

POST GRADUATE ACADEMIC RULES AND REGULATIONS



Revised from session 2024-25


**NANAJI DESHMUKH
VETERINARY SCIENCE UNIVERSITY
JABALPUR – 482004 (M.P.) INDIA**

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DISCLAIMER

The statement made in the Post Graduate Rules and Regulations booklet and all the information contained here-in are believed to be correct at the time of publication. However, the university reserves the right to make change at any time, without notice, addition (s), deletion (s) to the regulations, conditions governing the conduct of the students, requirement(s) for the degree or diploma, fee and any other information, or statement content in this booklet. University bears no responsibility for hardship or expenses incurred by the students or any other person (s) for such change (s), addition (s), omission (s) or error (s), no matter how they are caused.

JURISDICTION

Any dispute arising out of anything consent with the university and its activities including admissions/operation of semester rules will be subject to jurisdiction of the courts situated at Jabalpur only.

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FOREWORD

It gives me immense pleasure to note that Nanaji Deshmukh Veterinary Science University has formulated the revised Post Graduate Academic Rules and Regulations booklet to be implemented from 2024-25 onwards. Nanaji Deshmukh Veterinary Science University (NDVSU), Jabalpur was established in 2009 with a mission to strengthen Animal Husbandry of the state. The University promotes the enlightenment and empowerment of students by providing advanced education in the areas of animal and fishery sciences through creative methods utilizing cutting-edge technology.

The rule booklet provides detailed information about the current rules and regulations for the Post Graduate program across all disciplines. All existing and upcoming Post Graduate programs will be regulated by these rules and regulations which focus on the concept of results-oriented learning. Students are specifically directed to the assessment methods, guidelines for upholding discipline, and similar aspects. The academic rulebook will assist in structuring the academic profile of the students throughout their study program. Strict compliance with these rules and regulations by every student can result in smooth accomplishment of their Masters or Doctorate degree. I value the significant efforts made by the faculty of the Directorate of Instructions and the committee in producing this use ful booklet for the advantage of students, faculty, and staff.

I extend my heartfelt wishes to students for achieving excellence in their postgraduate degree program.

Prof. (Dr.) Mandeep Sharma
Vice Chancellor
NDVSU,
Jabalpur

PREFACE

The Post Graduate Academic Rules and Regulations of Nanaji Deshmukh Veterinary Science University were revised in light of adoption of revised and restructured course curriculum by the University as per recommendations of ICAR from the academic session 2021-22.

However, it was observed that at a few places ambiguous statements were there which needed greater clarity. A post graduate guidelines committee was formulated by the Hon'ble Vice Chancellor to critically go through the booklet and give suggestions for its improvement. It was gratifying to note that all the members of the committee scanned the existing document and came out with very fruitful suggestions. A few adjustments were also implemented by the knowledgeable Academic Council of the University, which needed to be included in the rulebook. Specific guidelines related solely to Agricultural Sciences had to be removed.

Considering this, an updated "Post Graduate Academic Rules and Regulations" booklet for Nanaji Deshmukh Veterinary Science University has been prepared to be in effect from the admission session 2024-25. The booklet envelops all the requirements to be fulfilled for the conferment of a Master's and Doctoral degree by the University. For the convenience of the Student and Faculty the proformas of various documents and certificates have been annexed.

Special gratitude to Prof. Dr. Mandeep Sharma, Hon'ble Vice Chancellor, Nanaji Deshmukh Veterinary Science University, Jabalpur for his excellent guidance and support.

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CONTENT

Chapter	Content	Page No.
1.	Introduction	01 - 04
2.	Requirements for Post Graduate	
3.	Degree Programmes	06 - 18
3.	Conduct of Examination And Evaluation	19 - 22
4.	Re-totaling of Marks And Re - Evaluation	23
5.	Thesis Research Work To Be Under Taken, Evaluation of Thesis And Conduct of Viva-voce Examination	24 - 27
6.	Internship, Teaching Assistantship And Registration of Project Personnel For Ph.d.	28
7.	Academic Standing, Continuanace, Dropping And Re-admission of Post Graduate Students And Award of Certificate of Honours	29 - 30
8.	Regulations for Prevention of Unfair Means in the Examination and Punsihment Thereof	31 - 33
9.	Regulations for Maintenance of Conduct and Discipline	34 - 36
10.	Regulation for Hostellers	37 - 41
11.	Refund / Adjustment of Fees	42
12.	Medals and Scholarships	43 - 45

CHAPTER – 1

INTRODUCTION

1.01 Details of Constituent Colleges:

Nanaji Deshmukh Veterinary Science University (NDVSU), Jabalpur has two Faculties namely Faculty of Veterinary Science & Animal Husbandry, which include three Veterinary Colleges at Jabalpur, Mhow and Rewa and Faculty of Fishery Science at Jabalpur. Besides these Colleges, Animal Biotechnology Centre and School of Wildlife Forensic & Health (SWFH) are also located at Jabalpur. Five Animal Husbandry Diploma Colleges are located at Jabalpur, Mhow, Bhopal, Rewa and Morena. College of Veterinary Science & A.H. was established at Jabalpur on 8th July 1948, at Mhow on 12th July 1955 and at Rewa on 11th January 2007. Postgraduate courses leading to M.V.Sc. degree programme were started in Jabalpur and Mhow Veterinary Colleges in the year 1961. In Veterinary College Rewa, M.V.Sc. degree programme started in the year 2016. M.F.Sc. degree programme was started from the session 2020-21 in College of Fishery Science, Jabalpur. The University offers Doctorate degree programme with course work in different departments at all the three Colleges of Veterinary Science & A.H., School of Wildlife Forensic and Health and Animal Biotechnology Centre. In addition to M.V.Sc. and Ph.D. degree programmes, the University also offers one year diploma course in Wildlife Health Management. The Colleges of Veterinary Science and Animal Husbandry and College of Fishery Science are headed by the respective Deans and the Centre and School are headed by the respective Directors.

1.02 Objectives of the University:

- i. To impart education in different branches of Veterinary, Fisheries and allied sciences as the University may

determine.

- ii. To provide facilities for the advancement of learning and prosecution of research in Veterinary and Fisheries Sciences.
- iii. To undertake the extension of Veterinary and Fisheries Sciences to the rural people in co-operation with the concerned department of the State Government.

1.03 Adoption of ICAR Regulations:

The University has adopted the restructured and revised syllabi of post-graduate Degree programmes from the academic session 2021-22 as per Broad Subject Matter Area Committees (BSMA) recommendations introduced by the Indian Council of Agricultural Research (ICAR), New Delhi.

1.04 Academic Regulations and its commencement:

These regulations shall be called as Academic Regulations for post graduate degree programmes in all units of NDVSU applicable from the Academic year 2024-25.

1.05 Definitions:

In these Regulations, unless the context otherwise requires:

- (i) “Academic year/session” means a period, consisting of two semesters. Each academic year shall consist of at least 220 instructional days, excluding the examination days.
- (ii) “Course” means a teaching unit in a subject/discipline to be covered in a semester as prescribed in the syllabus of a post graduate degree programme. Each course carries a specific number and credits.
- (iii) “Course catalogue” means a list of approved courses for the post graduate degree programme along with course contents and credits, wherein each course is identified with a specified number/code as per Indian Council of Agricultural Research, Regulations 2021.
- (iv) “Credit” or “Credit hour” means the unit of work load per week for a particular course in theory and / or practical. A

theory class of one hour per week shall be counted as one credit whereas, a practical class of two hours duration or working period of three hours duration in the Institution/Veterinary Clinical Complex or Livestock Farm per week shall count as one credit.

- (v) "Credit load" means the total number of credits of all the courses a student registers during a particular semester.
- (vi) "Syllabus and curriculum" means the syllabus and curriculum for the course of study as specified by the Indian Council of Agricultural Research (2021), for post graduate degree programme and modifications thereof, if any, by competent authority/body of the University.
- (vii) "Faculty" means Faculty of Veterinary Science & A.H./Faculty of Fishery Science / Faculty of School of Wildlife Forensic and Health / Faculty of Animal Biotechnology Centre NDVSU, Jabalpur according to context and as specified.
- (viii) "College" means the constituent College of Veterinary Science & A.H. / College of Fishery Science of NDVSU, Jabalpur located at Jabalpur/Mhow/Rewa.
- (ix) "Department" means a Teaching, Research and Extension Unit in the College / University.
- (x) "Dean Faculty" means the Dean of the Faculty of Nanaji Deshmukh Veterinary Science University, Jabalpur.
- (xi) "Director Instructions" means Director of Instructions, NDVSU, Jabalpur.
- (xii) "Dean" means the Dean of the College of Veterinary Science & A.H. / College of Fishery Science at Jabalpur/Mhow/Rewa of NDVSU, Jabalpur.
- (xiii) "Registrar" means the Registrar of the NDVSU, Jabalpur.
- (xiv) "Controller of Examinations" (COE) means the Controller of Examinations of the NDVSU, Jabalpur.

- (xv) “Coordinator of examinations” means coordinator of examinations appointed by the respective Dean of the College of Veterinary Science & A. H./ College of Fishery Science at Jabalpur / Mhow / Rewa.
- (xvi) “Registration” means the registration of the student for various courses in each academic semester on the date(s) notified for the said purpose by the University which necessitates physical presence of student for payment of prescribed fee and completion of registration process.
- (xvii) “Semester” means a period of 110 instructional days excluding the examination period and preparatory leave.
- (xviii) “Annual Mark Sheet”(AMS) means the consolidated report of marks secured by the students in a particular academic year which is issued by the University at the end of each academic year.
- (xix) “Transcript” means the consolidated report of marks secured by the student in the post graduate programme which is issued by the University at the end of the programme.
- (xx) “University” means the Nanaji Deshmukh Veterinary Science University (NDVSU), Jabalpur.
- (xxi) “ICAR” means Indian Council of Agricultural Research (ICAR), New Delhi.
- (xxii) “Veterinary Hospital/Institution” means a teaching or non-teaching Veterinary hospital/institution with whatever nomenclature, rendering services relevant to livestock health, production and technology and approved by the Veterinary Council of India (VCI) for the teaching purpose.
- (xxiii) “Student” means a post graduate student of any of the constituent Colleges of Veterinary Science & Animal Husbandry/ College of Fishery Science/ School of Wildlife Forensic & Health / Animal Biotechnology Centre of NDVSU, Jabalpur. (xxiv) “Chairperson” means a teacher of

the major discipline approved by the Director of Instruction as per the procedure of University to act as the Chairperson of the Advisory Committee and also to guide the student on academic issues.

