certificate for one year/two year senior residency programme shall also be issued.
- g) The students under scheme shall not be eligible for any other scholarship/fellowship/assistantship.
- h (i) In case a student is opting for temporary discontinuation on valid grounds during the course of study, an amount of Rs. 50,000/- is to be collected as security deposit which will be refunded without interest on re-joining the programme. Under no circumstances, the total period for completing the residency programme including the period of discontinuance shall exceed the maximum permissible limit of 10 semesters. On completion of the period of discontinuance, the resident should resume the program by registering the next regular semester of PG programme after remitting the prescribed fee, irrespective of the year of admission of the ensuing PG semester. The candidate shall request the Dean concerned to re-join the programme after the temporary discontinuation at least one month prior to the completion of the period of discontinuation granted. The Dean shall issue appropriate orders permitting the candidate to re-join the programme in the ensuing PG semester irrespective of the year of admission. The intervening period between the completion of discontinuation period and the commencement of ensuing semester, if any, shall also be treated as period of discontinuation and the Dean concerned is empowered to issue such orders deemed fit.
- h (ii) A resident can discontinue the programme permanently after remitting the fine as follows:
 - a) An amount equivalent to that of double the tuition fees that a regular student ought to have remitted up to and inclusive of the ongoing semester (cumulative) together with a liquidation damage of Rs. 75,000/- as fine.
 - b) If the discontinuation is during the first two semesters, the fine shall be limited to a minimum of Rs. 1.50.000/-
- h (iii) Regulations for opting out from the residency programme to become a regular student: Option - 1:
If the research credit or research work is still pending after 6th semester, the candidate can either continue Senior Residency or can opt out from the Residency to become a regular student by registering

7th semester after remitting the entire tuition fee that a regular student ought to have remitted from the beginning of the programme (ie. from 1st semester to 6th semester-cumulative) together with a liquidation damage fixed by the University from time to time (currently Rs. 75,000/-)

Option - 2:

If the student has completed all credits and research work components in the 6th semester and thesis submission alone is pending, he/she shall be allowed to register for the 7th semester after remitting a line of Rs.5000 without any liquidation damage. However, in such cases, under no circumstances registration of 8th semester shall be allowed.

On completion of 8th semester (4th year), the resident can opt out from the Residency and become a regular student in the 9th semester after remitting the entire tuition fee that a regular student ought to have remitted from the beginning of the programme (ie. from 1st semester to 8th semester-cumulative) together with a liquidation damage fixed by the University from time to time (currently Rs. 75,000/-). In such cases, the student shall be permitted to submit the thesis at the end of 9th or 10th semester and are not eligible for further Fellowship.

If the student has completed all the credits and thesis submission alone remains, he/she can opt out from the residency programme and can register 9th semester on remitting a fine of Rs.5000/- without remitting the liquidation damage.

h(iv) Candidates who opt out from the Residency programme after 6th or 8th semester to become regular student will be allowed only two more semesters (ie. 7th and 8th OR 9th and 10th as the case may be) for completing the M.V.Sc./M.Tech. Programme.

h (v) Once the candidate opts out from the Residency programme, he/she shall not be eligible for the Residency Fellowship during the remaining period of study.

* These regulations shall be effective from 2019 admission onwards. However, for the existing batch of students. 10% of the fellowship received together with a liquidation damage of Rs. 100.000 - (Rupees one lakh only) shall be levied for permanent discontinuation. For temporary discontinuation of the existing batch of students: Rule 10.h (i) as above shall be applicable (As per 23th ACM).

i) Accommodation shall be provided free of cost to the student in the TVCC complex/hostel.

j) Professional accident indemnity provision shall be extended to the resident student.

k) All the applicant should have registered in State Veterinary Council of India.

l) Upon successful completion of the residency, can give an option for registering PhD programme without undergoing admission process.

m) The common courses-compulsory courses- may be offered accordingly so as not to interfere with the clinical duties of the students.

n) For all other practical purpose the student shall follow the rules as is in the case of general category students.

o) Professional registration such as VCI registration is not needed for the candidates applying for Residency programme in Dairy Science and Animal Breeding and Genetics.

p) The time table of each resident has to be decided separately by the co-ordinator in consultation with the unit heads

q) Rotation of units of duty in clinics/farms has to be done only at the end of a semester

r) The residents will be eligible only for weekly off which has to be availed if required, and weekly off will not be accumulated in any case. Compensation leave is not permissible.

AGREEMENT FORM FOR RESIDENCY PROGRAMME

Appendix (II)

AN AGREEMENT EXECUTED on this day of BETWEEN THE Kerala Veterinary & Animal Sciences University a body corporate, incorporated under the Kerala Veterinary & Animal Sciences University Act 3 of 2011 (hereinafter referred to as the 'Act') having perpetual succession and a common seal and having its Headquarters at Pookode in the Wayanad District (hereinafter called 'the University') of the one part ANDherein after referred to as (PG student under Residency Programme) of the other part.

WHEREAS the University has in Order No. DAR/Acad B1/3294/13 dated 10/01/2014 (hereinafter called the said 'Order') engaged the PG student under Residency Programme, as per the decision of the Academic Council meetings held on 25.09.13 and 03.12.13.

AND WHEREAS the PG student under Residency Programme has agreed to serve the University, on the terms and conditions of service as hereinafter contained and those contained in the said order a copy of which is attached herewith and form part of this Agreement as if incorporated herein;

AND WHEREAS under Section 13 (10) of the Act, the PG student under Residency Programme shall be engaged under contract/deputation basis without any permanent commitment to the University/ Government.

NOW THIS AGREEMENT WITNESSES AND IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

- 1) The PG student under Residency Programme shall submit himself/herself to the orders of the University and shall loyally and faithfully discharge the duties of the office in accordance with the provisions of the Act, relevant Rules, Ordinances or Regulations or other orders issued from time to time by the authorities competent to make or issue the same.
- 2) The PG student under Residency Programme shall devote his/her whole time to his/her duties and at all times obey and implement all orders of the authorities and officers under whom he/she is serving and shall also comply with the request or directions from other competent authorities, officers or employees of the University or other bodies, individuals or institutions in the discharge of his/her duties and shall whenever required to proceed to any part of the State of Kerala as directed by the competent authorities and perform such duties as may be assigned to him/her.
- 3) The period of engagement of the PG student under Residency Programme under the Agreement shall be for a period of residency (as specified in the terms and conditions of engagement) commencing from the day of
- *4) Notwithstanding the provisions relating to the conditions of service as framed under the statutes and other ordinances rules regulations or order it shall be competent for either party to terminate the engagement made hereunder by giving one month's notice and abiding by the regulations under residency programme given under clause 10 h(i) to h(v) for temporary and permanent discontinuation of the program me.
- 4) The Dean of the College/Officer i/c of Unit/Station will assess the performance of the PG student under Residency Programme periodically and are competent to recommend termination of service if not found satisfactory.
- 5) The pay of the PG student under Residency Programme basis shall be as per the guidelines issued.

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- 6) Leave shall be as per the guidelines issued.
- 7) The PG student under Residency Programme shall maintain proper discipline in the University in the discharge of his/her duties. He/she has also to maintain a reasonable and acceptable standard of conduct in his/her private life and shall not bring discredit to the University by any misdemeanor on his/her part.

IN WITNESS WHEREOF the Registrar, for and on behalf of the University and PG student under Residency Programme have hereunto set their hand the day an year first above written.

Signed by Sri/Smt..... the Registrar for an on behalf of the University
in the presence of witnesses:-

1.

2.

Signed by.....in the presence of witnesses:-

1.

2.

M.TECH. CUM RESIDENCY PROGRAMME (AS PER 9TH, 14TH AND 23RD ACM)

1. Introduction

M.Tech. (Dairy Technology) residency programme was introduced in the year 2015-2016 and M.Tech. (Dairy Microbiology) M.Tech.(Dairy Chemistry) residency programmes were introduced in the year 2017-2018 respectively.

The number of resident positions shall be notified upon proposals of Deans before admissions as per the requirement in each department. Fresh batch of resident to a department may be admitted only after completion of the on-going residency of that department (Amended as per 14th ACM).

2. Duration - Three Year plan (six semesters)

- All the credits (41) excluding research (20) should be completed in the first four semesters (Amended as per 23rd ACM)
- Minimum credit load per semester is 10 and in no circumstances, the maximum credit load per semester shall exceed 12 (Amended as per 23rd ACM)
- Students shall register their Research credits (20), 10 in their fifth and 10 in sixth semester Residency Programme (Amended as per 23rd ACM)
- Extension of the programme to 4th and 5th years will be allowed based on the recommendations from the Head of the Department and the Dean concerned with due approval from the Registrar/the DAR of KVASU. In such cases students shall register their extended semesters with zero credits (As per 23rd ACM)
- Under no circumstances the student is allowed to continue residency programme beyond 5th year. (Amended as per 23rd ACM)

2.a to 2.c are applicable for 2020 and previous admissions

3. Number of seats

One seat in each subject will be created supernumerary for the residency programme or as decided by the Academic Council.

4. Eligibility for admission

Bachelor degree in Dairy Technology recognized by KVASU with an OGPA of 6.0/10 or equivalent OGPA/ equivalent percentage of 50% marks in traditional system. For Schedule Caste/Scheduled Tribe candidates the OGPA shall be 5.5 /10 or equivalent.

5. Mode of selection

Selection shall be done on the basis of the OGPA in the qualifying examination, the score in the entrance examination to be conducted by KVASU and personal interview following KVASU rules and regulations or other weightage decided by KVASU from time to time.

Additional seats have to be created for residential M.Tech. programme in each subjects in addition to the usual intake.

6. System of Education

The semester system shall be followed. The course work will be done during Jr. Residency (first four semesters) and research during Sr. Residency (Fifth and Sixth semester).

7. Credit Requirements

Minimum credit requirements

Major subject - 20 credits

Minor and supporting - 14 credits

Seminar - 1 credit

Non-credit compulsory - 06 credit

Total	-	(35+06) =41 credits
Research	-	20 credits
Grand Total	-	55+06 (non-credit compulsory course)

This shall be applicable for 2020 and earlier admissions.

Minimum Credit requirement for Masters' Residency programme (as per New BSMA Syllabus) .

Masters' Programme

(i) Course work

Major courses	20
Minor courses	08
Supporting courses	06
Common courses	05
Seminar	01
(ii) Thesis Research	30
Total	70

This shall be applicable from 2021 admission onwards (As per 32nd ACM)

8. Payment

The students will be paid fellowship at the following consolidated rates. They will not be eligible for any other allowances.

- First year (1st and 2nd semester) Rs. 20,000/- per month .
- Second year (3rd and 4th semester) Rs. 25,000/-per month.
- Third year (5th and 6th semester) Rs. 30,000/-per month.
- Fourth year Rs. 35,000/-per month.
- Fifth year (Optional) Rs. 40,000/- per month

On successful completion of the course work and comprehensive examination, they can join for the senior residency programme.

The resident shall pay all the fees except tuition fee as applicable for a regular student (As per 23rd Academic Council).

9. Duties of the Resident student

- a. The student has to work in the Department/ Dairy Plant on all working days minimum 5 hours/day. Attendance on holidays shall be compensated with suitable compensation leave following KVASU rules throughout the residency programme (including thesis writing period)
- b. The student is also bound to assist in the undergraduate practical classes in the Department as decided by the Head of Department.
- c. A minimum of two hour theory class/week (in their discipline) in addition to the practical class assistance in the Dairy plant/Department has to be handled by the student. The student has to submit the synopsis of research work at the end of the 4th semester
- d. The student has to complete the comprehensive viva before the end of the 4th semester and must be qualified to conduct the research work during Sr. Residency
- e. The candidate has to submit a report of work done in addition to his/her curricular activities every month. Satisfactory report from the Major Advisor/ Head of Department along with the report of work from the candidate has to be forwarded to the Dean with a copy marked to DAR every month to release fellowship.
- f. The selected students under this scheme have to execute an agreement or bond for an amount equivalent spent by KVASU till the date of discontinuance of the course, if any as liquidation charge

10. General rules

- a) The administrative control of residents may be entrusted to the Head of the Department

- b) Courses and research problems shall be selected by the candidate based on the subject in which the student is admitted.
- c) Major guide of the student shall be from any of the concerned department in which the student has secured admission.
- d) Formation of advisory committee shall be in accordance with the KVASU academic rules.
- e) The candidates will have to attend the plant /departmental activities on all days during the 3 year as per the direction of the Head of the Department /Head of the institution.
- f) On successful completion of the 3-year programme, apart from the certificate for Master's degree- a work experience certificate for one year/two-year senior residency programme shall also be issued.
- g) The students under scheme shall not be eligible for any other scholarship /fellowship/ assistantship.
- h) (i) In case a student is opting for temporary discontinuation on valid grounds during the course of study, an amount of Rs. 50,000/- is to be collected as security deposit which will be refunded without interest on re-joining the programme. Under no circumstances, the total period for completing the residency programme including the period of discontinuance shall exceed the maximum permissible limit of 10 semesters. On completion of the period of discontinuance, the resident should resume the program by registering the next regular semester of PG programme after remitting the prescribed fee, irrespective of the year of admission of the ensuing PG semester.

The candidate shall request the Dean concerned to re-join the programme after the temporary discontinuation at least one month prior to the completion of the period of discontinuation granted. The Dean shall issue appropriate orders permitting the candidate to re-join the programme in the ensuing PG semester irrespective of the year of admission. The intervening period between the completion of discontinuation period and the commencement of ensuing semester, if any, shall also be treated as period of discontinuation and the Dean concerned is empowered to issue such orders deemed fit.

h) (ii) A resident can discontinue the programme permanently after remitting the fine as follows:

- a) An amount equivalent to that of double the tuition fees that a regular student ought to have remitted up to and inclusive of the ongoing semester (cumulative) together with a liquidation damage of Rs. 75,000/- as fine.
- b) If the discontinuation is during the first two semesters, the fine shall be limited to a minimum of Rs. 1.50.000/-

h) (iii) Regulations for opting out from the residency programme to become a regular student:

Option - 1:

If the research credit or research work is still pending after 6th semester, the candidate can either continue Senior Residency or can opt out from the Residency to become a regular student by registering 7th semester after remitting the entire tuition fee that a regular student ought to have remitted from the beginning of the programme (ie. from 1st semester to 6th semester-cumulative) together with a liquidation damage fixed by the University from time to time (currently Rs. 75,000/-)

Option - 2:

If the student has completed all credits and research work components in the 6th semester and thesis submission alone is pending, he/she shall be allowed to register for the 7th semester after remitting a fine of Rs.5000 without any liquidation damage. However, in such cases, under no circumstances registration of 8th semester shall be allowed.

On completion of 8th semester (4th year), the resident can opt out from the Residency and become a regular student in the 9th semester after remitting the entire tuition fee that a regular student ought to have remitted from the beginning of the programme (ie. from 1st semester to 8th semester-cumulative) together with a liquidation damage fixed by the University from time to time (currently Rs. 75,000/-). In such cases, the student shall be permitted to submit the thesis at the end of 9th or 10th semester and are not eligible for further Fellowship.

If the student has completed all the credits and thesis submission alone remains, he/she can opt out from the residency programme and can register 9th semester on remitting a fine of Rs.5000/- without remitting the liquidation damage.

h) (iv) Candidates who opt out from the Residency programme after 6th or 8th semester to become regular student will be allowed only two more semesters (ie. 7th and 8th OR 9th and 10th as the case may be) for completing the M.Tech. Programme.

h) (v) Once the candidate opts out from the Residency programme, he/she shall not be eligible for the Residency Fellowship during the remaining period of study.

* These regulations shall be effective from 2019 admission onwards. (As per 23th ACM)

i) Accommodation shall be provided free of cost to the student in the hostel.

j) Professional accident indemnity provision shall be extended to the resident student.

k) Upon successful completion of the residency, can give an option for registering Ph.D. programme without undergoing admission process.

l) The common courses-compulsory courses- may be offered accordingly so as not to interfere with the clinical duties of the students.

m) For all other practical purpose the student shall follow the rules as is in the case of general category students.

n) The time table of each resident has to be decided separately by the co-ordinator in consultation with the unit heads

o) Rotation of units of duty in clinics/farms has to be done only at the end of a semester

p) The residents will be eligible only for weekly off which has to be availed if required, and weekly off will not be accumulated in any case. Compensation leave is not permissible.

5. ACADEMIC REGULATIONS FOR Ph.D PROGRAMME IN BIOSCIENCES

(As per 15th ACM & 26th ACM)

Note:

- (i) The Regulations for the award of Ph.D. degree in Biosciences known as Ph.D. degree in Biosciences Regulations, 2014 shall be applicable to the students admitted up to and inclusive of 2018 admissions. This is in accordance with the provisions of the regulations of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 2009) (as per 26th ACM).
- (ii) The Regulations for the award of Ph.D. degree in Biosciences known as Ph.D. degree in Biosciences Regulations, 2019 shall be applicable to the students of 2019 admission onwards. This is in accordance with the provisions of the regulations of the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 (as per 26th ACM).

1. Short title

- (i) These regulations shall be called 'Kerala Veterinary and Animal Sciences University (KVASU) Ph.D. degree in Biosciences Regulations, 2014' which shall be applicable to the students admitted up to and inclusive of 2018 admissions (as per 26th ACM).
- (ii) Those students admitted from 2019, these regulations shall be called 'Kerala Veterinary and Animal Sciences University (KVASU) Ph.D. degree in Biosciences Regulations, 2019' (as per 26th ACM).

2. Scope

- (i) The regulations provided herein shall apply to Ph.D. degree in Biosciences programmes offered by the Faculty of Veterinary and Animal Sciences of the Kerala Veterinary and Animal Sciences University from the academic year 2014-15 to the academic year 2018-19 (as per 26th ACM).
- (ii) The new regulations provided herein shall apply to Ph.D. degree in Biosciences programmes offered by the Faculty of Veterinary and Animal Sciences of the Kerala Veterinary and Animal Sciences University from the academic year 2019-20 onwards (as per 26th ACM).

3. Definitions

In these regulations unless the context otherwise requires:-

- a. "Advisory Committee" means the committee constituted to supervise the Ph.D. degree of the student.
- b. "Board of examiners" means the committee constituted for the conduct of the comprehensive and final examinations in the Doctorate degree programme.
- c. "Dean" means Deans of the college concerned in the University.
- d. "Director (Academics and Research)" is an officer designated to discharge the duties and functions connected with Academics and Research in the University
- e. "Department" means a Department in a College/Teaching Institution offering degree programmes. Scientists of a discipline working in research stations/ schemes/ projects will also be considered as members of the Department of the teaching institution concerned.
- f. "Head of Institution" means Dean or an officer designated by the University as Head of the Teaching Institution.
- g. "Major advisor" means the students' advisor in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.

4. Degrees awarded

Faculty of Veterinary and Animal Sciences

- 1. Ph.D in Biosciences (**Histology**) offered by Dept. of Vet. Anatomy and Histology
- 2. Ph.D in Biosciences (**Developmental Anatomy**) offered by Dept. of Vet. Anatomy and Histology
- 3. Ph.D in Biosciences (**Molecular Biology**) offered by Dept. of Vet. Biochemistry

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4. Ph.D in Biosciences (**Clinical Biochemistry**) offered by Dept. of Vet. Biochemistry
 5. Ph.D in Biosciences (**Molecular Genetics**) offered by Dept. of Animal Breeding and Genetics
 6. Ph.D in Biosciences (**Livestock Products**) offered by Dept. of LPT
 7. Ph.D in Biosciences (**Diagnostics and Vaccinology**) offered by Dept. of Preventive Medicine
 8. Ph.D in Biosciences (**Animal Sciences**) offered by Dept. of LPM

5. Number of seats

The maximum number of candidates to be admitted each year in each discipline will be recommended to the Academic Council by the Dean of the college concerned subject to man power and facilities available. The Academic Council will decide the number of seats in each discipline.

6. System of education

The semester system of education shall be followed. Each semester will be of six months duration for the students admitted from 2014 up to and inclusive of 2018 admissions (as per 26th ACM).

From 2019 admission onwards, each semester will be of 100 days duration exclusive of examinations days. Each student enrolled is required to take a specified load of course work in the chosen subject of specialization and / or other courses preparing the students for Ph.D. degree. The student shall complete a research project and present it in the form of a thesis. The medium of instruction shall be English (as per 26th ACM).

7. Eligibility for admission

i) For admission to the Ph.D. programme in Biosciences in the faculty, applicants fulfilling the following criteria shall be treated as eligible for 2014 admissions up to 2018 admissions:

a) Persons having passed Post Graduate Degree (Masters Degree in Science subjects) Examination with at least 50% marks or equivalent Overall Grade Point Average (OGPA) or an equivalent degree recognized by UGC are eligible to apply. For SC/ST candidates, the minimum marks required for application is 45% in the Post-graduate Examination.

b) Employed persons from National Laboratories/Institutes/Universities/Colleges/Secondary and Higher Secondary Schools/ Government/ Private Organization can also apply for whom the stipulation of marks do not apply. **In-service candidates who wish to apply to this programme should have published a minimum of 2 peer reviewed research articles** (as per 26th ACM).

ii) Those students admitted from 2019 onwards,

a) Persons having passed Post Graduate Degree (Master's Degree in any Life Science subjects) Examination with at least 55% marks or equivalent Overall Grade Point Average (OGPA) or an equivalent degree recognized by UGC are eligible to apply. For SC/ST/OBC (non-creamy layer)/ differently abled candidates, the minimum marks required for application is 50% in the Post-graduate Examination.

b) Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to PhD programme (as per 26th ACM).

8. Mode of selection

i) Admission to the PhD programmes for 2014 admissions up to 2018 admissions shall be made on the basis of (a) the qualifying degree marks; (b) a written entrance test; and (c) an interview. A relative weightage of 2:2:1 will be given for the three components (qualifying marks: entrance test: interview) of the selection process. All the candidates scoring a minimum of 50% marks and in the case of SC/ST candidates a minimum of 45% marks, as the case may be, in the entrance test will be qualified to appear for the interview.

The following categories of applicants are exempted from appearing for the entrance test:

1. Candidates who have qualified U.G.C./ C.S.I.R./ICAR test or who possess an M.Phil. Degree by Research and Thesis.
2. College/ University Teachers with two years teaching experience.
3. Candidates who have qualified the Kerala State Level Eligibility Test.
4. Scientists working in approved Research Laboratories either owned or managed by the Central/ State Government or autonomous Research Institution of National Status, with Five years' experience in the grade of Scientist and having a minimum of two research papers published in the recognized research journals of the concerned subject.
5. Scientists/ Physicians working in Pharmaceuticals/ Hospitals/ Research Centre's owned by the Government with five years' experience and having a minimum of two-research paper published.

For the above categories of applicants, selection will be done on the basis of the qualifying degree marks and their performance in the interview, the relative weightage for the two components being 1:1 (as per 26th ACM).

ii) Admission to the PhD programmes from 2019 admissions onwards shall be made on the basis of an entrance test and interview. All the candidates scoring a minimum of 50% marks (in the case of SC/ST candidates a minimum of 45% marks), in the entrance test will be qualified to appear for the interview. The weightage of the written test and interview will be decided by the University from time to time. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The candidates need to submit a research proposal showing their area of research interest in the Selection Committee/Interview Board (as per 26th ACM).

9. Admission

On admission to the programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of three components (the first component indicating the year of admission; the second, the code for the degree and college and third, the serial number of the student admitted to the degree programme during the year).

10. Registration of students

- 10.1 A student admitted to the programme shall pay all fees as stipulated by the University (**Rs. 49,000/- as initial fee per semester**) and report in person to the Head of the Institution on the date of registration. The Head of the Institution will direct them to the Head of Department concerned. In absentia registration is not allowed.
- 10.2 The registration for a semester is valid only if the candidate remits the approved tuition fee and other fee, if any, for the semester. Remittance of the fee is mandatory for all the semesters till the submission of thesis. The details of remittance of fee (Receipt Number & date) shall be quoted in the Course Registration cum Grade Card. If at all temporary discontinuation is solicited, it will be considered only after remitting the fee and on recommendation of the Major advisor. Those who temporarily discontinue the programme in the first semester will be permitted to re-join only at the beginning of next academic year from 2014 admissions up to 2018 admissions (as per 26th ACM).

From 2019 admissions onwards, they will be permitted to re-join at the beginning of next semester. However, the maximum time limit for the completion of the programme shall not exceed 12 semesters (as per 26th ACM).

11. Residential requirement and time limit

- 11.1 Minimum duration for the programme shall be eight semesters, excluding the period of discontinuance if any. The maximum time limit for completing the requirements shall be twelve semesters, including the period of discontinuance. After being admitted to the programme, the candidate shall undertake course

work for a minimum period of one semester. Only upon satisfactory completion of course work, the Ph.D. scholar is permitted to undertake research work (as per 26th ACM).

From 2019 admissions onwards, the women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days (as per 26th ACM).

- 11.2 The due date for registration of each subsequent semester shall be announced by the University and all the students shall register on the dates approved.
- 11.3 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/Head of the institution is authorized to permit him/her late registration up to 5 working days with late registration fee. In exceptional and rare cases, the Director (Acad and Research) is empowered to permit late registration on valid grounds up to 15 working days with additional late registration fee as prescribed from time to time.
- 11.4 The student seeking extension of time for submission of thesis shall normally submit the application in writing at least two months before the expiry of the maximum permissible time limit.
- 11.5. The extension shall be recommended only on medical grounds or failure of experiments due to loss of crop/animal, or on similar grounds, which are to be supported by appropriate documents.
- 11.6. The request for extension should specifically mention the number of semesters required to complete the programme. However, the maximum permissible extension shall be normally limited to 2 semesters.
- 11.7. Those who are granted extension beyond the maximum permissible time limit are required to remit a special fee of Rs.10000/- per semester over and above the normal fee.
- 11.8 If the thesis is not submitted at the end of the 8th semester, the student shall register in the successive semesters with zero credit showing 'submission of thesis' in the column for listing the course title, till the thesis is submitted.

12. Procedure for Registration

- 12.1. Subsequent to filling up the personal details in Acad. Form No. 16, each student shall fill up a Course Registration cum Grade Cards in Acad. Form No. 17 in consultation with his/her major advisor and submit four copies of the same to the Head of the Institution through the advisor for approval.
- 12.2. The advisor is responsible for ensuring that the course registration is in accordance with the regulations.
- 12.3. In the Course Registration cum Grade Cards, the symbol 'R' should be noted along with the credit hours in respect of courses which are repeated.
- 12.4. The credit equivalent allotted during the semester for the research work connected with thesis shall also be shown in the Course Registration Card cum Grade Card for each semester.
- 12.5. On approval of the Course Registration cum Grade Card, the Head of the Institution shall return all the four copies to the major advisor who will return one copy to the student and retain three copies till the end of the semester.
- 12.6 The Head of the Institution shall prepare a list of students registered for each course and furnish copies of the same to the Heads of the Departments and to various course teachers.
- 12.7 Members of the teaching faculty shall be recognized as PG teachers in different disciplines based on the guidelines issued by the University. The Head of the Institution are authorized to issue orders regarding recognizing a teacher as a PG teacher based on the guidelines issued by the University.

13. Advisory committee

- 13.1. For every candidate admitted to the programme, there shall be an Advisory Committee appointed by the Head of the institution. Constitution of the advisory committee will be as per the guidelines issued by the University from time to time.
- 13.2. Advisory Committee for the Ph.D programme shall ordinarily consist of five members. The Major Advisor shall necessarily be from within the Kerala Veterinary and Animal Sciences University in the concerned

discipline. Head of the Department shall be a member in the advisory committee of all the students who have registered for Ph.D programme in the department. Among the other three members, two members shall be from the relevant field of study from within the University and the third member shall be from within or outside the University. An additional member can be co-opted to the advisory committee by written request to the Dean by the Major Advisor with proper justification. Outside members of the advisory committee, if any, shall be recognized by the Academic Council.

- 13.3. The Major Advisor and other members of the Advisory Committee shall be appointed by the Head of the Institution concerned on the advice of the Head of the Department. Teachers of the particular discipline/department working in research stations/schemes/projects/other institutions of the University are also eligible to guide the students. The allocation of the major advisor shall be decided by the Head of Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty and the research interest of the student as indicated during interview by the student.
- 13.4. The Major advisor for a Ph.D. student for 2014 admissions up to 2018 admissions shall be in the rank of Associate Professor or above and those teachers having Ph.D. However, an Assistant Professor with Ph.D. degree, having four scientific Papers either published or accepted for publication in peer reviewed journals, and five years of experience are also eligible (as per 26th ACM).
From 2019 admissions onwards, a faculty member with Ph.D. and five published scientific articles in nationally/ internationally rated journals and a minimum of three previously ongoing PG thesis supervision as major advisor will be mandatory. The major advisor will be decided by the HoUD on a rotation basis. The number of students that can be guided by a teacher as Major Advisor as per the existing regulations of the University shall be inclusive of Ph.D Biosciences programmes also (as per 26th ACM).
- 13.5. Teachers to be appointed as Major Advisor and as members of the Advisory Committee of Ph.D programme in Biosciences shall possess a minimum service of four years to retire on superannuation. However, Head of Department can act as a member in the Advisory committee by virtue of their position, irrespective of time left for retirement.
- 13.6. A Major advisor shall not have, at any given point of time more than eight Ph.D. scholars.
- 13.7. If the Major Advisor or any member(s) of the Advisory Committee of a student is absent in the course of the PG programme for reasonably long period, i.e., more than six months or one semester, proposals for substitute arrangement shall be made to the Head of Institution by the Head of Department. If any member is absent for the comprehensive and final viva voce examinations, substitute arrangements can be proposed to the Head of Institution who shall approve the same and inform the University.
- 13.8. If 75% of the thesis work (research credit load) of the student is completed, the same Major Advisor can continue till the final examination is conducted even if he/she is absent at the College due to retirement/transfer or otherwise. In such cases if the Major Advisor insists for a change due to valid reasons the same can be agreed to and the Head of Institution shall appoint a suitable member from among the advisory committee as the Major Advisor.
- 13.9. The Advisory Committee in consultation with student shall prepare the programme of course work (Acad. Form No. 20) and research work for thesis (Acad. Form No. 19) of the student and the same shall be forwarded by the Head of Department to the Head of Institution for approval within 60 days after admission.
- 13.10. The Advisory Committee shall meet periodically, at least once in a semester, review the progress and advise the students in his/her programme. The proceedings of the meeting shall be minuted and copy of the proceedings shall be forwarded to the Head of Institution.

