

**Rules and Regulations Governing Diploma Courses
w.e.f. 2015-16**



**Institute of Para Veterinary Sciences
Lala Lajpat Rai University of Veterinary and Animal Sciences,
Hisar (Haryana)**

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CHAPTER-I

1. CURRICULUM OF DIPLOMA PROGRAMMES

1.1 Diploma awarded by Institute of Para Veterinary Sciences, LUVAS, Hisar will be :

a) **Veterinary and Livestock Development Diploma (VLDD)**

b) **Diploma in Veterinary Laboratory Technology (DVLTL)**

c) **Diploma in Dairy Technology (DIDT).**

1.2 The minimum duration of each diploma programme shall be of two years.

1.3 The prescribed courses along with credit hours and marks for each course shall be as under:

1.4 **Veterinary and Livestock Development Diploma (VLDD)**

1st Year

Sr.No	Course No.	Deptt.	Course	Cr.Hrs.
1	VLDD-I	VAN	Introductory Anatomy of domestic animals	1+1
2	VLDD-II	VPB	Introductory Physiology of domestic animals	1+1
3	VLDD-III	AN	Elementary Principles of Animal Nutrition	1+1
4	VLDD-IV	LPM	Introduction to Livestock & Poultry Management	2+1
5	VLDD-V	AGB	Introduction to Animal Breeding	1+1
6	VLDD-VI	ENG	English	2+1
7	VLDD-VII	VLDS	Pharmacy	3+1
Total				11+7

2nd Year

Sr.No	Course No.	Deptt.	Course	Cr.Hrs.
1	VLDD-VIII	VAHE	Elementary AH Extension	1+1
2	VLDD-IX	LPT	Introduction to Animal Products Technology	1+0
3	VLDD-X	VLDS	Elementary Medicine	3+1
4	VLDD-XI	VLDS	Introduction to Surgical Procedures	2+1
5	VLDD-XII	VLDS	Introduction to Reproductive Disorders	2+1
6	VLDD-XIII	VPB	Introduction to Reproduction, AI And Storage of Semen	1+1
7	VLDD-XIV	VLDS,AGB, AN,LPM	Introduction to Clinical Procedures & Animal Farm Practices	0+6
Total				10+11

1.5 Diploma in Veterinary Laboratory Technology (DVLT)

1st Semester

Sr.No.	Course No.	Deptt.	Course Title	Cr.Hrs.
1	DVLT-I	VAN	Techniques in Anatomy	1+1
2	DVLT-II	VPTX	Management and Diagnostic sampling of Laboratory Animals	1+1
3	DVLT-III	VPB	Techniques in Biochemistry and Biotechnology	0+2
4	DVLT-IV	VMI	Laboratory Management and Professional Ethics	1+1
5	DVLT-V	VPS	Techniques in Clinical Parasitology-I	1+1
6	DVLT-VI	VSR	Techniques in Surgery and Diagnostic Imaging-I	1+1
7	DVLT-VII	TVCC	Restraints and Handling of Domestic Animals and Diagnostic Sampling	1+1
8	DVLT-VIII	VPHE	Occupational Hazards and Environmental Management	1+1
Total				7+9

2nd Semester

Sr.No	Course No.	Deptt.	Course Title	Cr.Hrs
1	DVLT-IX	VAN	Techniques in Histology	1+1
2	DVLT-X	VPTX	Techniques in Pharmacology	0+1
3	DVLT-XI	VPB	Techniques in Physiology	0+2
4	DVLT-XII	VMI	Techniques in Clinical Microbiology-I	1+1
5	DVLT-XIII	VPS	Techniques in Clinical Parasitology-II	1+1
6	DVLT-XIV	VSR	Techniques in Surgery and Diagnostic Imaging-II	1+1
7	DVLT-XV	TVCC	Collection, Processing and Analysis of Clinical Samples	0+4
8	DVLT-XVI	VPHE	Zoonosis, Public Health and Epidemiology	1+1
Total				5+12

3rd Semester

Sr.No.	Course No.	Deptt.	Course Title	Cr.Hrs
1	DVLT-XVII	AN	Techniques in Feed Analysis	1+1
2	DVLT-XVIII	AGB	Basic Information Technology	1+1
3	DVLT-XIX	VMI	Techniques in Clinical Microbiology-II	1+1
4	DVLT-XX	LPT	Dairy and Meat Technology	0+2
5	DVLT-XXI	VPP	Techniques in Clinical Pathology	1+1
6	DVLT-XXII	TVCC	Collection, Processing and Analysis of Clinical Samples	0+4
Total				4+10