- (xxv) "Grade Point (GP)" means per cent mark secured by a student in a particular course divided by 10, rounded off to second decimal place.
- (xxvi) "Credit Point (CP)" means grade point multiplied by the number of credits of the respective course, rounded off to second decimal place.
- (xxvii) "Grade Point Average (GPA)" means the total credit points earned by a student divided by total number of credits of all the courses registered in a particular semester, rounded off to second decimal place.
- (xxviii) "Cumulative Grade Point Average (CGPA)" means the total credit points earned by a student divided by the total number of credits registered by the student till the end of last completed semester rounded off to second decimal place.
- (xxix) Overall Grade Point Average (OGPA) means the total credit points earned by a student in the entire PG degree programme divided by the total number of credits required for the degree programme, rounded off to second decimal place.

CHAPTER – 2

REQUIREMENTS FOR POST GRADUATE DEGREE PROGRAMMES

2.01 Admission And Registration of Fresh Entrants

- i. Admission to all post graduate programmes (M.V.Sc. / M.F.Sc. / Ph.D.) will be done on the basis of scores obtained in the All India Entrance Examinations of ICAR conducted by the National Testing Agency (NTA) and the eligibility criteria to appear in these entrance examination shall be the same as notified / decided by the ICAR. However, for admission in M.Sc. / Ph.D. Animal Biotechnology (for candidates of non-veterinary stream) and Ph.D. in Wildlife Health Management only, University will conduct / arrange separate examination, as ICAR does not conduct examination for admission in these PG/Ph.D. programmes.

As and when decided by the University administration NDVSU reserves the right to conduct the entrance examination for all the PG/PhD courses. In such an event the merit of this examination will be considered for admission.

However, the requirement of minimum OGPA / percentage of marks in qualifying examination for admission shall be 6.00/10 or equivalent of marks for general category candidates and 5.50/10 or equivalent of marks for SC/ST/OBC (excluding creamy layer) category candidates for admission in Master's Degree programmes, irrespective of merit in entrance examination. The corresponding OGPA/ percentage of marks in qualifying examination for admission in Ph.D. programme of University shall be 6.50/10 or equivalent for general category candidates and 6.00/10 or equivalent for SC/ST/OBC (excluding creamy layer) category candidates.

- ii. Admission in post graduate diploma programme in Wildlife Health Management shall be on the basis of OGPA / percentage of marks obtained in B.V.Sc. & A.H. degree.

- iii. Admission in ICAR seats in post graduate degree programmes will be given to the candidates, who have qualified ICAR entrance examination and duly recommended by the ICAR, provided such candidates meet the University criteria for admission.
- iv. Admission of nominees of Govt. of Madhya Pradesh / ICAR/Govt. of India and University, to post graduate degree programme shall be considered by providing additional seats, subject to fulfillment of minimum admission requirements, after taking approval from the competent authority. However, they have to appear and qualify Post graduate entrance examination for Masters and Doctoral degree programmes.
- v. The new entrants have to report in person to the respective Dean of the College/Director of the Centre / School on the scheduled date of admission notified by the University for payment of fees, registration, hostel accommodation etc. If the student fails to appear on scheduled date and do not deposit the fees in time, his/her admission will stand cancelled and the seat will be allotted to other candidate(s) in order of merit.
- vi. Reservation of seats for Master's and Ph.D. degree programmes shall be governed by the existing rules/policy of the State Government of Madhya Pradesh.
- vii. The admission to a post graduate course shall consist of the following steps:
 - (a) Payment of fees and other dues
 - (b) Submission of medical fitness certificate
 - (c) Registration of courses
- viii. A laminated identity card bearing ID number shall be issued to each enrolled student, which he/she should keep with himself/herself at all the time and has to be shown, whenever required. The student should always quote the ID No. while making correspondence with College / Centre / School / University. In case of loss, a duplicate ID card can be issued by the respective Dean of the College/Director of Centre/School, on payment of requisite fee, after verification

- of identity of the student.
- ix. The Director of Instructions shall organize an orientation programme for the benefit of newly admitted students within two months after commencement of the semester.

2.02 MEDIUM OF INSTRUCTION:

Medium of instruction for all post graduate degree programmes in the University shall be English. The thesis/project work to be submitted for partial fulfillment of the degree programme shall be written in English only and a student shall have to follow "Guidelines for thesis writing" notified by the Directorate of Instructions.

2.03 ATTENDANCE REQUIREMENT:

- i. Minimum attendance requirement for a student in each course (separately in theory and practical classes) shall be 75% of the scheduled classes in a semester, failing which he/she will be debarred from appearing in the semester final examination and he/she will be treated as fail in that course(s). Such student has to register afresh in the particular course(s) in the next academic session and has to fulfill the minimum attendance requirement of 75% for appearing in examination.
- ii. Students who have been registered only for passing course(s) in which they failed {repeat course(s)} are not required to attend classes. In that event he/she has to pay additional examination fees as prescribed by the University. However, student(s) who have registered course(s) afresh in which they failed {repeat course(s)} on account of shortage of attendance have to attend classes and pay fees as prescribed by the University.
- iii. Students who have not completed a practical course/ special problem / or cleared the credit seminar in the semester registered will have to re- register as "Course under progress/ Continuing course" after permission from the respective course teacher.

The credit hours for the aforesaid course will be counted while compiling the maximum credit load permissible per

semester.

- iv. The Dean of the College/Director of the Centre/School may condone the shortage of attendance up to 5% of the scheduled classes on valid ground on the recommendations of advisory committee at the College/Centre/School level.
- v. If all the students of a class remain absent *en masse* from the classes for a period exceeding fifteen working days continuously in a semester, the entire semester shall be treated as cancelled and the fee etc. paid by the students shall be forfeited.
- vi. Teaching shall commence from the next day of registration and attendance shall be counted from that day, till 7 days preceding the date of commencement of final examination. Students who could not attend classes due to their participation in sports, athletic and other extra curricular activities at inter-collegiate, inter-university, inter-state or national level competitions, etc. shall be treated as present and marked "D" in the attendance register, for that period. However, they have to submit relevant certificate from the concerned officer duly forwarded by the concerned Dean/Director.
- vii. The Dean of the College/Director of the Centre / School shall notify the eligibility of students to appear in the semester final theory or practical examination, seven days in advance of the examination. A notice to this effect shall be displayed on the notice board of College/Centre/School.
- viii. A student who has fulfilled attendance requirement but fails to appear in the theory or practical or both, shall be treated as fail in concerned course(s).

2.04 REGISTRATION BY CONTINUING STUDENTS:

- i. Students on roll of the University have to report physically on the scheduled date to the Dean of the College/Director of the Centre /School for payment of requisite fees for a Semester and registration of the courses. No registration shall be allowed in absentia.
- ii. Late payment of fees and registration of course(s) shall be

permitted by the Dean of the College/Director of Centre /School up to six working days following the scheduled date of registration. Such students have to pay requisite late registration fee of Rs. 250/-for each subsequent day. However, the Director of Instructions may permit late registration up to four more working days on valid ground with late fees of Rs. 500/- per day for each subsequent day. Beyond this period, a fine of Rs 1000/day has to be paid for each subsequent day till 30 days from the day of 1st registration. Attendance will be counted from the notified date of registration as per the academic calendar.

- iii. The student(s) must submit the registration card to the class teacher within seven days of registration and it must reach office of Dean /Director within 15 days from the date of registration through class teacher. **One copy of Registration card duly signed by all concerned should be submitted to Director of Instructions within one month of Registration.**
- i. No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk of student and it will be his / her responsibility to fulfill the attendance requirement as per the relevant clause under these regulations.

2.05 CHANGE OF CAMPUS:

- i. The final list of vacant seats, if any, will be displayed on the University website after the last spot counseling. Those students who have newly registered and desire a change of discipline shall submit an application for change of discipline within the same campus, within 5 working days of display of the vacant seat. The application has to reach the Director of Instructions through the Dean of the college along with photocopy of the fees receipt. The change of **discipline** will be permitted subject to the availability of seat(s) in the same campus strictly on the basis of merit.
- ii. Change of campus by continuing students shall be allowed by the Director of Instructions, on valid ground at the end of semester/session, provided intending student has passed all

the courses registered by him/her and subject to availability of seat (s) in the desired discipline in that campus.

2.06 ADVISORY SYSTEM:

- i. Every student admitted to PG programme shall have an Advisory Committee. For Master's degree there shall be minimum 03 members, 02 from major subject, including Chairperson/ Advisor and 01 from minor subject. For Ph.D. degree, there shall be minimum 04 members in advisory committee, 02 from major subject, including Chairperson/ Advisor and 01 each from minor and supporting subjects. However, 01 additional member may be included depending upon the area of research work to be undertaken for the thesis research work with justification for both post graduate and PhD.
- ii. If the thesis research is under joint programme of this University and other collaborating University/ Institute/ Organization, a scientist/teacher of collaborating University/ Institute / Organization having Ph.D. degree may be appointed as Co- Advisor / member of advisory committee of student. This joint programme shall be undertaken with the prior approval of Director of Instructions.
- iii. The faculty of collaborating professional institutes not having doctorate degree (example medicos) can be included as invited member in the advisory committee of PhD scholars with prior approval of Director of Instructions.
- iv. The Head /in charge of the Department will maintain a roster for allotment of guides which should be strictly followed. Faculty members working in University set up are to be included in the roster of parent department for allotment of PG/PhD student as Major Advisor or member of advisory committee.
- v. The major advisor should be appointed within 01 month after the final counseling, for all programmes (PG/PhD / 2years / 3years / 3-and- a -half - year duration). It shall be ensured that a faculty member shall not be the advisor (including Master's and Ph.D. programmes) for more than four students in one

session. Further, retiring person shall not be allotted M.V.Sc./ M.F.Sc./M.Sc. student if he/ she is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service.