14. Credit requirements(all courses shall be in 800 series)

i) For 2014 admissions up to 2018 admissions

Major subjects (including seminar, 0+1 credit) = 12 credits

Minor & supporting courses including research methodology* = 8 credits

Research = 55 credits

Total = 75 credits

**Research methodology (1+1 credits) shall include quantitative methods, computer applications and reviewing of published research in the relevant field also (as per 26th ACM).*

ii) From 2019 admissions onwards

Course work (including seminar, 0+1 credit) = 12 credits

Research methodology = 3+1credit

Research = 59 credits

Total = 75 credits

**Research methodology shall include quantitative methods, computer applications, research ethics and review of published research in the relevant field also (as per 26th ACM).*

15. Credit Load in a semester

i) For 2014 admissions up to 2018 admissions

The maximum credit load assigned to a student for a semester shall not exceed 22 (as per 26th ACM).

ii) From 2019 admissions onwards

The maximum credit load assigned to a student for a semester shall not exceed **18** (as per 26th ACM).

16. Course work

i) For 2014 admissions up to 2018 admissions

Course work shall be undertaken in the first semester. The candidate shall undertake an intensive programme for the first eight weeks in the first semester wherein he/she shall put in 8 hours of classes per day (9 am to 1 pm and 2pm to 6 pm) for six days a week irrespective of intervening holidays (8x6dx8w=384h). This will be followed by regular classes on Saturdays and Sundays (9 am to 1 pm and 2pm to 6 pm) for 16 weeks (8x2dx16w=256h). Research programme can be taken up only after successful completion of the course work (as per 26th ACM).

ii) From 2019 admissions onwards

Course work shall be undertaken during the regular time on college working days (9am to 1 pm and 2 pm to 4 pm) in the first semester. Courses that are failed or repeated shall be taken in the subsequent semesters.

A student who has failed in a course may repeat that course in a subsequent semester when it is offered again or register as a re-examination course in any of the subsequent semesters, if the grade point is higher than zero for the course.

After completion of the course-work, the in-service candidates can re-join in the service and shall continue the research programme as committed in their synopsis (as per 26th ACM).

17. Research requirements: Approval of Technical programme

- 17.1. The Doctoral degree programme shall include successful completion of a research project in the major field of study and submission of a thesis thereon.
- 17.2. The programme of research work prepared by the student, in the approved format in Acad. Form No. 19 and approved by the advisory committee shall be sent to the Professor (RC) /Head of the Institution within 60 days of the first semester. The proposal of research work as approved by the Advisory committee of the student shall be examined by the concerned Project coordination committee and placed in the FRC for approval /remarks. The FRC shall be competent to accept or reject a doctoral research proposal and its approval shall be necessary for commencing research work. Upon approval of FRC, the Dean shall place it in the ensuing Academic Council with its minutes through DAR. The Academic Council shall be competent to approve the proposal or return to FRC for reconsideration. The Academic Council shall also be competent to examine an appeal regarding the FRC's decision and reconsider the matter one more time. The orders of the Academic Council shall be issued by DAR with the approval of the Vice-Chancellor and it shall be deemed to be final.

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- 17.3 If at all any major modifications/changes are to be incorporated in the plan of work/synopsis, the modifications shall be recommended by the members of the advisory committee, and then placed for approval of the respective Project Co-ordination group and shall be placed in the FRC and then shall be placed in the academic council for ratification.
- 17.4 Depending upon the number of students enrolled, a lump sum grant will be provided to the department by the University. **A research grant currently fixed for ongoing Ph.D programmes of the University shall be extended to the students of this programme who are pursuing research in KVASU institutions.**
- 17.5 In order to monitor the research work carried out in each semester, the candidate shall appear before the advisory committee and fill in the Form A in the beginning of a semester and Form B at the end of the semester so that the research work carried out in that particular semester can be properly reviewed.

FORM A

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Proforma to be submitted in the beginning of a semester

1. Name of the student
2. Admission Number:
3. Degree and discipline:
4. Date of Joining:
5. No. of the semester and academic year:
6. Approved title of thesis:

7. Proposed plan of research work in the semester:

- a.
- b.
- c.
- d.

8. Name and dated signature of Advisory Committee members

- a.
- b.
- c.
- d.
- e.
- f.

Countersigned:

Dean/Professor (Acad)

FORM B
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Proforma to be submitted at the end of a semester

1. Name of the student:
2. Admission Number:
3. Degree and discipline:
4. Date of Joining:
5. No. of the semester and academic year:
6. Approved title of thesis:

7. Report of research work carried out in the semester:

- a.
- b.
- c.
- d.

8. Whether the conduct of research work is satisfactory?

9. Name and dated signature of Advisory Committee members

- a.
- b.
- c.
- d.
- e.
- f.

Countersigned:

Dean/Professor (Acad)

18 Attendance

During course work every student shall ordinarily attend all the classes. However, the minimum attendance prescribed for a course is 80%. Attendance shall be reckoned for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the final examination and shall be awarded zero mark.

19 Examination and evaluation of course work

19.1 i) For 2014 admissions up to 2018 admissions

The evaluation of the students in a course shall be based on his/her performance in various examinations, submission of practical records, record of practical class work and performance in other types of exercises/ assignments. The method of evaluation shall be announced at the beginning of the semester along with the course outline, a copy of which shall be communicated to the Head of the department by the course teacher.

Distribution of marks

Theory examination: 100 marks (conducted in the last week of the semester)

Practical examination:

Records : Shall not exceed 20 marks

Viva-voce : Shall not exceed 10 marks

Final Practical exam : Shall not exceed 80 marks

Total : 100 marks (as per 26th ACM).

ii) From 2019 admissions onwards

Distribution of marks for theory examinations

Mid-term exam : 40 marks

(Shall be conducted on completion of 40% of the classes.)

Final exam: 60 marks

(Shall be conducted at the end of the semester.)

Total : 100 marks

Distribution of marks for practical examination

Records: 20 marks

Viva-voce: 10 marks

Final Practical exam : 70 marks

Total : 100 marks (as per 26th ACM).

A separate minimum of 60% in theory and practical examination is essential for a pass. A student who does not satisfy the attendance requirement in a course shall repeat the course when it is offered again.

Computation of grade points

Grade point for a course = $\frac{ax+by}{(a+b)10}$, where

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a= credits for theory

b = Credits for practical

19.2 A student who had failed or not secured the separate minimum of 60% either in theory or practical examination in a particular course, shall appear for all the examinations prescribed for that course. However, for the regular practical class work and practical record, the marks obtained by the student for the first time shall be taken into account. For taking re-examination the student shall register for re-examination course.

OGPA: OGPA is obtained by dividing the total credit points secured by the student in all the courses registered till the end of that semester by the total credit hours (excluding the research) till the end of the corresponding semester.

20. OGPA requirement for continuing studies

The grades are calculated on a 10 point scale. For maintaining a good standard scholastically, student is required to maintain an OGPA of 7.0.

Minimum pass grade in a course 6.00

Minimum OGPA to obtain degree 7.00

The OGPA shall be rounded off to two decimal places.

21. Absence from examination

- 21.1. A student who is absent from an examination shall be deemed to have scored zero in that particular examination. A supplementary examination may be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course.

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- 21.2. Supplementary examination shall be conducted only once. The students should apply for the supplementary examination within five working days of the previous examination (Acad. Form No. 22). A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero.
- 21.3. Supplementary examination shall be conducted on prior sanction from the Head of Institution.

22. Grade reports

- 22.1. The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. The course teacher shall at the end of each semester, furnish three copies of grade reports of the students to the Head of the Department concerned who will retain one copy with him/her and forward once copy to the Head of the Institution and one copy each to the advisors concerned (Acad. Form No.21) along with his countersignature. The advisor shall fill up the grade report in detail in the course registration cum grade card of each student based on the grade reports furnished by the respective course teachers and forward three copies to the Head of the Institution. The Head of the Institution shall keep one copy of the CRCGC in the office and forward one copy to the advisor and one copy to the Director (Acad. & Res.) after countersignature. The course teacher will also see that the grades are simultaneously announced for the information of the students.
- 22.2. It shall be the responsibility of the advisor to consolidate the grade reports of students under him and to calculate the OGPA within 12 days from the end of the semester.
- 22.4. Symbol “R” shall be shown in relevant records for repeated course and “RE” for re-examination course.
- 22.5. For registering for re-examination, prescribed application shall be forwarded in Acad. Form No 34D. Fees as approved by the University shall be paid for this purpose.

23. Valued answer papers

- 23.1. The valued answer papers of examinations shall be returned to the student within 10 working days of the examination.
- 23.2. If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
- 23.3. If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded, he/she shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be summarily rejected.
- 23.4. The Head of the Department/Institution may constitute a committee consisting of at least three members of the faculty who may advise him/her on the disposal of petitions or moderate the results in a particular course. The report of the committee in such cases should be submitted within two days, since the semester grades are to be finalized before the commencement of the next semester.

24. Guidelines for Seminar

Seminar in the concerned discipline carrying one credit shall be delivered towards the end of the first semester. The organization of the seminar will be done by the Major advisor who will notify the name and time and send the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and Post-Graduate students under them.

a. Objectives

- i. To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- ii. To inculcate in post graduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.
- iii. To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.

iv. A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

Write up: The student should prepare a write-up on the seminar topic in the given format and hand it over to the Major advisor at least 2 days before the seminar. The format for presentation will be as follows:-

- * Title
- * Name of the student and the department
- * Introduction
- * Subject matter with sub-titles
- * References

The references may be listed as prescribed for term paper and thesis by KVASU.

Evaluation of the seminar: The seminars will be evaluated by a team of teachers consisting of: (i) the major advisor of the student (ii) Professor (Acad) and (iii) teachers nominated by the Professor Academic.

Evaluation criteria: The seminar will be presented in the format approved. The following criteria are taken into consideration in evaluating a seminar presented by the student.

- * Subject matter coverage
- * Classification of information and proper use of English language
- * Comprehension and knowledge of the subject
- * Presentation
- * Use of visual aids
- * Ability for proper explanation
- * Ability to arouse interest and stimulate discussion
- * Distribution of time considering the time allowed for question and discussion
- * Organisation of the entire seminar
- * Discussion
- * Ability to defend himself against the questions asked and the mode of answering.

25. Comprehensive examination

- 25.1. A student shall be allowed to appear for the comprehensive examination, after completion of the prescribed course work.
- 25.2. The comprehensive examination shall be conducted preferably for all students of a batch in a Department simultaneously. It is intended to test the student's mastery of the discipline.
- 25.3. Comprehensive examination shall consist of a written test and viva voce. For the comprehensive examination the student shall submit the application in Acad. form No. 23 through the major advisor and Head of Department to the Head of Institution. The question paper will be set internally.
- 25.4. Only those candidates who secure 60% in the comprehensive theory examination alone shall be qualified to appear for viva-voce examination.
- 25.5. The proposal for conduct of comprehensive viva-voce examination in Acad. form No.23a should be submitted after evaluation of the theory component. The viva-voce examination shall be conducted by the Advisory Committee for 2014 admissions up to 2018 admissions (as per 26th ACM).
From 2019 admission onwards, the viva-voce examination shall be conducted by the Advisory Committee with external examiner appointed by the University (as per 26th ACM).
- 25.6. The major advisor will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results (Acad. Form No. 23b) of the examination, to the Director (Acad. & Research) by name marked 'Confidential'. The result so communicated should bear the signature of the major advisor and all members of the advisory committee with date.
- 25.7. A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of three months.

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- 25.8. Comprehensive examination shall be conducted preferably six months before the expected date of submission of the thesis.
- 25.9 The result of comprehensive examination (viva voce) shall be shown as Satisfactory (S) or Unsatisfactory (US).
- 25.10. If any of the members of the Board of examiners fails to turn up on the date fixed for the examination, the Head of the Institution shall appoint a suitable substitute examiner.

26. Submission of thesis

- 26.1. Preparation and writing of thesis shall be as per the guidelines issued by the University. A student shall be allowed to submit his/her thesis duly certified and signed by the members of the Advisory Committee on any day after completion of 80% of working days in the last semester, satisfying the minimum residential requirements. If this is not possible, he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 11.1 subject to the condition that he/she should register for every intervening semester till the submission of thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- 26.2. Any student before submitting his/her thesis should defend the same in a seminar of the faculty members and P.G. students of the college concerned. A circular to this effect must be issued by the Head of the institution so that faculty members shall attend the defense seminar. Scientists from other related institutions of education and research may also be invited for the seminar including public. Members of the faculty can suggest changes in the thesis and the Advisory Committee may consider the suggestions on the merits and advise the student accordingly.
- 26.3 A student can submit his/her thesis only after producing proof of submission of two research papers in referred journals and produce evidence for the same in the form of acceptance letter or the reprint.
- 26.4 Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the Advisory Committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 24) for appearing for the final examination, with details of examination fee remitted, shall also be submitted to the Dean of the college concerned at the time of submission of thesis. A panel of external examiners may also be submitted by the Major advisor to the Dean along with the proposal for final examination.
- 26.5 The thesis shall be signed with date by the Major Advisor and all the members of Advisory Committee before submission to the Dean. Two copies of the thesis are to be submitted to the Dean/ Head of the Institution for onward transmission to the external examiners for evaluation.

27. Evaluation of thesis

- 27.1. The thesis shall be referred for adjudication to two external experts who shall be appointed by the DAR. At least one of the experts shall be from outside the State.
- 27.2. The thesis will be rejected if the External Examiner(s) does not approve the same. If one of the examiners approves the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision.
- 27.3. The major advisor shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce. The final viva examination shall be openly defended.
- 27.4 The Board of Examiners for conducting the final viva-voce examination shall consist of the major advisor and members of the advisory committee and one external examiner who evaluated the thesis. The major advisor shall act as the chairperson of the Board of Examiners.
- 27.5. The major advisor will be personally responsible for the proper conduct of the viva-voce and communicating the results (Acad form no. 28) of the examination to the Director of Academics and Research in name cover marked 'Confidential'. The result so communicated should bear the signature of the major advisor and all members of the Board of examiners with date.

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- 27.6. If any of the members of the board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the institution shall appoint a suitable substitute examiner and report to the University.
- 27.7. The external examiners, as selected by the Dean/Head of the Institution in the Acad. Form No. 25 shall be the rank of Professor /equivalent cadre and above in the subject concerned.
- 27.8 The report of the final examination and thesis shall bear the signatures of all members, chairperson and external examiner with date. Designation and full address of the external examiner shall be written in the thesis and in the report.

28. Resubmission of thesis

- 28.1. If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners. For this, he/she should register one more semester with zero credit which can be over and above the maximum permitted 12 semesters. The evaluation of theses will be carried out by sending it to new examiners other than the previous examiners.
- 28.2. A candidate shall not be permitted to submit his/her thesis for the degree if the thesis is not approved on the second occasion; the candidate shall not be awarded the degree and his/her name is removed from the roll.

29. Eligibility for the award of the degree

- 29.1. Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner (specify name and address) the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Acad. Form No. 28 through the Head of the Institution.
- 29.2. Out of the five copies of the corrected and bound thesis, one copy should be sent to the University along with the report of examination (Acad form No.28) and the report(s) of the evaluation of thesis furnished by the external examiner(s) Acad. Form No. 27, one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the major advisor of the advisory committee respectively. A certificate from the college librarian and one from the Professor (RC) in Acad. Form No. 30 should also be enclosed. Soft-copy of the thesis shall also be submitted along with the thesis to the University.
- 29.3 The major advisor shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner(s) have been attended to. He/she shall also submit his/her own report on the suggestions of the examiners.
- 29.4 If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days, by paying the examination fee. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.
- 29.5 The University shall have the full right to publish the thesis in electronic media and to transmit the same to the online system. The IPR rights of the inventions made /technology developed shall remain with the University.

30. Issue of certificate/transcript

- 30.1. On receipt of intimation of the approval of thesis and the report of final viva voce examination from the Head of Institution, together with a copy of the approved thesis, plus due certificates from the Major advisor, Professor (RC) and College Librarian, the University shall take further action to award the degree to the candidate.
- 30.2. The Vice-chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the candidates. The student shall apply for issue of Provisional / Degree Certificate and/or transcript (Acad. Form No. 13).

31. Award of degree

The degree shall be awarded, under the seal of the University and signed by the officers authorized for the purpose as per statutes, to the candidates who have successfully completed the requirements for the degree.

32. Amending/cancellation of results

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has in the opinion of the Vice-chancellor been a party to or connived or at malpractice, fraud or improper conduct, the Vice-chancellor shall have the power at any time, notwithstanding the award of a certificate, prizes, scholarship or degree, to amend the results of such a candidate and to make such declaration as the Vice-chancellor may deem necessary to that effect including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified and the cancellation of results of the candidate in such manner as the Vice-chancellor may decide.

33. Publication of the contents of thesis

The contents of the thesis can be published with a footnote that they are based on a thesis accepted by the Kerala Veterinary and Animal Sciences University for the award of Doctoral degree. Research papers based on the results of the PG research can be published by the candidate prior to the submission of the thesis. Copy [copies of the paper(s) so published] should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

34. Depository with UGC

- 34.1 Following the successful completion of the evaluation process and announcement of the award of Ph.D, the University will submit a soft copy of the Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
- 34.1 Along with the Degree, the University will issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the Regulations of the UGC.

35. Penalty for unauthorized discontinuance

In case a student leaves on his/her own, the programme without permission, he/she has to remit to the university an amount as decided by the University towards liquidate damages. The student shall execute at the time of admission a bond to the above effect in the proforma prescribed by the University.

36. Removal of difficulties

- 36.1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appears to him to be necessary or expedient for removing the difficulty.
- 36.2. No orders made under rule 36.1 shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- 36.3. Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the University as soon as possible.
- 36.4. **Notwithstanding anything contained in these regulations, the Academic Council can make changes as and when found necessary.**

6. ACADEMIC REGULATIONS FOR MASTER OF SCIENCE (M.S/M.Sc.) AND Ph.D in CLIMATE CHANGE AND ANIMAL AGRICULTURE PROGRAMMES

To be implemented with effect from the 2011 admissions onwards for MS/MSc and from 2015 for Ph.D programme (as per 18th ACM)

1. Title of the programme/ Degree awarded

1. M.S. Wildlife Studies
2. M.Sc. Biostatistics
3. M.Sc. Quality Control in Dairy Industry
4. M.Sc. Biochemistry and Molecular Biology
5. M.Sc. Applied Microbiology
6. M.Sc. Animal Biotechnology
7. M.Sc. Animal Sciences
8. Ph. D. in Climate Change and Animal Agriculture (as per 18th ACM)

2. Scope

The Regulation provided herein shall be effective from 2022 of M.S/M.Sc. admission

3. Eligibility for admission

As detailed in the prospectus.

4. Intake Capacity

The annual intake of the respective courses shall be as prescribed in the prospectus from time to time.

Reservation: As per Government of Kerala and KVASU norms.

5. Selection Process

On the basis of Admission Test (AT) conducted and rank list prepared by KVASU. Candidates will be considered for admission only if they secure a minimum of 40% marks (35% for SC/ST candidates) in the admission test.

6. Fee Structure

- 6.1. The fee structure for each programme shall be as prescribed in the prospectus and shall be subject to revision by the University from time to time. For MS/MSc programmes, after completion of the prescribed time limit of the programme, 25% of the tuition fees need to be remitted by the students as registration fees for first semester with zero credits and if there is credits students have to pay a penalty of Rs 5000/- along with 25% of the tuition fees. On subsequent semesters those who are registering zero credit, the registration fee will be increased to 50% of the tuition fees and otherwise the students have to pay a penalty of Rs. 10,000/- along with the 50% of tuition fees (amended as per 57th BOM).
- 6.2. PTA fee: A PTA can be formed if needed with the permission of the University as per its guidelines and the PTA fee is subjected to the decision of PTA from time to time.

7. Course Director, Guide, Advisory Committee and Submission of plan of project work (Amended as per 23rd ACM).

- 7.1 The Course Director shall be nominated by the university
- 7.2 The maximum students to be guided by the guide shall be decided by the Head of the Institution based on the recommendations of the course director (amended as per 5th ACM).
- 7.3 For MS/MSc programmes, the advisory committee shall be constituted with three faculty members namely the Course Director, guide and a member. In case where the guide and the course director are the same, another member shall be nominated by the Course Director (as per 23rd ACM).
- 7.3.1 For the M.Sc. Animal Biotechnology programme, the advisory committee shall constitute **four** faculty members namely the Course Director, guide and **two members**. In case where the guide and the course director are the same, another member shall be nominated by the Course Director (as per 29th ACM).

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- 7.4 For MS/MSc programmes, advisory committee of the student should be constituted during the first semester of the programme. The plan of project work should be approved by the advisory committee and then by the concerned project coordination group before the end of second semester (as per 23rd ACM).

The plan of project work approved by the Project coordination group shall form the research project part of the programme. The student shall prepare and submit the plan of project work to the Course Director/ Head of the Department as directed by the guide (amended as per 5th ACM).

- 7.5 For Ph.D programme, advisory committee shall ordinarily consist of five members with the Course Director, Head of the Department to which the degree is attached, Major Advisor/Chairperson (Course Director/ Head of the Department to which the degree is attached/Person nominated by course director and the Head of the Department to which the degree is attached) and the other members from the relevant field of study. Among the five members, four members shall be from within the University. In multidisciplinary research programmes, an additional member from inside or outside the University can be co-opted to the advisory committee as Co-chairperson by written request to the Dean by the chairperson with proper justification. Any member, who is opted from outside the University to the advisory committee, shall be recognized by the academic council (as per 18th ACM).

8. Procedure for registration

- 8.1. For registration in a semester candidate should pay prescribed fees and submit 3 copies of CRCGC to the Major Advisor. *In absentia* registration shall not be permitted. (As per 18th ACM)
- 8.2. In the Course Registration-Cum-Grade Card (CRCGC), the symbol “R” should be noted along with credit hours in respect of courses which are repeated by attending classes. eg. for courses to which the grade ‘I’ has been awarded vide the clause 16.
- 8.3. In the Course Registration-Cum-Grade Card (CRCGC), the symbol “RE” should be noted along with credit hours in respect of failed courses. Those candidates only have to appear for the examinations as and when it is conducted for the regular students.
- 8.4. In the Course Registration-cum-Grade Card (CRCGC), the symbol “IP” should be noted along with credit hours in respect of courses which are registered for improvement. Those candidates only have to appear for the examinations as and when it is conducted (Amended as per 5th ACM).
- 8.5. If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/ Head of the institution is authorized to permit him/her late registration within five working days by paying a late registration fee as prescribed by the University from time to time. In exceptional and rare cases, the Director (Academic and Research) is empowered to permit late registration on valid grounds, up to 15 working days with additional late registration fee as prescribed from time to time.

9. List of students registered for the course

The Head of the Institution/ Course Director should see that a list of students registered for each course is maintained at his office.

10. Withdrawal of courses: There is no provision for withdrawal of courses.

11. Temporary discontinuation of the programme and re-admission

- 11.1. A student may be permitted by the Head of the Institution/ Course Director on recommendation of the guide to discontinue his/her programme temporarily under unavoidable circumstances, under intimation to the Director (Acad. & Res.) only after the first semester. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as prescribed by the University subject to the maximum time limit of one semester. He /She shall have to remit an amount of Rs 25,000/ as temporary discontinuance fee, which is refundable on rejoining the program after the sanctioned leave period. The student will be permitted to register for courses offered to the regular students at the time of rejoining. The courses in the discontinued semester can be registered as and when it is offered to the regular students.
- 11.2. On no account shall a student, who discontinued his/her studies without the orders of the Head of the Institution/ Course Director, be re-admitted or any fees remitted will be reimbursed/refunded.

11.3. Permanent discontinuation

11.3.1 Permanent discontinuation is permitted for a student within 30 days of notified last day of admission and fee remitted will be refunded as per the table shown below

Sl.No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institutions
1	100%	15 days or more before the formally- notified last date of admission
2	90%	Less than 15 days before the formally- notified last date of admission
3	80%	15 days or less after the formally- notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	00%	More than 30 days after formally- notified last date of admission

11.3.2 Permanent discontinuation from the programme after 30 days of last date of admission is permitted only after remitting liquidation damages to the University as shown below

Sl.No.	Programme	Liquidation Damage
1	M.S./M.Sc. Programmes	Balance Tuition Fees or Rs.75,000/- whichever is less.

12. Faculty

The Faculty will be drawn from PG teachers from various faculties of the University / appointed on contract basis and also from various institutes / industries of repute outside the University.

13. Duration and Structure of the programme

It is a full-time programme. The duration of the course is 2 years/ 4 semesters for MS/MSc programme and 3 years/ 6 semesters for Ph.D programme (as per 18th ACM). Each semester will be of 100 working days (excluding study holidays, examination days, and days for co-curricular and extracurricular activities). For MS/MSc programmes, in the last semester (4th semester), a student has to submit a dissertation (thesis in case of M.Sc. Animal biotechnology (amended as per 29th ACM) and a thesis in the case of Ph.D programme (as per 18th ACM) as part of the degree programme as prescribed by the guide (amended as per 5th ACM).

14. Course curriculum and syllabus

The curriculum and syllabus of the programme to the award of M.S./M.Sc. in the relevant programme shall be as approved by the Academic Council of KVASU.

15. Credit requirements

15.1 Minimum credit requirement for

a) MS/MSc programme

The total credit requirements for the M.S./ M.Sc. programme shall be as follows:

- | | |
|--|------------------------------------|
| a. Courses:Major, Minor and Supporting courses | - 40 Credits* |
| b. Training | - 10 credits (wherever prescribed) |
| c. Research and Dissertation/ Thesis | - 10 credits** |
| Total Credit Load | - 60 |

*For M.Sc. Biostatistics programme, there is no training and the total credits for courses is 50 credits

**For the MSc Animal Biotechnology programme, there is no training and the total credits for Research and thesis is 20 credits.

*(Credits for major courses should not be less than 30. Credits for minor and supporting courses together should not be less than 5 and total credits for courses should **not be less than 40**)*

Credit Load in a semester - The maximum credit load per semester shall not exceed 32 credits which will include regular, repeat and re-examination courses but exclude farm training/in-plant training/project work (amended as per 8th ACM).

b) Doctorate programme: (as per 18th ACM)

Major subject	- 17 credits
Minor and supporting	- 11credits
Seminar	- 2 credits
Research	- 45 credits
Total	- 75 credits
Non-credited compulsory	- 4 credits, if not taken for Masters programme

(The maximum credit load, including the credit for research work, shall not exceed 18. Non-credit compulsory courses can be taken over and above the 18 credits).

15.2 A student will be permitted to register a course as re-examination course only three times. Thereafter he/she can register as repeat course (amended as per 8th ACM).

15.3 Research requirements: Approval of Technical programme (as per 18th ACM)

15.3.1. The Doctorate degree programme shall include successful completion of a research project in the major field of study and submission of a thesis thereon.

15.3.2. The programme of research work prepared by the student, in the approved format in Acad. Form No. 19 and approved by the advisory committee shall be sent to the Professor (RC) / Head of the Institution before the completion of the first semester. The proposal of research work as approved by the Advisory committee of the student shall be examined by the concerned Project coordination committee and placed in the FRC for approval /remarks. The FRC shall be competent to accept or reject a doctoral research proposal and its approval shall be necessary for commencing research work. Upon approval of FRC, the Dean shall place it in the ensuing Academic Council with its minutes through DAR. The Academic Council shall be competent to approve the proposal or return to FRC for reconsideration. The Academic Council shall also be competent to examine an appeal regarding the FRC's decision and reconsider the matter one more time. The orders of the Academic Council shall be issued by DAR with the approval of the Vice-Chancellor and it shall be deemed to be final (amended as per 10th ACM).

15.3.3 If at all any modifications/changes are to be incorporated in the plan of work/synopsis of Post graduate students, the modifications shall be recommended by the members of the advisory committee, and then placed for approval of the respective Project Co-ordination group and FRC and then shall be placed in the academic council for ratification (amended as per 12th ACM).

16. Attendance

A student shall attend a minimum of 80 % of the number of classes actually held for each of the courses in a semester to be eligible for appearing for examination in that course. If the candidate has shortage of attendance in any courses registered in any semester, he or she shall not be allowed to appear for the semester final examination of the respective course. In such cases, the grade awarded shall be 'I' and the candidate has to register for that course subsequently as and when it is offered.

17. Scheme of evaluation for MS/MSc programmes

17.1. The performance of the students will be evaluated through internal assessment, a qualifying internal examination and dissertation evaluation by a Board of Examiners including an external expert .

17.2. Internal assessment: Breakup of marks for theory and practical for internal assessment will be as follows:

i. Theory

Assignment	- 10
Mid-term Exam	- 30

Final Exam	- 50
Viva-voce	- 10
Total marks	- 100

ii. Practical examination

Practical records	- 20
Final practical examination	- 80
Total marks	- 100

A separate minimum of 60% marks is required, for a pass, for theory and practical of each course, wherever a practical component is present. (I - Incomplete F – Failed, R – Repeat, RE-Re-examination, S –Satisfactory, IP –Improvement, US-Unsatisfactory).

GPA :Total credit points obtained during a semester divided by total credit hours in the semester.

OGPA :OGPA is obtained by dividing the total credit points secured by the student in all the courses registered till the end of that semester by the total credit hours (excluding the non-credit compulsory courses and research) till the end of the corresponding semester. The student is also required to maintain a minimum OGPA of 6 at the end of each semester (amended as per 7th ACM).

Note: While calculating OGPA, the figures obtained are corrected to the second decimal.

17.3. Qualifying Examination:

On completion of 60% of the courses, a qualifying examination is to be conducted for the major courses completed (for 100 marks). For the qualifying examination the student shall submit the application in Acad Form No.23c through the major advisor and Head of the Department to the Head of the institution (as per 26th ACM). The question paper will be set and evaluated internally. A minimum of 60% marks is required to qualify the programme and award 'S/US' (successful/unsuccessful) as the case may be. A report on the same should be submitted to the Director(Acad. and Res.) KVASU by the Head of the Department/ Course Director in the form 23d. If 'US' is awarded, the candidate has to appear for a re-qualifying examination and qualify the programme within 6 months after the declaration of the previous result.