4th Semester

Practical/ Professional Training in Diagnostic Laboratories – 12 weeks
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1.6 Diploma in Dairy Technology (DIDT)

1st Semester

Sr. No.	Course No.	Deptt.	Course Title	Cr. Hrs.
1.	DIDT-I	LPM	Milk Production	2+2
2.	DIDT -II	AGB	Dairy Animal Breeding	2+2
3.	DIDT -III	AN	Animal Nutrition	2+2
4.	DIDT -IV	VPB	Animal Reproduction and A.I.	1+1
5.	DIDT -V	LPT	Milk Processing and Packaging	1+1
6.	DIDT -VI	LPT	Fat Rich Dairy Products	1+1
Total				9+9

2nd Semester

Sr. No.	Course No.	Deptt.	Course Title	Cr. Hrs.
1.	DIDT -VII	VPB	Chemistry of Dairy Foods	2+1
2.	DIDT-VIII	LPT	Dairy Equipment and Utilities	1+1
3.	DIDT- IX	VAHE	Dairy Management and Entrepreneurship	2+0
4.	DIDT- X	LPT	Heat Desiccated Dairy Products	1+2
5.	DIDT- XI	LPT	Heat and Acid Coagulated Dairy Products	1+2
6.	DIDT- XII	VPHE	Microbiology of Milk and Milk Products	2+3
Total				9+9

3rd Semester

Sr. No.	Course No.	Deptt.	Course Title	Cr. Hrs.
1.	DIDT- XIII	LPT	Fermented Dairy Products	2+3
2.	DIDT - XIV	LPT	Heat Desiccated Western Dairy Products	2+1
3.	DIDT - XV	LPT	Dairy Plant Design and Layout	1+1
4.	DIDT -XVI	VAHE	Skill Development on Marketing Management	1+0
5.	DIDT- XVII	VAHE	Computer Application in Dairy Industry	1+1
6.	DIDT-XVIII	LPT	Frozen Dairy Products	1+1
7.	DIDT- XIX	LPT	Dairy By Products	1+1
Total				9+8

4th Semester

Industrial training in dairy plants – 12 weeks
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2. TEACHING SYSTEM

- 2.1 The annual system of examination will be followed for the diploma programmes. The medium of instruction will be English.
- 2.2 The date of commencement and completion of academic year shall be as per academic calendar approved by the Director, IPVS.

3. ACADEMIC YEAR AND CALENDAR

- 3.1 The Academic Year shall comprise of two Sessions / semester of sixteen weeks each. The Director Institute of the Para-Veterinary Sciences will issue Academic Calendar for the next year in the annual break of the previous academic year.

4. ENROLMENT AND PAYMENT OF FEES AND DUES

- 4.1 At the beginning of each academic year, a student shall enrol as per approved academic calendar on prescribed date(s). The students will be enrolled on the deposition of fees and dues on the due date as prescribed in the Academic Calendar of the year.
- 4.2 If a student fails to enrol on the scheduled date(s) notified for the purpose, enrolment may be allowed by the Director with late fee of Rs.200/- per day up to 15 days. Late fee is not to be exempted under any circumstances. No registration shall be permissible after 15 days of the commencement of classes on any ground, whatsoever may be the reason.
- 4.3 No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk and responsibility of the student to maintain the required attendance.
- 4.4 Normally enrolment is not permissible in absentia. However, the Director may allow registration to a student who abstains himself with prior approval of the Director due to unavoidable reasons and on payment of a fee of Rs. 500/- extra on due date.
- 4.5 The Director may refuse/cancel registration of a student who has indulged in act(s) of indiscipline or gross misconduct.
- 4.6 A student who does not get himself enrolled within the scheduled period as per rule will be automatically dropped from the institute roll.

5. ATTENDANCE REQUIREMENT

- 5.1** The minimum requirement of attendance shall not be less than 75% (including attendance benefit, if any) of scheduled theory & practical classes separately, in each examination paper annually.
- 5.2** Attendance benefit for absence to the maximum period of 10 instructional days in a semester / session shall be admissible subject to prior permission of the Director IPVS for participation in co-curricular activities (cultural and sports) or on medical grounds subject to intimation within 3 days of hospitalization . While granting permission, the Director shall inform all the instructors through Officer Incharge / Nodal Officers Diploma Programmes regarding period for which attendance benefit has been allowed to the student(s). For such cases, the percentage of the attendance shall be calculated after excluding the period of absence from the scheduled theory/practical classes.
- 5.3** A candidate having attendance below 75% in a paper(s) (theory and practical separately) will not be eligible to appear in the annual examination of that paper.
- 5.4** The percentage of attendance of a student in a paper shall be computed on the basis of the total number of theory and practical classes separately scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of enrolment. However, for the 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.
- 5.5** A student having attendance below minimum requirement in more than two papers at the end of a year shall be declared fail in that year. He will be dropped from the roll of the diploma course by the Director, Institute of Para Veterinary Sciences. In such a case the student shall have to compete again to seek fresh admission in the programme.