- vi. Staff member on study leave or pursuing PhD will not be able to act as major advisor or be part of advisory committee.
- vii. The Advisory committee of each PG student shall be constituted by the Advisor in consultation with Head/In Charge of the Department and shall be submitted through the Dean of the College/Director of the Centre / School to the Director Instructions for final approval within three months from the date of registration (Annexure IX).
- viii. Six copies of programme of work shall be submitted to the Director of Instructions within one month after approval of the advisory committee.
- ix. The Advisor will maintain up to date academic record of the student and will plan the programme of research work for synopsis of the thesis with the help of the Advisory Committee and Head / In Charge of the Department. He / she shall convene a meeting of the Advisory Committee at least once in a Semester. The summary record and progress of student's course / research work shall be communicated to the Director of Instructions for information through Dean of the College/Director of the Centre / School.
- x. Eligibility of major advisor:
 - a. Eligibility to become Major advisor of post graduate student is PhD in the concerned discipline of Veterinary Science/Animal Husbandry irrespective of probation period.
 - b. Eligibility to become Major Advisor for PhD scholar is PhD in same discipline (except for wild life health management) and the additional qualification as notified by the university .
 - c. Major advisor in case of SWFH / ABTC shall only be nominated from the faculty of concerned school or centre irrespective of probation period.

2.07 CREDIT REQUIREMENTS, CURRICULUM AND PROGRAMME OF STUDY:

- i. The students admitted to the PG programmes of the University shall follow the course curriculum prescribed from time to time by the University, which shall be notified by the Director of Instructions, at the time of registration.
- ii. Minimum credit requirements for Master's and Doctoral degree programmes for all the disciplines / faculties as per ICAR Curriculum: -

Subject	Master's Programme	Doctoral Programme
(I) Course work		
Major courses	20	12
Minor courses	8	6
Supporting courses	6	5
Common courses	5	2
Seminar	1	2
(ii) Thesis Research	30	75
Total	70	102

- iii. Minimum credit requirements for Masters and Doctoral degree programme in Animal Biotechnology (for students with B.Sc./M.Sc. Biotechnology degree):-

Subject	Master's Programme	Doctoral Programme
(I) Course work		
Major	20	12
Minor	8	6
Supporting	6	5
Common courses	5	2
Seminar	1	2
Thesis Research	30	75
Total Credits	70	102
Compulsory Deficiency As Per Annexure III		

- iv. Major subject: The subject/discipline in which the student takes admission. Among the listed major courses, the student will compulsorily register the core courses.
- v. Minor subject: The subject closely related to the student's Major subject. The list of minor subjects relevant to different major disciplines has been annexed (Annexure I). Minor courses could be only from one department. For M.F.Sc. programme the minor courses will be as per the recommendation of BSMA committee of ICAR volume 5.
- vi. Supporting courses: The subject not related to the major subject. It could be any subject considered relevant for student's research work (such as Statistical Methods for Applied Sciences, Experimental Designs, Techniques in Biochemistry etc.) or necessary for building his/ her overall competence.
- vii. Common Courses: The course entitled 'Research and Publication Ethics'(Course Code RPE 700 and Credit hours 1+1/ CPE-RPE, 1+1)is a compulsory common course for doctoral programmes in all the disciplines. The five common courses(Annexure II) of one credit each will be offered to all students undergoing Master's degree programme in any discipline.
- viii. Exemption of courses: Some of these courses are already available in the form of e-courses/ MOOCs on SWAYAM or other online platforms. If a student has already completed any of these courses during UG, he/ she may be permitted to register other related courses with the prior approval of the Director of Instructions.
- ix. The Board of Studies (BoS) of each faculty shall identify and list the available online courses in the form of e-courses/ MOOCs, SWAYAM etc. and a student may select from the listed courses. The interested students may also provide the details of online courses to the BoS for its consideration.
- x. A Postgraduate student may take up to a maximum of 20% credits in a semester through online learning resources with the prior approval of Director of Instructions.

- xi. The host institute offering the course does the evaluation and provides marks / grades. 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.
- xii. Non-Credit deficiency Courses: Students of Animal Biotechnology (Basic science) shall have to register for deficiency courses (Annexure III).
- xiii. Maximum permissible credit load per semester for Master's and Doctoral programme shall be 23 and 14 credits, respectively for the course work. Maximum permissible credit load per semester for Master's and Doctoral programme shall be 20 and 35 credits, respectively for the research work. For in Service candidates the maximum permissible credit load would be 10 credits per semester for course work and 25 for research work.

2.08 REQUIREMENTS FOR THE AWARD OF MASTER'S / Ph.D. DEGREE:

- I. In order to become eligible for post graduate degree, a student should pass a minimum credit of course work and research work (clause 2.07 ii and iii) with a minimum OGPA of 6.50 out of 10 scale. Minimum passing grade in a course is 6.0 out of 10.0 scale. The other requirements for the award of post graduate degree will be as per conditions given in table :-

Criteria for award of degree	M.V.Sc./M.F.Sc./M.Sc.	Ph.D
Gap between Synopsis and Thesis submission	One - Semester	Three - Semester
Submission of papers*	Minimum one research paper out of thesis research work has to be submitted before thesis viva-voce examination.	Publication/acceptance of one research paper and submission of other papers (in NAAS rated journal) out of thesis research work before viva-voce examination or one patent filed out of thesis work
Evaluation of thesis	By one External examiner	By two External examiners
Viva-voce examination	Power point presentation of the title of the thesis, objectives, materials and methods in brief (not more than 2 slides) and results (either tables or figures & photographs), conclusions, followed by oral viva - voce examination by external examiner and advisory committee	Power point presentation of the title of the thesis, objectives, materials and methods in brief (not more than 4 slides) and result (including table / figures and photographs) , Conclusions/ followed by oral viva - voce examination by one external examiner and advisory committee
Assessment	Satisfactory / Unsatisfactory	Satisfactory / Unsatisfactory

**Name of the student must be as first author followed by name of major advisor in research paper(s) published out of thesis research work.*

ii. A M.V.Sc. student shall successfully present the thesis synopsis before the advisory committee /faculty during third semester only, in order to be eligible to submit the thesis in fourth semester, thus maintaining the gap of one semester between synopsis and thesis submission. If a student fails to present thesis synopsis successfully during 3rd semester and presents the synopsis in subsequent semester, then accordingly he/she will be eligible to submit his/her thesis after a gap of one semester.

iii. A Ph.D. student after completion of 75% of credit load shall first prepare the research synopsis in consultation with the advisory committee, appear for comprehensive examination and present the proposed research work in front of the external examiner. There after incorporating the suggestions put forward by the external examiner the candidate will present thesis synopsis before the faculty. The gap of three semesters between synopsis and thesis submission is mandatory for all Ph.D scholars.

2.09 EVALUATION OF PROGRESS OF STUDY / RESEARCH WORK

- i. A post graduate (Master's /Ph.D.) scholar shall submit his/her annual progress report at the end of each completed year of his / her degree programme. The Student Advisory Committee shall review the progress of study / research and scrutinize annual progress reports submitted by the student.
- ii. The first annual progress report by the student shall be submitted at the end of first academic year (two semesters). The advisory committee shall evaluate / assess the progress and shall give its recommendation to Director of Instructions about competence and suitability of student to take up the research problem.
- iii. For Ph.D. scholar the second review (midterm evaluation of Ph.D.) of annual progress report shall be done by the advisory committee after completion of two years and the evaluation report (Satisfactory/Unsatisfactory) will be submitted to the Director Instructions through Head of Department and Dean

of the College.

2.10 PREVENTION OF PLAGIARISM

- i. The University has adopted Plagiarism Detection Software (PDS) as an institutional mechanism to check the plagiarism. All PG students must be aware that manipulation of the data/ plagiarism is punishable with serious consequences.
- ii. Post graduate student is required to check the plagiarism in their thesis with the help of the plagiarism detection software as recommended by the Director Instructions and a certificate in this regard must be submitted along with the thesis duly signed by the student and the major advisor.

2.11 RESIDENTIAL REQUIREMENT AND MAXIMUM PERMISSIBLE TIME FOR COMPLETION OF DEGREE

A student admitted to a post graduate degree programme is required to fulfill the residential requirement as given below. The maximum time limit for completion of a degree programme is shown below: -

P.G. Degree Programme	For regular students	For In-service candidate of NDVSU, Jabalpur		
		Max. time limit (Semester)	Residential requirement (Semester)	Max. time limit (Semester)
Master*	4	10	6	12
Doctoral*	6	14	8	16

**Student may be allowed to discontinue temporarily only after completion of course work*

- i. In case a student fails to complete the degree programme within the maximum duration of residential requirement, his/ her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4th and 6th semester of his/ her residentship at the University for Masters' and Ph.D. programme, respectively. If he/she fails to do so, then he/she

- has to pay fees for the ensuing semester.
- ii. Submission of thesis after due date will be permitted, if following conditions are fulfilled:-
 - Submission of certificate by the student **duly recommended** and forwarded by Advisor and Head / In Charge of the department that the thesis will be submitted within 30 working days in the next semester. A late fees of Rs 10,000 will be deposited by the student in such case.
 - iii. If the date of thesis submission exceeds more than 30 working days in the next semester, then total fee of a semester will have to be paid by the student after adjusting prescribed late fee already paid.
 - iv. A semester dropped after due permission from the Director of Instructions, shall not be counted towards the residential requirement. Further in case of female candidates who proceed on maternity leave after registration of the courses the semester will not be counted towards their residential requirement.
 - v. Semester washed out on account of failure to register in time, medical ground, use of unfair means/indiscipline or dropped on account of any other reason whatsoever described above, shall be counted towards the residential requirement.
 - vi. If a student fails to complete his/ her programme successfully within the maximum time limit prescribed for the programme, his / her enrollment in the University will be cancelled, subject to the approval from the academic council.
 - vii. The period of temporarily discontinuing the study shall not exceed four semesters for M.V.Sc. and six semesters for Ph.D. including the semester in which he/she left his/her studies. Permission for the gap shall be obtained from the Director of Instructions. Gap will be permissible only once during the post graduate degree programme, provided that he/she has completed his/her course work excluding credit seminar as regular student.