17.4. Evaluation of Dissertation/Thesis :

Board of Examiners consisting of advisory committee along with an External examiner shall evaluate the dissertation/Thesis . Based on the report of the External examiner, a viva voce examination shall be conducted and award RECOMMENDED/NOT RECOMMENDED as the case may be and the report duly signed by all members of the board of examiners should be submitted to the University by the guide in the prescribed format. If NOT RECOMMENDED the candidate has to resubmit the dissertation/Thesis with the modifications suggested by the external examiner within 6 months after the declaration of the previous result. The reports in the prescribed format should be addressed to the Director (Acad. and Res.) and a copy to the Head of the Institution/ Course Director.

Calculation of Grade point

Grade point for a course = $ax+by$, where $(a+b)10$

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a= credits for theory

b = Credits for practical

The following symbols are also used in the grade report.

- 17.5** A student who had failed in any subjects for MS/MSc course in any semester during the minimum period, he/she is permitted to write supplementary examination and the word RE should be noted against that course in which the student repeats. When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation (Amended as per 4th ACM).

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- 17.6 The student shall apply for supplementary examination within 5 days of the examination to the concerned Course Director duly recommended by the course teacher and assistant warden in the case of hosteller. The Course Director shall place a request of the student in the committee comprising of Course Director, Course teacher and Professor (Acad cell II) and the committee shall examine the genuineness of the case and make its recommendation to the Head of Institution (Amended as per 8th ACM).

Research proposals of Students of Master of Science programmes are to be scrutinised and approved by appropriate project co-ordination groups for obtaining permission from the University. (22nd ACM).

18. Classification and grading of results (Course wise) for MS/MSc programmes

Fail - (Grade point <6.00)

Pass - (Grade point 6.00 and above)

Second class - (Grade point between 7.00 and 7.54)

First class - (Grade point between 7.55 and 7.99)

First class with distinction - (Grade point 8.00 and above)

Rank, medals etc. will be awarded only for those candidates who successfully complete the programme without securing 'F' or 'I' grades in any of the courses, within the stipulated period as per regulation

19. Grade reports for MS/MSc programmes

- 19.1. It shall be the responsibility of the course teacher to intimate the grade reports, of the students registered for the respective courses, to the Course Director /Office in-charge of academics and to the guides of the students within 5 days from the end of each semester. The course teachers are also required to maintain the attendance and academic records of the students registered for the respective courses.
- 19.2. It shall be the responsibility of the guide to consolidate the grade reports of students under him and to calculate the OGPA within 10 days from the end of each semester and the CRCGC containing the consolidated OGPA should be submitted to the Office in-charge of academics, in order to facilitate registration of the students in the succeeding semester.

20. Repetition of courses for MS/MSc programmes

- 20.1. Failed courses can be registered again in the next semester (Amended as per 5th ACM). Attendance in class is not required if the candidate secured the required percentage (80%) of attendance when registered the course for the first time. If the grade awarded is 'I' due to the lack of required attendance, he /she has to repeat (R) the course by attending classes with their immediate juniors.
- 20.2. A student securing a grade below 7.00 in a course may, if he/she so desires, be permitted to repeat that course to improve his/her OGPA and the symbol "IP" shall be in relevant records for repeated course.
- 20.3. If a student of M.Sc. programme has not successfully completed any of the courses prescribed at the end of the programme, he/she has to register for those courses in the subsequent semesters by remitting an amount of Rs.1000/- along with the re-examination fee at Rs.250/- per course. (He/she shall not be allowed to remain unregistered in the subsequent semesters). The maximum period allowed for such a student for completion of the programme (inclusive of training/internship) will be 8 semesters (as per 23rd ACM)

21. Transparency about Internal Assessment for MS/MSc programmes

Each faculty shall maintain a record of performance of each student in the courses he or she teaches. Each faculty shall submit the internal assessment of the students through the Course Director on completion of the course in each semester. In case of complaint by a student or students, the Head of Institution / Course Director shall constitute a committee and the report of the committee shall be considered for resolving the same. At any level, the views of the aggrieved student(s) and the faculty shall be heard before arriving at a conclusion

22. Training (wherever applicable) for MS/MSc programmes

Each student has to undergo a training for a month on their own expenses. The student in consultation with the guide shall choose the training centre. As a part of the training programme the student has to submit an

attendance certificate from the centre and a report regarding the training he/she has undergone. The training will be evaluated as "S/US". If 'US' is awarded, the candidate has to undergo another training and qualify the programme within 6 months after the declaration of the previous result.

23. Guidelines for Dissertation/ Thesis for MS/MSc programmes

- 23.1. Each student has to submit a plan of project work in the prescribed format before the end of the second Semester. The plan of project work approved by the project coordination group shall form the research programme.
- 23.2. Organization of the dissertation / Thesis
The dissertation / Thesis shall contain the following chapters:
i. Introduction
ii. Review of Literature
iii. Materials and Methods
iv. Results
v. Discussion
vi. Conclusion vii. References viii. Abstract
- 23.3. A student shall be allowed to submit her dissertation/Thesis duly certified and signed by members of advisory committee on any day after completion of 80% of working days in the last semester. If this is not possible he/she shall be permitted to submit within the maximum permissible time limit under rule

24. Scheme of evaluation for Ph.D Programme (as per 18th ACM)

The evaluation of the students in a course shall be based on his performance in various examinations submission of practical records, record of practical class work and performance in other types of exercises/ assignments. The method of evaluation shall be announced at the beginning of the semester along with course outline, a copy of which shall be communicated to the Head of the department by the course teacher. The method of evaluation of non credit courses shall be decided by the course teacher and announced in advance at the beginning of the semester. The grades for non credit courses shall be S/US. Those students getting US shall repeat the course until a S grade is obtained.

Theory and Practical examinations (Internal – shall be conducted by the Course Teacher(s) with the concurrence of the Head of the Department)

Distribution of marks for theory examinations

Mid-term exam : 40 marks
(Shall be conducted on completion of 40% of the classes.)
Final exam : 60 marks
(Shall be conducted in the last week of the semester.)

Total : 100 marks

Computation of grade points

Grade point for a course = $ax+by$, where $(a+b)=10$

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a = credits for theory

b = Credits for practical

Distribution of marks for practical examinations

Regular Practical Class Works : 30 marks
Records : 20 marks
Viva-voce : 10 marks
Final Practical exam : 40 marks

Total : 100 marks

A separate minimum of 60% in theory and practical examination is essential for a pass.

GPA :Total credit points obtained during a semester divided by total credit hours in the semester excluding the non-credit compulsory courses and research.

OGPA : OGPA is obtained by dividing the total credit points secured by the student in all the courses registered till the end of that semester by the total credit hours (excluding the non-credit compulsory courses and research) till the end of the corresponding semester (Amended as per 7th ACM).

25. OGPA requirement for continuing studies for Ph.D Programme (as per 18th ACM)

The grades are calculated on a 10 point scale. For maintaining a good standard scholastically, student is required to maintain an OGPA of 8.0 at the end of each semester.

Minimum pass grade in a course 7.00

Minimum OGPA to obtain degree 8.00

The OGPA shall be rounded off to two decimal places.

26. Absence from examination for Ph.D Programme (as per 18th ACM)

A student who is absent from an examination shall be deemed to have scored zero in that particular examination. However, students absenting on account of being deputed at the time of examination for activities of the college/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course. Supplementary examination shall be conducted only once. The students should apply for the supplementary examination within five working days of the previous examination (Acad. Form No. 22). A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merit of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution. Supplementary examination shall be conducted on prior sanction from the Head of Institution based on the recommendation of a committee consisting of the Head of the Department concerned, Professor (Acad.) and a senior teacher nominated by the Dean.

27. Grade reports for Ph.D Programme (as per 18th ACM)

- 27.1. The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. The course teacher shall at the end of each semester, furnish three copies of grade reports of the students to the Head of the Department concerned who will retain one copy with him and forward once copy to the Head of the Institution and one copy each to the advisors concerned (Acad. Form No.21) along with his countersignature. The advisor shall fill up the grade report in detail in the course registration cum grade card of each student based on the grade reports furnished by the respective course teachers and forward three copies to the Head of the Institution. The Head of the Institution shall keep one copy of the CRCGC in the office and forward one copy to the advisor and one copy to the Director (Acad. & Res.) after countersignature. The course teacher will also see that the grades are simultaneously announced for the information of the students.
- 27.2. It shall be the responsibility of the advisor to consolidate the grade reports of students under him and to calculate the OGPA within 12 days from the end of each semester in order to facilitate registration of the students in the succeeding semester.

28. Repetition of courses for Ph.D Programme (as per 18th ACM)

- 28.1. Failed courses can be registered again in the next semester (Amended as per 5th ACM). Attendance in class is not required if the candidate secured the required percentage (80%) of attendance when registered the course for the first time. If the grade awarded is 'I' due to the lack of required attendance, he /she has to repeat (R) the course by attending classes with their immediate juniors.
- 28.2. A student getting 7.50 or less in a course, may if he/she so desires, can improve his/her OGPA through improvement examination.
- 28.3. When a student repeats a course, the previous grade obtained in that course is automatically cancelled.

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- 28.4. Symbol “R” shall be shown in relevant records for repeated course and RE for re-examination course.
- 28.5. The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
- 28.6. A student who has secured above zero in a course during a semester may, if he/she so desires, register the same as a re-examination course in the subsequent semester, provided he/she had satisfied the attendance requirement. The symbol “RE” shall be shown for that course in CRCG. However, students who obtained zero for particular course and who do not satisfy the attendance requirement, shall register for the course and attend classes when the course is offered again in the subsequent semester.
- 28.7. Fees as approved by the University shall be paid for this purpose 28.3. For registering for re-examination, prescribed application shall be forwarded in Acad. Form No 34D.

29. Valued answer papers for Ph.D Programme (as per 18th ACM)

- 29.1. The valued answer papers of internal examinations shall be returned to the student within 10 working days of the examination.
- 29.2. If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
- 29.3. If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded he/she shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be summarily rejected.
- 29.4. The Head of the Department/Institution may constitute a committee consisting of at least three members of the Faculty who may advise him/her on the disposal of petitions or moderate the results in a particular course. The report of the committee in such cases should be submitted within two days, since the semester grades are to be finalized before the commencement of the next semester.

30. Guidelines for Post Graduate Seminar for Ph.D Programme (as per 18th ACM)

Seminar in the concerned discipline carrying one credit (one hour per week) is listed in the Postgraduate course Catalogue. The procedure for conducting and evaluation of this course is obviously different from that of other courses.

a. Objectives

- i. To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- ii. To inculcate in post graduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.
- iii. To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.
- iv. A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

b. Organisation and conducting of seminars

- i. *The teacher in-charge of seminars:* The Dean will nominate one of the faculty members as the teacher i/c of postgraduate seminars for each trimester. The organization of the seminar will be done by the course teacher who will notify the name and time and send the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and Post-Graduate students under them.
- ii. *Topics for the Seminar:* The major advisors of post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge of seminar within 15 days after the registration for the Semester. The topics are fixed by the major advisor in consultation with the student considering the special interest and research programme of the student.

iii. *Timing of seminar:* The date, time and venue of presentation of seminar is fixed by the course teacher considering the time suitable for staff and students in general. (Normally the seminar is fixed between 2 p.m. and 3.30 p.m. on Saturdays and all the major advisors should see that the time-tables of all postgraduate students are adjusted to suit these timings).

iv. *Write up:* The student should prepare a write-up on the seminar topic in the given format and hand it over to the teacher i/c of seminar at least 2 days before the seminar. The format for presentation will be as follows:-

- * Title
- * Name of the student and the department
- * Introduction
- * Subject matter with sub-titles
- * References

The references may be listed as prescribed for term paper and thesis by KVASU.

v. *Evaluation of the seminar:* The seminars will be evaluated by a team of teachers consisting of: (i) the major advisor of the student. (ii) Course teacher in charge of the seminar and (iii) one teacher of the faculty nominated by the major advisor of the student.

vi. *Evaluation criteria:* The seminar will be presented in the format approved. The following criteria are taken into consideration in evaluating a seminar presented by the student.

- * Subject matter coverage
- * Classification of information and proper use of English language
- * Subject matter covered
- * Comprehension and knowledge of the subject
- * Presentation
- * Use of visual aids
- * Ability for proper explanation
- * Ability to arouse interest and stimulate discussion
- * Distribution of time considering the time allowed for question and discussion
- * Organisation of the entire seminar
- * Discussion
- * Ability to defend himself against the questions asked and the mode of answering.

vii. *Evaluation sheet:* The seminar is evaluated as per the distribution of marks given below:

- * Subject matter coverage
- * Presentation
- * Discussion

c. Attendance

The minimum requirement of 80% attendance will be strictly followed for those students who have registered for the seminar and the attendance will be marked by the teacher in charge of seminar. Attendance at the seminar is also compulsory for the other post-graduate students who have not registered for seminar. All the members of the staff will also, attend the seminar as far as possible.

d. Compilation and record

At the end of the Semester the teacher in charge of the seminar will compile all the abstracts of the seminar presented during the Semester and hand it over to the Head of the Institution for binding and keeping it in the College Library for reference.

31. Comprehensive examination for Ph.D Programme (as per 18th ACM)

- 31.1. A student shall be allowed to appear for the comprehensive examination, after completion of 75% of his/her prescribed course work separately in major and minor subjects and should have secured an OGPA of not less than 8.0 out of 10.0.
- 31.2. The comprehensive examination shall be conducted preferably for all students of a batch in a Department simultaneously. It is intended to test the student's mastery of the requisite disciplines.
- 31.3. Comprehensive examination shall consist of a written test and viva voce. For the comprehensive examination the student shall submit the application in Acad. form No. 23 through the major advisor and Head of Department to the Head of Institution.
- 31.4. There shall be two papers in major and one paper in minor subjects of three hour duration each. The question papers will be set internally.
- 31.5. The proposal for conduct of comprehensive viva-voce examination in Acad. form No.23a should be submitted after evaluation of the theory component. The viva-voce examination shall be conducted by the Advisory Committee with external examiner appointed by the University
- 31.6. The major advisor will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results (Acad. Form No. 23b) of the examination, to the Director (Acad. & Research) by name marked 'Confidential'. The result so communicated should bear the signature of the chairperson and all members of the advisory committee with date (as per 18th ACM)
- 31.7. Only those candidates who secure 60% in the comprehensive theory examination alone shall be qualified to appear for viva-voce examination.
- 31.8. A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of three months.
- 31.9. A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue for the programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
- 31.10. Comprehensive examination shall be conducted preferably six months before the expected date of submission of the thesis (Amended as per 5th ACM).
- 31.11. The result of comprehensive examination (viva voce) shall be shown as Satisfactory (S) or Unsatisfactory (US).
- 31.12. If any of the members of the Board of examiners fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Director (Acad & Research) shall appoint a suitable substitute examiner. In the case of external examiner, the Head of the Institution under intimation to the Director (Acad & Research) shall appoint a suitable substitute examiner other than from the staff of the University (as per 18th ACM).

32. Submission of thesis for Ph.D Programme (as per 18th ACM)

- 32.1. Preparation and writing of thesis shall be as per the guidelines issued by the University. A student shall be allowed to submit his/her thesis duly certified and signed by the members of the Advisory Committee on any day after completion of 80% of working days in the last semester, satisfying the minimum residential requirements. If this is not possible, he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18.1. subject to the condition that he/she should register for every intervening semester till the submission of thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- 32.2. The students will not be allowed to submit thesis in the inter semester break period after completion of minimum number of semesters required for the course
- 32.3. The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester and apply for the extension of time limit for submission of thesis (Acad. Form No. 29)

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- 32.4. The student before submitting his/her thesis should defend the same in a seminar of the faculty members and P.G. students of the college concerned. A circular to this effect must be issued by the Head of the institution so that faculty members shall attend the defense seminar. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the Advisory Committee may consider the suggestions on the merits and advise the student accordingly.
 - 32.5. A student can submit his/her thesis only after producing proof of submission of atleast two research papers.
 - 32.6. Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the Advisory Committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 24) for appearing for the final examination, with details of examination fee remitted, shall also be submitted to the Dean of the college concerned at the time of submission of thesis. A panel of external examiners may also be submitted by the Major advisor to the Dean along with the proposal for final examination (Amended as per 12th ACM).
 - 32.7. The thesis shall be signed with date by the Chairperson/ Major Advisor and all the members of Advisory Committee before submission to the Dean. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. are to be submitted to the Dean/ Head of the Institution for onward transmission to the external examiner for evaluation.

33. Evaluation of thesis for Ph.D Programme (as per 18th ACM)

- 33.1. The thesis shall be referred for adjudication to two external examiners. The external examiners shall be appointed by the Dean.
- 33.2. The external examiners shall send their reports to the Head of the Department or other designated officer concerned. He will forward copy of the reports with valued thesis to the Chairperson of the Advisory Committee for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).
- 33.3. The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D., if one of the examiners approves the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision.
- 33.4. The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.

34. Resubmission of thesis for Ph.D Programme (as per 18th ACM)

- 34.1. If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners..
- 34.2. A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name is removed from the roll.

35. Final viva-voce examination for Ph.D Programme (as per 18th ACM)

- 35.1. The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- 35.2. The Board of Examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and one external examiner who evaluated the thesis. The chairperson of the advisory committee shall act as the chairperson of the Board of Examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the Dean for a decision.
- 35.3. The major advisor will be personally responsible for the proper conduct of the viva-voce and communicating the results (Acad form no.28) of the examination to the Director of Academics and Research in name cover

marked 'Confidential'. The result so communicated should bear the signature of the chairperson and all members of the Board of examiners with date.

- 35.4. If any of the members of the board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the institution shall appoint a suitable substitute examiner and report to the University.
- 35.5. The external examiners, as selected by the Dean/Head of the Institution in the Acad. Form No. 25 for Master' degree programme shall be the rank of Associate professor / equivalent cadre and above and for Ph. D, shall be of the rank of Professor /equivalent cadre and above in the subject concerned.
- 35.6. The report of the final examination and thesis shall bear the signatures of all members, chairperson and external examiner with date. Designation and full address of the external examiner shall be written in the thesis and in the report.

36. Eligibility for the award of the degree for Ph.D Programme (as per 18th ACM)

- 36.1. Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner (specify name and address) the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Acad. Form No. 28 through the Head of the Institution.
- 36.2. Out of the five copies of the corrected and bound thesis, one copy should be sent to the University along with the report of examination (Acad form No.28) and the report(s) of the evaluation of thesis furnished by the external examiner(s) Acad. Form No. 27, one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Chairperson of advisory committee respectively. A certificate from the college librarian and one from the Professor (RC) in Acad. Form No. 30 should also be enclosed. One soft-copy of the thesis will also be submitted along with the thesis to the University.
- 36.3. The chairperson shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner(s) have been attended to. He shall also submit his own report on the suggestions of the examiners.
- 36.4. If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days, by paying the examination fee. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.
- 36.5. The University shall have the full right to publish the thesis in electronic media and to transmit the same to the online system. The IPR rights of the inventions made /technology developed shall remain with the University.

37. Issue of certificate/transcript for Ph.D Programme (as per 18th ACM)

- 37.1. On receipt of intimation of the approval of thesis and the report of final viva voce examination from the Head of Institution, together with a copy of the approved thesis, plus due certificates from the Major advisor, Professor (RC) and College Librarian, the University shall take further action to award the degree to the candidate.
- 37.2. The Vice-chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the candidates. The student shall apply for issue of Provisional / Degree Certificate and/or transcript (Acad. Form No. 13).

38. Award of Degree

- 38.1. The Degree, M.S./M.Sc. shall be awarded under the seal of the University to candidates who have successfully completed the requirements, i.e. successful completion of the course work, training and dissertation (Amended as per 12th ACM).
- 38.2. The Ph.D degree shall be awarded, under the seal of the University and signed by the officers authorized for the purpose as per statutes, to the candidates who have successfully completed the requirements for the degree (as per 18th ACM).

39. Amending/cancellation of results

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, and that he/she has been a party to or connived at malpractice, fraud or improper conduct of another student, the Vice-Chancellor shall have the power at any time, to amend the results of such a candidate and to make such declaration, as the Vice-Chancellor may deem necessary on that behalf, including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified, and to cancel the results of the candidate in such manner as the Vice-Chancellor may decide.

40. Removal of difficulties

- 40.1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 40.2. No order under rule 40.1. shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 40.3. Every order issued by the Vice-Chancellor under this provision shall be laid before the next meeting of Academic Council of the University immediately after the issuance of such orders.
- 40.4. Not with standing anything contained in the then Rules and Regulations, the Academic Council shall make changes whenever necessary.**

7. ACADEMIC REGULATIONS FOR PG DIPLOMA IN CLINICAL SCIENCES PROGRAMMES (as per 20th ACM)

- 1. Title of the programme** : PG Diploma in Clinical Sciences
- 2. Scope** : The Regulation provided herein shall be effective from 2017 admission
- 3. Eligibility for admission** : As detailed in the prospectus
- 4. PG Diploma Awarded** : PG Diploma in Veterinary Cardiology
PG Diploma in Veterinary Anaesthesiology
PG Diploma in Imaging Techniques
PG Diploma in Soft Tissue Surgery
PG Diploma in Veterinary Dermatology

5. Intake Capacity

The annual intake of the respective courses shall be as prescribed in the prospectus and published by the University from time to time. The sponsored candidates will be admitted over and above the seats so fixed subject to availability of faculty and facilities in each discipline which will be decided by the university.

Reservation: As per Government of Kerala and KVASU norms.

6. Selection Process

As detailed in the prospectus

7. Fee Structure

The fee structure for the programme shall be as prescribed in the prospectus and shall be subject to revision by the University from time to time.

8. System of education

The programme is a full time residential programme. The semester system of education shall be followed. Each semester will be of 100 working days duration excluding examinations days. Each student enrolled is required to take a specified credit load of course work and also complete a research project and present it in the form of a dissertation. The medium of instruction shall be English. The course cannot be completed by part time registration.

9. Eligibility for admission

Minimum eligibility for admission shall be as follows:

Bachelor's degree in Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.) or B.V.Sc. (Bachelor of Veterinary Science) recognized by the University with an OGPA of 6.0/10 or equivalent OGPA/equivalent percentage of 50% marks in traditional system. For SC/ST candidates the OGPA shall be 5.5/10 or equivalent

10. Procedure for registration

- 10.1. Each candidate shall fill up a Course Registration-cum-Grade Card (three copies) in the prescribed form in consultation with guide and submit to the Course Director.
- 10.2. In the Course Registration-Cum-Grade Card (CRCGC), the symbol "R" should be noted along with credit hours in respect of courses which are repeated by attending classes. E.g. for courses to which the grade 'I' has been awarded
- 10.3. In the Course Registration-Cum-Grade Card (CRCGC), the symbol "RE" should be noted along with credit hours in respect of failed courses. Those candidates only have to appear for the examinations as and when it is conducted for the regular students.

11. List of students registered for the course

The Course Director should see that a list of students registered for each course is maintained at the office.

12. Withdrawal of courses

There is no provision for withdrawal of courses.

13. Temporary discontinuance and re-admission

- 13.1. A student may be permitted by the Dean on recommendation of the Guide (Chairman) and Course Director to discontinue his/her programme temporarily under unavoidable circumstances, under intimation to the Director of Clinics. Remittance of tuition fee is mandatory for all the semesters including those for temporary discontinuance. The student will be permitted to register for the courses offered to the regular students at the time of rejoining. The courses in the discontinued semester can be registered as and when it is offered.
- 13.2. On no account shall a student, who discontinued his/her studies without the orders of the respective Dean, be re-admitted or any fees remitted will be reimbursed/refunded.
- 13.3. Permanent discontinuation from the programme is permitted only after remitting the entire course fee.
- 13.4. A student who avails temporary discontinuation on valid grounds during any of the semesters after admission shall pay a special caution deposit of Rs. 25,000/- which will be charged at the time of granting temporary discontinuance. The amount will be returned to the student on rejoining the course.

14. Duration and structure of the programme

- 14.1 It is a full-time programme. The duration of the course is **2 semesters**. Each semester will be of 100 working days (excluding examination days). The candidate shall attend duty **six days a week** including forenoon hours of second Saturdays. At the end of each semester, 10 days will be allotted for conducting semester final examinations and 10 days of inter-semester break.
- 14.2 The maximum time limit permitted to complete the programme shall be four semesters including the period of discontinuance, if any.

15. Course curriculum and syllabus

The curriculum and syllabus to the award of PG Diploma in the relevant programme shall be as approved by the Academic Council of KVASU.

16. Credit requirements

- 16.1 The total credit requirements for the PG Diploma programme shall be as follows:
 - a. Courses- 27 Credits (*include clinical training* (0+6 credits) in both the semesters and one credit seminar (1+0 credit) in the first semester*)
 - b. Dissertation - 5 credits

Total Credit Load - 32 credits

*(*one credit for clinical training is equivalent to three working hours. The students may attend the three different hospitals of the University, namely UVH, Mannuthy, UVH, Kokkalai and TVCC, Pookode for which the schedule will be published by the course director)*
- 16.2 Credit Load in a semester - The maximum credit load per semester shall not exceed 26 credits which include regular, repeat and re-examination courses.
- 16.3 A student will be permitted to register a course as re-examination course only three times. Thereafter he/she can register it as a repeat course.
- 16.4 A student has to submit a dissertation as part of the programme, as prescribed by the guide.
- 16.5 The minimum duration for the programme shall be two semesters and maximum time limit for completing the requirements shall be four semesters.

17. Attendance

A student shall attend a minimum of 80 % of the number of classes (theory and practical separately) actually held for each of the courses in a semester to be eligible for appearing for examination in that course. If the candidate has shortage of attendance in any courses registered in any semester, he or she shall not be allowed to appear for the semester final examination of the respective course. In such cases, the grade awarded shall be 'I' and the candidate has to register for that course subsequently as and when it is offered.

18. Course Director, Guide, Advisory Committee and Submission of Plan of Project Work.

- 18.1 The Course Director shall be proposed by the Director of Clinics in consultation with the HoUD, recommended by the respective Dean and approved by DAR
- 18.2 The Guide (Chairman) shall be nominated by the Course Director under intimation to the director of Clinics and the respective Dean.
- 18.3 The maximum students to be guided by the guide (Chairman) shall be decided by the Dean based on the recommendations of the course director.
- 18.4 The advisory committee shall consist of 3 members which include the Course Director, Guide (Chairman) and a member nominated by the Course Director. If the Course Director and Guide happened to be the same person, the Course Director can nominate another person to the committee. All the members shall be PG teachers. At least two persons shall be included from the same department. The order constituting the advisory committee shall be issued by the Dean based on the recommendation of the Course Director. All the course teachers shall be nominated by the Course Director.

19. Scheme of evaluation

- 19.1. The performance of the students will be evaluated through internal assessment and dissertation evaluation by a Board of Examiners consisting of 4 members which include Director of Clinics, Course Director, Guide (Chairman) and the advisory committee member.
- 19.2. Internal assessment: Breakup of marks for theory and practical for internal assessment will be as follows:

i. Theory

Total marks for semester final examination - 100

ii. Practical examination

Practical records - 10

Final practical examination - 80

Viva voce - 10

Total marks - 100

iii. Examination for Clinical Training

Clinical training will be evaluated by a committee consisting of the advisory committee and the course teacher.

Practical records - 25

Final practical examination - 50 (the mode of evaluation will be decided by the committee)

Viva voce - 25

Total marks - 100

iv. The Credit Seminar shall be evaluated by the Advisory Committee

A separate minimum of 60% marks is required, for a pass, for theory and practical of each course, wherever a practical component is present. (I - Incomplete F – Failed, R – Repeat, RE-Re-examination, S –Satisfactory, US- Unsatisfactory).

- 19.3 Failed courses can be registered again in the next semester. Attendance in class is not required if the candidate secured the required percentage (80%) of attendance when registered the course for the first time. If the grade awarded is 'I' due to the lack of required attendance, he /she has to repeat (R) the course by attending classes with their juniors. A student who had failed in any subjects, he/she is permitted to write supplementary examination and the word RE should be noted against that course. When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.
- 19.4 The student shall apply for supplementary examination within 5 days of the examination to the concerned Course Director duly recommended by the course teacher. The Course Director shall place a request of the

student in the committee comprising of Course Director, Course teacher and officer in charge of academics and the committee shall examine the genuineness of the case and make its recommendation to the Dean.

20. Employing external faculty

The Course Director at his discretion can invite experts in concerned areas to take class and remuneration can be paid as per the University rules and guidelines. The expenditure has to be met from the fund made available by the University for the Programme.

21. Guidelines for Dissertation

21.1. Each student has to submit a plan of project work in the prescribed format before the end of the first semester. The dissertation shall be scrutinized and approved by the Advisory committee. A research grant, if any, as fixed by the University from time to time shall be extended to these students.

21.2. Organization of the dissertation:

The dissertation shall contain the following chapters:

- i. Introduction
- ii. Review of Literature
- iii. Materials and Methods
- iv. Results
- v. Discussion
- vi. Summary
- vii. References
- viii. Abstract

The dissertation submitted shall not exceed 50 pages.

22. Evaluation of Dissertation:

22.1 Dissertation has to be submitted within 10 days after the completion of semester final examination of the 2nd semester. If this is not possible, he/she shall be permitted to submit his/her dissertation within the maximum permissible time limit (including the extended time limit, if any) subject to the condition that he/she should register for every intervening semester till the submission of dissertation with zero credit or till the expiry of the authorized time limit for submission of dissertation.

22.2 Board of Examiners shall evaluate the dissertation. A viva voce examination shall be conducted and award RECOMMENDED/NOT RECOMMENDED as the case may be and the report duly signed by all members of the board of examiners should be submitted to the University by the Guide in the prescribed format through the Dean. If NOT RECOMMENDED, the candidate has to resubmit the dissertation with the modifications suggested by the committee within 2 months after the declaration of the previous result. The reports in the prescribed format should be addressed to the Director (Academics and Research).

Calculation of Grade point

Grade point for a course = $\frac{ax+by}{(a+b)10}$, where

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a= credits for theory

b = Credits for practical

GPA : Total credit points obtained during a semester divided by total credit hours in the semester.