Further the student of DVLT & DIDT will be allowed to undertake professional training only after clearing all the diploma papers.

5.6 Maintenance of attendance record :-

Instructor(s) shall maintain a record of the student attendance in each course taught by him/her for theory and practical separately in a register prescribed for the purpose.

- i. It is the duty of each student to ensure his/her regularity in the classes. The monthly attendance of the class shall be displayed by the instructor concerned on the notice board of the concerned department/ Director, Institute of Para Veterinary Sciences through the Incharge of Diploma programme.
- ii. At the end of year, the instructor(s) shall notify the consolidated attendance of the course(s) taught by him/her after giving benefit of attendance,

if any, and submit the same to the Director, Institute of Para Veterinary Sciences through the Incharge Diploma programme.

6. DISCONTINUANCE AND RE-ADMISSION

6.1 A student who for some compelling circumstances had to leave the college, with the permission of the Director; Institute of Para Veterinary Sciences during the currency of the year may be readmitted by the Director, Institute of Para Veterinary Sciences in the same year during the next academic year. But in case of student, who leaves the college without the permission of the Director, he/she will not be readmitted and he/she has to compete again to seek fresh admission. In such cases, the period of discontinuation of studies shall not be counted towards the residential requirement of Diploma Programmes as given in rule 12 and such student shall have to pay readmission fee in addition to normal charges (fee) at the time of readmission.

6.2 If a student of 1st year fails to maintain at least 33% of attendance in aggregate, he/she will be dropped from the roll of institute by Director, Institute of Para Veterinary Sciences. In such cases the student shall have to compete again to seek fresh admission in the programme.

7. EXAMINATION

7.1 Examination of courses shall be conducted at the end of each academic year by the Director, IPVS as per the annual paper schedule given below.

List of papers for Annual Examination of VLDD 1st Year

Paper No	Course	Deptt.	Cr.Hrs.	Theory	Practical	Remarks
Paper-1	VLDD-I	VAH	1+1	60	40	Student has to pass in theory and practical separately
Paper-2	VLDD-II	VPB	1+1	60	40	
Paper-3	VLDD-III	AN	1+1	60	40	
Paper-4	VLDD-IV	LPM	2+1	60	40	
Paper-5	VLDD-V	AGB	1+1	60	40	
Paper-6	VLDD-VI	ENG	2+1	60	40	
Paper-7	VLDD-VII	VLDS	3+1	60	40	

Total Marks = 700

List of papers for Annual Examination of VLDD 2nd Year

Paper No	Course No.	Deptt.	Cr.Hrs	Theory	Practical	Remarks
Paper-8	VLDD-VIII	VAHE	1+1	60	40	Student has to pass in theory and practical separately
Paper-9	VLDD-IX	LPT	1+0	100	-	
Paper-10	VLDD-X	VLDS	3+1	60	40	
Paper-11	VLDD-XI	VLDS	2+1	60	40	
Paper-12	VLDD-XII	VLDS	2+1	60	40	
Paper-13	VLDD-XIII	VPB	1+1	60	40	
Paper-14	VLDD-XIV	VLDS,AGB, AN,LPM	0+6	-	100	

Total Marks = 700

Grand Total = 1400

List of papers for Annual Examination of DVLT 1st year

Paper No.	Courses	Deptt.	Cr.Hrs.	Theory		Practical		Total marks in each paper are 100 (Theory, 60+ practical, 40). Minimum pass marks will be calculated in each paper from combined marks of both the courses. Student has to pass in theory and practical separately
Paper-1	DVLT-I and IX	VAN	1+1 and 1+1	30	30	20	20	
Paper-2	DVLT-II and X	VPTX	1+1 and 0+1	30	-	20	50	
Paper-3	DVLT-III and XI	VPB	0+2 and 0+2	-	-	50	50	
Paper-4	DVLT-IV and XII	VMI	1+1 and 1+1	30	30	20	20	
Paper-5	DVLT-V and XIII	VPS	1+1 and 1+1	30	30	20	20	
Paper-6	DVLT-VI and XIV	VSR	1+1 and 1+1	30	30	20	20	
Paper-7	DVLT-VII and XV	TVCC	1+1 and 0+4	30	-	20	50	
Paper-8	DVLT-VIII and XVI	VPHE	1+1 and 1+1	30	30	20	20	