2.12 SEMINAR REQUIREMENT FOR POST GRADUATE DEGREE PROGRAMME:

- I. A student admitted to Master's Degree Programme is required to compulsorily register for one credit seminar to be delivered before the completion of third semester, while a Ph.D. student has to register for two seminars of one credit each to be delivered (in two separate semesters) before the completion of fifth semester.
- ii. Post graduate student has to deliver the synopsis seminar for approval of his/her research work. The modification, if any, as suggested during the seminar presentation and accepted by the advisory committee, shall be incorporated in the synopsis prior to its submission (in six copies) to the Director of Instructions for approval (Annexure V).
- iii. Declaration / Certificate (Annexure IV) on the use of animals / birds should be submitted along with the synopsis duly approved by Institutional Animal Ethics Committee (IAEC) as per guidelines of the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA).
Post graduate student is required to present his/her research findings (thesis seminar) before the Advisory Committee and faculty members prior to submission of thesis.

CHAPTER – 3

CONDUCT OF EXAMINATION AND EVALUATION

3.01 The academic performance of a student for course work shall be assessed through theory and practical examinations conducted during an academic session. Total marks assigned to a paper/course will be 100 marks for theory and/or 50 marks for practical. The distribution of marks for different types of examinations / assessments for Masters and Doctoral programmes shall be as per clause 3.02 and 3.03.

3.02 MULTIPLE LEVELS / PATTERNS OF EVALUATION FOR THEORY

i The distribution of marks for different types /levels of theory examinations / assessments for Master's and Doctoral programmes shall be as follows:

Subject	Master's Programme	Doctoral Programme
(I) Subject		
Major courses	20	12
Minor courses	8	6
Supporting courses	6	5
Common courses	5	2
Seminar	1	2
(ii) Thesis Research	30	75
Total	70	102

ii First test examination of a paper / course shall be conducted during the semester on completion of 30% course. The question paper shall be 100% objective in nature. A student not appearing in first test examination will be marked absent and will be awarded zero mark. Repeat / failed student shall have to appear in the first test examination of each of the repeat / failed courses afresh.

iii Mid-term examination of a paper/course shall be conducted in the middle of semester only for students pursuing Masters

- programme. The questions asked shall cover approximately 50% of the course contents and the question paper shall be of 50% objective and 50% subjective (short questions) type. A student not appearing in mid-term examination will be marked absent and shall be awarded zero mark. Repeat / failed student shall have to appear in the mid-term examination of each of the repeat / failed courses afresh.
- iv Evaluation / Assessment of Doctoral students by assignments / seminars shall intend to judge their analytical thinking and orientation towards research in the subject and shall be documented properly by the course teacher.
 - v Final theory examination of all papers/courses shall be common for all campi of the University and shall be conducted as per schedule announced by the Controller of Examination. The question papers for the examination shall be obtained by the Controller of Examination from one or more teacher(s) of the Department from any of the colleges and shall be evaluated by one teacher of the Department under overall supervision of Controller of Examination.
 - vi The final theory question paper (Maximum Marks 70) for Master's and Doctoral degree shall consist of 20 marks of objective type and 50 marks of subjective type questions.
 - vii If examinee is temporarily incapable and/or unable to write the answers himself due to physical disability, as certified by the registered medical practitioner, then on prior information and approval of the Dean of the College before the start of examination, the Coordinator of Examinations may provide a writer to assist the examinee. The writer may be any class III employee of University having the knowledge of writing English. The writer should be appointed with unquestionable integrity.

3.03 PRACTICAL EXAMINATION

- i Practical examinations for all courses shall be conducted prior to final theory examination as per schedule notified by the Controller of Examination.
- ii The practical examination of a paper/course shall be

conducted by the examiner other than the course teacher, appointed by the Head / In Charge of Department and the course teacher shall assist the examiner in conducting the practical examination. Repeat / failed student shall have to appear in the practical examination of each of the repeat / failed courses afresh.

- iii The distribution of marks in practical examination / practical courses for all post graduate programmes shall be as follows:

Practical record/ log book	:05 (10%)
Assignment and / or presentation	:05 (10%)
Subject related practical and/or	
Spotting etc.	:30 (60%)
Viva voce	:10 (20%)
Total Marks	:50

3.04 MINIMUM PASSING MARKS

The minimum passing marks shall be 60% separately for theory and practical for all the post graduate degree programmes of the University. If a student fails to obtain the aforesaid marks either in theory or practical or both examinations in a course, he/she shall be treated as failed in theory or practical or both, respectively and shall have to repeat in both theory and practical examinations.

3.05 COMPREHENSIVE EXAMINATION

- i. There will be no Comprehensive examination for Masters' programmes.
- ii. A Ph.D. student shall have to clear the comprehensive examination (Pre-qualifying examination) which shall assess the research aptitude of the student and would be based on oral examination only by an external expert and the evaluation would cover both the research problem and theoretical background of the student to execute the project. The comprehensive examination shall be conducted on completion of 75% of course work, separately in major and minor subjects including supporting courses.
- iii. External examiner for Comprehensive Examination shall be approved by Hon'ble Vice Chancellor from the panel of seven

examiners, not less than the rank of Professor submitted by Head/ In charge of the department through Director of Instructions.

- iv. The successful completion of comprehensive examination is to obtain the "Satisfactory" remark by the external expert.
- v. If a student fails in comprehensive examination, he/she will have to re-appear for the comprehensive examination to be arranged within one month of declaration of result. Only two attempts will be given to clear the comprehensive examination, failing which the name of student shall be struck off from the rolls of the University.
- vi. After incorporating suggestion of external examiner in the thesis research synopsis the Ph.D. student shall present his synopsis before the college faculty for approval.

CHAPTER – 4

RE-TOTALING OF MARKS AND RE - EVALUATION

- 4.01** A student whose result of final theory examination of a semester has been declared, may apply for either re-totalling or re-evaluation of the final theory answer book of not more than two papers, after depositing prescribed fee, to the Dean/Director of his/her College/Centre/School within seven working days after declaration of result on University website.
- 4.02** There shall be no re-totalling of re-evaluated answer books.
- 4.03** The re- totalling or re- evaluation will be done by the Controller of Examination with the help of Head of the Department or senior teachers of the respective Department, nominated by the Director of Instructions, and then University shall proceed further as under.
- i If the marks of a student in re-evaluation decrease, the re-evaluation marks will be ignored and the original marks earned by the student will remain unchanged.
 - ii If the increase in marks is up to 10% or less of the maximum marks prescribed for the final theory paper, then marks awarded by the evaluator will substitute the original marks.
 - iii If the increase in marks is more than 10% of the maximum marks prescribed for the paper, then the answer book will be evaluated by a third evaluator. In that event, the average of the nearest two figures shall substitute the original marks, only if, it is higher than the original marks.

CHAPTER – 5

THESIS RESEARCH WORK TO BE UNDERTAKEN, EVALUATION OF THESIS AND CONDUCT OF VIVA-VOCE EXAMINATION

- 5.01** A post graduate student is required to submit synopsis for the research work to be undertaken by him/her. The synopsis has to be submitted in the prescribed format (Annexure V) in six copies, duly forwarded by the concerned Head/In Charge of the Department, through the respective Dean/Director for approval by the Director of Instructions. It should positively be submitted to the Dean / Director of respective college/centre / school with in 15 days after successful presentation in the house as per clause 2.08 (ii & iii) of these regulations and the Dean/ Director should forward the synopsis to the Director Instructions within 15 days of its receipt in his office.
- 5.02** A post graduate student, besides offering Major or Minor courses has to register for thesis work as suggested by the student's Advisory Committee duly approved by the Director of Instructions. The students admitted to post graduate programmes are required to submit a thesis on a research topic approved by the Director Instructions. M.V.Sc. /M.F.Sc. / M.Sc./ Ph.D. student can submit the thesis after completion of 75% attendance in the last semester (refer 2.08 i, ii & iii). The student will be allowed to submit the thesis to Head of the Department minimum 07 days after pre thesis presentation ensuring that all the suggestions/ corrections have been incorporated. The thesis can only be submitted after completion of prescribed course work and residential requirements as per the clause No. 2.07 and 2.11. The proforma for submission of thesis to the Director of Instructions for external evaluation is given in Annexure X.
- 5.03** The Head/ In Charge of the Department shall submit the information such as name of student, title of thesis work and

area of specialization at least two weeks prior to date of submission of thesis in a prescribed format (Appendix 'F') to the Director of Instructions, through Dean of the college/Director of the Centre/School (Annexure VI).

- 5.04** For evaluation of thesis, the Head /In Charge of the concerned Department, shall submit a panel of 10 examiners not below the rank of Associate Professor for Master's degree and a panel of 10 examiners, not below the rank of Professor, for Ph.D. degree, to the Director of Instructions, through Dean of the College/ Director of the Centre / School. Hon'ble Vice Chancellor/ Director of Instructions may amend the panel as deemed appropriate.
- 5.05** For M.V.Sc. two copies and for Ph.D. three copies of the thesis in sky blue colour with soft binding shall be sent to the Director of Instructions, for the evaluation by the external examiner(s).
- 5.06** The Director of Instructions will appoint an examiner for Master's degree. Similarly, Hon'ble Vice Chancellor shall appoint two examiners for Ph.D. degree. The thesis submitted by the student shall be sent for evaluation along with approved synopsis, after seeking the consent from the examiner.
- 5.07** After evaluation of thesis, the external examiner shall send evaluation report of thesis, evaluated thesis and list of corrections to the Dean of the College and one copy of the evaluation report and list of corrections to the Director of Instructions. In case thesis evaluation report is satisfactory, Director of Instructions shall issue the letter for viva-voce examination. For Ph.D. one external examiner will be appointed by the Director of Instructions, out of the two examiners who have evaluated the thesis. The Head/In Charge of the Department concerned will fix the date with external examiner and will inform the student well in advance about the date of thesis viva-voce examination. The viva-voce examination will be conducted by the external examiner and student's Advisory Committee. The Dean of the College,

- Director of the Centre/School, Director of Instructions and Dean of the Faculty may also participate in the viva-voce examination.
- 5.08** For Ph.D. thesis, if the two evaluation reports are contradictory, Hon'ble Vice Chancellor may refer the thesis to a third examiner whose recommendations will be finally accepted.
- 5.09** In case the thesis report is not found satisfactory for the award of a degree, the student should act in accordance with observations/suggestions contained in the report of the examiner. Resubmission of such thesis is allowed after a lapse of not less than one full semester and will be processed in the same way as the original submission.
- 5.10** As far as possible, the examiner who has evaluated the thesis will be the external examiner for the viva-voce examination. Under unavoidable circumstances, Director of Instructions may appoint an external examiner other than one who had evaluated the thesis for Master's degree, after approval of Hon'ble Vice Chancellor. Similarly, Hon'ble Vice Chancellor may appoint an external examiner other than one who had evaluated the thesis for Ph.D. degree.
- 5.11** The Head/In Charge of the Department shall forward the result/report of the viva-voce examination to the Director of Instructions, through the Dean of the College/Director of the Centre / School within 07 days along with all other required academic documents of the student (Annexure XI) for declaration of final result of the student.
- 5.12** The final binding of the thesis shall be done after the viva-voce examination and the color of the hard binding will be navy blue with name of the student, year of submission, M.V.Sc. or Ph.D. and place of submission of thesis on the rib of the thesis in silver color. The thesis submitted by a student shall be property of the University and any research publications based on the thesis research work should contain due acknowledgement to the University. The thesis cannot be published in the form of book without permission of Director

of Instructions/University. The documents to be submitted by the Head/In Charge of the Department to the Dean of the College/Director of the Centre/ School with final copy of the thesis are given in Annexure XI.