OGPA : OGPA is obtained by dividing the total credit points secured by the student in all the courses registered till the end of that semester by the total credit hours (excluding research) till the end of the corresponding semester. The student is also required to maintain a minimum OGPA of 6 at the end of each semester.

Note: While calculating OGPA, the figures obtained are corrected to the second decimal.

23. Classification and grading of results (Course wise):

Fail - (Grade point <6.00)

Pass - (Grade point 6.00 and above)

Second class - (Grade point between 7.00 and 7.54)

First class - (Grade point between 7.55 and 7.99)

First class with distinction - (Grade point 8.00 and above)

24. Grade reports:

- 24.1. It shall be the responsibility of the course teacher to intimate the grade reports, of the students registered for the respective courses, to the Officer in-charge of academics and to the guides of the students within 5 days from the end of each semester. The course teachers are also required to maintain the attendance and academic records of the students registered for the respective courses.
- 24.2. It shall be the responsibility of the guide to consolidate the grade reports of students under him/her and to calculate the OGPA within 10 days from the end of each semester and the CRCGC containing the consolidated OGPA should be submitted to the Officer in-charge of academics, in order to facilitate registration of the students in the succeeding semester.

25. Transparency about internal assessment

Each faculty shall maintain a record of performance of each student in the courses he or she teaches. In case of complaint by a student or students, the Course Director shall constitute a committee and the report of the committee shall be considered for resolving the same. At any level, the views of the aggrieved student(s) and the faculty shall be heard before arriving at a conclusion.

26. Award of PG Diploma

The PG Diploma shall be awarded under the seal of the University to candidates who have successfully completed the requirements, i.e. successful completion of the programme.

27. Removal of difficulties

- 27.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 27.2 No order under rule 27.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 27.3 Every order issued by the Vice-Chancellor under this provision shall be laid before the next meeting of Academic Council of the University immediately after the issuance of such orders.
- 27.4 Notwithstanding anything contained in the then Rules and Regulations, the Academic Council shall make changes whenever necessary.**

8. ACADEMIC REGULATIONS FOR THE DIPLOMA PROGRAMMES

1. Title of the programme

Diploma

2. Scope

The Regulation provided herein shall be effective from 2022 admission

3. Eligibility for admission

As detailed in the prospectus

4. Intake Capacity

The annual intake of the respective courses shall be as prescribed in the prospectus from time to time.

Reservation: As per Government of Kerala and KVASU norms.

5. Selection Process

As detailed in the prospectus

6. Fee Structure

The fee structure for each programme shall be as prescribed in the prospectus and shall be subject to revision by the University from time to time. After completion of the prescribed time limit of the programme, 25% of the tuition fees need to be remitted by the students as registration fees for first semester with zero credits and if there is credits students have to pay a penalty of Rs 5000/- along with 25% of the tuition fees. On subsequent semesters those who are registering zero credit, the registration fee will be increased to 50% of the tuition fees and otherwise the students have to pay a penalty of Rs. 10,000/- along with the 50% of tuition fees (amended as per 57th BOM).

7. PTA

A PTA can be formed if needed with the permission of the University as per its guidelines.

8. Procedure for registration

- 8.1. For registration in a semester candidate should pay prescribed fees and submit 3 copies of CRCGC to the Major Advisor. *In absentia* registration shall not be permitted. (As per 18th ACM)
- 8.2. In the Course Registration-Cum-Grade Card (CRCGC), the symbol “R” should be noted along with credit hours in respect of courses which are repeated by attending classes. E.g. for courses to which the grade ‘I’ has been awarded vide the clause 16.0
- 8.3. In the Course Registration-Cum-Grade Card (CRCGC), the symbol “RE” should be noted along with credit hours in respect of failed courses. Those candidates only have to appear for the examinations as and when it is conducted for the regular students.
- 8.4. In the Course Registration-cum-Grade Card (CRCGC), the symbol “IP” should be noted along with credit hours in respect of courses which are registered for improvement. Those candidates only have to appear for the examinations as and when it is conducted for the regular students.
- 8.5. If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/ Head of the institution is authorized to permit him/her late registration within five working days by paying a late registration fee as prescribed by the University from time to time. In exceptional cases and rare cases, the Director (Academic and Research) is empowered to permit late registration on valid grounds, up to 15 working days with additional late registration fee as prescribed from time to time (as per 23rd ACM).

9. List of students registered for the course

The Head of the Institution / Course Director should see that a list of students registered for each course is maintained at his office.

10. Withdrawal of courses

There is no provision for withdrawal of courses.

11. Temporary Discontinuance and re-admission

- 11.1. A student may be permitted by the Head of the Institution/ Course Director on recommendation of the Major Advisor to discontinue his/her programme temporarily under unavoidable circumstances, under intimation to the Director (Acad. & Res.) only after the first semester, provided the programme is continued in the subsequent year too. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as prescribed by the University subject to the maximum time limit of one semester. He /She shall have to remit an amount of Rs 25,000/ as temporary discontinuance fee, which is refundable on rejoining the program after the sanctioned leave period. The student will be permitted to register for the courses offered to the regular students at the time of rejoining. The courses in the discontinued semester can be registered as and when it is offered to the regular students. Permission shall not be accorded for temporary discontinuation for a programme, which is not of a continuous nature.
- 11.2. On no account shall a student, who discontinued his/her studies without the orders of the Head of the Institution/ Course Director, be re-admitted or any fees remitted will be reimbursed/refunded.

11.3 Permanent discontinuation

- 11.3.1 Permanent discontinuation is permitted for a student within 30 days of notified last day of admission and fee remitted will be refunded as per the table shown below

Sl.No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institutions
1	100%	15 days or more before the formally- notified last date of admission
2	90%	Less than 15 days before the formally- notified last date of admission
3	80%	15 days or less after the formally- notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	0%	More than 30 days after formally- notified last date of admission

- 11.3.2 Permanent discontinuation from the programme is permitted after 30 days only after remitting liquidation damages to the University

Sl.No.	Programme	Liquidation Damage
1	Diploma Programme (2 year) whichever is less.	Balance Tuition Fees or Rs.30,000/-
2	Diploma Programme (1 year) whichever is less	Balance Tuition Fees or Rs.10,000/-

12. Faculty

The Faculty will be drawn from teachers from various faculties of the University / appointed on contract basis and also from various institutes / industries of repute outside the University.

13. Duration and Structure of the programme

It is a full-time programme. The duration of the course is one year/ 2 semesters. The duration of the Diploma in Dairy Science course shall be 2 years/ 4 semesters. Each semester will be of 100 working days (excluding study holidays, examination days, and days for co-curricular and extracurricular activities).

14. Course curriculum and syllabus

The curriculum and syllabus of the programme to the award of Diploma in the relevant programme shall be as approved by the Academic Council of KVASU.

Students of Diploma in Dairy Science programme have to undergo Farm training and In-plant training of 4 weeks duration each in their 3rd and 4th semesters, respectively. This shall be applicable from 2013 admissions onwards (amended as per 13th ACM).

15. Credit requirements

The total credit requirements for the Diploma programme shall be 30 credits. However, the total credit requirement for the Diploma in Dairy Science programme shall be 60 credits.

Credit Load in a semester - The maximum credit load per semester shall not exceed 32 credits which will include regular, repeat and re-examination courses but exclude farm training/in-plant training/project work (amended as per 8th ACM).

- 15.2 A student will be permitted to register a course as re-examination course only three times. Thereafter he/she can register as repeat course (amended as per 8th ACM).

16. Attendance

A student shall attend a minimum of 80 % of the number of classes actually held for each of the courses in a semester to be eligible for appearing for examination in that course. If the candidate has shortage of attendance in any courses registered in any semester, he or she shall not be allowed to appear for the semester final examination of the respective course. In such cases, the grade awarded shall be 'I' and the candidate has to register for that course subsequently as and when it is offered.

17. Scheme of evaluation

The performance of the students will be evaluated through internal assessment.

- 17.1. Internal assessment: Breakup of marks for theory and practical for internal assessment will be as follows:

i. Theory

Assignment	- 10
Mid-term Exam	- 30
Final Exam	- 50
Viva-voce	- 10
Total marks	- 100

ii. Practical examination

Practical records	- 20
Final practical examination	- 80
Total marks	- 100

A separate minimum of 60% marks is required, for a pass, for theory and practical of each course, wherever a practical component is present.

External evaluation:

A comprehensive viva-voce examination shall be conducted at the end of each year which will be graded as 'S / US'. If 'US' is awarded, the candidate has to reappear for a comprehensive viva-voce examination within 6 months after the declaration of the previous result.

Calculation of Grade point

Grade point for a course = $\frac{ax+by}{(a+b)10}$, where

x = marks obtained in theory out of 100

y = marks obtained in practical out of 100

a= credits for theory

b = Credits for practical

The following symbols are also used in the grade report. (I - Incomplete F – Failed, R – Repeat, RE-Re-examination, S –Satisfactory, IP –Improvement, US-Unsatisfactory).

GPA :Total credit points obtained during a semester divided by total credit hours in the semester.

OGPA :OGPA is obtained by dividing the total credit points secured by the student in all the courses registered till the end of that semester by the total credit hours till the end of the corresponding semester. The student is also required to maintain a minimum OGPA of 6 at the end of each semester (Amended as per 7th ACM).

Note: While calculating OGPA, the figure obtained is corrected to the second decimal.

17.2 Supplementary Examination: The student shall apply for supplementary examination within 5 days of the examination to the concerned Course Director duly recommended by the course teacher and assistant warden in the case of hosteller. The Course Director shall place a request of the student in the committee comprising of Course Director, Course teacher and Professor (Acad. cell II) and the committee shall examine the genuineness of the case and make its recommendation to the Head of Institution (Amended as per 8th ACM).

18. Classification and grading of results (Course wise):

Fail - (Grade point <6.00)

Pass - (Grade point 6.00 and above)

Second class - (Grade point between 7.00 and 7.54)

First class - (Grade point between 7.55 and 7.99)

First class with distinction - (Grade point 8.00 and above)

Rank, medals etc. will be awarded only for those candidates who successfully complete the programme, without securing 'F' or 'I' grades in any of the courses, within the stipulated period as per regulation.

19. Grade reports:

19.1. It shall be the responsibility of the course teacher to intimate the grade reports, of the students registered for the respective courses, to the Head of the Institution/Director /Office in-charge of academics and to the Major advisors of the students within 5 days from the end of each semester. The course teachers are also required to maintain the attendance and academic records of the students registered for the respective courses.

19.2. It shall be the responsibility of the advisor to consolidate the grade reports of students under him and to calculate the OGPA within 10 days from the end of each semester and the CRCGC containing the consolidated OGPA should be submitted to the Office in-charge of academics, in order to facilitate registration of the students in the succeeding semester.

20. Repetition of courses

20.1. Failed courses can be registered again in the second semester and can appear for the examinations. The course teachers will conduct the examinations for the failed courses in the subsequent semester. Attendance in class is not required if the candidate secured the required percentage (80%) of attendance when registered the course for the first time. A student securing a grade below 7.00 in a course may, if he/she so desires, be permitted to repeat that course to improve his/her OGPA and the symbol "IP" shall be in relevant records for repeated course.

20.2. If the grade awarded is 'I' due to the lack of required attendance, he /she has to repeat (R) the course by attending classes with their immediate juniors.

20.3. If a student of diploma programme has not successfully completed any of the courses prescribed at the end of the programme he/she has to register for those courses in the subsequent semesters by remitting an amount of Rs. 1000/- along with the re-examination fee at Rs.250/- per course. (He/she shall not be allowed to remain unregistered in the subsequent semesters). The maximum period allowed for such a student for completion of the programme (inclusive of training/internship) will be 8 semesters in case of Diploma in Dairy science and 4 semesters for other diploma programmes. (As per 23rd ACM)

21. Transparency about internal assessment

Each faculty shall maintain a record of performance of each student in the courses he or she teaches. Each faculty shall submit the internal assessment of the students through the Head of the Department on

completion of the course in each semester. In case of complaint by a student or students, the Head of Institution/ Director shall constitute a committee and the report of the committee shall be considered for resolving the same. At any level, the views of the aggrieved student(s) and the faculty shall be heard before arriving at a conclusion.

22. Award of diploma

The Diploma shall be awarded under the seal of the University to candidates who have successfully completed the requirements, i.e. successful completion of the programme.

23. Amending/cancellation of results

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, and that he/she has been a party to or connived at malpractice, fraud or improper conduct of another student, the Vice-Chancellor shall have the power at any time, to amend the results of such a candidate and to make such declaration, as the Vice-Chancellor may deem necessary on that behalf, including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified, and to cancel the results of the candidate in such manner as the Vice-Chancellor may decide.

24. Removal of difficulties

- 24.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 24.2 No order under rule 24.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 24.3 Every order issued by the Vice-Chancellor under this provision shall be laid before the next meeting of Academic Council of the University immediately after the issuance of such orders.
- 24.4 **Notwithstanding anything contained in the then Rules and Regulations, the Academic Council shall make changes whenever necessary.**

9. ACADEMIC REGULATIONS FOR THE CERTIFICATE PROGRAMMES

* Short term course below one month duration and Long term course up to 6 months duration.

To be implemented with effect from the 2011 admission onwards:

1. Title of the programme

Certificate (concerned subject/area)

2. Scope

The Regulation provided herein shall be effective from 2011 admission

3. Eligibility for admission

As detailed in the prospectus

4. Intake capacity

The annual intake of the respective courses shall be as prescribed in the prospectus from time to time.

Reservation: As per Government of Kerala and KVASU norms.

5. Selection process

As detailed in the prospectus

6. Fee Structure

The fee structure for each programme shall be as prescribed in the prospectus and shall be subject to revision by the University from time to time.

7. Procedure for registration

- 7.1. Each candidate shall fill up a Course Registration-cum-Grade Card (three copies) in the prescribed form and submit to the Course Director.
- 7.2. In the Course Registration-Cum-Grade Card (CRCGC), the symbol "R" should be noted along with credit hours in respect of courses which are repeated by attending classes. E.g. for courses to which the grade 'I' has been awarded vide clause 15.0.
- 7.3. In the Course Registration-Cum-Grade Card (CRCGC), the symbol "RE" should be noted along with credit hours in respect of failed courses. Those candidates only have to appear for the examinations as and when it is conducted for the regular students.

8. List of students registered for the course

The Head of the Institution/Course Director should see that a list of students registered for each course is maintained at his office.

9. Withdrawal of courses

There is no provision for withdrawal of courses.

10. Temporary Discontinuance and re-admission

There is no provision for either temporary or permanent discontinuation.

11. Faculty

The Faculty will be drawn from teachers from various faculties of the University / appointed on contract basis and also from various institutes / industries of repute outside the University.

12. Duration and Structure of the programme

The duration of the course is as prescribed in the prospectus. The programme shall either be a fulltime or a part time course with contact classes as detailed in the prospectus.

13. Course curriculum and syllabus

The curriculum, syllabus and mode of offering the programme shall be as approved by the Academic Council of KVASU.

14. Credit requirements

The total credit requirements for the Certificate programme shall be as prescribed in the course curriculum.

15. Attendance

A student shall attend a minimum of 80 % of the number of classes actually held for each of the courses in a semester to be eligible for appearing for the evaluations in that course. If the candidate has shortage of attendance in the course, he or she shall not be allowed to appear for the evaluation of the course. In such cases, the grade awarded shall be 'I' and the candidate has to register for that course subsequently as and when it is offered.

16. Scheme of evaluation

The evaluation of the program shall be as prescribed by the course teacher and the same shall be intimated to the DAR at the beginning of the programme through the Head of Institution.

17. Transparency about Internal Assessment

Each faculty shall maintain a record of performance of each student in the courses he or she teaches. Each faculty shall submit the internal assessment of the students through the Head of the Department on completion of the course in each semester. In case of complaint by a student or students, the Head of Institution/ Course Director shall constitute a committee and the report of the committee shall be considered for resolving the same. At any level, the views of the aggrieved student(s) and the faculty shall be heard before arriving at a conclusion.

18. Award of certificate

The Certificate shall be awarded under the seal of the University to candidates who have successfully completed the requirements, i.e. successful completion of the programme.

19. Amending/cancellation of results

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, and that he/she has been a party to or connived at malpractice, fraud or improper conduct of another student, the Vice-Chancellor shall have the power at any time, to amend the results of such a candidate and to make such declaration, as the Vice-Chancellor may deem necessary on that behalf, including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified, and to cancel the results of the candidate in such manner as the Vice-Chancellor may decide.

20. Removal of difficulties

- 20.1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 20.2. No order under rule 20.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 20.3. Every order issued by the Vice-Chancellor under this provision shall be laid before the next meeting of Academic Council of the University immediately after the issuance of such orders.
- 20.4. **Notwithstanding anything contained in the then Rules and Regulations, the Academic Council shall make changes whenever necessary.**

10. REGULATIONS FOR EXTERNSHIP PROGRAMME / TRAINING AT KERALA VETERINARY AND ANIMAL SCIENCE UNIVERSITY

To be implemented with effect from the academic year 2017-18 onwards (as per 23rd ACM)

I. Title of the programme

Externship programme/ Training at KVASU in Clinical Sciences*

a. For students

b. For others (professionals, faculty, clinicians etc.)

*Externship programme at KVASU can be extended to other production units as well as production subjects.

2. Scope

The Regulation provided herein shall be effective from the academic year 2017-18 onwards

3. Eligibility for admission

As detailed in the prospectus

4. Intake Capacity

The maximum number of candidates to be admitted each year in each programme will be recommended to the Academic Council by the Course Director through the Dean of the college concerned, subject to manpower and facilities available. The Academic Council will decide the number of seats in each programme.

5. System of education and duration of the programme

Contact hour system of education shall be followed

Three modules:

1. Two weeks-72 contact hours
2. Four weeks-144 contact hours
3. Twelve weeks-432 contact hours

The time of working varies depending on the unit attended, but it shall be six hours per day.

6. Selection Process

As detailed in the prospectus

7. Fee Structure

The fee structure shall be as prescribed in the prospectus and subjected to revision by the University from time to time.

For Externship/training programme of students/ candidates within and outside the country, the amount will be fixed by the University from time to time.

Fee for the foreign students from the SAARC countries will be fixed as two times the existing fee decided by the University and for those from other countries four times the existing University fee.

8. Structure of the Programme

Units to be attended for externship programme at KVASU in Clinical Sciences*

1. Large animal medicine
2. Small animal medicine
3. Large animal surgery
4. Small animal surgery
5. Large animal obstetrics and gynaecology including artificial insemination
6. Small animal obstetrics and gynaecology

7. Laboratory

8. Pharmacy and registry

* Allocation of contact hours in each unit will be intimated by the course director

9. Procedure for registration

A Student/trainee admitted to the programme shall pay all fees as stipulated by the University in the Directorate of Academics and Research and report in person to the Course Director. *In absentia* registration is not allowed.

10. Temporary discontinuance and re-admission

There is no provision for either temporary or permanent discontinuation

11. Evaluation of the programme

The method of evaluation shall be announced at the beginning of the programme by the Course Director.

12. Award of Certificate

The Certificate shall be awarded under the seal of the University to candidates who have successfully completed the programme.

13. Removal of difficulties

13. 1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.

13.2. Notwithstanding anything contained in these Regulations, the Academic Council shall make changes whenever necessary.

13.3. The above guidelines will be applicable for all human resource development at academic skill development programme admitted to the University.

11. REGULATIONS FOR POST-DOCTORAL FELLOWSHIP IN KERALA VETERINARY & ANIMAL SCIENCES UNIVERSITY (as per 34th ACM)

The Post-Doctoral Fellowship (PDFs) in KVASU is aimed to encourage and retain research scholars in veterinary and animal science streams who have completed their Ph.D. and wish to pursue a regular career in teaching and research. They should have a high potential and promise for conducting full time research on specific themes and issues. The research outputs are expected to significantly contribute to theoretical and conceptual advancement in different disciplines and contribute towards policymaking in livestock and dairying sector. The fellows will work under a mentor, and as members of research teams, they collaborate with faculty members and may assist in student supervision. The principal objectives of PDFs are to broaden their expertise in association with established researchers, and research creators and to develop their profile as scholars.

As a new initiative it is proposed to institute two types of PDF entries

1. Stream I : The mentor in KVASU has an external aided project in which there is a provision for engaging post-doctoral fellow(s).
2. Stream II: The applicant for PDF has secured fellowship from other government/public-funded agencies and seeks to pursue research in KVASU

Eligibility:

1. The scholar must possess Ph.D. degree, acquired within five years of submitting the PDF application, in any of the Veterinary/Animal science/ Dairy science/Any life science disciplines at the time of application. Those with provisional degree certificate are also eligible to apply.
2. The applicant should have at least 3 research publications with at least one first/ corresponding author publication in journals with Thompson Reuters impact factor or with NAAS rating >6
3. The scholar should not be more than 45 years of age as on the last date of application. There shall be an age relaxation of 5 years for SC/ST/Persons with Benchmark Disability
4. The fellow must affiliate to any of the departments of KVASU with approved PhD programme.
5. Candidates applying for PDF must identify a Mentor, who has worked on similar research area, as evidenced by thesis (mentor's or his/her students')/publications and obtain consent letter from the proposed Mentor prior to application (format to be made). The mentor should be in the rank not below Professor with sufficient research supervision, experience and publications. The mentor or the candidate shall preferably have approved projects with provision to meet the research contingency. If the mentor superannuates during the post-doctoral programme, the mentor can continue the advisor-ship till they desires to do so, otherwise, the mentor and the post-doctoral fellow must nominate another faculty member for the advisor-ship from the same department. In case of inter-disciplinary proposals, the mentor should have proven expertise in the area of research proposed by the scholar. The mentor shall seek permission from University prior to providing consent to the fellow and the selection of the mentor is subject to the approval of the University.
6. Recipients of Post-Doctoral Fellowship from other governmental agencies can also apply, provided they obtain No Objection Certificate from KVASU at the time of application

Selection procedure:

1. The applications will be initially scrutinised by expert committee at the Directorate of Academics and Research of KVASU. Thereafter Subject Group(s)/Expert Committee(s) (including mentor as member) will short-list the meritorious proposals from the eligible applications.
2. The short-listed applicants will be then be invited for an interaction/presentation before a Selection Committee. However, Foreign candidates are exempted from appearing personally before the selection committee and have to appear in online mode. The foreign candidates are permitted to appear for the interaction/ presentation before the Selection Committee, in online mode.

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3. The selection for Post-Doctoral Fellowship will be made on the recommendations of Selection Committee in the subject concerned. The Selection Committee will make its recommendation based on an interview considering the bio-data, list of publications and testimonial from a referee etc., and presentation of the proposed research work of the applicants.

Conditions:

1. Post-Doctoral Fellowship is a full time research work.
2. The proposals of the selected candidates should also be approved by competent authorities of University like Faculty Research Council and Academic Council.
3. The duration of the fellowship is for a minimum period of one year
4. Institutional overhead charges of Rs. 20,000/- has to be remitted by the fellow for the PDF research programme to the University in addition to the certificate fee stipulated for Ph.D programmes from time to time.
5. At the end of tenure, the books, journals and equipment purchased out of the research/contingency grant will become the property of the department of the University.
6. The scholar should not have been subjected to any disciplinary/legal action/proceedings/financial penalties in his/her career/ research career
7. The fellow will be provided accommodation in the hostel subject to availability and on payment of hostel fee stipulated from time to time. While residing in the Campus/Hostels, the Fellow shall abide by the rules relating to residential conditions in force, and shall also be liable to pay the institute electricity & water charges and all establishment charges levied by the Warden/ Office, as applicable
8. Post-Doctoral Fellow will have access to the libraries/knowledge centres and online resources of the University/Institution/College and to borrow books etc., with privileges similar to that for research students of the University.
9. Casual Leave for a maximum of 10 days in a year in addition to public holidays may be availed by the Post-Doctoral Fellow. The sanctioning authority for casual leave shall be the Head of the Department, upon recommendation by the mentor.
10. A Fellow may be permitted on the recommendation of the Mentor/Head of the Department to attend a conference/seminar/workshop in India once a year for which he/she will be treated on duty and shall be entitled to the payment of traveling allowance: single to and fro second class A/C rail fare and/or actual bus fare, provided such provisions exist in the external funded project.
11. A Fellow may be permitted on the recommendation of the Head of the Department to attend an international conference abroad once during his/her tenure after completing one year for which he/she will be treated on duty and shall be entitled to the payment of partial travel grant, maximum limit of which shall be decided by the funding agency.

Monitoring:

1. The progress of research work will be evaluated by an expert assessment committee comprising of HoUD/ HoD, mentor and one Professor from any other department nominated by the Dean and, the research fellow shall submit quarterly progress report duly signed by Mentor and forwarded by Head of the Institution to the DAR, KVASU (format to be attached)
2. In case the progress of the work is found unsatisfactory, the award may be terminated by the University at any time during the tenure of the award after giving an opportunity to the PDF to put forward his/her case.
3. After completion of the research work the fellow shall submit a final report of the research work to the University along with research papers published.
4. The candidate should mandatorily present the research work in appropriate scientific platforms (National or International workshops/ seminars/conferences) and publish articles in reputed journals with TR impact factor >1 or NAAS >6

Work assignments:

1. The Fellow will be attached to the Department and devote himself/herself to full time research in an area approved by the Department concerned
2. The Fellow shall undertake academic responsibilities such as occasional lectures. It is obligatory that the PDF publish at least one research paper in a good peer reviewed journal with TR impact factor >1 or NAAS more than 6 and present the research findings in national / international conferences.
3. The Fellow shall be required to present and submit a continuation certificate at the end of every six months.

12. REGULATIONS FOR LIBRARY

Objectives of the library

- * To disseminate knowledge and serve as a major vehicle to facilitate extension, education, research and creation of new knowledge;
- * to facilitate optimal use of knowledge by all sectors of Veterinary and Animal Sciences especially for staff and students of various faculties of KVASU;
- * to serve as the centre of information and a gateway to national and global knowledge for providing fair access to knowledge and information to all sectors of Veterinary and Animal Sciences;
- * to ensure that people from all sectors and all parts of the country have easy access to knowledge relevant to their needs in the field of Veterinary and Animal Sciences and thereby bridge the gap between the information poor and the information rich;
- * to conduct information literacy programme and to train users in lifelong education.

Library services

The Library provides all conventional services such as, Book Loan; Guidance in Literature Search and Use of Reference Books, Indexes & Abstracts; General Book Bank Scheme service; Centrally sponsored Book Bank scheme to SC/ST students; Formal and Informal User Education Programmes; Internet and Database services, E-Journal Service, Scanning and Printing Facility, etc.

Arrangement of the collection

Open access is followed in the library. The Documents are classified according to Dewey Decimal Classification and catalogued according to the AACR. Each book is assigned a Call Number which consists of a Class Number and Book Number and collection number. Class Number is assigned to a book according to its subject matter using Dewey decimal classification. Book number individualizes a book among others having the same Class Number. It is assigned to a book on the basis of the name of the author ie. first three digit of author's name. In this arrangement books on the same subject are kept together with those on related subjects coming next to them. Book Number is given beneath the Class Number. Special collections like Reference books, Thesis, Bound Volumes of Periodicals etc. carry collection symbols also. Members are advised to consult the catalogue (card catalogue/OPAC) before proceeding to take books from the shelves.

Library rules

The University library is primarily intended for the staff and students of the constituent colleges/institutions who can make use of the library collections, facilities and services in accordance with the following rules.

1. Library hours

The Library will remain open for 12 hours on all working days and 6 hours on holidays. The exact time of opening and closing of the Library will be specified by the Dean / Head of the Institution.

2. Membership and admission to the library

- a) Admission to the library is restricted to members, but others who are desirous of consulting books in the library may do so with the permission of the Head of the Institution on recommendation of the Librarian. In such cases, permission can be refused without assigning any reasons there for.
- b) Before entering the Library the 'Visitors Register' is to be signed and the Membership Card shown at the counter. Such signature shall be taken as an acknowledgement that the person agrees to conform to the rules of library. Private books and personal belongings (overcoats, umbrellas, bags, files, note books, etc.) are to be deposited at the Property Counter. They may be collected while the member leaves the library. On no account, the library staff could be held responsible for any damage or loss to the property of the member. The staff and students of the constituent Colleges/Institutions are eligible to become members of the library. Membership fee will be decided by the Library committee in consultation with the University. The membership will be valid till the staff /students ceased from the rolls of the respective colleges/institutions unless personally terminated. Members only can enjoy all the privileges of the library. On special request, outsiders (Students, Faculty, Research scholars of other Universities, members of Veterinary Alumni etc)

are also admitted as casual members for a shorter period for consultation with written permission of the Dean on submission of a letter from the concerned organization and on remitting a reference fee (to be decided by the Library Committee in consultation with the University). The privilege of borrowing books from the library is restricted to University community only. Casual Membership is only for reference.

3. Loan service

a) Books can be taken out on loan from the library. Borrower's Tickets (BT) and Identity Card (IC) are "Not Transferable". Reader will be responsible for the misuse of BT by others.

Categories of membership (amended as per 10th ACM)

There shall be three categories of membership for students and faculty in the college libraries as follows:

- i. Faculty (includes teachers irrespective of whichever designation they carry and research associates and research fellows employed irrespective of contractual status in the University or projects thereof. The entitlement shall be a total of ten books, two reference books (upon recommendation of the Dean) and any five journals at a time.
- ii. Contractual students of the University irrespective whether part-time or full-time provided that a faculty undergoing a part-time Ph.D programme shall retain his/her entitlement during the programme as well. Seven books at a time include one reference book upon recommendation of the Dean and any five journals at a time.
- iii. All other students enrolled in the University including under graduate, diplomat and other short term programmes with entitlement of borrowing books from the Libraries. Any five books at a time and any two journals.

If a member loses his loan card / identity card he should immediately report the matter to the Librarian in writing. In the meanwhile he should make all efforts to trace the card so lost and send a second report within 15 days stating the result of his endeavor. Duplicate BT will not be issued generally. If the original card is not found out and the request is so relevant and genuine duplicate card will be issued at the discretion of the Dean on recommendation from the Librarian at a cost of Rs.10/- (Rupees ten only) per card. Duplicate IC will be issued on payment of Rs.50/-. The Librarian will issue either the duplicate card or the "No-Due-Certificate" as the case may be only on receipt of the second report after cancelling the last one.

c) On no account, the Book(s) borrowed from the Library should be transferred to any other member nor shall any member borrow book(s) on other member's card.

d) At the discretion of the Librarian any book loaned to any member can be called back in short notice without assigning any reason; and when such a notice is received, the member is liable to return the said book within the stipulated time.