Total Marks = 800

List of papers for Annual Examination of DVLТ 2nd year

Paper No.	Courses	Deptt.	Cr. Hrs.	Theory		Practical		Total marks in each paper are 100 (60+40). Minimum pass marks will be calculated in each paper from combined marks of both the Student has to pass in theory and practical separately
Paper-9	DVLТ-XVII	AN	1+1	60	-	40	-	
Paper-10	DVLТ-XVIII	AGB	1+1	60	-	40	-	
Paper-11	DVLТ-XIX	VMI	1+1	60	-	40	-	
Paper-12	DVLТ-XX	LPT	0+2	-	-	100	-	
Paper-13	DVLТ-XXI	VPT	1+1	60	-	40	-	
Paper-14	DVLТ-XXII	TVCC	0+4	-	-	100	-	

Total Marks = 600

Grand Total = 1400

List of papers for Annual Examination of DIDТ 1st year

Name of paper	Courses	Deptt.	Cr.Hrs.	Theory		Practical		Total marks in each paper are 100 (60+40). Minimum pass marks will be calculated in each paper from combined marks of both the courses Student has to pass in theory and practical separately.
Paper-1	DIDТ-I and VII	LPM & VPB	2+2 and 2+1	30	30	20	20	
Paper-2	DIDТ-II and VIII	AGB & LPT	2+2 and 1+1	30	30	20	20	
Paper-3	DIDТ-III and IX	AN & VAHE	2+2 and 2+0	30	50	20	-	
Paper-4	DIDТ-IV and X	VPB & LPT	1+1 and 1+2	30	30	20	20	
Paper-5	DIDТ-V and XI	LPT & LPT	1+1 and 1+2	30	30	20	20	
Paper-6	DIDТ-VI and XII	LPT & VPHE	1+1 and 2+3	30	30	20	20	

Total Marks = 600

List of papers for Annual Examination of DIDT 2nd year

Name of paper	Courses included in the paper	Deptt.	Cr.Hrs.	Theory	Practical	Total marks in each paper are 100 (60+40). Student has to pass in theory and practical separately.
Paper-7	DIDT- XIII	LPT	2+3	60	40	
Paper-8	DIDT- XIV	LPT	2+1	60	40	
Paper-9	DIDT- XV	LPT	1+1	60	40	
Paper-10	DIDT-XVI	VAHE	1+0	-	100	
Paper-11	DIDT- XVII	VAHE	1+1	60	100	
Paper-12	DIDT- XVIII	LPT	1+1	60	40	
Paper-13	DIDT- XIX	LPT	1+1	60	40	

Total Marks = 700

Grand Total = 1300

- 7.2 Examinations will be held annually after the completion of both the Semesters / sessions of first year. In the second year, examination will be held after the end of 1st semester in case of DVLT and DIDT students and at the end of academic year in case of VLDD students.
- 7.3 Passing in all the papers is mandatory for a student for enrolling in professional Training in case of DVLT/DIDT
- 7.4 The professional training will be considered as cleared, subject to production of a satisfactorily completion certificate from the concerned department. In the event of unsatisfactory report, he/she will have to repeat the training in the particular department.
- 7.5 The duration of each theory paper will be of at least two hours.
- 7.6 The theory paper of each course shall comprise of objective as well as subjective type of questions with minimum 50% weightage to subjective type of questions.
- 7.7 A preparatory leave for a maximum of 5 days may be allowed before final examinations.

8. EVALUATION AND DECLARATION OF RESULT

- 8.1 To pass a paper, a student shall be required to secure a minimum of 40% marks in Theory and Practical separately otherwise he/she will be declared fail in that paper.
- 8.2 The evaluation of answer books of theory paper (s) will be got done by the Director, IPVS. and the evaluation of practical paper(s) will be got done by the concerned instructor(s)/department. Total marks showing details of marks in the practical paper(s) will be submitted by the instructor(s) to the respective Incharge of Diploma course and the final result will be declared by the Director, IPVS after receiving the same from the concerned Incharge of Diploma courses.
- 8.3 The answer sheets for all the practical papers shall be deposited with the Incharge of the respective diploma course.
- 8.4 The answer sheet shall be destroyed after a period of six months after declaration of result of paper(s)/courses provided that no representation or court case is pending.
- 8.5 Benefit of upto 5 Grace Marks, maximum of 3 marks in a paper (limited to three papers) may be allowed by the Director, IPVS. For this purpose theory and practical of a paper shall be treated as separate units for that particular paper. Benefit of Grace Marks shall not be available in a paper or part thereof of examination(s) missed by a student.