- 5.13** One-page thesis abstract (500 words approx.) in Hindi and English shall be submitted along with the thesis in prescribed format (Annexure VII). A soft copy of above abstract (500 words approx.) in English has also to be uploaded to dindvsu@gmail.com in prescribed format (Annexure VIII).
- 5.14.** In case, major advisor/member of the committee is absent due to some unavoidable circumstances with valid reasons on the day of Comprehensive/ Thesis viva-voce examination, the Director of Instructions may appoint Internal examiner / Chairman or member from the subject/allied field to conduct viva-voce examination after approval of Hon'ble Vice Chancellor.
- 5.15** Audio visual mode recording of Ph.D. viva voce examination will be done by concerned Head/In Charge of the Department in consultation with the Dean of the College / Director of the Centre/School and will be submitted to the Director Instructions in two copies.

CHAPTER – 6

INTERNSHIP, TEACHING ASSISTANTSHIP AND REGISTRATION OF PROJECT PERSONNEL FOR Ph.D.

6.01. TEACHING ASSISTANTSHIP

- i. The full time doctoral students of the University with or without fellowship may be considered for award of Teaching Assistantships in their respective Departments depending on the requirement, and with the consent of major advisor and final approval by the Hon'ble Vice Chancellor. The Teaching Assistantship shall be offered only to those doctoral students who have successfully completed their course work.
- ii. Teaching Assistantships shall be awarded on semester-to-semester basis on the recommendation of a screening/selection committee constituted by the Hon'ble Vice Chancellor.
- iii. All classes and assignments given to the Teaching Assistants, including tutorials, practicals and evaluation work shall be under the supervision of a faculty member (course teacher). A Teaching Assistant shall be allowed to take a maximum of 16 classes in a month to UG/ Masters students.
- iv. At the end of each term, Teaching Assistants shall be given a certificate by the concerned Head of the Department, countersigned by the Dean/Director of concerned College / Centre / School, specifying the nature and load of assignments completed.

6.02 REGISTRATION OF PROJECT PERSONNEL (SRF/ RA) FOR Ph.D.

- I. Project personnel (SRF/ RA) selected based on some selection process such as walk-in-interview may be permitted to take admission in Ph.D. with the prior approval of PI of the project (subject to qualifying the Ph.D. entrance examination).

- ii. Such candidates will have to submit the declaration stating that the project work shall not be compromised because of their Ph.D. programme and they shall be permitted to register courses for a maximum of 08 credits hours in a semester.

CHAPTER -7

ACADEMIC STANDING, CONTINUANCE, DROPPING AND RE-ADMISSION OF POST GRADUATE STUDENTS AND AWARD OF CERTIFICATE OF HONOURS

- 7.01** Continuance of student as an enrolled student of the University shall depend on fulfillment of the following conditions.
- i Continuous satisfactory academic performance.
 - ii Satisfactory conduct and disciplined behavior.
 - iii Satisfactory health and physical capacity to continue the academic activities.
 - iv Timely payment of prescribed fees/dues to the University and registration of prescribed courses / thesis work.
- 7.02** If a student fails to obtain 60% marks in any paper/course of post graduate programme either in theory or practical, he/she shall be deemed to have failed in that course/paper and will have to repeat the course.
- 7.03** If a student of post graduate degree program fails in more than four papers/courses then he /she shall be treated as fail and he/she shall be re-admitted at the end of the academic session and has to register all the courses after depositing all the fees.
- 7.04** A student of post graduate degree programme failing in maximum four or less than four papers/ courses at the end of the academic session shall be permitted to register for thesis research. Such student shall be permitted to clear courses in which they have failed as and when examination are conducted. These students shall have to pay an additional prescribed examination fee.
- 7.05** A student of post graduate programme failed in more than four papers/courses in two consecutive academic sessions shall be dropped from the roll of the University.
- 7.06** Students will be allowed maximum of three attempts to clear any given course, failing which he/she will be dropped from

the roll of the University

- 7.07** The students shall have to clear the common courses as specified in Annexure II.
- 7.08** A student of post graduate programme who fails in one or more courses can register those courses after depositing prescribed fee in 3rd Semester (1st semester of consecutive session).
- 7.09** A student of post graduate programme shall be permitted to register for thesis research only after passing of minimum 60% of credit requirement of course work.
- 7.10** Minimum aggregate marks/OGPA for post graduate degree is 6.50 OGPA or 65% marks. A student, who fails to earn requisite OGPA prescribed for the post graduate degree, may have to repeat certain theory and practical courses, in order to make up the required OGPA.
- 7.11** A student obtaining OGPA of minimum 6.50 at post graduate degree on 10 points scale at the end of post graduate degree programme and on completion of other requirements laid down by the University shall be eligible for the award of post graduate degree.
- 7.12** Marks secured by a student will be converted into Overall Grade Point Average (OGPA) on 10 points scale as per the formula/method given in Annexure XIII.
- 7.13** Division and award of Honors in post graduate degree programme shall be awarded on following criteria:

Division	OGPA
Second	6.5 to 7.499
First	7.5 to 8.499
First with Honors	8.5 and above

CHAPTER – 8

REGULATIONS FOR PREVENTION OF UNFAIR MEANS IN THE EXAMINATION AND PUNISHMENT THEREOF

- 8.01** In these regulations, unless the context otherwise requires:
- i. 'Examination' comprises offirst test, midterm, practical and final theory examination.
 - ii. 'Teacher' means the Professor/Associate Professor/Assistant Professor/Teaching Associate/ Teaching Assistant or post equivalent thereof.
 - iii. 'Invigilator' means the teacher involved/engaged in the invigilation work/duty in the examination hall.
 - iv. 'Flying Squad' means a team consisting of teachers/officers constituted by the Dean of the College/Director of the Centre /School / Coordinator of examinations to prevent use of unfair means / mal practices by the students during the examination.
 - v. 'Examinee' means student appearing in the examination.
- 8.02** If examinee is found using unfair means or found to indulge in any act of indiscipline causing disturbance in the examination hall or leading to cancellation of any examination, he shall be punished as per recommendations of College disciplinary committee and his/her promotion and status, shall be decided as per Post Graduate Academic Rules and Regulations of University.
- 8.03** The coordinator of examination shall make proper sitting arrangements to ensure prevention of unfair means during the examination. There shall be at least one invigilator for every 20 students. Minimum of two invigilators should be posted in each examination hall, in order to make proper vigilance. Sitting arrangement may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- 8.04** Every examinee shall search his/her pockets, desks and

benches and handover to the invigilator any paper, book or notes, mobile or electronic gadgets which he/she may find therein, before answer books are distributed.

- 8.05** Any examinee possessing papers, books, mobile or electronic gadgets, etc. which might possibly be of assistance to him/her for copying or allowing other examinee to copy from his/her answer book, write on any other paper during the examination or any matter pertaining to the examination found to have been written on the desk/tables, or any part of the body, clothes, scale, card board etc. then his/her answer book shall be seized and this act shall be considered as use of unfair means.
- 8.06** If the examinee makes signature on the answer book or any kind of identification marks on his/her answer book(s), his/her answer book shall be seized and he/she shall be liable for punishment as per recommendations of college disciplinary committee for unfair means.
- 8.07** Any examinee carrying/using mobile phone or any electronic communication aids during any of the examination will be treated as an act of using unfair means and shall be liable for punishment prescribed for using unfair means.
- 8.08** When an invigilator notices a student involved in any of the act of unfair means, he / she shall seize such material including answer book from the student and shall invariably demand a written statement of the student concerned.
- 8.09** If the examinee refuses to give his/her statement then he/she may be asked to give in written about refusal to give the statement. If, he/she refuses to do so then, the fact shall be documented, duly witnessed by invigilators or member of the flying squad. The invigilator shall, however, write his/her remarks on the answer book and affix his/her signature and the candidate shall be sent out of the examination hall and he/she shall not be allowed to proceed further in the examination in that course.
- 8.10** Examinee (s) who walked out of the examination hallen-massejust after they received the question paper, or within the

scheduled time of examination, or abstain from the scheduled date of examination, shall liable to be punished as per decision taken by the college disciplinary committee.

- 8.11** If the examinee threatens invigilators / teachers or members offlying squad, then he/she is liable to be debarred from examination for two semesters i.e. present and subsequent semester.
- 8.12** If the examinee is found attempting or using unfair means during midterm, practical or theory examination or any other examination or is reported by the evaluator during evaluation to have used unfair means, then this may lead to:
Non-evaluation of answer copy or Fine up to Rs. 5000.00 along with non-evaluation of answer copy or Drop from semester and non-evaluation of answer copy as per the recommendation of College disciplinary committee.
- 8.13** If an examinee /student has the record of more than one proven case of unfair means or misconduct of serious nature in the examination hall, then Dean of the College can recommend for drop of such students from the roll of the University.
- 8.14** All cases of unfair means during examination shall be placed before the college disciplinary committee constituted by the Dean of the College for close scrutiny. The disciplinary committee must issue a show cause notice to the examinee concerned and give him/her a patient hearing before proceeding against the examinee. On the recommendation of the college disciplinary committee, the Dean of the College shall inflict punishment or take necessary action just after the examination is concluded. The action taken by the college Dean will be communicated to all concerned including parents of the student(s).