4. Loan period (Amended as per 10th ACM)

The period of lending allowed for faculty and staff shall be 30 days (upon request from faculty) including holidays at a stretch whereupon the book/journals shall be compulsorily returned (amended as per 13th ACM). Reference books shall be rented only for a period of five days and no extensions would be permitted. The period of lending allowed for students shall be ten working days at a time and upon renewal may be permitted until 21 days at a stretch whereupon the book/journals shall be compulsorily returned.

Late fee/fine for late returned books shall be Rs.10/- per book/journals per day of return for faculty and staff and Rs. 5/- per book/journal for students. Fine for late return for reference book shall be Rs.20/- per day per book.

5. Penalty for non-utilization of library books and assets

To ensure adequate use of the library, the non-utilization shall be due from each enrolled student/faculty at the following rates: Rs. 10/- per day for those days against which no books/journals are seen issued to the faculty (amended as per 10th ACM). For students, during non-utilization period, a fine of Rs.10/- per day shall be levied only on the working days in a semester. Fine generated through non utilization / overdue charges can be used for the various purpose of libraries concerned obtaining sanction from the Finance

Officer (amended as per 13th ACM). Non utilization fine during the semester break stands deleted and shall be applied at Rs. 10/-per day only on working days in semester (amended as per 13th ACM).

6. Loss/damages of library books

a) The members will report immediately in writing to the Librarian in case of any damage or loss of borrowed library books. Members are liable to replace such books with a copy of the same/latest editions within one month of its reporting. If not returned within the date specified the members are liable to pay overdue charges fixed for the period up to its reporting from the due date. If the document could not be replaced, the member shall pay the amount as compensation on the following rates fixed below.

i) For the books of publication year up to 1990 : 3.2 times of the actual cost

ii) For the books of publication year 1990 onwards : 2.2 times of the actual cost

b) If a member has dues, the borrower's tickets will not be returned and books will not be issued until the dues are cleared.

c) Readers shall not write upon, damage or make any marks upon any book, manuscript or map belonging to the library.

d) No tracing or mechanical reproduction shall be made without the express permission from the Librarian.

e) Readers shall be responsible for any damage or injury done to the books or other property belonging to the library and shall be required to replace such book(s) or property damaged or to pay the value thereof as may be fixed by the Deans/Head of Institution.

f) Cases of inactivity or other failure in the service should be reported to the Librarian or in his/her absence to the Senior Member of the Staff present.

g) Before taking Book(s) on loan a member shall satisfy himself as to whether the book(s) lent to him is in good condition. If not, it shall be brought to the notice of the Librarian, senior library staff on duty about such defects as are observed in the book(s). Other- wise he would be liable to be held responsible for all the defects, if noted when returning the book(s) back to the library and may have to replace the book(s) by a sound copy/copies.

7. Theft or unauthorised removal of books from the library

Unauthorized removal of books from the library is a serious mis-demeanour and disciplinary action will be taken against the miscreant.

8. Reference books

a) The books of the type listed below would not be available on loan under any circumstances.

1. Old and worn-out books which are out of print and cannot be replaced.

2. Thesis and Dissertations.

3. Manuscripts.

b) Books of the types listed below which are classified as Reference Books would not be available on loan except under special circumstances for which the permission of the concerned Dean/Head of Institution is necessary.

1. Encyclopaedias, Dictionaries and Directories

2. Atlases and Maps.

3. Heavy and oversize volumes.

4. Costly publication which are full of plates.

5. Periodical and unbound issues of journals.

6. Bound Volumes

7. Other books/publications which are specifically classified from time to time by the Head of Institution as Reference Books.

9. General

1. Only light writing material will be allowed inside the library
2. The last borrower shall be held responsible for any damage to the books, unless it has been pointed out at the time of issue.
3. Change of address and designations should be immediately reported to the library.
4. Silence should be strictly observed in the Library.
5. Use of Cell Phones /Camera within the library is strictly prohibited.
6. Violation of these rules or undisciplined behaviour in the library will lead to cancellation of membership and disciplinary action.

10. No-Due-Certificate

a) Staff members on transfer, retirement, resignation, etc. shall return all the library books and clear dues, if any, and take the “No-Due-Certificate” from the Librarian, failing which issue of Last Pay Certificate or acceptance of resignation or relief will not be effected.

*Note:-*1) The University will not accept the resignation or issue Last Pay Certificate or relief Order to any of its staff members of any category unless the *No-Due-Certificate from librarian is received by the University.

2) Any lapses on this account will make the concerned University staff responsible for such lapses and he/she shall make good the loss incurred by the University on that account.

b) For the students a “No-Due-Certificate” should be obtained before the issue of the final transcript or T.C. “No-Due-Certificate” will be issued to a member by Librarian on returning all Borrowers’ Tickets & Identity Card issued to the member and remitting other dues if any. If Identity Card is not returned, the member is liable to pay Rs.50/- as fine. If BT is not returned, the member has to give an indemnity Bond in the prescribed format in Kerala Stamp Paper worth Rs50/-In the case of lose of “No- Due-Certificate” duplicate Clearance Certificate/ Non-Liability Certificate will be issued only on payment of Rs. 20/- as Service Charges.

BOOK BANK ‘LENDING TEXT BOOKS FOR ONE SEMESTER’ SCHEME RULES FOR IMPLEMENTATION OF BOOK BANK SCHEME

- 1) Rent will be charged @10% of the cost of the books borrowed, limited to a maximum of Rs. 50/- per volume per semester.
- 2) Only selected books will be earmarked for the scheme. Selection of the books will be done by the library Advisory Committee of the respective colleges.
- 3) Caution deposit: The beneficiaries of the scheme should deposit Rs100/- as caution deposit along with the application which is refundable after deducting any amount to be realized from the depositor, at the termination of the membership.
- 4) Up to fifty percent of the cost of books will be realized from the borrower for damages of the books borrowed by him/her. The librarian will assess the extent of damage. The head of the institution will be the Appellate Authority in this case.

CENTRALLY SPONSORED BOOK BANK SCHEME TO SC/ST STUDENTS

This Scheme is introduced by Central Government for providing text books for SC/ST students of professional courses, free of charge.

- 1) Students belonging to SC/ST community should take membership by filling membership form and identity card.
- 2) Only selected Text books will be earmarked for the scheme. Selection of the books will be done by the library Advisory Committee of the respective colleges and purchased and maintained for issue for one semester for SC/ST students free of charge.

13. HOSTEL RULES

1. Rules shall apply to all student hostels attached to the Colleges/Institutes under the Kerala Veterinary and Animal Sciences University.
2. The hostels in each College/Institute shall be under the direct control of the respective Dean/Head of Institution who will be the Warden. The Warden's decision shall be final in all the matters connected with the hostel.
3. There shall be an Assistant Warden for each hostel attached to the college appointed by the respective Dean/ Head of Institution from among the academic staff of the college/Institute.
4. The Assistant Wardens shall be in immediate charge of the hostel. The Assistant warden may detail the services of the Steward/Matron to assist the mess committee, to manage the mess and all matters connected with the hostel.
5. There shall be Resident Tutors for each hostel who shall be responsible for the maintenance of discipline in the hostel and shall assist the Assistant Warden in all his/her duties.
6. Admission to hostel shall be made only in the beginning of semesters.
7. Regulations for allocating hostel rooms (as per 10th & 11th ACM)
 - 7.1. From the academic year 2014-15 the first year programme of UG courses not exceeding 3 years and first 2 years of UG programme that exceed 3 years shall be accommodated as provided for in these regulations.
 - 7.2. The Dean of the college of the University or other authorized officer by the Registrar of the University will receive separate applications in the prescribed format for hostel accommodation in prescribed format on the day of University counseling and shall process it for allocation.
 - 7.3. Those students enjoying statutory fee concession shall be allocated vacant hostel rooms for men and women separately in the following priority order:
 - 1) Physically challenged candidates
 - 2) ST candidate
 - 3) SC candidates
 - 4) Kumara Pillai Commission beneficiaries (enjoying partial fee concession)
 - 5) Merit Cum Means scholarship holders
 - 6) Any other candidates with good and sufficient reasons to be allowed by the Dean concerned (Depending on vacancy)
 - 7.4. After allocating the priority categories the UG candidates not enjoying any fee concession shall be offered the University managed hired hostels against deposit of such sum to be determined by the University year to year based on annual hiring cost which is to be returned to the candidates at the end of his/her UG programme without any interest.
 - 7.5. Those candidates who are not availing this facility for any reason may inform the Dean concerned and may make his or her arrangement to stay provided that such stay must be within 10 sq. kms of the campus offering the programme and shall inform the place of the stay to the dean in writing and shall avail the college bus facility to nearest point extended by the Dean. This option to apply can be re-exercised every year.
 - 7.6. These rules shall override the provisions in the present academic regulations for UG programme and all accommodation considered for the residential requirement during the programme. At the end of the year for programmes upto 3 years and 2 years if the student desires changing from hired hostel to University hostel may apply to the concerned Dean and the Dean may provide accommodation against vacant rooms at that point of time keeping in view the seniority principle with respect to the date of enrolment in the programme (earliest date). The candidate joining from more distant own residence shall be preferred.

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- 7.7. If the date of the admission and the distance from residence are the same the Dean may draw lots and allocate the hostel room between applicants
 - 7.8. Any specific difference arising the matter may be adjudicated to the Registrar.
 - 7.9. Notwithstanding any of the above regulations, Ph.D and P.G. students shall be preferred for available hostel accommodation and shall be accommodated together in a block/floor as the case is. Ph.D. students applying shall be preferred for P.G. students subject to the rules of these regulations.
 8. The Warden may permit members of the staff of the University or trainees or part-time students also to reside in hostels, if accommodation is available, as special cases.
 9. In the application prescribed for admission to the hostel, a column detailing the medical history of the student should be included.
 10. At the beginning of every academic year, there will be fresh allotment of rooms and the room-mates. The number of students to be accommodated per room will be decided by the concerned Assistant Warden. The room will be allotted according to the discretion of the Assistant Warden.
 11. Change of rooms once allotted, requires the approval of the Assistant Warden.
 12. Each resident will be provided with a set of furniture. Cost of damage, if any, to the furniture will be realized from the inmate/inmates. Students should provide their own bedding and box or trunk to lock things in. Students may supplement the furniture provided, but only after obtaining the written permission of the Assistant Warden.
 13. Electric light: Residents should see that the lights and fan are switched off or when they leave the rooms. Additional electrical fittings in the rooms are not permitted.
 14. Application for admission should be accompanied by an admission fee as prescribed which will not be refunded.
 15. Each resident on admission should pay hostel caution deposit at hostel prescribed by the University which will be refunded only at the time of the resident leaving the hostel after adjustment of liabilities if any to the hostel.
 16. Every inmate should pay rent, water and electricity charges at this rate. The room rent along with electricity and water charges should be paid on the date of admission to the hostel for the semester and subsequent installments on the beginning of each semester. Defaulters will have to pay a fine as decided by the University from time to time. The rent etc. along with the fine should in any case be paid within one month of the due date. If the rent etc. and fine are not paid within the period specified he/she is liable to be expelled from the hostel. Such students if they desire to rejoin the hostel, will be required to pay a readmission fee as decided by the University from time to time along with the arrear of room rent etc. and the fine.
 17. The rent, water and electricity charges need not, however, be paid by the students belonging to the Schedule Castes/Scheduled Tribes and other eligible communities, provided that these charges are reimbursed from the Harijan Welfare Department and the charges due from such students will be adjusted by the college/institute office as and when the respective amounts are received from the Harijan Welfare Department.
 18. Students passing out of the college/institute or discontinuing their studies or those desirous of residing with their parents will be permitted to leave the hostel on application to the Warden. Students who are living in the hostel and who wish to reside with their relatives/parents/guardian, must produce a written authorisation to that effect from their parent/guardian. On no account should they leave the hostel before getting permission from the Assistant Warden.
 19. No student is allowed to bring a guest into the hostel to stay with him/her without the permission of the Assistant Warden.
 20. Members should keep their rooms scrupulously clean. Spoiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown about in the rooms, terrace and premises. The rooms, doors, etc. should not be disfigured by writing, sticking hand bill, posters, etc. The inmates will share the expenses for erasure, for repair of disfigured by writing, sticking hand bill, posters, etc. irrespective of who the miscreants are.

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21. They should behave with restraint and decorum. Shouting, reading aloud and other acts likely to disturb other inmates during hours of study should be avoided at all times. Music or singing is not permitted in the hostel premises and residential quarters of the hostel staff, without the permission of the Assistant Warden.
 22. They should sleep and work in their own rooms.
 23. Any inmate observed to be in possession of or in consumption of intoxicating drugs or alcohol shall be vacated from hostel premises without any further enquiry.
 24. All members are expected to be in the hostel before 9.30 P M. Anyone who wants to go out and remain after 9.30 P M can do so only with the prior permission of the Assistant Warden (See clause 73 also) (as per G.O(Rt) No. 539/2019 dated 07/04/2019 and 26th ACM).
 25. Members are not allowed to remove any article of furniture, fittings, light, etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Assistant Warden. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held responsible. In certain cases the members or even the whole block, or some or all of the blocks of the hostel together, will be made responsible. In case of wanton damage, the Assistant Warden might in addition, recovery of cost of repair to impose a suitable fine.
 26. Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises without the Assistant Warden's written permission.
 27. No circular or subscription list shall be taken round except with the permission of the Assistant Warden.
 28. No member will be allowed to indulge in active politics within the hostel premises.
 29. Every member will report himself/herself to the Assistant Warden in writing at the beginning of each term or as soon as possible after his/her arrival at the hostel and also at the end of each term or immediately before his/her departure. He/she will enter the dates of his/her arrival and departure in books kept for the purpose in the hostel office. If a student does not report his/her departure in writing, he will be counted as a continuing member and he/she will be liable to pay all the charges in common to the other members. If a student who has not reported his/her arrival in office, is found by the Assistant Warden residing in the hostel, he/she will, in addition to the usual charges, pay a penalty of as decided by the University from time to time which will be credited to the mess funds. If a student who has reported his/her departure is found by the Assistant Warden residing in the hostel he/she will also be dealt with in the same way.
 30. No student shall absent himself from the hostel for any night without having previously obtained the permission of the Assistant Warden. If a student finds it necessary to leave the hostel on urgent affairs and is unable to see the Assistant Warden, he/she before his/her departure should report the reason of his/her absence in writing to the Assistant Warden. The Assistant Warden will make a night round between 9 p.m. and 10 p.m. and see that the students are present. Visitors who come to the hostel must leave before 9 p.m.
 31. All correspondences regarding the hostel should be made through the Assistant Warden. Letters written direct to the Warden will not receive attention.
 32. Misconduct or breach of any of these rules for the hostel will render the offender liable to fine, suspension or dismissal.
 - 33 a. Ragging is strictly prohibited in the college/Hostels/in and out the campus as per the Kerala Prohibition of Ragging act 1998 as well as by the directions of Hon. Supreme court of India.
 - 33 b. The inmates of the hostel have a moral responsibility to point out and report to the Assistant Warden, cases if any of misbehavior like ragging, thefts, pilferages, destruction of hostel properties, etc. Failure on the part of inmates to make such reports promptly may force the Assistant Warden to impose collective fine or such other disciplinary measures.
 34. No sick member shall remain in the hostel. He/she will be sent to the hospital for treatment.
 35. The hostel telephone can be made use of by the inmates on payment of the approved rates fixed from time to time. The amount thus collected shall be used to pay the telephone bill of the hostel. The excess charges, if any, shall be equally divided and collected from the inmates.

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36. All students before going away for vacation or otherwise leaving the hotel must see that their dues are paid completely before leaving the station. Members are strictly advised not to leave any money or valuables in their rooms. The hostel authorities will not hold themselves responsible for moneys or other belongings lost by students or their guests.
 37. For the convenience of members who go to their homes during the holidays, the Assistant Warden will arrange for the safe custody of their belongings during their absence at their own risk. The Assistant Warden will not be held responsible for any loss or damage to any such property.
 38. Whenever a student proposes to spend the inter-semester break at a place other than his/her regular home, he/she should keep the Warden/Assistant Warden of the hostel informed of his/her proposed whereabouts during the period of the break.
 39. Only licensed tradesmen will be allowed within the compound of the hostel for carrying on any business. Licenses will be issued to bonafide tradesmen, dhobies, barbers, tailors, cloth venders etc. on payment of license fee as caution money, which will not be refunded.
 40. The mess may frame its own by-laws consistent with the rules and subject to the approval of the Assistant Warden. The mess by-laws once framed shall not ordinarily be altered during the courses of the year.
 41. All residents of the hostel must be members of the hostel mess and are required to pay a Mess advance when they are admitted to the hostel. The amount so collected shall constitute the 'Mess Fund' which will be credited to the Wardens Account. The Mess Fund shall be operated by the Assistant Warden.
 42. The 'Mess Fund' shall be used for running the mess.
 43. The mess advance shall be adjusted towards the mess dues of members at the end of the year including the last month dues, and the mess fund for the year shall be closed after settling liabilities.
 44. Day scholars, members of teaching staff and other university employees may also be permitted to use the facilities of the hostel mess with the permission of the Assistant Warden. They will have to deposit mess advance and meet other charges fixed by the Assistant Warden.
 45. The residents of the hostel are permitted to run their own mess in the hostel on no loss no profit basis. The management of the mess shall be the responsibility of the students, subject to control of the Assistant Warden.
 46. The hostel mess shall be managed by a Mess Committee consisting of student representatives. The Mess Committee shall be elected every month by the members of the hostel. The number of the Mess Committee shall be fixed as 5 of which one shall be the Mess Secretary. The Mess Committee shall hold office for a period of one month only.
 47. The mess account is a private account operated by the Assistant Warden and Mess Committee. The Mess Committee shall satisfy themselves with the correctness of accounting. The accounts shall be maintained by the Assistant Warden.
 48. The 'dividing system' shall be followed in bearing the expenses of the mess. All expenses including cooking charges shall be from the mess expense for a month. The account shall be audited every month by two auditors elected every month from the inmates.
 49. Reduction from mess charges shall be granted to members, if they absent from the mess for at least 3 consecutive days. The request for reduction must be given to the Mess Committee in writing before the members leave the Hostel.
 50. If the absence exceeds 10 consecutive days, the member shall be eligible for 1/2 month reduction. The matter should be informed to the Assistant Warden by the 5th of the succeeding month. Complaints and correction of any sort shall not be allowed after auditing and declaration of dividend.
 52. The ledgers showing calculation of accounts will be made available for inspection of the members of the mess for three days after the last day of the month. Any error noticed should be reported to the Assistant Warden or the Mess Secretary.

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53. The Assistant Warden will have the power to allow extension of days for remittance of mess dues with fine. Mess charges for the month should be paid on or before the 15th of every succeeding month. Thereafter a fine of Re.1 per working day will be charged up to 20th.
 54. No meals will be served to defaulters after the expiry of 1½ months from the due date. Defaulters will cease to be members of the hostel.
 55. Payment of mess charges should be made to the office of Assistant Warden who will issue proper receipts for all sums received.
 56. All bills and requisitions for cash payment from the mess fund should be certified by the Mess Secretary.
 57. The Mess Committee shall be responsible for the proper maintenance of the kitchen, cleanliness etc. In the event of improper maintenance or proper cleanliness not being observed, the Warden shall have the power to order the closure of the mess or to take such other measures as he considers fit.
 58. The hours of the mess shall ordinarily be:
Breakfast - 7.00 a.m. to 8.00 a.m.
Lunch - 12.00 noon to 2.30 p.m.
Evening tiffin - 4.00 p.m. to 5.00 p.m.
Supper - 7.00 p.m. to 8.30 p.m.
On previous intimation to the Head Cook, meals shall be kept till 9.45 p.m.
 59. No inmates except the Mess Secretary or Mess Committee Members shall enter the kitchen and store.
 60. Members are not allowed to take out cups, tumblers, saucers or other utensils or furniture. Damage or loss of such articles due to the carelessness of the inmates shall be made good by individual or collective fine. Meals or extras will not be sent to the rooms of the members.
 61. Establishment Charges shall be collected from each inmate, with the mess dues. The amount so collected is the Establishment Fund. It can be spent for providing first aid facilities to inmates, purchasing newspapers, journals, recreation room & indoor games facilities for paying salary of phone boy, hostel boy, etc. The receipts and expenditure of the fund amount shall be audited by students at the end of the year.
 62. Mess servants: "hostel committee shall engage persons for cooking, serving, cleaning and other such activities concerned with the functioning of mess. The terms and conditions shall be as laid down by the hostel committee from time to time."
 63. The Mess Committee shall be responsible for the maintenance of proper discipline and good conduct among the mess servants. The Mess Committee shall be competent to recommend punishment including suspension or removal from service of any Mess Servant, with reasons thereof. Such disciplinary action against mess servants shall be recommended by the Assistant Warden of the concerned hostel to Warden for further action. The Warden shall be the disciplinary authority in all such cases.
 64. Notwithstanding anything contained in these rules, the Warden shall be competent to discharge all or any of mess servants if he is satisfied that the discipline, cleanliness and/or conduct of the mess servants are not satisfactory or if their continuance in the hostel mess is considered injurious to the interests of the students, the hostel or the college or institute.
 65. Hostel Committee
 - a) A Hostel Committee may be elected every year from among the inmates. The Committee shall be called "College/Institute Hostel Committee".
 - b) Aims and objects: To promote a healthy corporate life, friendliness and cordiality among the members of the hostel and to guide their activities along sound and fruitful channels.
 66. Membership: All the students of the College/Institution residing in the hostel will be members of the committee.
 67. Office Bearers: The Hostel Committee shall have the following office bearers.

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- a. Hostel Secretary: There shall be one Hostel Secretary for the hostel of a College/Institution. He / she shall assist the Assistant Warden in keeping the discipline and cleanliness in Hostel.
 - b. Joint Secretaries: One from each hostel of a college/Institution. He/she shall be in charge of the reading room and library of the hostel.
 - c. Recreation hall Secretary: One from each hostel of a college/Institution. He/she will look after the indoor games hall and radio room.
 - d. Block Representatives, one representative from each block/floor of the hostel.
 - e. The Warden and the Assistant Warden shall be President and Vice President respectively of the committee.
68. Election: The rules pertaining to election of Hostel Committee can be framed by the inmates subject to the approval of Assistant Warden. The Warden shall have the authority to reject the candidature of election of any inmate considering discipline and welfare of the hostel. The Warden can nominate any inmate to hold an office for one year.
69. Duties and functions
- a. The committee shall represent the inmates of the hostel for any matter pertaining to the hostel.
 - b. It shall be responsible for cleanliness and discipline in the hostel and proper functioning of reading room, library and recreation hall.
 - c. It can conduct meetings, debates, cultural programmes and tournaments, with the permission of the Assistant Warden.
 - d. It shall be responsible for the establishment fund expenses and the stock and stores purchased from establishment fund.
70. The Warden shall have the power to make authorised expenditure from the establishment fund for maintaining proper cleanliness, hygienic condition and general well-being of the Hostel.
71. The decision of the Warden shall be final in all matters concerning the Hostel Committee.
72. The Assistant wardens (holding as the additional charge) of the hostels are eligible for an honorarium of Rs. 1500/- per month from respective colleges.
73. Special rules for Women's Hostel: All the general rules of the hostels are applicable to the Women's Hostel and in addition, the following special rules shall also be applicable.
- a. Boarders will be allowed to visit or to be visited by those whose names have been sent to the Assistant Warden by their parents or guardians.
 - b. The visitors may be seen between 4 and 6 p.m. on all days of the week in the visitor's room only. The name and designation of the visitor, purpose of visit, and relationship of the resident visited, must be entered by the resident in the book provided for the purpose

14. RULES GOVERNING CO-CURRICULAR ACTIVITIES

THE KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY UNION

(In accordance with Lyngdoh Committee Recommendations)

Article I: Name

The Union shall be called 'The Kerala Veterinary and Animal Sciences University Union'.

Article II: Objectives and Activities

1. The objectives of the Union shall be to promote corporate, social and cultural life of the students of the University and to train them in the duties and rights of citizenship. In order to achieve this, the union may endeavour:

- a) To promote opportunities for the development of character, discipline, efficiency, knowledge, democratic outlook, social skills and the spirit of service among the members.
- b) To inculcate the values of national integration, secularism, patriotism etc.
- c) To organize youth centers, clubs or groups like student writers' clubs, student- farmer forum, study circles, training camps, debates, seminars, cultural shows, book clubs, yoga clubs, nature clubs, science clubs, arts clubs, blood donation forum etc.
- d) To impart training in leadership and in the conduct of public works in collaboration with voluntary organizations.
- e) To organize art festivals for promoting and developing the artistic talents of students.
- f) To organize sports and recreational activities.
- g) To organize work squads for encouraging rural and urban social work for nation building.
- h) To organize programmes for developing and promoting entrepreneurial skills among students.
- i) To encourage such other activities that would be in tune with the general objectives of the Union.

Article III: Definitions

For the purpose of this constitution, the following terms shall mean:

- a) Patron: The patron of the Kerala Veterinary and Animal Sciences University Union.
- b) Kerala Veterinary and Animal Sciences University Union: unless otherwise stated, the letters KVASU Union shall mean the Kerala Veterinary and Animal Sciences University Union.
- c) President: The president of the Kerala Veterinary and Animal Sciences University Union.
- d) General Secretary: The General Secretary of the Kerala Veterinary and Animal Sciences University Union.
- e) Honorary Treasurer: The Honorary Treasurer of the Kerala Veterinary and Animal Sciences University Union.
- f) Managing Council: The managing council of the Kerala Veterinary and Animal Sciences University Union.
- g) Students' Union Council: Students' Union Council of Kerala Veterinary and Animal Sciences University Union.
- h) Funds: The funds of the Kerala Veterinary and Animal Sciences University Union.
- i) Constituent Colleges refer to the constituent colleges of the university
- j) Students' Union Councillor: Member of Students' Union Council of the Kerala Veterinary and Animal Sciences University Union.

k) University Union Councillor: Member of the Managing Council of the Kerala Veterinary and Animal Sciences University Union.

l) Staff Advisor: Staff advisor of the Kerala Veterinary and Animal Sciences University Union.

Article IV: Membership

The students of constituent colleges of Kerala Veterinary and Animal Sciences University shall be eligible for membership of the Kerala Veterinary and Animal Sciences University Union. No one other than a full-time student shall be a member of Kerala Veterinary and Animal Sciences University Union.

Article V: Membership fee

All Colleges shall collect the prescribed fee towards University Union fee from each student along with 1st installment of fees. The college shall remit the fee to the University Union through the Honorary Treasurer.

Article VI: Tenure of membership

The tenure of membership of the Managing Council and Students' Union Council shall ordinarily be one year. However, if there is delay in conducting the election the office bearers may continue till such time as the new office bearers are elected.

Article VII: College unions

1. a) There shall be students' unions in all the constituent Colleges of the Kerala Veterinary and Animal Sciences University to promote all round development of the students so as to achieve the objectives of the Kerala Veterinary and Animal Sciences University Union.

b) There shall be a President, a Secretary, three Councillors (including one lady) representing each college in the University Union. Arts Club Secretary and Student Editor of the College Journal shall be there for all the college unions. The three Councillors to the University Union shall represent their college union at the managing council of the Kerala Veterinary and Animal Sciences University Union.

c) There shall be various associations in all Colleges under the general guidance of the college unions to achieve the objectives of the Kerala Veterinary and Animal Sciences University Union.

d) The office bearers of the College Union and various Associations shall be elected according to the rules framed from time to time from among the students of the college within the first semester, on re-opening of the college for the first semester of each academic year.

2. Students' Union council: The students' Union Council of the Kerala Veterinary and Animal Sciences University shall include, all elected office bearers of all college unions and the councilors elected from each college, as in Article VII (1) (b).

Article VIII: Office bearers

The following shall be the office bearers of the Kerala Veterinary and Animal Sciences University Union:

- a) The Patron; b) The Vice Patron;
- c) The President d) The Vice Presidents (2 nos, one lady)
- e) The General Secretary; f) The Councillors;
- g) The Secretary h) The Honorary Treasurer;
- i) The Staff Advisor

a) THE PATRON

The Vice-Chancellor of the Kerala Veterinary and Animal Sciences University shall be the Exofficio patron of the Kerala Veterinary and Animal Sciences University Union.

b) THE VICE - PATRON

The Vice Patron shall be nominated by the patron for a period of one year.

c) THE PRESIDENT

- 1) The President and all other office bearers (except the ex-officio and nominated members) shall be elected from the University Union Councillors by the Students Union Councillors elected from constituent colleges.
- 2) The President shall preside over all meetings of the Managing Council, Students' Union Council and all other functions of the Kerala Veterinary and Animal Sciences University.
- 3) The President shall conduct business of the Union according to the rules and standing orders.
- 4) The President shall have the right to take decisions and to give ruling and his decisions shall be final as far as the meeting is concerned.

d) THE VICE - PRESIDENTS

- 1) Two Vice-Presidents shall be elected from the University Union Councillors by the Students' Union Councillors.
- 2) One of the two Vice-Presidents shall be elected from the lady members of the University Union Council by the Students Union Councillors.
- 3) One of the two Vice-Presidents shall preside over the meetings of the Students' Union Council, Managing Council and all other functions of the Kerala Veterinary and Animal Sciences University Union in the absence of the President.
- 4) The Vice-Presidents shall perform the duties of the President on his absence or as per request of the President.

e) THE GENERAL SECRETARY

- 1) The General Secretary shall be elected from the University Union Councillors by the Students Union Councillors of the Kerala Veterinary and Animal Sciences University Union.
- 2) The duties of the General Secretary shall be :-
 - (a) To issue notice for all meetings in consultation with the President;
 - (b) to keep the minutes of the business meetings and to present them for confirmation at the next meetings;
 - (c) to sign on behalf of the Kerala Veterinary and Animal Sciences University Union, all documents;
 - (d) to conduct all correspondence of the Union;
 - (e) to arrange for the purchase of the requisites of the Union;
 - (f) to prepare annual reports and present the same;
 - (g) to prepare budget in respect of the activities specified in Article II Sections 2 (a) to (h), to present it to the Students' Union Council for consideration and then to the Managing Council for consideration and adoption;
 - (h) to incur expenditure for items specifically included by the Managing Council among the objects of the Union with the previous concurrence of the Executive Committee of the university and to submit vouchers for payment and to render monthly statement of expenditure incurred by the Union to the Honorary Treasurer;
 - (i) to submit the accounts and vouchers relating to the year for audit.

f) THE COUNCILLORS TO UNIVERSITY UNION

The Councillors to the University Union shall be represented in University Union by three councillors. One of the three councillors shall be a lady.

g) THE SECRETARY

The Secretary shall perform the duties of the General Secretary in his absence or as per the request of the General Secretary.

h) THE HONORARY TREASURER

- 1) The Director of Entrepreneurship or in his absence a University Teacher nominated by Patron shall be the Honorary Treasurer of the University Union.
- 2) The Honorary Treasurer shall be an ex-officio member of the Union Managing Council without voting power.
- 3) The Honorary Treasurer shall be the custodian of the University Union on behalf of the Managing Council.
- 4) It shall be the duty of the Honorary Treasurer to see that the office work of the Union is done smoothly and in time.

i) THE STAFF ADVISOR

The staff adviser of the KVASU Union will be nominated by Patron from among the university teaching staff.