9. REPEAT / COMPARTMENT EXAMINATION

- 9.1 A student failing in a maximum of two papers shall be allowed to appear in repeat/ compartment examinations for those paper(s).
- 9.2 The compartment will be awarded only if the attendance of the student in that Particular paper is equal to more than 50% . If attendance is less than 50% even in any of the single paper he/she will be declared fail in that class and no compartment will be awarded in such case.
- 9.3 Repeat/ compartment examination of incomplete papers of 1st year will be conducted within 15 days after announcement of the result. The results of such repeat/compartment examinations shall be declared within five days after the examination is conducted. Similarly the repeat examination of incomplete course(s) of 3rd semester in case of DVLТ and DIDT will be conducted within 15 days after the announcement of the result of 3rd semester.
- 9.4 In case a student does not clear all the courses after the repeat/ compartment examination, the student will be reverted back to the previous professional year and will be required to repeat all the requirements of that failed professional year.

10. PROFESSIONAL TRAINING (DVL/DIDT)

During last semester each student of DVL/DIDT has to attend a professional training for a minimum duration of 12 weeks. The training can be done at one or more institute/industry/ laboratory. At the end of professional training, the student has to produce attendance- cum- performance certificate from the institute(s) attended. There after, the student shall present the work undertaken along with report during the professional training which will be assessed by the committee duly constituted by the Director, Institute of Para Veterinary Sciences. The performance of the student shall be graded as satisfactory or unsatisfactory. Satisfactory completion of professional training is an essential requirement for the award of concerned Diploma. However, if a student is awarded unsatisfactory grade in professional training he/she shall have to repeat the same to the extent to be recommended by the committee.

11. RE-EVALUATION/RE-CHECKING AND RATIFICATION OF ERROR

- 11.1 There is no provision of re-evaluation of answer books. However, a student may be allowed to get any theory paper scrutinized for re totaling and for unmarked question, if any. The answer book(s) will not be shown to the student under any circumstances.
- 11.2 For scrutiny a candidate shall have to apply to Director through respective Nodal Officer/Officer Incharge, Diploma Programme within 5 days of the declaration of result by depositing a prescribed fee as per university rules.
- 11.3 Scrutiny of marks will be done by a committee constituted by the Director, Institute of Para Veterinary Sciences.
- 11.4 In case the total is found to be incorrect, the same will be corrected and the result will be revised (even if, it is towards lower side). If, however, any question is found to be unchecked by the examiner, the answer book will be sent to the examiner for doing the needful and the result will be revised accordingly, if there occurs any change in the marks.
- 11.5 No representation will be entertained about the outcome of the result.

12. RESIDENTIAL REQUIREMENTS

A student will be allowed a maximum of two years to clear/pass a class after which his/her name will be removed from the college rolls by the Director, Institute of Para Veterinary Sciences. The missed examinations, due to any reason, will be treated as one of the attempts. The total residential requirement for the diploma course will not exceed four years in any case.

13. UNFAIR MEANS IN THE EXAMINATION AND PENALTIES

The rules for use of unfair means in the examination will be the same as applicable to the students of other constituent colleges of the university. However, apart from other punishment or disciplinary action as per the rules of the university (Annexure-1), student(s) found using unfair means during internal/external examinations (both theory & practical) or indulging in disciplinary activity leading to disturbances or cancellation of any examination shall also be deemed to have attempted unfair means.

- 13.1 The examiner/instructor/invigilator concerned shall report unfair means cases of use of unfair means to the Director through Nodal Officer/Officer Incharge, Diploma Programmes latest by next working day of occurrence of such cases with full details of evidence and the explanation of the student(s), if any
- 13.2 Director, Institute of Para Veterinary Sciences shall take appropriate action and the penalty may be imposed as indicated below:- Student(s) found in possession of copying material and found using unfair means during examination (theory and/or practical) shall be awarded zero marks in all courses of that semester(s)/session(s). He/she will be on conduct probation for one academic year.

14 ENFORCEMENT OF STUDENT DISCIPLINE & GOOD BEHAVIOUR

The rules regarding enforcement of student discipline and good behaviour will be the same as applicable to the students of other constituent colleges of the university

15. DISCLAIMER

The statements made in this booklet and other information contained herein are believed to be correct at the time of publication. However, the college reserves the right to make, at any time without notice, changes in and addition to the rules and regulations, requirements for Diploma or any other information or statements/rules contained in this booklet. No responsibility shall be accepted by the college for hardship or expense incurred by its students or any other person for such changes, additions, omissions, or errors, no matter how they are caused.