CHAPTER – 9

REGULATIONS FOR MAINTENANCE OF CONDUCT AND DISCIPLINE

01 The student enrolled in the University are required to maintain exemplary character, good conduct and disciplined behavior all the times within and outside the College/University campus in all sphere of their activities.

i. The students shall be dressed properly and decently while they are in the College/University and shall follow general rules of hygiene.

ii. They shall not smoke, drink, chew pan or use any other intoxicant or pollute the environment in any manner. They shall not spoil, damage or disfigure the buildings and property of the University.

v. The student shall not quarrel or make noise in class rooms, laboratories, lobbies, auditorium and hostels and shall in no case indulge in violence.

The student shall be friendly, cooperative and have mutual respect for each other and for staff.

i. The students shall accord due respect to officers, teachers and employees of the University and shall carry out all the orders and instructions given by the officers and teachers and shall not deal with them in a disrespectful manner.

ii. The student shall maintain punctuality in all their activities and shall work according to the academic schedule, timings and calendar provided for the activities.

iii. They shall attend all the scheduled theory and practical classes, field work, seminars and meetings punctually.

x. They shall not take part in political activities and shall not organize themselves in groups or associations that are against the interest and proper functioning of the University.

A student whose conduct is found below the required

standards of discipline; he/she can be shifted from one campus to another excluding his home district on the recommendation of the respective Dean of the College by Director Instructions.

9.02 Punishment for misconduct and indiscipline

- i The Head / In charge of the Department, wardens, advisor and other teachers shall assist Dean/Director, for the maintenance of discipline. They will inform to the Dean/Director for all acts of indiscipline and misbehavior by the students, which have come to their notice. Ragging is a serious crime; students found indulged in ragging directly or indirectly may be expelled from the roll of the College/University. Further, ragging has been recognized as a punishable offence calling for legal action against the offender.
- ii The Dean of the College/Director of the Centre/School shall have overall responsibility for maintenance of discipline by the student of the College/Centre/School in and around the campus.
- iii All acts of indiscipline and misbehaviour shall be put up before the college disciplinary committee constituted by the Dean of the College for detailed factfinding enquiry. The disciplinary committee must issue a show cause notice to the student concerned and give him/her a patient hearing before proceeding against the student. On the recommendations of the disciplinary committee, the Dean of the College/Director of Centre/School shall inflict punishment or take necessary action against the student within 3 days after receipt of the report. The action taken by the Dean of the College/Director of Centre/School concerned will be communicated to the Dean of the Faculty, Director Instructions, Registrar and his/her parents.
- iv The punishment to the student may be as under depending upon severity of the act of indiscipline/misbehavior or misconduct etc.:-
 - (a) Warning in writing with the instructions that in case of repetition of such act, the matter shall be viewed seriously and

student may be expelled from roll of the University.

- (b) Fine of Rs. 2000/- or more as the committee recommends.
 - (c) Transfer to another campus of the University away from his/her home town.
 - (d) Suspension for one full semester/ academic year in which the incidence occurred, as per the recommendations of disciplinary committee.
 - (e) Expulsion/rustication from the roll of the University.
- v. A student punished for any act of indiscipline including use of unfair means shall also be debarred from availing the following position of benefits for the entire period of post graduate degree programme:-
- (a) Representing the College/University in games / sports, cultural events, etc. in or outside the University.
 - (b) Holding an office in a student organization, club or society.
 - (c) Receiving any scholarship, fellowship, stipend or medal.
- vi. A student can appeal to the Director Instructions against the punishment inflicted.

N.B. Not with standing anything contained in these rules, the Academic Council of this University shall have the power to modify, enhance or reduce the punishment given by the Dean of the College or Director Instructions of the University.

CHAPTER – 10

REGULATION FOR HOSTELLERS

10.01

- i. The new entrants desirous of hostel accommodation, shall have to apply on the prescribed form to the respective Dean of the College.
- ii. The hostel warden in consultation with the Dean shall allot accommodation to the student(s) depending upon availability of the same.
- iii. New entrants as well as continuing students shall be required to deposit prescribed hostel fee at the time of registration.

10.02

- i. A student shall have to live in the room allotted to him/her only and shall not change the room without prior permission of the warden.
- ii. The hostellers will keep the room neat and clean and will help in maintaining proper cleanliness in and around the hostel.
- iii. No alcoholic drink or any intoxicants or combustible material shall be permitted in the room or hostel.
- iv. Meeting or gathering of students for political purposes or that disturb peace, harmony and academic atmosphere shall be strictly prohibited.
- v. Abusement, loud singing, use of radios, television or musical instruments, which are likely to disturb fellow residents are prohibited.
- vi. Students shall refrain from making any misbehavior against the hostel servants /workers. Complaints against hostel servants, if any, should be made to the warden.
- vii. All students should use the facility of hostel mess unless exempted by the warden on justified grounds.
- viii. Cooking of meal in the room is prohibited.

10.03 Furniture and Equipment: Every hosteller shall be provided ordinarily with chair, a table, cot and ceiling fan etc. He will be responsible for the maintenance of furniture and

electrical fittings provided in the room. Furniture should not be removed from one room to another in any case. Every hosteller is required to ensure that no damage is done to the furniture and other hostel property. Repairing charges for any damage to the property inflicted intentionally or through negligence are to be borne by the hosteller concerned.

10.04 Electricity: Light and fans must be switched off when not in use. The use of electric heaters, electric immersion rods and other similar electric appliances are prohibited.

10.05 Absence from hostel: Absence from the hostel for one or more days must be got permitted by the warden in advance, failing which students will be penalized @ Rs. 200/- per day.

10.06 Guests: Guests are not permitted to stay in hostel. Close relatives of the students coming from a distant place may be accommodated in the college guest house.

10.07 Night Roll Call:

i. The night roll call will be taken by the wing prefect at 09:00 P.M. in winter and 10:00 P.M. in summer. Every hosteller must be present in his room at the time of roll call. All girl students must be present in the hostel by 7:00 PM in winter and by 8:00 PM in summer.

ii. A student found absent at the time of roll-call will be liable for a fine of Rs. 100/- per absence.

iii. After roll-call no hosteller will be permitted to leave the hostel. However, hostel warden may grant permission to leave hostel for a specified period beyond 10:00 P.M. only in case of emergency.

10.08 Presence of day scholar in the hostel: Day scholar students shall not be permitted to stay in the hostel between 09:00 P.M. to 08:00 A.M. If any day scholar student is found staying in the hostel, it shall be considered as conduct of indiscipline in hostel & shall be punished accordingly. The students in whose room day scholar shall be staying shall also be punished.

10.09 Vacation of hostel: A hosteller who has completed all the requirements of a degree programme has to vacate the hostel

accommodation within one week. Before leaving the hostel, he/she has to obtain a "No Dues Certificate" from the hostel warden. Loss, if any, will be recovered from the defaulter before issuing "No Dues Certificate".

10.10 Conduct & Discipline in the Hostel:

- i. Students are expected to maintain perfect discipline and congenial atmosphere for studies in the hostel.
- ii. Dealing in general and specially with fellow students should be very courteous and polite. Any dispute should be reported to the warden for final settlement.
- iii. Use of alcohol, or any intoxicant, gambling, staying of the day scholar in the hostel, misbehavior of student with warden/teacher, taking or cooking of food in the room, causing disturbance in the hostel and quarrel between two students or two groups of students will be considered as act of indiscipline and shall be liable to be punished directly by the warden as under:-
 - (a) Verbal or Written warnings
 - (b) Fine up to Rs. 2,000/-

10.11 If above acts are repeated by the hosteller or student, the names of such students shall be sent to the Dean of the College. All acts of indiscipline shall be put up before the College disciplinary Committee constituted by the Dean of the College. The disciplinary committee may recommend any one or more of the following punishments:-

- i. Fine up to Rs. 10,000/-.
- ii. Expulsion from the hostel.
- iii. Transfer to another campus of the University away from his/her home town
- iv. Suspension for one full semester/one full academic year in which the incidence has occurred.
- v. Expulsion/rustication from the roll of the University.
- vi. The student shall also be debarred from availing position or benefits as per clause 09.02 (v) of this booklet.

10.12 Hostel Administration:

- I. Every hostel shall have warden (s) who will be responsible for

the administration of the hostel and for the enforcement of the hostel rules. The warden(s) will be appointed by the Dean of the College from amongst the teachers/scientists preferably residing in the campus for a period of three years only.

- ii. Warden(s) will assist the Dean of the College for the allotment of hostel rooms, maintenance of hostel buildings and also maintenance of discipline within the hostel.
- iii. Warden(s) will attend the hostel office daily for one hour at a specified time, information for which will be displayed on the notice board of the hostel.
- iv. Warden(s) will supervise the working of the staff posted in the hostel.
- v. Warden(s) shall report to the medical officer of College/University all cases of students illness or accidents and ensure that the students concerned receive proper medical care. He/she will also inform the Dean of the College about all such cases.
- vi. Warden(s) will appoint the prefect for every block/wing and supervise their work. He/she shall have the powers to replace any wing prefect as and when required.
- vii. Warden(s) will supervise the organization and conduct of hostel functions/festivals etc.

10.13 Warden(s) shall have the authority to enter the room of any hosteller and also make a search of the room as and when necessary. They will also have the authority, when the need arises to break/open the lock of any room and also to shift the belongings of a hosteller to any other place. The warden may also shift the hosteller from one room to another as and when found necessary.

10.14 The Director Instructions shall be the final authority to give punishment on the recommendation of Dean of the College.

10.15 Duties of Block/Wing Prefect:

- i. Prefect shall take the roll call of his block/wing and shall report to hostel warden about all the absentees as soon as possible.
- ii. He must create, stimulate and maintain academic atmosphere

- in block/wing.
- iii. He shall report all cases of misbehavior or breach of discipline to hostel warden without any delay.
- iv. He should be available and approachable to all the hostellers of his block/wing.

10.16 Management of Common Room & Other Facilities:

Every hostel is provided with a common room facility for the recreation of the hostellers. The recreation room will be equipped with important items such as furniture, T.V. set, indoor games facilities, newspapers, magazines etc. The items provided in the recreation hall will be jointly shared by all the hostellers and items shall not be moved to any other place. The purchase/maintenance will be undertaken as and when required by the warden(s) in consultation with Dean. The expenditure for the same and other items related to student's amenities will be met from hostel fund/student fund available with the College. The timings for the use of recreation room will be up to 10:00 P.M.

