

**PROCEEDINGS OF THE DIRECTOR OF ACADEMICS AND RESEARCH  
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY  
Pookode, Wayanad – 673576**

**(Abstract)**

KVASU-DAR-New Academic Regulations for Diploma Programmes (For Implementation from the 2025–26 Admission Batch Onwards) in accordance with NEP 2020 guidelines- Approved– Orders Issued.

**Directorate of Academics and Research**

No. KVASU/DAR/B2/1509/2025(4)

Dated, Pookode, 23/09/2025

Read: Decision of the 12th Special meeting of the Academic Council held on 19.06.2025 (item no 12.S.1)

**ORDER**

In accordance with the recommendations of the 24th meeting of the Board of Studies of the Faculty of Veterinary and Animal Sciences, and as per the decisions of the 40th meeting of the Academic Council and the 12th Special Meeting of the Academic Council held on 19.06.2025, the Revised New Academic Regulations for Diploma Programmes of the University, aligned with the National Education Policy (NEP) 2020 guidelines, are hereby approved with the modifications as suggested and endorsed by the Academic Council.

The Revised Academic Regulations shall be implemented with effect from the Academic Year 2025–26, and shall be applicable only to students admitted from the Academic Year 2025–26 onwards. The existing Academic Regulations shall continue to apply to students admitted in previous academic years.

The approved New Regulations shall be incorporated in the Next Edition of the Academic Handbook for Diploma Programmes (2025–26) and is appended as Annexure

Encl:-Annexure.

(By Order of the Academic Council)

**Prof. (Dr.) C. Latha  
DIRECTOR (ACADEMICS & RESEARCH)**

To :All Deans/Special Officers

Approved By Prof. (Dr.) C. Latha (DIRECTOR (ACADEMICS & RESEARCH)) on September 23, 2025 02:48 PM IST

(The document is digitally approved and does not require any Seal or Signature in original)

Copy To: PS to VC/PA to Registrar/CoE

## **ACADEMIC REGULATIONS FOR THE DIPLOMA PROGRAMMES IN ACCORDANCE WITH NEP 2020 GUIDELINES FROM 2025 ADMISSION ONWARDS**

### **1. Title of the programme/ Diploma awarded and Departments/Centres/Schools offering the programme**

1. Diploma in Dairy Science offered by Department of Dairy Science
2. Diploma in Feed Technology offered by School of Animal Nutrition and Feed Technology
3. Diploma in Laboratory Techniques offered by Department of Veterinary Parasitology
4. Diploma in Livestock Production Management offered by Department of Livestock Production Management

### **2. Scope**

The Regulation provided herein shall be effective from 2025 admission onwards

### **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. 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 Course Director. *In absentia* registration shall not be permitted.

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.

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 (Academics 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 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 on recommendation of the Course Director to discontinue his/her programme temporarily under unavoidable circumstances, under intimation to the Director (Academics and Research) 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 year. 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/-. 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 (Two years)	Balance Tuition Fees or Rs.30,000/- whichever is less.
2	Certificate Programme (One year)	Balance Tuition Fees or Rs.10,000/- 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

13.1 It is a full-time programme. The minimum duration of the course is 4 semesters. Each semester will be of 100 working days (excluding study holidays, examination days and days for co-curricular and extracurricular activities).

13.2 Exit point- There is an option to exit the programme after successful completion of two semesters (40 credits). Students exiting the programme after the first year must complete a total of 40 credits and a 4- credit Skill Enhancement Course-SEC (Internship) of 5-week duration over and above the 40 credits, including 6 credits from the Skill enhancement Programme-based courses earned during the I and II semester for the award of 'Certificate Programme'. Students shall be allowed to join back in the second year before the expiry of the credits earned, subject to

a maximum duration of 3 years. The maximum period allowed for the completion of the diploma programme, in the case of a certificate holder rejoining the programme shall be four semesters. The maximum period allowed for a student to rejoin the diploma programme, in the case of exit before completion, shall be four semesters from the date of exit.

#### **14. Course curriculum and syllabus**

14.1 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.

14.2 Students of the Diploma programme have to undergo internship training in the fourth semester.

#### **15. Credit requirements**

15.1 The total credit requirements for the Diploma programme shall be 80 credits and Certificate programme shall be 40 credits. A minimum of 50% of total credits are allocated to Major (Core) Courses. The remaining credits shall be dedicated to Skill Enhancement Programmes, Internships, Apprenticeships, or Multidisciplinary Subjects.

15.2 During the first two semesters, all the Diploma students should compulsorily register a common course in English Communication Skills and Personality Development I (2 + 0 credits) and English Communication Skills and Personality Development II (2 + 0 credits).