CHAPTER-II

FEES & OTHER DUES/FUNDS/CHARGES

The tuition fees, semester/supplementary/ compartment examination fees, other fees/dues/charges/ funds etc., as decided by Board of Studies (BOS), COVS for a particular Academic Year, will be paid by the Diploma students for that Academic Year. No student will be allowed to take up regular semester/compartment examination unless he/she has deposited the required examination fees.

CHAPTER-III

LIBRARY RULES

These will be applicable as per university rules.

CHAPTER-IV

AWARD OF SCHOLARSHIPS/ STIPENDS AND MERIT STIPENDS BY LUVAS

1. LUVAS Merit Scholarship is available to the students admitted against the Haryana Resident seats only.
2. The total number and value of the Merit Scholarship/stipends, merit stipends for different classes in different programmes will be as sanctioned by the Board of Management from time to time and published in the prospectus.
3. These awards are subject to the condition that the recipient(s) will pursue his/her studies with diligence and industry and that he/she will abide by the disciplinary and other rules of the university/ college/ hostel. If he/she is found to be irregular in attendance or negligent in his/her studies, or found to be guilty of indiscipline or misconduct, the scholarship/ merit stipend/stipend may be withdrawn by the Dean/ Director, Institute of Para Veterinary Sciences for a specified period.
4. No scholarship/ Merit Stipend/ Stipend be paid to the students for the period of:
 - i) Their willful absence from the classes or going on strike and for absenting from classes/ examinations.
 - ii) Closing of the University/ College as a consequence of indiscipline.
 - iii) If attendance is below required percentage, no payment to be made for that month.
5. When a student is placed on conduct probation, he/she shall be ineligible for the award from the date on which he/she was placed on conduct probation. The monetary loss entailed in such forfeiture shall be permanent and no arrears will be

payable subsequently on his/her being restored to good standing, provided that, he/she is otherwise eligible for such monetary benefit. Such benefit shall be restored to him/her from the date on which he/she ceases to be on conduct probation and is restored to good standing.

6. The award of a scholarship/fellowship/ stipend does not exempt the recipient from the payment of tuition and other fees to the College/ University/ Hostel. It will also not debar him/her from being given the benefit of a full or half fee concession, if any, in tuition fees.
7. The recipient of a scholarship from the University will not be eligible for any other fellowship/ Stipend or other form of monetary assistance/ duty pay from the university or from any other source. But a student receiving a scholarship shall not be debarred from a Loan scholarship or other form of financial assistance from any other source provided that if he/she gets such assistance while holding a university scholarship, he/she shall communicate this information to Director, Institute of Para Veterinary Sciences. Failure to do so shall be deemed a breach of discipline. Similarly a student holding merit scholarship be allowed to avail National Sports Talent Scholarship etc. if granted on sports merit.
8. The merit list for payment of scholarship for first year will be prepared on the basis of merit of admission. If the relative merit of one or more students happens to be the same then the amount of scholarship will be equally distributed between / among them. Subsequently for the second year students, the scholarships shall be awarded as per the merit list to be prepared on the basis of performance of 1st year. No scholarship will be awarded to a student who happens to secure less than 60% marks in aggregate or fails in any course in the 1st attempt.
9. All the scholarships shall be paid for one academic year during first year and up to the last date of scheduled date of professional training in case of VLDD/DIDT/DVLT Academic calendar during second year.

CHAPTER-V

RULES FOR THE POOR STUDENTS FUND

These will be applicable as per university rules.

CHAPTER-VI

STUDENTS WELFARE FUND

These will be applicable as per university rules.

CHAPTER-VII

RULES FOR CANCELLATION/ CONFISCATION OF DIPLOMA CERTIFICATE

These will be applicable as per university rules.

CHAPTER-VIII

AMALGAMATED FUND RULES

These will be applicable as per university rules.

CHAPTER-IX

RULES REGARDING ENFORCEMENT OF STUDENTS DISCIPLINE & GOOD BEHAVIOUR

These will be applicable as per university rules.

CHAPTER-X

RULES REGARDING ISSUE OF REVISED DOCUMENTS

These will be applicable as per university rules.

CHAPTER-XI

FEES FOR VARIOUS CERTIFICATES

These will be applicable as per university rules.

CHAPTER-XII

PROVISION OF WRITER IN THE EXAMINATION

These will be applicable as per university rules.