Article IX: The students Union Managing Council

- 1) The managing council of the KVASU Union shall include the following:
 - a) The President;
 - b) The Vice-Presidents;
 - c) The General Secretary;
 - d) The Secretary;
 - e) The Honorary Treasurer; and
 - f) The Councillors to Union elected from constituent colleges.
- 2) The Managing Council shall manage the affairs of the Union and shall have powers subject to the provisions of the rules to carry out the objectives of the Union.
- 3) The managing council may appoint sub committees or adhoc committees for specific purposes in consonance with the objectives of the union from and among the members of the students' Union council
- 4) The managing council shall meet at least once in a semester and such meetings along with the agenda shall be notified at least seven days in advance
- 5) The urgent meetings of the Managing council can be convened with two days notice
- 6) The managing council may frame standing orders.
- 7) A member of the managing council who has not attended three meetings of the body consecutively without informing specific reasons to the president or the general secretary in writing shall forfeit his membership.
- 8) Vacancies arising shall be filled within one month according to rules and regulations.
- 9) Decisions of the managing council shall be taken in accordance with the opinion of the majority of the members present.

Article X: Students' Union Council

1. The Students' Union Council shall meet at least once in three months and such meetings along with the agenda shall be notified at least seven days in advance.
2. The Students' Union Council shall have powers:
 - a) For general guidance over all college unions of the constituent colleges of the Kerala Veterinary and Animal Sciences University.
 - b) To frame rules for the proper working of the Union.
 - c) To issue instructions consistent with the constitution and the rules in all matters not otherwise provided for.

Article XI: Funds of the Union

1. Separate head of account may be opened in the KVASU budget to accommodate all funds of the Union including the annual grant from the Kerala Veterinary and Animal Sciences University.
2. The Honorary Treasurer of the Union will be in charge of the funds of the Union on behalf of the students' Union Council. Expenses for the activities of the Union shall be incurred with the previous sanction of the Managing Council. The Managing Council shall appoint a committee for the purpose of auditing accounts.

Article XII: Miscellaneous

1. The quorum of the meeting of all committees of Kerala Veterinary and Animal Sciences University Union shall be $\frac{1}{4}$ of the total members or three whichever is more.
2. A notice of no confidence signed by $\frac{1}{3}$ of the total members against an elected office bearer of the Kerala Veterinary and Animal Sciences University Union can be presented in the managing Council.

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3. A motion of no confidence shall not be moved within the first three months or the taking charge of office.
 4. A special meeting of the Students' Union shall be convened if 20 per cent of the members of the Students' Union Council demand for a meeting specifying the purpose with written notice.
 5. The Students' Union Council meeting shall be convened to discuss the no confidence motion with a special notice of 14 days. The motion shall be carried by the simple majority of the total members of the Students' Union Council.
 6. The Managing Council of the Kerala Veterinary and Animal Sciences University Union can amend this constitution. The meeting of the Managing Council to amend the constitution shall be convened with 14 days notice showing specific clause of amendment. Amendment can be made by the $\frac{2}{3}$ majority of the members of the Managing Council present. The amendment passed by the Council shall be valid or come into force only if approved by the Patron.
 7. The Patron, Vice-Patron, Staff Advisor and the Honorary Treasurer may attend any of the meetings of the Kerala Veterinary and Animal Sciences University Union or bodies constituted there-under, but shall not have any voting power.
 8. Any question of disputes arising under this constitution with regard to its provisions, contents, interpretations on the procedure laid down between any member of the committee shall be determined by the Managing Council. The decision of the Managing Council shall be final in all such cases, but an appeal may be made to the Patron.

Article XIII:

1. Travelling allowance: (a) The office bearers of the University Union or the students of the University deputed for specific purpose of the University Union are eligible for bus fare or 2nd class train fare; (b) In special circumstances, special conveyance may be utilised after approval by the staff adviser, when actual expenses for special conveyance will be met.
2. Daily allowance: (a) Daily allowance shall be claimed with reference to the time of absence from the campus to which the students belongs; (b) Where the tour is made by university vehicle, the student will be eligible for only the daily allowance; (c) While using special conveyance, the student will be eligible for a daily allowance; (d) The time of journey is also included for calculation of allowance.

Article XIV: Election

All elections to the Union shall be conducted by secret ballot, each member having single nontransferable vote under the direct supervision of an officer nominated by the Patron. (Vide Appendix I and II)

Note: - Lyngdoh Committee report on student body and student union election in Colleges/ Universities Election to the students' unions in all the constituent colleges and KVASU will be conducted based on the recommendations of the Lyngdoh Committee report which is as per the directions of the honorable Supreme Court. All the recommendations of the Lyngdoh Committee report except the eligibility criteria for the candidature (Recommendation 6.5) were accepted as such. The recommendations on the eligibility criteria for the candidature (Recommendation 6.5.1 to 6.5.8) were decided to be implemented as follows:

- 6.5.1 Under Graduate Students between the age group of 17 to 25 years may contest the election.
- 6.5.2 For the PG students age group to legitimately contest for the election would be 28 years.
- 6.5.3 For Research Students the maximum age limit to legitimately contest the election would be 33 years.
- 6.5.4 A student who has successfully completed all the courses of the earlier semesters as on the date of filing the nominations.
- 6.5.5 The candidate should have attained minimum percentage of attendance of 80 percent.
- 6.5.6 The candidate shall have one opportunity to contest for the post of the office bearer and two opportunities to contest the post of an executive committee member. This point was further clarified that Students' Union President, Vice President, Secretary, Joint Secretary form the office bearers and one and the same person cannot continue to contest for the same office, year after year.

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- 6.5.7 The candidate shall not have previous criminal records i.e. he should not be tried and/or convicted of any criminal offence or misdemeanor. The candidate also shall not have been subjected to any disciplinary action by the university.
- 6.5.8 The candidate shall be a regular full time student of the College/University and should not be a distant/proximate student i.e. the eligible candidate shall be enrolled in full time course and the course duration being at least one year.

The recommendation of the Lyngdoh Committee is available in the website of UGC

APPENDIX – I

(Vide constitution of Kerala Veterinary and Animal Sciences University Union)

ELECTION RULES

Only the elected councillors to University Union are eligible to contest for the posts of office bearers in Kerala Veterinary and Animal Sciences University Union. The Honorary Treasurer of Kerala Veterinary and Animal Sciences University Union shall publish the election schedule in detail at least one month in advance.

The election notification shall include the following details.

1. Publication of list of councillors to University Union and Students' Union.
2. First meeting of Electoral College (University Union Councillors and Students' Union Councillors) should be called 14 days after the elections in the constituent colleges.
3. Last date for submission of nomination
4. Scrutiny of nomination
5. Publication of list of valid nomination
6. Time for withdrawal
7. Publication of final list of candidates
8. Date and place of polling
9. Date and place of counting

APPENDIX – II

(Vide constitution of Kerala Veterinary and Animal Sciences University Union)

NOMINATION PAPER*

Election of the President/Vice President/General Secretary/Secretary

I hereby nominate..... councilor to the Kerala Veterinary and Animal Sciences University Union and Student off.....
.....College
..... as a candidate for the election as the President/ Vice- President/ General Secretary/ secretary of the Kerala Veterinary and Animal Sciences University Union.

Name of Proposer: -.....

College: -.....

Signature with date:-.....

Name of seconder:-.....

College:-.....

Signature with date:-.....

I agree to serve as the President/Vice-President/General secretary/secretary of the Kerala Veterinary and Animal Sciences University Union if elected.

Place:

Date:

Signature of Candidate

* i. Document to prove age to be attached

ii. Document to prove 'No Academic Arrear' to be attached

N.B. 1. Only elected office bearers of College Union and councilors to University Union can second nominations.

2. Only Councilors to University Union are eligible to contest.

3. Score out the inapplicable candidature.

STUDENTS' UNION OF COLLEGES

(In accordance with Lyngdoh Committee Recommendations)

1. Title

The students' Union of each of the College in the Kerala Veterinary and Animal Sciences University shall be called by the term "Students' Union" followed by the name of the College. For example: "Students' Union of the College of Veterinary and Animal Sciences, Mannuthy".

2. Objectives

The objectives of the Union shall be:-

- a. To encourage the spirit of comradeship, secularism and patriotism
- b. To inculcate democratic values in students.
- c. To serve as a forum for training in leadership and entrepreneurship development
- d. To organise debates, seminars, work squad, touring parties and other important activities.
- e. To promote opportunities for students to organise sports, arts and other cultural and recreational activities.
- f. To bring out a College Magazine annually.
- g. To encourage dramatic and artistic talents and to promote the ideal of social service in practice.
- h. To do such other activities for the common good of the members, and for the Institution.

3. Membership

- a) All students of the college *ipso facto* be members of the Union and shall have the right to vote and contest in the elections of the Union and other clubs, associations or forums.
- b) College union fee is payable with the first annual installment of tuition fees by all the members.
- c) All members of the teaching staff will be ex-officio members of the Union with no right of vote.

4. Tenure

The tenure of the College Union shall be an academic year or till the election and formation of the next Union. The academic year shall be based on the semester system.

5. Executive Committee

The executive Committee of the College Union shall consist of:-

- i. Patron
- ii. Associate Patron
- iii. President
- iv. Vice- President
- v. Secretary
- vi. Joint Secretary
- vii. Arts Club Secretary
- viii. Student Editor
- ix. Staff Editor
- x. Athletic Captain
- xi. Literary and Debating club Secretary
- xii. Planning Forum Secretary
- xiii. Film and Photography Secretary
- xiv. National Integration Secretary
- xv. Hobby Centre Secretary

-
- xvi. Social Service League Secretary
 - xvii. One representative for each class and a representative of the Post graduate students
 - xviii. Three Councillors including one lady elected to the University Union

6. Election of office Bearers and their duties

- a) President: The President shall be elected directly by and from among the students of the college. The President shall preside over all meetings and other functions of the Union and regulate and control the meeting.
- b) Vice-President: The Vice-President shall be elected directly by and from among the students of the college. He shall preside over the meetings in the absence of the President and shall have powers of the President on such occasions.
- c) Secretary: The secretary shall be elected directly by and from students of the college. The secretary shall issue notices for meetings and other functions of the College Union and keep the minutes of the meetings. The secretary shall make arrangements for the ordinary and extraordinary meetings of the College Union subject to the approval of the Union Executive. He is the custodian of the records of store and stock of the College Union.
- d) Joint Secretary: The Joint Secretary shall be elected from among the students other than the final year classes. He shall be the Librarian of the Association Library and shall be responsible for the maintenance, circulation and safe custody of the books, periodicals, news papers etc.
- e) Arts Club Secretary: The Arts Club Secretary shall be elected directly by and from among the students of the college. He shall have the right to organize all such activities to promote artistic talents of the students.
- f) Magazine Editor: The Editor of the College Magazine shall be elected directly by and from among the students of the college other than from the final year class.
- g) Honorary Treasurer cum Associate Patron: The Treasurer shall be nominated by the Patron from among the members of the Academic Staff of the college. The Treasurer shall also advise the students and give proper guidance and supervision regarding Union activities.
- h) Staff Editor: The Staff Editor shall be nominated by the Patron from among the members of the academic staff of the College. He/she shall be responsible for correspondence, accounts, etc. in connection with the publication of the College Magazine.
- i) Class Representatives: Class Representatives shall be elected directly and from among the students of the respective classes.
- j) Three Councillors including one lady shall be elected directly from among the students of the college to the Students' Union.
- k) The office bearers of the College Union and various associations shall be elected by secret ballot directly and from among the members of the Union, as early as possible after the re-opening of the college subject to the conditions given below:-
 - i) The schedule of election will be as follows:
 - a) Date of election will be notified four days in advance;
 - b) Time limit for filing nomination will be two days after the notification of the election;
 - c) Final withdrawal of the nomination filed should be made on the day previous to the date of election;
 - ii) Election will be held at a stipulated hour in a common hall (s) of the college by the teacher (s) of college appointed by the Dean as Election Officer (s) for the conduct of election. All the students of college desiring to take part in the election shall assemble in the hall(s).
 - iii) The election will be held by secret ballot. For that purpose, a ballot box will be placed on the table in front of the Election Officer.
 - iv) The ballot papers in the form of blank chits with college seal and initials of Dean will be distributed by the election officer after adding his own initials to each of the students who are entitled to vote by calling their

names one by one. The students should write in the blank chit the name of the candidates for whom they are voting.

v) A separate enclosure to ensure secrecy of voting should be provided in a corner of the room.

vi) The counting of votes and declaration of result shall be done by the Election Officer immediately after the voting is over. The election officer should count the votes in a room to which only the candidates and one representative of each candidate alone will be admitted.

vii) Persons who are not on the rolls of the college register will not be allowed to take part in any election work.

l) The Executive Committee of the Union may appoint sub-committees or ad-hoc committees for specific purposes in consonance with the objectives of the Union.

m) The Executive Committee shall meet at least once in a month and such meetings along with agenda shall be notified at least three days in advance. In emergent circumstances, the Executive committee shall meet at short notice.

n) A member of executive Committee other than the member nominated by the Patron, who has not attended three meetings of the body consecutively without prior sanction shall forfeit his membership.

o) Vacancies in the Executive committee, other than those to which nominations have been made by the Patron shall be filled within one month by nominations by the Executive Committee.

p) Decision of the Executive committee shall be taken in accordance with the opinion of the majority of the members present.

7. Patron

The Dean shall be the Ex-officio patron of the College Union. The patron shall be the ultimate authority in all matters concerned with the College Union. He may ordinarily act on the advice of the Union Executive.

8. Associations under the Students' Union

There shall be various associations like Athletic Association, Social Service League, Planning Forum, etc. subordinate to the College Union to achieve the objectives of the Union. All the Students of the college shall *ipso facto* be members of these associations also. The office bearers of these associations will be elected directly by the members subject to the bye-laws of the association. The Patron shall nominate Presidents for these associations and Arts Club from among the academic staff of the college.

9. Activities

a) The Executive Committee of the College Union shall normally formulate the general policy, and guide the activities of the Union.

b) In all matters connected with the college union the final decision rests with the Union Executive Committee but an appeal shall lie to the patron, when there is a dispute.

c) The College Union shall not take part in any political activity.

10. Expenditure

a) All the funds of the Union shall be deposited in Savings Bank Account in the name of the Patron (Dean) by designation.

b) The expenditure on any item will be on sanction by the Patron.

c) The Treasurer (Associate Patron) may draw advances through the college office based on detailed estimate of expenditure for each occasion and promptly submit the vouchers after incurring the expenditure. A prescribed register should be maintained for this purpose.

d) No advance shall ordinarily be sanctioned if an advance drawn previously is pending adjustment.

11. Patron's authority

Notwithstanding anything said above the patron's decision shall be final in all matters affecting the Union.

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme was started as a pilot project by the Government of India during the fourth plan period by selecting students on a voluntary and selective basis. The scheme envisages the utilization of the leisure time of students in various items of national service which not only helps the community but also provides opportunity to the non-graduate to appreciate the lot of the community and inculcate in him/her a sense of social consciousness and dignity of labour. The cost of operating the scheme is shared by the central and state governments. The amount provided to each university/college is fixed on the basis of the "number of students allotted to the respective institution" (ie. the number of students participating in the NSS activities and not the total strength of the institution). The aim of the National Service Scheme is education through community service. The overall objective of the National Service Scheme is educational service to the community, the activity through which the objective is sought to be attained. The more specific objectives of National Service Scheme are to arouse the student's social conscience and to provide him/her with the opportunity:

- i) to work with and among people,
- ii) to develop an awareness and knowledge of social realities, to have a concern for the well-being of the community and to engage in creation and constructive social action,
- iii) to gain skills in the exercise of democratic leadership,
- iv) to gain skills in programme development so as to enable him/her to get self employed
- v) to bridge the gulf between the educated and the uneducated masses and
- vi) to promote the will to serve the weaker sections of the community.

At the university level, there shall be an Advisory Committee constituted by the Kerala Veterinary and Animal Sciences University to advise the university for the proper and smooth implementation of the National Service Scheme. At the college level, each college shall have an Advisory Committee with the Dean/Head of Institution as Chairman and Programme Officer as Member-convener.

Duties of NSS volunteers

- i. To establish rapport with the people in the project area;
- ii. Identify needs, problems and resources of the community;
- iii. Plan programmes and carry out the plans;
- iv. Relate his/her learning and experience towards finding solutions to the problems identified and
- v. Record the activities in his/her work diary systematically and assess the progress periodically and effect changes as and when needed.

Code of conduct for NSS volunteers

- 1. All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
- 2. They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- 3. They shall scrupulously avoid entering into any controversial issues.
- 4. They shall keep day-to-day record of their activities/experiences in the enclosing pages of the diary and submit to the Group Leader/Programme Officer for periodic guidance.
- 5. It is obligatory on the part of every volunteer to wear the NSS BADGE while on work.

NATIONAL CADET CORPS (NCC)

R&V Sqn. NCC is functioning in KVASU with the motto of 'Unity and discipline'. R&V Sqn. NCC is committed to the cause of national integration and imparts the traits of leadership, adventure, courage, social service, and discipline to all the cadets. The students from all the colleges of KVASU, KAU and neighbouring government colleges shall be enrolled in the NCC. The NCC unit at COVAS, Mannuthy campus - 1(K) R&V Sqn NCC Mannuthy – was established in the year 1985. This is the only one R&V NCC unit in Kerala and one among the only 13 such in India. This specialised wing of NCC provides equestrian training to the cadets enrolled in this unit.

Aims

- * To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the students.
- * To create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always be available for the service of the nation.
- * To provide a suitable environment to motivate the youth to take up a career in the Armed Forces/ Remount Veterinary Corps.

The Associate NCC Officer of the Sqn. shall be in charge of all training and welfare of NCC cadets and shall be the liaison officer between the NCC and KVASU. The cadets of the unit shall be mainly from the Colleges of KVASU.

15. GUIDELINES TO PREVENT RAGGING

The University is committed to eradicate Ragging in its campuses. The Head of the institutions in KVASU are bound to abide the following guidelines as per Supreme Court directions and Kerala Prohibition of Ragging Act 1997. Ragging is a cognizable offence in Kerala. The Kerala Prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the State of Kerala. According to this Act “Ragging” means display of disorderly conduct, during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassments to a student in any educational institution and includes (a) teasing or abusing of, playing practical jokes or causing hurt to such students or (b) asking the student to do any act or perform something which such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The penalty and punishment for the persons directly or indirectly commits, participate in, abets or propagating ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of Institution in prohibiting ragging or neglects to take action in the manner specified in the Ordinance shall invite punishment as provided in the Act. Following a Supreme Court direction, based on R.K. Raghavan Committee report against ragging, the UGC has directed all Universities and institutions to implement the recommendations. Every college shall have the following committee:

I. Anti-ragging committee

Consist of the following members and it should be headed by the Head of Institution.

- a. Head of Institution
- b. Representatives of Civil administration
- c. Representatives of Police administration
- d. Representatives of Faculty members
- e. Representatives of Local media
- f. Representatives of NGO
- g. Representatives of Parents
- h. Representatives of Freshers
- i. Representatives of senior students
- j. Representatives of Non-teaching staff

II. Anti-ragging squad

Should be nominated by the Head of the Institution with such representation as considered necessary to keep it mobile, alert and with patrolling function. The squad should make surprise raids in hostels and other hot spots and be empowered to inspect places of potential ragging. It should work under the overall guidance of the Anti-ragging committee.

III. Mentoring Cell

Mainly to oversee and involve senior students as Mentors for the ‘freshers’. This cell should be formed at the end of every academic year. There should be as many levels of tiers of Mentors as the number of batches in the institutions. The Anti-ragging squad and the Head of institutions should be involved in selecting the members of the cell.

- a) First batch of Mentors – should be formed from the 2nd year students. There should be one mentor (2nd year student) for 6 freshers (1:6).
 - b) For every six 2nd year mentor, there should be one 3rd year mentor.
 - c) For every six 3rd year mentor, there should be one 4th year mentor.
 - d) For every six 4th year mentor, there should be one 5th year mentor.
- Each level of mentor should have a Faculty advisor.

-
1. Anonymous random surveys must be conducted across the entire 1st year batch of students every fortnightly during the first 3 months of the academic session in order to verify and cross-check whether the campus is indeed free of ragging or not.
 2. The institution must adhere to complaints in regard to ragging or any information in respect thereof, which its authorization may come across promptly, and at all level and necessary action must be attended to with great dispatch. The complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality of the source of information must be protected at all costs. Remedial action must be initiated and completed within the week of the incident itself, so that the culprits does not tamper evidence or influence witnesses.
 3. The burden of proof must, lie on the perpetrator and not on the victim to prove that ragging did not take place. Collective punishment in these cases where the perpetrators could not be identified should continue.
- IV.** An annual undertaking to be signed by each student / parent whether fresher or senior and his/her parents jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments, and that the ward if found guilty, he/she will be proceeded against. The undertaking should be provided in English as well as in the vernacular. This should be furnished at the beginning of each academic year by every student. The undertaking should be appended to a brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.
- V.** Extensive publicity must be undertaken by the institutions by means of permanent boards displaying definition of ragging and its punishments in the campus especially in hostels and colleges, audio-visual aids, by holding counseling seminars, workshops, painting etc. and other methods as it deems fit to publicize the ills of ragging (Necessary changes with regard to the name, address and telephone Nos. of .College and Public authorities may be made in the hoardings that have been displayed during the last year).
- VI.** The institute shall develop a sense of confidence among ‘freshers’. There should be a clear gap of 1 or 2 weeks in the date of joining of freshers and the seniors, classes for the seniors should commence later. It should be mandatory for institutions to inform parents of senior students that their wards shall reach the college only on the due date and not earlier(The dates and the gaps may be decided after thorough discussions with the respective Anti-Ragging Committees of the Colleges).
1. The ‘Freshers’ day’ shall be conducted within the first two weeks of the beginning of the academic session, that is not later than one week after the commencement of classes for the seniors. Faculty must be present to ensure no ragging or untoward incident takes place on this occasion.
 2. Professional counsellors should be engaged to counsel ‘freshers’ in order to prepare them for the life ahead. The Head of institution should address all freshers in the first day of the academic session, and educate them about their rights against harassment of any kind including ragging, and all Faculty members must invariably be present on the occasion. The Academic Officer should give an orientation where all faculty must be present.
 3. On arrival of senior students a joint sensitization programme and counseling of both ‘freshers’ and seniors should be done through a professional counselor. They should be addressed by the Head of institution and the anti-ragging committee. In the hostel, the Warden and Asst. Warden should address all the students. There should be resident tutors to assist the Asst. Warden to fulfill the obligations. It is strongly recommended that as far as possible Faculty members should dine with the hostel residents in their respective hostels up to Freshers’ day.
- VII.** Wardens and Asst. Wardens must be accessible at all hours. They must be issued with mobile phones by the institutions and details of their telephone number must be widely publicized. Similarly the telephone numbers of head of institutions. Faculty members, members of anti-ragging committee, District and Sub-divisional authorities and authorities of the relevance should also be widely disseminated. Free access to phone at any time should be made available to the freshers.
- VIII.** The head of institution should submit to the Vice-Chancellor with a copy to the Registrar and DSW, weekly reports during first three months of re-opening of the institution and thereafter reports each month on the

status of compliance with anti-ragging measures. The Vice-Chancellor should submit fortnightly reports of the University level Monitoring Cell to the State level Cell under the Chancellor. The fortnightly and weekly reports should be shared with the media, so that 'nil' reports if any are also in the public domain.

- IX.** The College Authorities may try to get the services of a learned Psychiatrist to counsel the freshers as well as the senior students.

Note: The different proforma for Annual Undertaking from students / parents and that for reporting Anti-ragging activities as per Supreme Court / UGC directions may be obtained from the office of Director of Students Welfare. All the head of the institutions may act well in time to prevent ragging and occurrence of any ragging- incidence due to any lapse in observing these directions will be the responsibility of Head of the institutions.

16. ACADEMIC FORMS

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
PERSONAL PARTICULARS OF STUDENT (U. G. PROGRAMME)

1. Name :
2. Admission No :
3. Date of Admission :
4. Degree programme :
5. Rank No. & Quota in which admitted (SM/...) :
6. Date of birth :
7. Nationality :
8. Passport No (for foreign students) and place of issue & date of expiry :
9. Religion and caste :
10. Phone no(Land line & Mobile) :
11. Email ID of the student :
12. Father's name :
Occupation :
Address :
Residence :

Office :
- Telephone (Land line & Mobile) :
Email ID :
13. Mother's name :
Occupation :

Address :
Residence :

Please affix
your photo
here

Office :

Telephone (Land line & Mobile) :

Email ID :

14. Local Guardian's name :

Address :

Residence :

Office :

Telephone (Land line & Mobile) :

Email ID :

15. Hosteller/Day scholar :

16. Name of Advisor :

Other particulars :

(i) Blood group :

(ii) Identification marks 1.
2.

(iii) Passport details 1. No :
2. Place of Issue :
3. Date of Expiry :

(iv) No. of brothers or sisters if any :

Signature of Student

Signature of Parent

COURSE REGISTRATION CARD

1. Name of the Student:

5. Semester No. I/II (From to)

2. Admission no:

6. Detail of fee remitted: Rs.....

3. Class of study :

(If availing fee concession, specify)

4. Degree Programme;

Receipt No.:Book No.:Date:.....

5. Academic Year:

7. Name of the College:

Sl. No.	Catalogue No. of the course	Title of the course	Credit		Name of the Dept. offering courses	Whether first appearance or repetition	Initials of Course Teacher or Head of Department.
			Theory	Practical			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL							

Recommended

Signature of the Student :

Signature of the student advisor:
Name and Designation :

Approved

Date:

Signature of the Dean

.....
Submit three copies to the Advisor on the day of registration

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

College :

TIME TABLE PROFORMA

Name of student:

Admission No :

Time table for the courses for the semester commenced on

Days	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

The above time table for the relevant courses of this department is approved

Sl.No	Name of Department	Signature of Course teacher
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Signature of student

The student should hand over the duly filled in form to the student advisor along with CRC within the stipulated time. The advisor is requested to retain this with them for future reference.

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

College:

CERTIFICATE OF PHYSICAL PRESENCE

Certified that

(Admission No.....) is physically present today and he/she may be permitted to remit fees and register for the Semester commencing on

Place:

Signature of Advisor

Date:

Name:

.....
To be produced by the student for payment of fees on the day of registration

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

College:

CERTIFICATE FOR FEE CONCESSION

Certified that

(Admission No.....) is exempted from paying the fees (except Medical Insurance premium) for the Semester commencing on

Place:

Signature of Advisor

Date:

Name:

.....
Fee concession certificate will be issued only on production of valid document from competent authority.

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**COLLEGE OF VETERINARY AND ANIMAL SCIENCES,****SEMESTER MARK LIST FROM THE COURSE TEACHER TO THE DEAN/DIRECTOR (Acad. & Res.)****BVSc & AH.....ADMISSION**

1. Academic Year of study :
2. Semester No: I/II From : To :
3. Catalogue No. of Course :
4. Title of the course :
5. Credits of the course :
6. Name of Course Teacher :
7. Department :
8. Marks obtained :

Sl. No	Name	Admission No	Theory(30)	Practical(20)
1				
2				
3				
4				

Signature of Course Teacher**Signature of Head of Department****Place:****Date:**

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF VETERINARY AND ANIMAL SCIENCES,.....
PRACTICAL

Annual/Compartmental/Board Examination of the Academic Year,
 Examination:.....BVSc. & A.H Professional Degree Programme
 Date of Exam.....

Work Sheet for calculation of marks in Practical/Viva Voce

Sl. No.	Admission No.	PAPER I					PAPER II				
		Rec. (10)	Pract. (30)	Viva (20)	Total (60)	Total reduced to (20)	Rec. (10)	Pract. (30)	Viva (20)	Total (60)	Total reduced to (20)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											

- Note:
1. The total marks secured by the students in each course as shown in the 'total columns' are to be transferred to appropriate columns.
 2. The work sheet may be retained by Chairman, Examining Committee for a month in a confidential cover and then destroyed.

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF VETERINARY AND ANIMAL SCIENCES,
PRACTICAL- (MSVE-2016)

Mark list of Professional/Compartmental Examination for the Academic Year

Examination : Year BVSc & A.H. Professional Degree Programme (..... admn)

Name of the Subject :

(Note: This form should be prepared in duplicate and forwarded to the CoE and Dean)

Sl. No.	Name of the Student	Admission Number	Practical Marks	
			Paper I (20)	Paper II (20)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Place :

Date :

1. Chairman :

2. Internal Examiner :

3. Nominated member by the Dean:

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

COLLEGE OF VETERINARY AND ANIMAL SCIENCES,

APPLICATION FOR RECOUNTING OF ANSWER PAPERS

1. Name :
2. Admission No :
3. Year of the degree programme :
4. No. and date of result notification :
5. Subject(s) for which recounting is applied :

6. Details of fee remitted(attach fee receipt) :

7. Date :

Signature of the applicant

8. Recommendation of student advisor :

Signature of the student advisor

9. Recommendation of the Dean :

Date:

Signature of the Dean

.....
Note: Duly filled in applications should reach the Professor (Acad), within three working days after result notification as per the orders issued by the Dean of respective college.