15.3 Skill Enhancement Programmes- All students must complete Skill Enhancement Programmes-SEP- of total of 6 credits during the first year of their course.

15.4. In all the regular semesters, except the fourth semester, all students should register a course from concerned discipline for skill enhancement. The course will be graded as “S/US” by the course teacher. If “US” is awarded, the student has to repeat the course.

15.5 Credit Load in a semester - The maximum credit load per semester shall not exceed 26 credits excluding repeat courses, re-examination courses and farm training/in-plant training/project work.

#### **16. Attendance**

A minimum of 80% attendance is mandatory for all students for a course (in theory & practical separately). And additional 10% absence is permitted to students for attending official duties (OD) as directed by the authorities or medical leave, upon submission of valid certificate. 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	- 40
Final Exam	- 50
Total marks	- 100

**ii. Practical examination**

Practical records	- 20
Viva-voce	- 20
Final practical examination	- 60
Total marks	- 100

In each course a separate minimum of 50 % is required for theory and practical. A Minimum CGPA of 5.0/10 is required to pass.

**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).

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

**CGPA:** CGPA 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 CGPA of 5 at the end of each semester.

*Note: While calculating CGPA, the figure obtained is rounded to the second decimal.*

**17.2 Supplementary Examination:** The student shall apply for supplementary examination within 10 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 Professor (Acad. Cell II) and the committee shall examine the genuineness of the case and make its recommendations to the Head of the Institution.

**18. Classification and grading of results (Course wise):**

Fail - (Grade point <5.00)

Pass - (Grade point 5.00 and above)

Second class - (Grade point between 6.00 and 6.99)

First class - (Grade point between 7.00 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 Course Director /Office in-charge of academics of the students within 10 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 Course Director to consolidate the grade reports of students under him and to calculate the CGPA within 15 days from the end of each semester and the CRCGC containing the consolidated CGPA should be submitted to the Officer in-charge of Academics, in order to facilitate registration of the students in the succeeding semester.

### **20. Repetition of courses**

20.1 A student will be permitted to register a course as re-examination course only three times. The course teachers will conduct the examinations for the failed courses in the subsequent semester. Attendance in class is not required if the candidate has secured the required percentage (80%) of attendance when registering the course for the first time.

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 (as and when it is offered). The permission for repetition needs to be obtained from the Director (Academics and Research) by submitting an application within 10 days of commencement of the semester. If he/she is registering these courses within the prescribed time limit (4semesters) of the programme, he/she has to remit an amount of Rs. 5000/- along with the re-examination fee as decided by the University. After completion of the prescribed time limit (4 semesters) of the programme, 25% of the tuition fees and all other fees need to be remitted by the students as registration fees for the next semester. In subsequent semesters, the registration fee will be increased to 50% of the tuition fees and all other fees.

20.3. If a student of diploma programme has not successfully completed any of the courses (for the failed students) prescribed at the end of the semester/programme he/she has to register for those courses in the subsequent semesters by remitting an amount of Rs. 5000/- along with the re-examination fee at Rs.500/- 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 six semesters for diploma programmes and four semesters for certificate programme.

## **21. Internship Programme**

21.1. Every candidate shall be required to undergo a compulsory rotating internship for a period of one semester so as to be eligible for the award of the concerned diploma. The work diary maintained by the interns may be verified and certified by the Officer i/c, weekly and the log book countersigned at the end of the training.

21.2. The work done by the interns may be supervised and their performance may be evaluated most judiciously during the training period by the officer i/c of the concerned institution.

21.3. Attendance will be compulsory. A minimum of 90% attendance is mandatory in the training period. In case of unsatisfactory work performance and / or for shortage of attendance, the period of compulsory internship shall be extended by not more than two months by appropriate authority. If this period is more than two months, the intern has to re-register a fresh internship for entire period of one semester. The successful completion of internship shall be decided on the basis of promptness, approach and performance of the interns. The internees shall be graded 'Satisfactory' or 'Unsatisfactory'. If the intern is adjudged as unsatisfactory, she/he has to undergo internship for duration of two or more calendar months in the stations as specified by the dean/head of the institution.

21.4. The certificate of satisfactory completion of internship may be forwarded to the Course Director at the end of the training.

## **22 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 marks of 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.

## **23. Award of diploma/certificate**

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. A certificate (in concerned subject) will be issued to those students who exit after the successful completion of two semesters.

## **24. 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.

## **25. Removal of difficulties**

25.1 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.

25.2 No order under rule 25.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

25.3 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.

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