Annexure-I

RULES RELATING TO THE PROCESS OF UNFAIRMEANS CASES AND PENALTIES THEREOF

1. General

- 1.1 These rules shall be known as “Rules relating to the process of unfair means cases and penalties thereof for diploma programmes.
- 1.2 These rules shall supersede all the previous rules relating to the use of unfair means.
- 1.3 These rules shall apply to all students of Diploma courses, LUVAS, irrespective of places & manner of use of unfair means. It will also include students enrolled in Diploma or Certificate course or any other category of course in which instruction/education is imparted by the university or in-service students.
- 1.4 For the purpose of these rules, expression “unfair means” shall mean and include the following:
 - (a) having in his/her possession or accessible to him/her during the examination hours and papers, books or notes written or printed on any kind of material, body, clothing etc. and such papers, books or notes relating to the subject of the examination of the day.
 - (b) Writing during the examination hours on any paper, other than the answer-book, any portion of question paper or answers or notes relating to any question.
 - (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the examination hall during the examination hours.
 - (d) Consulting notes/books outside or inside the examination hall during the examination hours.
 - (e) Assisting or attempting to assist in any manner whatsoever any other candidate or taking assistance or attempting to take assistance from any other candidate or outsider or any other from any book/paper/notes or other material in answering the question paper during the examination hours.
 - (f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer-book for the purpose of making an appeal to the examiner through the answer-book or using abusive or indecent language in the answer book.
 - (g) If he/she is a candidate for an examination for science or some other subject, presenting to the examiner a practical or class-work note-book which does not belong to him/her.

- (h) Communicating or attempting to communicate, directly or through a relative/guardian or friend with an examiner or with any official with the object of influencing him/her in the award of marks or making any interpolation thereto.
 - (i) Swallowing/destroying any note, paper, etc. found with him/her.
 - (j) Making deliberate previous arrangements to cheat in the examination, including:
 - (i) Substitution, wholly or partly or an answer book/continuation sheet, during or after the examination hours.
 - (ii) insertion in the answer-book of any sheet(s) written outside the examination hall.
 - (iii) any kind of attempt to communicate with somebody who is inside or outside the examination hall with a view to obtaining assistance of any kind for the examination paper of the day.
 - (iv) impersonation
 - (v) obtaining admission to the examination on a false representation.
 - (vi) forging another person's signature, and
 - (vii) failing to deliver his/her answer-book to the person-in-charge before leaving the examination hall.
 - (k) Refusing to obey the superintendent or any other member of the supervisory staff or the flying squad or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or assaulting or threatening to assault any official connected with the examination any time before, during or after the examination.
- 1.5 These rules shall come into force from the date on which these are passed by the BOS of COVS Any act of use of unfair means committed before this date with respect to which proceedings have not been started will also be processed under the provisions of these rules.

2. DEFINITIONS

- 2.1 Institute means Institute of Para Veterinary Sciences of the University to which the student found involved in the use of unfair means belongs.
- 2.2 Committee for dealing with the cases of unfair means shall be known as "Enquiry Committee – Unfair means cases" as constituted by the V.C. under rule 5.1.
- 2.3 Director of the Institute means
 - (a) Director, Institute of Para Veterinary Sciences of the University concerned to which the student belongs.
- 2.4 Superintendant means the teacher-in-charge for conduct of examination.

- 2.5 Invigilator means person incharge deputed for supervising the conduct of examination.
- 2.6 Student means the student found involved in use of unfair means during examination for which proposed action as provided in these rules is to be taken.
- 2.7 Flying squad means the Squad constituted for checking the conduct of examinations and use of unfair means.

3. INSTRUCTIONS

- 3.1 Every day before the examination begins, the superintendent/invigilator or any other person authorized in this behalf, shall call upon all the students to deliver him/ her all papers, electronic devices (mobile, phone etc.) books or notes, which they may have in their possession.
- 3.2 In the answer-book given to the student happens to be unsigned by the superintendent/any other person/incharge of the examination, it is the duty of the student to get it signed by the authorized person.
- 3.3 Where possible, there will also be a lady invigilator, if a female student is appearing the examination.
- 3.4 The superintendent or the teacher-in-charge of the examination shall forward the case to the Director, Institute of Para Veterinary Sciences every day, declaration signed by him/her to the effect that the warning as required in clause 3.1 above was duly administered.

4. RESPONSIBILITY FOR REPORTING CASE OF USE OF UNFAIR MEANS AND FURTHER PROCESS OF THE CASE

- 4.1 During a written or practical examination, it will be the responsibility of the Centre Supdt./invigilator/teacher conducting the examination to ensure that students do not employ any unfair means. Where a student is found to be using or attempting to use unfair means, the invigilator/teacher conducting the examination, who detects it, will proceed as under:
 - (a) He/she will confiscate books; papers, mobile phone and such other articles as were being used and also take possession of the answer book and question paper of the culprit and seal them in a cover in the presence of the defaulter and the co-invigilator, if any. Simultaneously 2nd answer book shall be issued to the student 2nd answer book should not be evaluated till the unfair means case is decided. The second answer book should remain tagged with the first answer book.
 - (b) In case the invigilator detects a student to have written any material on the palm of his/her hand or on some other part of the body, the invigilator shall record the same for submission to the Director, IPVS through, Centre Superintendent.