10.17 Mess Arrangements:

- I. Every hostel will be provided with a mess facility equipped with essential catering utensils for running hostel mess efficiently. Warden(s) will be solely responsible for maintaining the record and overall maintenance of the mess. Items required for mess will be purchased by the Hostel Purchase Committee in consultation with Dean. Only hostellers shall be permitted to avail the mess facility. Every hosteller will have to join the mess compulsorily. No day scholar will be allowed to take the meals in the mess.
- ii. There will be a mess committee under the chairmanship of the warden. The committee will consist of warden, block/wing prefect and two senior year students as members. The committee would be responsible to run the mess either on private contract basis or on the co-operative basis by the hostellers. The committee will ensure the availability of quality food in the mess.
- iii. Each hosteller shall deposit requisite mess charges as decided

by the committee positively by 5th of every month in advance. The hostellers failing to deposit the mess charges within the stipulated period will be fined Rs. 100/- per day.

N.B. Not with standing anything contained in these rules, the Academic Council of this University shall have the power to modify, enhance or reduce the punishment given by the Dean of the College or Director Instructions of the University.

CHAPTER – 11

REFUND / ADJUSTMENT OF FEES

- 11.01** The caution money, shall be refunded on leaving the College or the Hostel, depending on the type of caution money, after deduction of outstanding dues, if any. However, excess fees, if any, deposited by the students will be adjusted against the fee of the subsequent semester.
- 11.02** In case of transfer of a student from one campus to another, the fees paid by the student will be suitably adjusted on presentation of fee receipts. While transferring a student the relieving Dean will remit the amount of caution money of the student, within a week to the receiving Dean.
- 11.03** If a student is transferred / upgraded from one College/Faculty to another within the University, the fees already deposited by the student will be fully adjusted against the fee chargeable from the student during the present and / or subsequent semesters of the academic session.
- 11.04** Student seeking transfer from this University to any other University shall not be entitled to get refund or transfer of fee.
- 11.05** Refund of student admission fees due to cancellation of admission will be dealt with as per the University rules.
- 11.06** The Refund of fees during the process of counseling will be as per the university guidelines.

CHAPTER – 12

MEDALS AND SCHOLARSHIPS

12.01 Gold Medals:

- I. Master of Veterinary Science Gold Medal.
- ii. There shall be no gold medal for Ph.D. degree programme.

12.02 Regulation for Award of Gold Medals and Cash Prizes:

- i. Master of Veterinary Science Gold Medal shall be awarded to the student who tops in the list of successful candidates in M.V.Sc. degree programme conducted by the University.
- ii. In case of the tie, having equal OGPA / marks then candidate who shall be younger in age shall be entitled to get the University Gold Medal/cash prizes.
- iii. In case of the tie in age also, gold medals/cash prizes shall be awarded on the basis of aggregate marks at the B.V.Sc& A.H. level.
- iv. A committee under the Chairmanship of Director Instructions, Dean Faculty, Dean Student Welfare and Registrar as the Secretary, shall finalize cases of eligible candidates for the award of gold medals/cash prizes and the names so finalized shall be placed before Hon'ble Vice Chancellor for his approval.
- v. The Hon'ble Vice Chancellor's decision in all cases shall be final.
- vi. As far as possible medals/prizes shall be presented in the convocation. If the convocation is not held, the medals and prizes shall be delivered through the concerned Deans of the College / Director of the centre/School at the time of College Day Programme or in other functions of the College.
- vii. A student who fails in any paper/practical or repeat any paper/practical of a subject shall not be eligible for the award of University / donor's gold medals/ cash prizes.
- viii. The students who fail to complete their degree within prescribed stipulated time as per clause No. 2.11 of Post Graduate rule regulations shall not be eligible for gold medal

/cash prize.

12.03 Scholarships:

S. No.	Name of Scholarship	Source	Eligibility
1.	Post graduate Merit scholarship	IDVSU, Jabalpur	Merit
2.	ICAR Post Graduate Scholarship	ICAR, New Delhi	Merit through ICAR AIEEA (PG)
3.	ICAR JRF / SRF	ICAR, New Delhi	Merit through ICAR AICE - JRF/ SRF (Ph.D.)
4.	Inspire Fellowship	Dept. of Science & Technology, Govt. of India	Merit in M.V.Sc., through advertisement
5.	NTS	ICAR, New Delhi	Merit through ICAR AIEEA (PG)
6.	Schedule Caste / Schedule Tribe Scholarship	M.P. State Government	As per M.P. Government rules for scholarships
7.	OBC Scholarship	M.P. State Government	

12.04 General Regulations for Fellowship/Scholarships:

- I. For each academic year all scholarship shall be awarded in the beginning of session.
- ii. While calculating the number of scholarships the actual number of students studying in a given class shall be taken into account. Fraction of 0.5 and above will be treated as one and below 0.5 will be dropped.
- iii. The merit scholarship shall be provided for the period of one

- session (two semesters). The scholarship shall be awarded to student(s) who secures highest marks/OGPA in the class in one session.
- iv. The recipient of merit scholarship, free ship shall not hold any other scholarship at the same time except loans and loan scholarship.
 - v. Income of the parents and guardian must be certified by the competent authority, not related to the candidate. Income for this purpose shall be calculated as per formula in vogue in Government of Madhya Pradesh.
 - vi. All candidates receiving financial assistance of any kind shall be required to produce a certificate of good conduct specially mentioning that he did not take part in strikes, agitation and subversive activities from the class teacher. Financial assistance shall be suspended for the residual period, if a student fails to maintain good conduct or behavior or has been punished in accordance with the rules of conduct and discipline.
 - vii. Any scholarship falling vacant or newly created due to increased number of students during an academic session shall be awarded to the next eligible and deserving candidate for the remaining part of the year.
 - viii. If a holder of scholarship is transferred to any other constituent college of this University, the scholarship shall be transferred with him/her for residual part of the year.
 - ix. Any student having less than 75 % of attendance in all or any of the courses shall not be eligible to get any scholarship.
 - x. No student shall be permitted for financial assistance in the same class more than once.
 - xi. Scholarship for a given semester shall not be paid to a student, unless he/she continues as an enrolled student of the University in the subsequent academic year.
 - xii. If, father of a student has expired, then only the certificate of guardian shall be considered for any of the financial assistance provided by the University.

ANNEXURE I

Suggested list of Minor subjects (Departments)

(This is a suggestive list only, student is free to choose any minor or supporting subject as decided by the head of the department in consultation with the major advisor)

Major Subject	Minor Advisor Subjects
Veterinary Anatomy	Veterinary Pathology, Veterinary Surgery & Radiology, Veterinary Physiology, Veterinary Biochemistry, Wildlife Health Management
Veterinary Extension Education	Veterinary Public Health& Epidemiology, Animal Reproduction Gynaecology& Obstetrics, Livestock Production and Management, Animal Nutrition, Animal Genetics & Breeding, Poultry Science
Veterinary Biochemistry	Veterinary Physiology, Veterinary Microbiology, Veterinary Medicine, Animal Biotechnology, Veterinary Pharmacology & Toxicology, Animal Nutrition, Animal Genetics & Breeding, Wildlife Health Management
Veterinary Physiology	Veterinary Anatomy, Veterinary Biochemistry, Veterinary Pharmacology & Toxicology, Animal Nutrition, Animal Reproduction Gynaecology& Obstetrics, Livestock Production and Management, Animal Genetics & Breeding, Animal Biotechnology

Veterinary Microbiology	Animal Biotechnology, Veterinary Medicine, Veterinary Pathology, Veterinary Public Health & Epidemiology, Veterinary Biochemistry, Wildlife Health Management
Veterinary Parasitology	Veterinary Medicine, Veterinary Microbiology, Veterinary Pharmacology & Toxicology, Animal Biotechnology, Veterinary Pathology, Veterinary Biochemistry, Wildlife Health Management
Veterinary Pathology	Veterinary Microbiology, Veterinary Anatomy, Veterinary Medicine, Veterinary Parasitology, Veterinary Pharmacology & Toxicology, Animal Nutrition, Animal Biotechnology, Wildlife Health Management
Veterinary Pharmacology & Toxicology	Veterinary Physiology, Veterinary Biochemistry, Veterinary Medicine, Veterinary Microbiology, Veterinary Pathology, Animal Biotechnology
Veterinary Public Health & Epidemiology	Veterinary Medicine, Veterinary Microbiology, Veterinary Pathology, Animal Biotechnology, Veterinary Pharmacology & Toxicology, Veterinary Parasitology, Livestock Products Technology
Animal Reproduction Gynaecology & Obstetrics	Veterinary Surgery & Radiology, Veterinary Physiology, Veterinary Biochemistry, Veterinary Medicine, Animal Biotechnology, Veterinary Pharmacology & Toxicology, Animal Nutrition, Wildlife Health Management

Veterinary Medicine	Veterinary Surgery & Radiology, Veterinary Pharmacology & Toxicology, Veterinary Pathology, Veterinary Microbiology, Veterinary Physiology, Veterinary Biochemistry, Animal Reproduction Gynaecology& Obstetrics, Wildlife Health & Management, Veterinary Parasitology, Animal Biotechnology
Veterinary Surgery & Radiology	Veterinary Anatomy, Veterinary Medicine, Veterinary Pharmacology & Toxicology, Veterinary Physiology, Veterinary Pathology, Animal Reproduction Gynaecology& Obstetrics, Wildlife Health & Management
Animal Genetics & Breeding	Animal Biotechnology, Livestock Production & Management, Animal Reproduction Gynaecology& Obstetrics, Veterinary Physiology, Veterinary Biochemistry, Poultry Science, Animal Nutrition
Livestock Production & Management	Animal Biotechnology, Animal Genetics & Breeding, Animal Reproduction Gynaecology & Obstetrics, Veterinary Physiology, Veterinary Biochemistry, Poultry Science, Animal Nutrition
Animal Nutrition	Veterinary Biochemistry, Veterinary Physiology, Livestock Production & Management, Animal Biotechnology, Livestock Product Technology, Poultry Science, Livestock Production & Management