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**Name of the college:****MARK LIST AFTER RECOUNTING**

Ref: Order No dtd of the

1. Programme:
2. Course:
3. No. of answer papers recounted :
4. Details of marks :

Sl. No	False No/ Admission No	Previous Marks	Marks after recounting	Remarks of Evaluator
1.				
2.				
3.				
4.				
5.				
6.				

Place:**Signature of Head of Department****Date:****COUNTERSIGNED (DEAN/SPECIAL OFFICER)**

Name of Veterinary College: College of Veterinary & Animal Sciences,

*Name of the Department/Institution:

No.

Date:

INTERNSHIP TRAINING CERTIFICATE FOR SATISFACTORY COMPLETION OF POSTING(S)

Certified that Dr. Admn. No. has done compulsory rotator internship training in the..... (posting) from.....to..... He/She has been consistent in his/her job and has faithfully carried out the work allocated to him/her. I/We checked his/her log book and it is certified that it is consistent with the job undertaken by him/her during his/her internship programme (posting) at this Department/Institute/Unit and he/she had attended days out of days. His/Her performance is SATISFACTORY/UNSATISFACTORY.

SUPERVISOR

Countersigned and Stamped'

**Name of the Head of the Department/
Officer i/c. of the Institute/Unit**

***(Please write the name of the Department/Hospital/Zoo, Plant etc. (by whatever name called)**

NOTE: This Certificate shall be collected by the intern concerned and deposited to the Officer i/c. of internship or person so designated by the Dean/Principal of the College concerned or to the Dean/Principal (as may be instructed by the Institution).



**KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
POOKODE, LAKKIDI P.O., WAYANAD, KERALA**

Name of the Veterinary College: College of Veterinary and Animal Sciences,

Ref. No.

Date:

CERTIFICATE OF COMPLETION OF INTERNSHIP

This is to certify that **Mr./Ms. (Admn.No.....)** was a bonafide student of this college from to while pursuing B.V.Sc. & A.H. Degree Programme. The student has passed all professional B.V.Sc. & A.H. examinations and has satisfactorily completed the compulsory rotating internship programme of twelve months duration from to as per details below:

Sl. No.	Posting	Period spent
1.	<p>Clinical Training:</p> <p>a. Posting in Veterinary Clinical Complex and Field Hospital in the state</p> <p><i>Note: Training includes veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, lab diagnosis, ambulatory, hospital management, record keeping etc.</i></p> <p>b. Training at Veterinary Clinical Complex of Veterinary College outside the Kerala state</p>	178 days
2.	Training in Zoo/ Wild life centre/ National Parks/ Meat Plant or Abattoirs/ Milk Plants/ Poultry Farms/ Vaccine Institute/ Pharmaceutical/ Feed Industry- for hands on training in four of these establishments	62 days
3.	Entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery, rabbitry, sheep and goat farms etc. Poultry production and management covering layer and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities	120 days
4.	Final Evaluation	5 days

5.	Provisional Registration No.:
6.	Topic for Case Report presentation:

The student is eligible for the award of the B.V.Sc. & A.H. degree as per Minimum Standards of Veterinary Education for B. V. Sc. & A.H. degree courses regulations 2016 of Veterinary Council of India. The work, character and conduct of the student during the stay in this Institute were satisfactory as per records and to the best of our knowledge.

Associate Professor (Internship)

Professor (Academics)

D E A N

Acad. Form No. 12 (in duplicate)

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF VETERINARY AND ANIMAL SCIENCES,

No.

Date:

Note

Sub: Release of College caution deposit/ Hostel caution deposit Issue of transfer certificate/ conduct certificate- ascertaining liabilities- reg:

Ref: Application dtd.....from Shri/Smt/Kum.....

The following Heads of Departments/ Sections are requested to verify and report liability if any, due from Shri/ Smt/ Kum..... (Admn. No.....) in order to consider his/ her application for the release of College caution deposit/ Hostel caution deposit/ Issue of transfer certificate/ conduct certificate.

All Heads of Departments of:

Sl. No	Name of Department	Liabilities, if any	Signature of Head of the Dept.
1	Vet. Anatomy & Histology		
2	Animal Breeding & Genetics		
3	Vet. Gynaecology & Obstetrics		
4	Vet. Biochemistry		
5	Vet. Clinical Med., Ethics & Jurisprudence		
6	Dairy Science		
7	Vet. Animal Husbandry & Extension		
8	Livestock Production & Management		
9	Livestock Products Technology		
10	Vet. Microbiology		
11	Animal Nutrition		
12	Vet. Parasitology		
13	Vet. Pathology		
14	Vet. Pharmacology & Toxicology		
15	Vet. Physiology		
16	Poultry Science		
17	Vet. Epidemiology & Preventive Medicine		
18	Statistics		
19	Vet. Surgery & Radiology		
20	Veterinary Public Health		
21	Librarian (College Library)		
22	Asst. Warden (Men's hostel-UG-Main)		
23	Asst. Warden (Men's hostel-UG- Annexe)		
24	Asst. Warden (Men's hostel-PG)		
25	Asst. Warden (Ladies' hostel)		
26	Associate Patron (Student's Union)		
27	Officer i/c Sports and Games		
28	University Veterinary Hospital & Dr. K.R. Narayanan Teaching Veterinary Clinical Complex, Mannuthy		
29	University Veterinary Hospital, Kokkalai		
30	TVCC, Pookode		
31	Officer i/c NCC		
32	Officer i/c-NSS		
33	Student advisor		
34	Professor (Acad)*		
35	Professor (RC)		

Copy to: Acad(1)/Acad(2)/Accounts

*Student ID card to be surrendered

DEAN



KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LAKKIDI P. O., POOKODE, WAYANAD - 673 576, KERALA, INDIA
APPLICATION FOR PROVISIONAL/DEGREE/DIPLOMA/TRANSCRIPT
(Separate application to be submitted for each certificate)

Details of fee Remittance	
Cash receipt no	Date.....
for Rs.....	
or	
DD No.....	Date.....
DD Amount.....	Name
of Bank.....	

For Office Use Only	
1.Date of Receipt of the Application	
2.CertificateSI No :	
3.Date of issue :	
Assistant	Section Officer

1. Personal Particulars of the Candidate:

(Attach a photo copy of SSLC or equivalent certificate)

(a) Name:

(b)Date of Birth :

Date		Month		Year			

(c) Sex :

(d)Parents Name:

(i) Father :

(ii) Mother :

(e) Permanent Address(in capital)

.....

 PIN

Mobile No.....

E-mail

(f) Full Address for mailing the Certificate (in capital)

.....
PIN

2. Particulars of Examination passed

(Attach copy of result Notification)

(a) Name of Examination

(b) Month and Year

(c) Admission Number (d)

Name of College (e)

Result Notification No. & date

3. How do you wish to receive the document?

(a) Personally? (Write YES/NO)

(b) By Registered Post? (Write YES/NO)

Date.....

Place

Signature of the Candidate

IMPORTANT: 1. Enclose 3 copies of address slip with the application form
2. Enclose 2 copies of passport size photo with application form
3. . Enclose Photocopy of SSLC or equivalent certificate and result notification
Incomplete application will be rejected

ACKNOWLEDGEMENT

(This slip must be produced for receiving the document)

Received from Mr/Ms. an
application for issue of Provisional/Original Degree/Diploma/Transcript of
.....Exam passed in the year..... with Admission No
..... Application Registration No..... Dated

Section Assistant

FARM ATTENDANCE CARD FOR STUDENTS

(Compensatory attendance for absenting from study tour(s))

Name of Student :

Admission No. :

[illegible]

Signature :

Total hours attended :

Name & Designation of Officer i/c

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

LAKKIDI P. O., POOKODE, WAYANAD - 673 576, KERALA, INDIA

APPLICATION FOR MIGRATION CERTIFICATE

Details of fee Remittance

Cash receipt noDate.....
for Rs.....

or

DD No..... Date.....
DD Amount..... Name
of Bank.....

For Office Use Only

1.Date of Receipt of the Application
2.CertificateSI No :
3.Date of issue :

Assistant

Section Officer

1. Personal Particulars of the Candidate:

(Attach a photo copy of SSLC or equivalent
certificate)

(a) Name:

(b) Date of Birth :

Date	Month	Year

(c) Sex :

(d) Parents Name:

(i) Father :

(ii) Mother :

(e) Permanent Address(in capital)

.....
.....
.....

PIN

Mobile No.....

E-mail

(f) Full Address for mailing the Certificate (in capital)

.....
.....
.....

PIN

2. Particulars of Last Examination passed

(Attach copy of result Notification)

(a) Name of Examination

(b) Month and Year

(c) Admission Number

(d) Name of College

(e) Result Notification No. & date

.....

(f) Whether passed or not

3. How do you wish to receive the document?

(a) Personally? (Write YES/NO)

(b) By Registered Post? (Write YES/NO)

(c) Through a permanent Employee of KVASU?

(Write YES/NO)

(If Yes, please give an authorization letter duly attested
by the Head of Dept./Office as per proforma given
overleaf)

Date.....

Place

Signature of the Candidate

ACKNOWLEDGEMENT

(This slip must be produced for receiving the document)

Received from Mr/Ms. an application for issue of
Provisional/Original Degree/Diploma/Transcript of Exam passed in the year.....
with Admission No Application Registration No..... Dated

Section Assistant

ENDORSEMENT BY THE HEAD OF THE COLLEGE

I have no objection to a migration certificate being issued to Mr/Ms Admission
No..... Transfer certificate No..... dated..... Has been issued to the
student.His/Her conduct has been satisfactory throughout the period His/Her studies in the college and No Liabilities are out
standing against him/her.

Place:

Date:

(SEAL)

Signature of Head of Institution

CHECK LIST: (Please tick the boxes or write NA if not applicable)

1. Cash Receipt is pasted/DD is attached

☐
☐

2.The candidates has signed at the end of the form

☐

3.Endorsement by the head of the college signed and rubber stamped

☐

4.A photocopy of SSLC or equivalent certificate

☐

5.A photocopy of result notification

PROFORMA FOR AUTHORIZATION LETTER

(To be type/written on a separate sheet and give to the authorized person)

I hereby authorize the following permanent KVASU employee, whose particulars are given below, to receive my
Provisional/Original/Degree/Diploma/Transcript exam of.....
The acknowledgement of the application registered under no..... dated..... is enclosed.

PARTICULARS OF THE AUTHORIZED PERSON:

1. Signature

2.Name of full

3.Designation

4.Department.....

Date..... SEAL.....

ATTESTATION BY HEAD OF THE DEPARTMENT

The authorized signatory is a permanent KVASU employee working in this Department He/She has signed before me

1. Signature.....

2. Name of full.....

3.Designation

4.Department.....

Date..... SEAL.....

IMPORTANT: 1. Enclose 3 copies of address slip with the application form
2. Enclose Photocopy of SSLC or equivalent certificate and result notification

Incomplete application will be rejected

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
PERSONAL PARTICULARS OF STUDENT (P. G. PROGRAMME)

*Please affix
your photo
here*

1. Name :
2. Admission No :
3. Date of Admission :
4. Degree programme :
5. Date of birth :
6. Nationality :
7. Passport No (for foreign students) and place of issue & date of expiry :
8. Religion and caste :
9. Phone no (Landline & Mobile) :
10. Email ID :
11. Father's name:
 - a. Occupation :
 - b. Address
Residence :

 - Office :

 - Telephone (Landline & Mobile) :
 - Email ID :
12. Mother's name :
 - a. Occupation :
 - b. Address
Residence :

 - Office :

 - Telephone (Land line & Mobile) :
 - Email ID :

13. Local Guardian's name :

a. Address

Residence :

Office :

Telephone (Land line & Mobile) :

Email ID :

14. Hosteller/Day scholar (if staying elsewhere, address of stay) :

15. Name of the Department :

Other particulars:

(i) Blood group :

(ii) Identification marks 1.

2.

(iii) Passport details 1. No :

2. Place of Issue :

3. Date of Expiry :

(iv) No. of brothers or sisters, if any

(v) Marital status :

Signature of student

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COURSE REGISTRATION CUM GRADE CARD

Academic Form No.17

1. Name of student:

5. Semester No.....(From.....To.....)

2. Admission No.:

6. Details of Fees remitted: Rs.....Receipt No.....Book No.....Date.....

3. Class of study :

4. Academic year :

7. Name of College/Institution.....

PART -A										
Sl. No.	Catalogue No of course	Title of the course	Credit hours	Name of Dept. offering the course	Initials of Course teacher/or Head of Dept.	If the course is being repeated, give details			Grade point obtained in current semester	Credit points (Col.4 x Col.10)
						Repetition No symbols R, RE/1,2,3 etc.	Semester & Academic year in which the course was pre-taken last time	Grade point previously obtained		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
Total										

Recommended:

Signature, Name and Designation of Advisor

Signature of student

Approved

Date:

Signature of Dean

Note: The previous grade in column 9 for the repeating course is automatically cancelled when the course is repeated and for calculation of OGPA, the grade obtained in current semester alone will be counted

PART -B		
Total up to the end of last semester	Current Semester	Progressive total at the end of current semester
i. Course credit hours	i. Course credit hours	i. Course credit hours
ii. Credit hour for non-credited courses	ii. Credit hours for non-credited courses	ii. Credit hours for non-credited courses
iii. Research credit equivalents	iii. Course credits deducted on account of Repeat course, RE course etc.	iii. Research credit equivalents
iv. Credit points	iv. Credit points deducted on account of	iv. Credit points
	v. Research equivalents	v. Overall Grade Point Average/10.0
	vi. Credit points	

Signature.....

Name & Designation.....

Student advisor.....

Date.....

COUNTERSIGNED
HEAD OF INSTITUTION

INSTRUCTIONS

1. On the day of registration, four copies of the form are to be filled up by the student and given to his advisor, after filling up columns 1 to 5 and 7 to 9 and getting the signature of the concerned course Teachers in column 6 in Part A. The 4 copies shall be forwarded by the Advisor to the Dean and all the copies shall be returned to the Advisor after approval. The Advisor then returns one copy to the student and retains remaining 3 copies with him for further action at the end of the Semester.
2. On termination of the Semester, the grade reports and OGPA shall be recorded by the advisor in Part B of the 3 copies and after signing them shall be forwarded again to the Dean for countersignature. This time; the Dean forwards one copy to the DAR and returns one copy to the Advisor and the third copy is retained in the Dean's Office.

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

REQUEST FOR ADDITION AND/OR WITHDRAWAL OF COURSE(S)

Note: Four copies of this form should be filled in by the student and submitted before the due date.

Academic year: Semester No. (from to)

1. Name of the student :
2. Admission No. :
3. Regular/Repeater :

Sl. No.	Course No.	Title of the course	Whether added or withdrawn	Credits of courses added	Credits of courses withdrawn
Total credits added/withdrawn					

Credits originally registered for the semester :

Hence net credits remaining if the present request for addition/withdrawal is granted:

Date

Signature of the student

Recommendation of Advisor

Name :

Designation :

Signature :

Approved

DEAN

Registered

Director (Acad. & Res.)

.....
Note: Courses shall be added or withdrawn within 45 days after the commencement of semester

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Faculty of Veterinary and Animal Sciences
PROGRAMME OF RESEARCH WORK FOR THESIS FOR MASTERS/
DOCTORATE DEGREE

1. Title of thesis

.....

2. a. Title of the departmental/KVASU research project of which this forms a part

.....

b. Code No. if any, and order by which departmental/KVASU research project is approved

.....

3. a. Name of student

Dr.

b. Admission No.

.....

c. Name of the discipline:

.....

4. a. Name of major advisor

Dr.

b. Designation

.....

5. Objectives of the study

.....

6. Practical / Scientific utility

.....

7. Important publications on which the study is based

.....

8. Outline of the technical programme

.....

9. Main items of observations to be made

1.

a.

b.

i.

ii.

2.

3.

10. Facilities

a. Existing

.....

b. Additional

.....

11. Duration of study

.....

12. Financial estimate

a. : Rs. ...

b. : Rs.

Total : Rs.

Sd/-

Signature of student

Project coordination group proposed:

.....

Sd/-

Signature of major advisor

Place:

Date: DD.MM.YYYY

Name, address and signature of other members of the advisory committee

- | | |
|---------|------|
| 1. | Sd/- |
| 2. | Sd/- |
| 3. | Sd/- |

13. References

Bauer, A.W., Kirby, W.M., Sherris, J.C. and Turck, M. 1966. Antibiotic sensitivity testing by a standardized single disk method. *Am. J. Clin. Pathol.* **45**: 493-496.

14. Time frame of work

Semester I

- | |
|---------|
| 1. |
| 2. |

Semester II

- | |
|---------|
| 1. |
| 2. |

Semester III

- | |
|---------|
| 1. |
| 2. |

Semester IV

- | |
|---------|
| 1. |
| 2. |

CERTIFICATE

Certified that the research project has been formulated observing the stipulations laid down under the Prevention of Cruelty to Animals Act (Amendment, 1998).

Sd/-

Dr.

Major advisor

Place:

Date: DD.MM.YYYY

GENERAL INSTRUCTIONS WHILE PREPARING THE PROGRAMME OF RESEARCH WORK						
	Details	Font and size	Letter Case and Font Style	Line Spacing	Intent	Remarks
I.	Headings at the top of synopsis					
1	Acad. Form No. 19	Times New Roman, 12	Title case, bold	1.15	Right aligned	Single column Leave one space before next line, <i>ie.</i> Headings
2	KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY	Times New Roman, 12	Capitals, bold	1.15	Centralised in a single line	Single column
3	Faculty of Veterinary and Animal Sciences	Times New Roman, 12	Title case (First alphabet of each main word capitalized), bold	1.15	Centralised in a single line	Single column
4	PROGRAMME OF RESEARCH WORK FOR THESIS FOR MASTERS/ DOCTORATE DEGREE	Times New Roman, 12	Capitals, bold	1.15	Centralised in a single line	Single column Select whichever is applicable among Masters/ Doctorate Degree; Set the heading to one single line
II.	Sub-headings	Times New Roman, 12	Sentence case (Lowercase with the alphabet at the beginning of the sentence only capitalised), bold	1.15		No colon/ symbols required after headings except after project coordination group and place and date
	1. Title of thesis	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	Avoid using studies on..., etc. while coining the title Avoid brackets as far as possible in title except for mentioning the biological names No period (full stop) at the end of title
	2. a. Title of the departmental/KVASU research project of which this forms a part	Times New Roman, 12	Heading- Sentence case, bold; Matter- not bold	1.15	Title – justify; Matter- left aligned	
	b. Code No. if any, and order by which the departmental/KVASU research project is approved	Times New Roman, 12	Heading- Sentence case, bold; Matter- not bold	1.15	Title – justify; Matter- left aligned	Sanction order of KVASU need to be mentioned
	3. a. Name of student	Times New Roman, 12	Heading- Sentence case, bold; Matter- Title case; not bold	1.15	Title and matter left aligned	
	b. Admission No.	Times New Roman, 12	Heading- Sentence case, bold; Matter- not bold	1.15	Title and matter left aligned	
	c. Name of the discipline	Times New Roman, 12	Sentence case, Heading- bold; Matter- Title case; not bold	1.15	Title and matter left aligned	As per BSMA 2021

	4. a. Name of major advisor	Times New Roman, 12	Heading- Sentence case, - bold; Matter- Title case; not bold	1.15	Title and matter left aligned	
	b. Designation	Times New Roman, 12	Title case; Heading- bold; Matter- not bold	1.15	Title and matter left aligned	Use comma/ period appropriately at the end of the lines
	5. Objectives of the study	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	<p>To be numbered with Arabic numerals</p> <ul style="list-style-type: none"> • Avoid ‘To’ at the beginning of an objective • For eg. Begin the objective as ‘Assess the level of’ • Not as ‘To assess the level of’ <p>No need to use period (full stop) at the end of lines May be limited to 4</p>
	6. Practical / Scientific utility	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	<ul style="list-style-type: none"> • Limit to one or two paragraphs • Avoid using references • Explain why the particular study has been undertaken and how the research problem has been defined and what are the utility and prospects of the work <p>Start each paragraph with a tab of 1 cm</p>
	7. Important publications on which the study is based	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	<ul style="list-style-type: none"> • Keep Chronology • Preferably in past tense • Use British English • Use 8-10 references for MVSc and 10-12 for Ph D • Start each paragraph with a tab of 1 cm <p>If more than one reference in a single year, arrange in the order of the first alphabet of the surname of the author</p>
	8. Outline of the technical programme	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	<p>* Instructions listed separately</p> <p>Title of the thesis, objectives, technical programme and main items of observations must correspond with each other.</p> <p>Start each paragraph with a tab of 1 cm</p>
	9. Main items of observations to be made	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading and matter-left aligned	<p>Numbering as follows:</p> <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a..... b.... i. ii. 2 3. <p>Use correct abbreviations for units of measurements No period at the end of lines</p>

10. Facilities a. Existing b. Additional	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	Indicate the names of departments/ institutes/ centres correctly as per the statute
11. Duration of study	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Title and matter left aligned	
12. Financial estimate	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading -left aligned; Matter- Justify	Avoid the use of “cost of” and similar terms Express the numbers simply as Rs. 20000 without any comma/ symbols in between
Project coordination group proposed	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold	1.15	Heading and matter-left aligned	Heading followed by a colon and the matter in the next line Means the actual PC group to which the synopsis is being proposed by the Major Advisor
Signature of student and signature of major advisor	Times New Roman, 12	Sentence case, bold	1.15	Right aligned	With signature (Sd/- in soft copy)
Place: Date:	Times New Roman, 12	Sentence case, not bold	1.15	Left aligned	Colon after place and date No need of comma or period at the end of the details Date format: 23.11.2022
Name, address and signature of other members of the advisory committee	Times New Roman, 12	Heading- Sentence case-bold; Matter-Title case; - not bold	1.15	Left aligned	Members to be numbered as : 1. 2. 3. Use comma/ period appropriately at the end of the lines With signature (Sd/- in soft copy) for each advisor
13. References	Times New Roman, 12	Heading- Sentence case, bold; Matter- not bold	1.15	Heading-Left aligned; Matter-Justify, with first line hanging	Follow the Guidelines for Thesis Preparation, KVASU
14. Time frame of work	Times New Roman, 12	Sentence case, bold	1.15	Heading-Left aligned	
Semester I Semester II Semester III Semester IV	Times New Roman, 12	Sentence case, Heading- bold; Matter- not bold		Left aligned	Semester numbers in Roman Numerals (upto VI for PhD) Rest of the matter under each semester numbered as: 1. 2. 3.
CERTIFICATE	Times New Roman, 12	Heading- Capitals, bold; Matter- Sentence case, not bold	1.15	Heading – Centralised; Matter- justify	Start with a tab of 1 cm
Place: Date:	Times New Roman, 12	Sentence case, not bold	1.15	Left aligned	Colon after place and date No need of comma or period at the end of the details Date format: 23.11.2022
Name and signature of the major advisor	Times New Roman, 12	Name- title case, not bold; Others- Sentence case, not bold	1.15	Right aligned	With signature (Sd/- in soft copy)

III.	General writing of all matter under each sub-headings	Times New Roman, 12	Sentence case, not bold	1.15	Justify	<p>Size of the paper: A4 Leave margins of 2.5. cm on all sides</p> <p>Matter in two columns; column width -7.75 cm (Except for the headings at the top of the synopsis)</p> <p>Leave one line before each major serial number, viz. Serial numbers 1-14</p> <p>After full stop and comma, give one space except between initials of the authors in references.</p> <p>Start each paragraph with a tab of 1 cm, wherever necessary</p> <p>Final approved synopsis may be authenticated by the office seal of the department/ college</p>
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*** Outline of the technical programme**

Explain how the data were collected, which technique is used for analysing the data, and how the collected data will be interpreted

Should include the description of the experimental materials, research methods, analytical techniques, statistical methods followed, so on

Never begin a sentence with a numeral or abbreviation

Use words up to nine and figures for all numbers over nine, except when listed serially with large numbers (eg. 9, 21 and 23)

Cardinal numbers expressing the amount like one, two or three shall be written with a hyphen like twenty-seven, fifty-three, so on

Ordinal numbers expressing the degree, position or quality like first, second and third shall be written with a hyphen (eg: Twenty-first, One hundred-and-twelfth)

In text, do not use comma while writing numbers (eg: 1500)

In very large numbers, substitute a word for part of the number (eg: for 250000 you may write 2.5 lakh or 2.5×10^5)

As far as possible avoid using approximate expressions like "about, a total of, an amount of" to begin a sentence

Avoid using Roman numerals as they require more space and not easily understood

Words like post-infection, post-partum, age-wise, pre-treatment, day-old, Petri-dish (Petri is name, so it is capitalized) etc. should be with a hyphen

Abbreviate the terms hour (h), minute (min) and second (s) when used with a number in the text but spell them out when they are used alone

Latest scientific words and terms should be used in the text (eg: VPRC for PCV)

Use "per cent" in manuscript; the symbol '%' can be used elsewhere, *ie.* within brackets and in tables

If abbreviations are used in the text the abbreviation has to be put within brackets for the first time of appearance of the word / phrase

Follow the guidelines for thesis preparation of KVASU in all other places

KERALA VETERINARY AND ANIMAL SCIENCE UNIVERSITY

Faculty of.....

**PROGRAMME OF RESEARCH WORK FOR DISSERTATION FOR
MASTER OF SCIENCE DEGREE**

1. Title of dissertation
2. a) Title of the department /KVASU research
b) Project of which this forms a part
c) Code No. if any, and order by which the departmental/KVASU research project is approved
3. a) Name of student
b) Admission No
c) Name of the programme
4. a) Name of Guide
b) Address
5. Objectives of the study
6. Practical /Scientific utility
7. Important publications on which the study is based
8. Outline of the technical programme
9. Main items of observations to be made
10. Duration of research work:

Signature of student

Project coordination group proposed :

Place:

Date:

Signature of Guide

Name, address and signature of members of the Advisory committee

- 1.
- 2.

11. References

Note: 1.A list of references cited should be appended in a standard style

2. Certificate to the effect that the stipulation laid down against Prevention of cruelty to Animal Act (Ethics Committee)to be attached

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Faculty of.....

PROGRAMME OF COURSE WORK FOR MASTER'S / DOCTORATE DEGREE

The advisory committee of Shri/Smt/Kum..... admitted to Master's /Doctorate Degree Programme in the College of Veterinary and Animal Sciences,..... during the academic year of..... majoring in after a conference with the candidate made the recommendations in respect of the following.

1. Major field of study :
2. Minor field of study :
3. Research topic for thesis :
4. Courses to be completed by the student :

Classification of Courses	Catalogue No.	Title of Course	Credits
1. Major courses			
Total			
2. Minor courses			
Total			
3. Supporting courses			
Total			
4. Seminar			
Total			
5. Compulsory Non credit courses			
Total			
6. Research			
Total			

-
5. Total credits for course work :
 6. Total credits for research work :
 7. Total credits for the Degree Programme :
 8. Title of the synopsis of proposed research work for thesis :
 9. Name of student with signature :
 10. Name and signature of members of advisory committee:
 1. Major advisor :
 2. Members :
 - 1.
 - 2.
 - 3.
 - 4.
 11. Signature of Head of the Department :

Place:

Date:

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Name of the College:

Name of the Programme:

Semester Grade Report from the Course Teacher to the Dean/Advisor/Special Officer/Director (Acad. & Res.)

1. Academic year of study:

2. Semester: From: To:

3. Catalogue No. of course:

4. Title of the course:

5. Credits of the course:

6. Name of the Course Teacher:

7. Department:

8. Marks obtained:

Sl. No.	Admn. No.	Name	Theory (100)	Practical (100)	Grade Points

Signature of Head of Department

Signature of Course Teacher

Place :

Date :

*Formula for calculating Grade points:

· $\frac{ax+by}{(a+b) 10}$, where

‘**x**’ is the marks obtained for theory in 100 and ‘**a**’ is the credits for theory,

‘**y**’ is the marks for practicals in 100 and ‘**b**’ is the credits for practicals in that subject.

(Please use separate sheet for each year of admission)

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF VETERINARY AND ANIMAL SCIENCES,
SEMESTER GRADE REPORT FROM THE COURSE TEACHER TO THE DEAN/ ADVISOR
MASTER OF SCIENCE/ DIPLOMA

1. Academic year of study :
2. Semester: From:..... To:.....
3. Catalogue No. of course :
4. Title of the course:
5. Credits of the course:
6. Name of course teacher:
7. Department:
8. Marks obtained :

Sl No:	Admn. No.	Name	Theory (100)	Practical (100)	Grade Point
1					
2					
3					
4					
5					
6					
7					

Signature of Course Director

Signature of Course Teacher

Place:

Date:

**Formula for calculating Grade Points:*

$ax + by \div (a + b) 10$, where

'x' is the marks obtained for theory in 100 and 'a' – credits for theory

'y' is the marks obtained for practical in 100 and 'b' – credits for practical in that subject.

(Please use separate sheets for each year of admission)

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

College.....

PROFORMA FOR APPLICATION FOR SUPPLEMENTARY EXAMINATION

1. Name and Admission Number :

2. Course / Courses for which supplementary Examination is required :

3. Date/dates of the original examination of the above course / courses conducted :
(Final exam & the semester)

4. Reasons for not appearing for the exam on the due date / dates :

5. If the absence from the exam due to illness, whether necessary medical certificate from approved medical practitioner is enclosed :

6. If absence was due to reasons other than illness, whether necessary evidence to prove the reason is enclosed :

7. Whether the student has applied for supplementary exam earlier?
If so give details of all courses for which supplementary exam were written earlier :

Signature of the Student

Place:

Date:

Remarks of the student advisor

Remark of the Assistant Warden (in the case of Hostel only) or parents in the case of day scholar

Remark of the Course Teacher

Remark of the Head of Department concerned

Recommendation of the committee constituted to examine the genuineness of the application. (Please give reasons for the recommendation)

Sl.	Name	Designation	Signature
1.			
2.			
3.			

Date

Recommendation of the Dean / Head of Institution with detailed justification, if recommended

Date

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Faculty of.....