- 5.3 On the recommendations of the committee the Director, IPVS shall pass orders as to the penalty to be imposed on the candidate.
- 5.4 If any person on the staff of the university who is found to be guilty of connivance at the use of unfair means at an examination by omission or commission when called by unfair means cases committee fails to appear before it, his/her case will be reported to the VC for such action as is considered necessary.

6. PENALTIES

- 6.1 The following penalties can be imposed upon any student of the university found involved in use of unfair means.
 - (a) “F grade in all the courses registered during the semester(s)/Session(s).
 - (b) “Rustication from the University as the case may be.”

7. PROCEDURE FOR TAKING COGNIZANCE AND DECIDING ABOUT THE IMPOSITION OF PUNISHMENT/PENALTIES

- 7.1 shall have the right to appeal to the VC within a fortnight of the date of order. In the event of such order of punishment passed by the Director, IPVS of the college concerned, the student concerned
- 7.2 The enquiry and the procedure provided for imposing such punishment may take place ex-parte i.e. without giving opportunity of defence in advance under the following conditions:
 - (a) If the competent authority i.e. committee for use of unfair means case is satisfied that the student is not coming willfully and avoiding his/her presence so that the proceedings may be delayed and such delay is not in the interest of the university.
 - (b) Where due to any reason whatsoever it is not possible to contact the student and/or to deliver such notice to him/her due to any reason (reason to be specified by the competent authority).
 - (c) Where it is not possible for the student due to any reason whatsoever to join the enquiry.
 - (d) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the university.
 - (e) Where the competent authority is satisfied that if the case is not disposed off expeditiously it will have adverse effect on the peace of campus.
 - (f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidence are available which prove beyond doubt the involvement of the student in such act of indiscipline.

- 7.3 If a question arises whether there are sufficient reasons to invoke provisions as contained in sub clause 7.2, the decision of the competent authority/committee for unfair means cases shall be final.

8. IMPLICATION OF PUNISHMENT

- 8.1 The application of punishment awarded to a student shall be the same as explained in rule 7 of the rules regarding Enforcement of Students Discipline and Good Behaviour.

9. APPEAL AND REVIEW OF ORDERS

- 9.1 The student may appeal within a fortnight against the orders passed by the Director, IPVS to the Vice-Chancellor. On receipt of such appeal, the Vice-Chancellor shall send for the record of the case and after examining it, accept or reject the appeal or modify the punishment in such manner, as he deems proper.
- 9.2 Whenever any action is taken against a student for the employment of unfair means in an examination, and also when such action is revised, an intimation shall be sent by the authority taking such action, or making such revision to the student's advisor, the Director, IPVS and DSW to enable them to make necessary entries in the students cumulative record.
- 9.3 Notwithstanding anything contained in these rules, the VC shall have the authority to institute an enquiry or direct such an enquiry to be held into the conduct of any student or students and take such punitive action as he deems proper, provided, however that before ordering the rustication or expulsion of a student, he shall follow the procedure similar to the one outlined in the above rule, excepting that after the receipt of the explanation from the student and after giving a personal hearing, if the student had made such a request in his/her explanation, the VC may either pass orders directly or do so after getting the advice of the unfair means committee and such order shall be final.

10. INTERPRETATION

- 10.1 In the event of any inconsistency amongst the rules or in the event of any clarification with respect to above rules the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to eliminate

any inconsistency and decide as to which provision of the rules shall take precedence over the others.

- 10.2 These rules in no way shall limit the powers of the Vice-Chancellor provided by the Act with respect to maintenance of discipline in the university. The Vice-Chancellor may adopt any procedure as per his satisfaction for taking such action in exercise of power vested in him under the Act. Such exercise of power by the Vice-Chancellor will not limit the scope of these rules to be enforced thereby meaning that these rules can also be enforced concurrently.
- 10.3 No authority shall be competent to review any order passed under these rules.
- 10.4 For the purpose of definition in clause 2.6 if a question arises as to whether a particular person is a student of the university or not, the matter shall be referred to the Vice-Chancellor and his decision shall be final.

Dr.Diwakar Sharma
Member

Dr.Nirmal Sangwan
Member

Dr.D.K.Thukral
Member

Dr.R.A.Luthra
Chairman