**PROPOSAL FOR APPEARING FOR THE COMPREHENSIVE VIVA
EXAMINATION FOR DOCTORATE DEGREE**

(To be filled in by the student and submitted in duplicate to the Major Advisor atleast two months before the proposed date of comprehensive examination- Viva)

1. Name of Department :
2. Name of College :
3. Name of Degree programme :

PART I

1. Name in full :
2. Admission Number :
3. Date of joining the Ph.D. Programme :
4. Periods of discontinuance, if any From:..... To:.....
5. Proposed date of comprehensive Viva examination:
6. Total credits programmed for the degree programme and percentage completed and OGPA

Name of credits/ equivalents	Total credits programmed	Credits completed	Percentage of credits completed	OGPA
a) Course credits				
Major				
Minor				
Supporting courses				
Seminar				
b) Research credits for thesis				
Total				

7. Whether completed 80% of prescribed major and minor course work separately and secured OGPA not less than 8/10 for Ph.D:
8. Major field of specialization :
9. Minor/ Supporting fields :

-
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

10. Particulars of examination fees remitted:

Amount :

Book No :

Receipt No. :

Date :

11. Name and designation of the members of the advisory committee:

- 1.
- 2.
- 3.
- 4.
- 5.

Place:

Date :

Signature of Student

PART II

(Remarks of Major Advisor)

Place:

Date :

Signature:

Name & Designation :

(Chairperson & Major Advisor)

PART III

(Remarks of Dean)

Place:

Date :

Signature of Dean

Faculty of

**PROPOSAL FOR APPEARING FOR COMPREHENSIVE VIVA EXAMINATION
FOR MASTER'S AND DOCTORATE DEGREE**

(To be filled in by the student and submitted in duplicate to the Major Advisor)

1. Name of College :
2. Name of Department :
3. Name of Degree Programme :
4. Name of student in full :
5. Admission Number :
6. Date of joining the P.G Programme :
7. Proposed date of comprehensive examination (viva) :
8. Total credits completed and OGPA :
 - a. Course credits
 - Major
 - Minor
 - Supporting
 - Seminar
 - Compulsory Non credit courses
 - b. Research credits
 - c. OGPA
9. Whether completed 75% of prescribed major and minor course work separately and secured OGPA not less than 7.5/10 for MVSc and 8/10 for Ph.D
10. Number of attempts made for Comprehensive examination (written)
11. Details of written comprehensive examination with % of marks secured
 - Major
 - Minor
12. Particulars of examination fees remitted:
 - Amount :
 - Book No. :
 - Receipt No :
 - Date :
13. Name and designation of the members of the advisory committee:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Place :

Date :

Signature of Student

PART II
(Remarks of Major Advisor)

Place :

Signature :

Date :

Name & Designation:

(Chairperson & Major Advisor)

PART III
(Remarks of Dean)

Place :

Signature of Dean

Date :

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**CONFIDENTIAL**

Faculty of

**REPORT OF THE COMPREHENSIVE EXAMINATION FOR MASTER'S /
DOCTORATE DEGREE**

1. Name of the candidate :
2. Admission Number :
3. Major department :
4. No and date of the Order of the Dean
approving the conduct of examination :
5. Date of Examination-written :
6. Date of Previous examination, if any :
7. Date of examination –viva voce :
8. Marks secured -Written Major :
- Minor :
- ,, - Viva voce (S/US) :

(Separate minimum of 60% required for major and minor courses)

9. Result : Successful/Unsuccessful
10. Board of examiners :

Sl. No	Name	Chairperson/Member	Signature with date
1			
2			
3			
4			
5			
6			

Note: 1. This report should be sent to the Director (Acad. & Res.), KVASU by name soon after the examination

2. Qualified to appear for viva voce only on securing 60% and above marks in written examination

KERALA VETERINARY AND ANIMAL SCIENCE UNIVERSITY**Faculty of.....****PROPOSAL FOR APPEARING FOR THE QUALIFYING WRITTEN EXAMINATION FOR
MASTER OF SCIENCE**

(To be filled in by the student and submitted in duplicate to the Course Director at least two months before the proposed date of qualifying examination-written)

1. Name of Degree Programme :
2. Name of College :

PART I

1. Name of the student :
2. Admission Number :
3. Date of joining the P.G. Programme :
4. Periods of discontinuance, if any From : To:
5. Proposed date of qualifying written examination:
6. Approved title of dissertation :
7. Order No. approving the title of dissertation :
8. Total credits programmed for the degree programme and percentage completed and OGPA:

Name of credits/equivalents	Total credits programmed	Credits completed so far	Percentage of credits completed	OGPA
a) Course credits				
Major				
Minor				
Supporting courses				
Seminar				
Training/ Compulsory Noncredit courses				
b) Research credits for dissertation				
Total				

9. Whether completed 60% of prescribed major and minor course work separately and secured OGPA not less than 6.5/10 for M.Sc.:
10. Number of attempts made for qualifying examination (written) :
11. Major field of specialization :

12. Particulars of examination fees remitted :

Amount :

Book No. :

Receipt No. :

Date :

13. Name and designation of the members of the advisory committee:

1.

2.

3.

Place:

Date:

Signature of student

PART II

(Remarks of Course Director)

Place:

Date:

Signature:

Name & Designation:

PART III

(Remarks of Dean)

Place:

Date:

Signature of Dean

KERALA VETERINARY AND ANIMAL SCIENCE UNIVERSITY

CONFIDENTIAL

Faculty

REPORT OF THE QUALIFYING EXAMINATION FOR MASTER OF SCIENCE

1. Name of programme :
2. Name of the candidate :
3. Admission Number :
4. No and date of the Order of the Dean
approving of Examination-written :
5. Date of Examination-written :
6. Date of Previous examination, if any :
7. Marks secured-written :
(minimum of 60% required)
8. Result : Successful/Unsuccessful

Place:

Signature

Date:

Course Director

Note: 1.This report should be sent to the Director of Academics & Research., KVASU by name soon after the examination

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Faculty of

**PROPOSAL FOR APPEARING FOR THE FINAL EXAMINATION
FOR MASTER'S /DOCTORATE DEGREE**

1. Name of Department :
2. Name of College :
3. Name of Degree programme :

PART I

(To be filled in by the student and submitted in duplicate to the Major Advisor along with two copies of thesis)

1. Name in full :
2. Admission Number :
3. Date of joining the M.S./M.V.Sc./Ph.D. Programme :
4. Date of termination of last semester attended :
5. Total no. of semesters completed :
6. Periods of discontinuance, if any From : To :
7. Approved title of thesis with code no. :
8. Order No. approving the title of thesis :
9. Total credits programmed for the degree and credits completed and OGPA :

Name of credits/equivalents	Total credits programmed	Credits completed so far	OGPA	Remarks
a) Course credits				
Major				
Minor				
Supporting courses				
Seminar				
Non-credited compulsory courses				
b) Research credits for thesis				
Total				

10. Whether all the prescribed credits have been completed or not :

11. Major field of specialization :

12. Minor/Supporting fields :

- 1.
- 2.
- 3.
- 4.

13. Particulars of examination fees remitted inclusive of late fee, if any

Amount :
Book No. :
Receipt No. :
Date :

14. Date of passing and notification no. of the comprehensive examination :

15. Date of thesis presentation/ defense seminar :

16. a. Whether research paper(s) has been sent to a referred journal :

(One in the case of M.V.Sc. and two in the case of Ph.D)

b. Details of submission :

i. Title of research paper :

ii. Date of submission :

iii. Name of journal, attach proof for submission

17. Name and designation of the members of the advisory committee

- 1.
- 2.
- 3.
- 4.
- 5.

Place :

Date :

Signature of Student

PART II

(Remarks of Major Advisor)

Place :

Date :

Signature

Name & Designation

(Chairperson & Major Advisor)

PART III

(Remarks of Dean)

Place :

Date :

Signature of Dean

CONFIDENTIAL**KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**

Faculty of

PANEL OF NAMES FOR APPOINTMENT OF EXTERNAL EXAMINER(S)

1. Name of the student :
2. Admission Number :
3. Name of Degree Programme :
4. Examination :

Sl. No.	Name	Designation and full address with Phone no. & E mail ID	Remarks

Signature of Major Advisor

Place :

Date :

Name :

Designation :

FORWARDED :

Head of the Department

Names chosen: 1. (One external examiner for adjudication of thesis and to conduct viva voce for M.V.Sc & Ph.D)

.....

2. In the case of Ph.D, another external examiner to adjudicate the thesis

.....

DEAN

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

PROFORMA

1. Date of receipt of draft thesis by the advisory committee:

Dated signature

1. Chairperson, Advisory committee

2. Member, “

3. Member, “

4. Member, “

5. Member, “

Date of receipt of thesis after correction

Dated signature

1. Chairperson, Advisory committee

2. Member, “

3. Member, “

4. Member “

5. Member “

This proforma should be filled up and attached along with the proposal for appearing for the final examination

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

INSTRUCTIONS TO EXAMINERS FOR THESIS EVALUATION

The thesis forms only part of the requirement for the award of the Master's /Doctorate degree. The student should have completed satisfactorily all the prescribed courses for his degree programme before submission of the thesis. It is also necessary that he/she should have passed the qualifying examination before the submission of thesis.

The examiners evaluating the thesis are particularly requested to see whether the thesis meet with the following requirements,

1. Whether the thesis is of adequate standard for the particular degree (in the case of Master's the thesis should at least bear proof of the student's ability for planning and conducting research. In the case of Ph.D student the thesis should in addition make a definite contribution to the subject/discipline and the result and conclusions made in it should be of sufficient importance to merit publication).
Whether the planning and conduct of experiments are satisfactory?
2. Whether the review of literature is relevant and thorough, and to the point and update
3. Whether the work undertaken meets with the objective s initially laid out in the thesis
4. Whether the data are well presented and interpreted
5. Whether the illustrations if any, are appropriate and of good quality
6. Whether the discussion is critical and not pedestrian
7. Whether the citation to literature under "References" is given in the approved form with proper punctuations, abbreviations of journals, format etc., and conforms to the standard style and pattern. If not, point out mistakes specifically.
8. The examiner may also see that the typographical and other errors , if any, pointed out and if thesis are considered to be serious enough to detract for the merit of the thesis , the candidate may be required to carry out the corrections before the thesis is finally accepted.

Note: The final viva-voce examination can be programmed only after the student has carried out all corrections/modifications indicated by the external examiner and resubmitted the thesis.

9. The evaluation report on thesis should particularly mention clearly what in the opinion of the examiner, are the contributions made by the thesis and what is its merit or value from the fundamental and /or applied scientific stand point. The examiner's final recommendation as to whether or not the thesis should be accepted in the form and manner in which it has been presented for the award of the degree must be clear and unambiguous. Hence, the last sentence of the examiner's report on the thesis should be any one of the following.

"I recommend that the thesis submitted by

(Admission No.....) be accepted for the award of the Degree of M.V.Sc./M.Sc./Ph.D of the Kerala Veterinary and Animal Sciences University

OR

I do not recommend the acceptance of the thesis submitted by.....

(Admission no.....) may be accepted for the award of the Degree of M.V.Sc./M.Sc./Ph.D of the Kerala Veterinary and Animal Sciences University.

Place :

Date :

Signature :

Name :

(External examiner)

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

CONFIDENTIAL

Faculty of.....

REPORT OF FINAL EXAMINATION FOR MASTER'S /DOCTORATE DEGREE

1. The meeting of the Board of examiners of Shri/Smt/Kum., a student ofdegree programme, majoring in the subject of was held at..... on as per order no..... dt..... of the KVASU.

2. The following members were present

- 1.....Chairperson
- 2.....Member (External examiner)
- 3.....Member
- 4.....Member
- 5.....Member
- 6.....Member

3. The Board took note of the report(s) of the external examiner(s) Dr..... (copy/copies of which are enclosed herewith)

4. The Board recommend/do not recommend the thesis entitled

The final viva voce examination for the candidate was conducted by the Board of examiners. The performance of the candidate was Excellent/Good/Satisfactory/Unsatisfactory.

5. The Board of Examiners hereby recommend/do not recommend unanimously the award of the degree of.....in..... for Shri/Smt/Kum.....

- i. Chairperson.....
- ii. Member (External examiner).....
- iii. Member.....
- iv. Member.....
- v. Member.....
- vi. Member.....

Note: Report to be sent by the Chairperson, to the Director (Acad. & Res), KVASU by name in double sealed covers marked CONFIDENTIAL soon after the examination with copy(s) of evaluation report(s) of the External examiner(s).

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Checklist to accompany the application for extension of time limit for submission of thesis for PG courses (to be prepared and authenticated by the Major Advisor)

1. Name of the College/Department :
2. Course/discipline :
3. Name & Admission No. of the student :
4. Part time/Full Time :

Date of admission	Date of joining	Reasons for delay

5. Details of semesters completed :

Semester No.	Duration		Credits registered		Details of research work completed during the semester	Date of advisory committee meeting
	From	To	Course	Thesis		

6. Reasons for non-completion :
7. No. of semesters required for the completion of courses (limited to a maximum of 2 semesters) :
8. Justification for the request :
9. Date of request of the student :
10. Date of recommendation of the Advisory Committee :

Signature of the Major Advisor

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Proforma to be submitted in triplicate along with NLC

(One copy to the Dean, One to Professor (RC) and One to University)

1. Name of student and Admn. No :
2. Degree and Discipline :
3. Date of joining Degree Programme :
4. Par time/Full time :
5. Details of Scholarship, if any :
6. Details of Advisory Committee Members :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
7. Comprehensive examination :
 1. Date of written examination :
 2. Date of Viva :
 3. Details of result :
 4. Order No. :
8. Date of thesis presentation/defense seminar :
9. Date of Submission of Thesis :
10. Date of Final thesis examination :
11. Name and address of external examiner :
12. Date of submission of thesis to the University:
13. Period of discontinuance, if any :

-
14. Total no. of semesters taken including :
Semesters registered for zero credits
15. Major research findings(not more than five :
sentences)
16. (a) Whether research paper(s) has been sent to :
a referred journal
- (b) Title of the research proposal :
17. Name and dated signature of student :
18. Final thesis viva examination :
1. Date of viva :
2. Details of result :
3. Order No :
19. Name and dated signature of Major advisor :
20. Name and dated signature of HOD :

Countersigned
Dean

To be filled in the office of Professor (RC)

Entered in the PG data register on..... Page
No.....
Result published vide Proc. No..... dt.....
of Director (Acad & Res.) KVASU.

**PROFORMA TO BE FORWARDED ALONG WITH PROPOSAL FOR STARTING NEW
COURSES IN KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**

1. Title of the programme :
2. Justification of the proposal :
3. Faculty :
4. Duration :
5. Degree/Diploma/Certificate Awarded:
6. Total credits (Major, Minor, Supporting) :
7. No. of seats :
8. Department/School offering the programme :
9. Mode of selection :
10. Year of start :
11. Eligibility :
12. Total fee/Semester :
13. Details of additional space if required :
14. Present staff position :
15. Additional staff required, if any :
16. Equipment required, if any :
17. Course contents (Attach detailed syllabus) :
18. Whether sufficient thought and discussion was made in finalizing the proposal including discussion at the Department level :
19. Attach the syllabus review report of at least one outside expert:
20. Has the syllabus been compared with similar programmes in and outside India:
21. Attach list of Equipments :

Name & Signature
(Course Director)

Name & Signature
(Head of Department/School)

Name & Signature
(Head of Institution)

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LAKKIDI P. O., POOKODE, WAYANAD - 673 576, KERALA, INDIA

APPLICATION FOR RANK/POSITION CERTIFICATE

Details of fee Remittance

Cash receipt noDate.....
 for Rs.....

or

DD No..... Date.....
 DD Amount..... Name
 of Bank.....

For Office Use Only

1.Date of Receipt of the Application
 2.CertificateSI No :
 3.Date of issue :

Assistant

Section Officer

1. Personal Particulars of the Candidate:

(Attach a photo copy of SSLC or equivalent
 certificate)

(a) Name:

(b) Date of Birth :

Date	Month	Year

(c) Sex :

(d) Parents Name:

(i) Father :

(ii) Mother :

(e) Permanent Address(in capital)

.....

 PIN

Mobile No.....

E-mail

(f) Full Address for mailing the Certificate (in capital)

.....

 PIN

2. Particulars of Examination passed

(Attach copy of result Notification)

(a) Name of Examination

(b) Month and Year

(c) Admission Number

(d) Name of College

(e) Result Notification No. & date

(f) OGPA secured.....

3. How do you wish to receive the document?

(a) Personally? (Write YES/NO)

(b) By Registered Post? (Write YES/NO)

Date.....

Place

Signature of the Candidate

ACKNOWLEDGEMENT

(This slip must be produced for receiving the document)Received from Mr/Ms.
..... an application for issue of Rank /Position certificate
ofExam passed in the year..... with Admission No Application
Registration No..... Dated

Section Assistant

CHECK LIST: (Please tick the boxes or write NA if not applicable)

- | | |
|--|--------------------------|
| 1. Cash Receipt is pasted/DD is attached | <input type="checkbox"/> |
| 2.The candidates has signed at the end of the form | <input type="checkbox"/> |
| 3.A photocopy of SSLC or equivalent certificate | <input type="checkbox"/> |
| 4.A photocopy of result notification | <input type="checkbox"/> |

PROFORMA FOR AUTHORIZATION LETTER

(To be type/written on a separate sheet and give to the authorized person)

I hereby authorize the following permanent KVASU employee, whose particulars are given below, to receive my
Provisional/Original/Degree/Diploma/Transcriptexam of.....
The acknowledgement of the application registered under no.....dated.....is enclosed.

PARTICULARS OF THE AUTHORIZED PERSON: ATTESTATION BY HEAD OF THE DEPARTMENT

1. Signature
2. Name of full
3. Designation
4. Department.....
- Date..... SEAL.....

The authorized signatory is a permanent KVASU employee working in this Department He/She has signed before me

1. Signature.....
2. Name of full.....
- 3.Designation
- 4.Department.....
- Date.....SEAL.....

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

APPLICATION FOR REVALUATION OF ANSWER PAPER

1. Name and address of the Candidate :
2. Register No. :
3. Name of the Degree Programme :
4. (i) No. & date of result notification :
(ii) Date of receipt of notification
at the College
5. Catalogue No. and name of course for
which revaluation is needed :
6. Details of fee remitted (Attach receipt) :

Signature of the applicant

7. Date

8. Recommendation of student Advisor.

Student Advisor

9. Recommendation of the Dean

Date :

Dean

Note : The application shall be received by the Dean/Associate Dean / within the prescribed time limit (that is within 5 days of Sl. No. 4 (ii) above) and forwarded to the Director (Acad. & Res.), Kerala Veterinary and Animal Sciences University

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**College of****Programme****Proforma for Registering for Re-examination**

1. Name of the Student with Admission No :
2. Semester : From.....To.....
3. Details of Course for which Re-examination required:

Sl. No.	Name of Course	Credit	Catalogue No.	Name of Course Teacher	Signature of Course Teacher

4. Amount of fee remitted :
- No. and date of the receipt :
5. Recommendation of the Student Advisor/Course Co-ordinator :
6. Signature of the student :
7. Remarks of the Officer i/c of academic matters :

Approved

Dean

Place:

Date:

Academic Form No. 35 D

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF DAIRY SCIENCE AND TECHNOLOGY

No.

Date:

NOTE

Sub:- Release of College/Hostel Caution Deposit- issue of Degree Certificate/Transfer Certificate/ Conduct Certificate etc. – ascertaining liabilities- reg.

Ref:- Application dated of Sri/Kum.....

The following Heads of Departments/Sections are requested to verify and report liabilities if any due from Sri/Kum/Smt..... in order to his/her application for release of College/Hostel Caution Deposit / issue of Degree Certificate/Transfer Certificate/ Conduct Certificate etc.

Sl. No.	Name of Department/Section	Liabilities if any	Signature
1	Dairy Engineering		
2	Dairy Technology		
3	Dairy Chemistry		
4	Dairy Microbiology		
5	Dairy Husbandry		
6	Dairy Business Management		
7	Dairy Chemistry Lab		
8	Dairy Microbiology Lab		
9	Computer Lab		
10	Dairy Technology Lab		
11	Dairy Plant		
12	Assistant Warden, UG Hostel (Main)		
13	Assistant Warden, UG Hostel (Annexe)		
14	Assistant Warden, Ladies Hostel (Main)		
15	Assistant Warden, Ladies Hostel (Annexe)		
16	Associate Patron, Students Union, CDST		
17	Officer i/c, Sports & Games		
18	Officer i/c, NCC		
19	Officer i/c, NSS		
20	Officer i/c, of Internet Club		
21	Librarian, CDST		
22	Library Assisitant		
23	Student Advisor		
24	Officer i/c of Academic Matters*		
25	Accounts Section		
26	Academic Section		

*Student ID card to be surrendered

Dean

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

APPLICATION FOR ADMISSION TO THEHOSTEL

1. Name (In block letters) :
2. Class :
3. Semester :
4. Father's Name & Address :
 - a. Permanent :
 - b. Official :
5. Guardian's Address :
 - Name :
 - Address :
 - Post :
 - District :
 - Telephone No. :
6. Relationship with Guardian :
7. Amount paid to the college office as hostel
caution deposit. :
8. Date of payment and receipt No. :
9. Amount paid as mess advance :
10. Date of payment and receipt No. :

DECLARATION

I agree to abide by the Hostel Rules and to pay the Hostel due promptly.

College of Veterinary & Animal Sciences,

Signature of the Applicant

DECLARATION BY PARENT/GUARDIAN IN THE CASE OF STUDENTS

I take full responsibility for the good conduct of my ward:

Signature of the Parent/Guardian

Room No.

ASSISTANT WARDEN



Memorandum

Dated

at the **FIRST SEMESTER B Tech (-----)** Degree Examination–**(Month and year)**

College: College of Dairy Science and Technology, Mannuthy Admission Number (-----)

[illegible]

Conduct: Satisfactory/Unsatisfactory

Professor (Academics)

Dean

Grade Point (GP) = $\frac{ax+by}{(a+b)10}$, Credit Point (CP) = GP(a+b), Grade Point Average (GPA) = Total Grade Point/Total (a+b), where a = Theory Credit, b = Practical Credit, x = Theory Marks and y = Practical Marks, Pass Minimum: Theory –Internal : 40% : External : 60%, Practical : 40%, Grade Point : 6.00



Memorandum

Dated

at the ----- **SEMESTER** ----- Diploma Examination --(Month and year)

College: (-----) **Admission Number** ()

[illegible]**Conduct: Satisfactory/Unsatisfactory**

Dean

Grade Point (GP) = $\frac{ax+by}{(a+b)10}$, Credit Point (CP) = GP(a+b), Grade Point Average (GPA) = Total Grade Point/Total (a+b), where a = Theory Credit, b = Practical Credit, x = Theory Marks and y = Practical Marks, Pass Minimum: Theory - : 60%, Practical : 60%, Grade Point : 6.00



Memorandum

Dated 18-11-2013

at the ----- **SEMESTER M Sc** (-----) Degree Examination - -(Month and year)

Admission Number ()

Catalogue No	Subject	Course Credit		Non Credit	Research Credit	Theory (100)	Practical (100)	Grade Point	Credit Point
		Theory	Practical						
Total									
GPA									

Conduct: Satisfactory/Unsatisfactory

Professor (Academics)

Dean

Grade Point (GP) = $\frac{ax+by}{(a+b)10}$, Credit Point (CP) = GP(a+b), Grade Point Average (GPA) = Total Grade Point/Total (a+b), where a = Theory Credit, b = Practical Credit, x = Theory Marks and y = Practical Marks. Pass Minimum: Theory - : 60%, Practical : 60%, Grade Point : 6.00

RULES FOR THE ISSUE OF DUPLICATE TRANSCRIPTS/DIPLOMA/DEGREE CERTIFICATES

1. Candidate applying for the duplicate of the documents ie., transcripts/diploma/degree certificates in lieu of damaged ones shall produce the damaged original document along with an application stating the nature of damage and the circumstances in which it is caused.
2. In all other cases a notification shall be published in a newspaper or Government Gazette furnishing such as name of the University, name of examination, admission number, year and month and the full address of the candidate and a request for return of the document if received within a reasonable period. In case of theft a complaint may also be lodged with the local police.
3. After the lapse of reasonable time (minimum of two weeks) candidate may apply for duplicate in a proforma issued from the University with other documents as detailed below.
- A. An affidavit signed before the Notary Public regarding the fact of irrecoverable loss of certificate in a stamp paper worth of Rs.100/- containing.
 - i) All the relevant details of examination taken for which the candidate requires duplicate such as admission number, year, name of examination etc. duly countersigned by the Dean of the faculty.
 - ii) A detailed report by the applicant stating the circumstances of loss or damage.
 - iii) Report regarding the steps already taken to trace out the lost certificate such as complaint filed with the police, notification in the local Newspaper etc.
 - iv) A declaration to the effect that the candidate will not misuse or allow to misuse the duplicate certificate to be issued and all the precautionary steps would be taken against possible misuse.
 - v) An undertaking by the applicant to the effect that the original certificate will be surrendered if it is recovered subsequently.
- B. The full sheet of the copy of the notification published in a newspaper or gazette regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
- C. A receipt towards the fee remitted as detailed below should be submitted.
 - i) Rs. 1000/- for transcript - search fee of Rs. 500/- + Rs. 50/- as postal charge
 - ii) Rs. 3000/- for each UG degree certificate – search fee of Rs. 500/- + Rs. 50/- postal charge.
 - iii) Rs. 5000/- for each PG degree certificate – search fee of Rs. 500/- + Rs. 50/- postal charge.
 - iv) Rs. 6000/- for each PhD degree certificate – search fee of Rs. 500/- + Rs. 50/- postal charge.
 - v) Rs. 1000/- for each diploma certificate – search fee of Rs. 500/- + Rs. 50/- postal charge.
 - vi) The fee can also be paid in the form of Demand Draft drawn in favour of Finance Officer, Kerala Veterinary & Animal Sciences University payable at SBT, Kalpetta, Wayanad
- D. The word duplicate should be written at the top of the application
- E. Duplicate Mark list/Certificate will not be issued to the candidate directly. It will be sent by post to the applicant in the address shown in the application.
- F. Triplicate will not be issued on any account, The Duplicate Certificate will be rubber stamped 'Duplicate' across the emblem.
4. Duplicate mark list/certificate will be issued only after verifying the student file concerned and necessary entries in having issued the duplicate certificated will be made in the admission-cum-academic records being maintained by the University.

AFFIDAVIT

I,
.....S/o./D/o.

Hindu/Christian/Muslim aged Now residing in
..... district do hereby solemnly affirm and
state the following.

1. I have passed the examination of
..... From the Kerala Veterinary and Animal Sciences University with
Register No
2. I had completed my above course at
3. I have received my transcript/ certificate.
But the same was irrecoverably lost on
..... Due to
.....
4. As my mark list /certificate is irrecoverably lost, justice requires that a duplicate
transcript/certificate be issued.
5. All the above statements are true to the best of my knowledge and belief.

Dated this the day of Two thousand
and

DEPONENT

**Photograph of
the candidate
(with signature
across)**



KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

LAKKIDI P. O., POOKODE, WAYANAD - 673 576, KERALA, INDIA

APPLICATION FOR DUPLICATE TRANSCRIPT /DEGREE/DIPLOMACERTIFICATE

Details of fee Remittance

Cash receipt noDate.....
for Rs.....
or
DD No..... Date.....
DD Amount..... Name
of Bank.....

For Office Use Only

1.Date of Receipt of the Application
2.CertificateSI No :
3.Date of issue :

Assistant

Section Officer

Photograph of
the candidate
(with signature
across

1. Personal Particulars of the Candidate:

(Attach a photo copy of SSLC or equivalent certificate)

(a) Name:

(b)Date of Birth :

Date	Month	Year

(c) Sex :

(d)Parents Name:

(i) Father :

(ii) Mother :

(e) Full Address for mailing the Certificate (in capital)

.....
.....
.....
PIN

Mobile No.....

E-mail

2. Particulars of Examination passed

(Attach copy of result Notification)

(a) Name of Examination

(b) Month and Year

(c) Admission Number

(d) Name of College

(e) Result Notification No. & date

Date.....

Place

Signature of the Candidate

CERTIFICATE OF IDENTIFICATIONACKNOWLEDGEMENT

(to be signed by the Dean)

The above particulars of Mr/Ms. including the photograph and signature are verified

Place:

Date:

(SEAL)

Signature of Dean

ACKNOWLEDGEMENT

(This slip must be produced for receiving the document)

Received from Mr/Ms. an application for issue of duplicate Degree/Diploma/Transcript of Exam passed in the year..... with Admission No Application Registration No..... Dated

Section Assistant

CONDITIONS/INSTRUCTIONS TO THE CANDIDATE

1. Each information/verification/document, etc. sought from the candidate. As shown overleaf and below (see CHECK LIST) is an essential requirement for issue of the DUPLICATE Transcript/Degree/Diploma and must be therefore be furnished/enclosed.
 2. Enclose the affidavit as per the proforma given (if the transcript/degree/diploma is lost or destroyed or spoiled beyond recognition), duly certified by Notary Public. OR Enclose the original Transcript/Degree/Diploma, if the same can be recognized to be genuine.
 3. If more than one certificate is needed and affidavit is one, original affidavit to be attached to one application and attested photocopies be attached to other applications for issue of the duplicate certificates
 4. The duplicate Transcript/Degree/Diploma will be handed over only to the candidate
-

CHECK LIST: (Please tick the boxes or write NA if not applicable)

- | | |
|--|--------------------------|
| 1. Cash Receipt is pasted/DD is attached | <input type="checkbox"/> |
| 2. The candidates has signed at the end of the form | <input type="checkbox"/> |
| 3. Photograph of the candidate pated and signed across | <input type="checkbox"/> |
| 4. A photocopy of SSLC or equivalent certificate | <input type="checkbox"/> |
| 5. A photocopy of result notification/Transcript/Degree | <input type="checkbox"/> |
| 6. 2 copies of passport size photograph attached for Transcript | <input type="checkbox"/> |
| 7. Photograph of the candidate attested as required and seal affixed | <input type="checkbox"/> |
| 8. An affidavit as per proforma given is enclosed in original (duly certified by a Notary Public OR The spoiled/mutilated document is enclosed in original | <input type="checkbox"/> |
| 9. Certificate of Identification has been signed by the Dean and seal affixed | <input type="checkbox"/> |
-