Animal Biotechnology	Animal Genetics & Breeding, Veterinary Microbiology, Veterinary Biochemistry, Animal Reproduction Gynaecology & Obstetrics, Veterinary Physiology, Wildlife Health & Management, Animal Nutrition
Poultry Science	Livestock Product Technology, Veterinary Extension Education, Veterinary Biochemistry, Veterinary Microbiology, Veterinary Public Health & Epidemiology, Animal Genetics & Breeding, Animal Nutrition, Livestock Production & Management
Wildlife Health Management	Veterinary Anatomy, Veterinary Pathology, Veterinary Parasitology, Veterinary Microbiology, Animal Biotechnology, Veterinary Surgery & Radiology, Animal Nutrition, Veterinary Biochemistry, Animal Genetics & Breeding, Veterinary Medicine, Animal reproduction Gynaecology & Obstetrics, Veterinary Pharmacology & Toxicology, Veterinary Physiology, Livestock Production & Management, Poultry Science
Livestock Products Technology	Food Science & Technology, Veterinary Biochemistry, Veterinary Microbiology, Veterinary Public Health & Epidemiology, Poultry Science, Livestock Production & Management

ANNEXURE II

List of Common Courses for Master's Degree Programme

S.No.	Course No.	Title of Course	Credit
1.	PGS 601	Technical Writing and Communication Skills	0+1
2.	PGS 602	Agricultural Research, Research Ethics and Rural Development Programmes	1+0
3.	PGS 603	Basic Concepts in Laboratory Techniques	0+1
4.	PGS 604	Intellectual Property and its Management in Agriculture	1+0
5.	PGS 605	Library and Information Services	0+1

ANNEXURE III

List of Deficiency Courses for Biotechnology*

S.No.	Course No.	Title of Course	Credit
1.	VMBT 501	Principles of Animal health and Therapeutics	2+1
2.	AGBT 502	Introduction to Animal Genetics and Breeding	2+1
3.	ANBT 503	Introduction to Animal Nutrition	2+1
4.	VPBT 504	Introduction to Animal Physiology	2+1
5.	WMBT 505	Introduction to Wildlife Management and Forensic	2+1

* For students who are B.Sc. / M.Sc. in Biotechnology(Basic Science)

ANNEXURE IV

**Format of certificate to be issued by the Chairman of
Institutional Animal Ethical Committee (IAEC)**

INSTITUTIONAL ANIMAL ETHICAL COMMITTEE

COLLEGE OF

(Nanaji Deshmukh Veterinary Science University,

Jabalpur (M.P.)

No. _____

Date: _____

CERTIFICATE

The Institutional Animal Ethical Committee (IAEC) after screening thoroughly, keeping in mind the guidelines of Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), approves the research proposal entitled “ _____ ”by

_____ (Name of student),

Department of _____.

Name and Signature of Chairman of IAEC

ANNEXURE V

**NANAJI DESHMUKH VETERINARY SCIENCE
UNIVERSITY, JABALPUR**

Synopsis of Thesis/Dissertation Problem of Post graduate Students:

M.V.Sc. / M.F.Sc. / M.Sc.(Animal Biotechnology) /Ph.D.

Name of the Student (Capital letters) : _____
Roll No. : _____
Major Subject : _____
Minor Subject : _____
Supporting Subject : _____
Year of Admission : _____
Semester and year of submission of
synopsis : _____
Major Advisor : _____
Title of the research problem : _____

Introduction and Objectives (Not exceeding 300 words):

A brief resume of work done in MP, India and Abroad (Not exceeding 500 words):

Technical programme of work*:The details of experiment should be given as under:

- i) Location/place of work
- ii) Duration of work
- iii) Research Methodology and Experimental Design : Should be elaborate with all details
- iv) Observations to be recorded
- v) Statistical analysis

Collaboration (if any) with other Department (s)

S.No.	Name of Department / Institute

*There is no restriction of number of words/ page limit for Technical Programme of Work.

References

Signature of the student

ADVISORY COMMITTEE

Name Signature

Major Advisor
Member
Member
Member

Synopsis presented and approved by the house on dated

Signature of In- Charge Post Graduate Seminar

Clearance from Institutional Animal Ethical Committee (IAEC) has been obtained and Certificate enclosed (Annexure IV)

Forwarded six copies to the Dean

Head/ In Charge of the Department

Signature of Dean of the College / Director of Center/School

Approved / Not approved

Signature of Director Instructions

Note: Synopsis should be in Arial font size 12 with line spacing 1 or 1.5, main title with font size 12 bold case upper, centre alignment and subtitle in 12 bold, sentence case, left alignment. **There is no restriction of word or page limit for Technical program of work**

ANNEXURE VI

Appendix F

(To be submitted through proper channel in duplicate 14 days before the submission of thesis)

1.	Name of the student
2.	I.D. No.
3.	Name of the College/School/ Center
4.	Date of first registration
5.	Whether regular or In-Service student
6.	Title of the thesis
7.	Major subject
8.	Date of approval of advisory committee
9.	Date of approval of programme of course work
10.	Date of approval of synopsis by the house
11.	Whether paid all dues
12.	Whether completed course credits
13.	The OGPA of course credits
14.	Expected date of submission of thesis
15.	If submitted after due date whether permitted by Director Instructions
16.	Name of Major Advisor
17.	Name of members of Advisory Committee
18.	Whether panel of external examiners submitted, if submitted mention the dispatch No. and date

Signature of Major Advisor

ANNEXURE VII

(To be attached in thesis after VITA, first in English followed by the Abstract in English, then in Hindi followed by abstract in Hindi. The abstracts should start in fresh pages)

Title of the thesis: (Bold sentence case; 14 Arial, single space)

Name of Student:

Postal Address (Permanent):

Name of Major Advisor:

Degree Awarded:

Major Subject:

Total number of pages on thesis:

Name and Sign. of
Major Advisor

Name and Sign. of
Head / In Charge of
the Department

Name and Sign. of
Student

Thesis Abstract(in fresh page)

It is a condensed form of thesis in one page (500 words) that summarizes the content and conclusion of the thesis and indicates the relevance of the work. It should be complete in itself without referring any table, figure or other findings.

The Information as desired in Annexure VII in Hindi followed by the abstract in Hindi.

शोध का शीर्षक	:
छात्र/छात्रा	:
नाम (पूर्ण)	:
डाक पता, स्थानीय	:
प्रमुख सलाहकार नाम	:
पता, कार्यालय	:
डिग्री प्रदान की गई	:
डिग्री प्रदान करने का वर्ष	:
प्रमुख विषय	:
शोधकार्य में पृष्ठों की कुल संख्या	:
सारांश के शब्दों की कुल संख्या	:

प्रमुख सलाहकार

प्राध्यापक एवं विभागाध्यक्ष

शोध छात्र/छात्रा

ANNEXURE VIII

Format of abstract of the thesis in 500 words to be uploaded to dindvsu@gmail.com

- Name of the scholar (Arial 14 title case bold)
- Degree M.V.Sc. / M.F.Sc. / Ph.D. (Arial 14 upper case bold)
- Session (Arial 14)
- Name of the department (Arial 14 title case bold)
- Abstract (Arial 12) not more than 500 words

ANNEXURE IX

DEPARTMENT OF
COLLEGE/ SCHOOL / CENTRE

No.....

Date:...../...../2025

To,

The Director Instructions
NDVSU,
Jabalpur (M.P.)

Subject: Proposal for approval of advisory committee.

The following committee of M.V.Sc./M.Sc. (Animal Biotechnology) / Ph.D. student(s) is proposed for approval. The proposed committee is as per the guidelines of the NDVSU, Jabalpur.

S. No.	Name of the student (Roll No.)	Minor Subject	Supporting Subject	Major Advisor	Additional member with Justification (if any)
1.					
2					

Forwarded to the Dean of the College / Director of Center/School

Head/In Charge of the Department

Forwarded to the Director Instructions,
NDVSU, Jabalpur

Dean of the College / Director of Center/School

ANNEXURE X

DEPARTMENT OF
COLLEGE / SCHOOL / CENTER

No.....

Date:...../...../2025

To,

The Director Instructions
NDVSU,
Jabalpur (M.P.)

Subject : Submission of thesis for external evaluation

Through : The Dean, College of Veterinary Science & A.H.,
Jabalpur/Mhow/Rewa

*Two copies of M.V.Sc./M.F.Sc./ Three copies of Ph.D.
thesis entitled“”submitted
by.....

I.D. No. _____ are enclosed along with three copies each of
thesis abstract of thesis in Hindi and English in prescribed format,
for external evaluation:

- *Panel of examiners has already been submitted vide letter
No. _____ / Panel of examiner is enclosed
herewith.
- Student has completed all the course work as per his approved
programme of work.
- Thesis research work is in accordance with the approved
synopsis of research work.
- Student has presented his pre thesis seminar on _____
(Date) and corrections, if any have been incorporated.
- *M.V.Sc./M.F.Sc. / M.Sc. student has submitted one research
paper out of his thesis research work to his/her Major Advisor.

Signature of Major Advisor

Forwarded to the Dean of the College /Director of Center/School

Signature of Head / In-Charge of the Department
Forwarded to the Director Instructions

Signature of Dean of the College /Director of Center/School
(Strike out whichever is not applicable)

ANNEXURE XI

Documents to be submitted by the Head/ In Charge of the Department to the Dean of the College after thesis viva voce examination

- (a) 04 copies of the thesis (student recipient of any fellowship shall submit 05 copies)
 - (b) Certificate from librarian/ in-charge library (AnnexureXII) that a soft copy of the thesis has been uploaded in the library, either from university library or the unit library of respective college /centre
 - (c) Post graduate course completion verification certificate–3 copies (1 Dean + 1 Director Instructions + 1 Registrar)
 - (d) Certificate regarding completion of requirements of post graduate student–3 copies
 - (e) List of courses offered and completed–3 copies (Annexure XIII)
 - (f) No dues certificate–3 copies
 - (g) Bio-data of the student–3 copies
 - (h) Certificate of thesis and oral examination–3 copies
 - (i) Application for the issue of Degree certificate–3 copies
 - (j) Thesis oral examination result sheet–3 copies
 - (k) Application for the refund of caution money–one copy
 - (l) Abstract of the thesis in Hindi and English in 500 words in prescribed format
 - (m) Abstract of the thesis in 500 words to be uploaded to dindvsu@gmail.com
 - (n) One copy of CD's of the audio visual mode recording of thesis viva voce examination of Ph.D. student
 - (o) Six recent pass port size original photographs of students affixed on a paper sheet verified by concerned Dean / Director
- Out of the above documents sent by the Department to the Dean, two copies of the documents b, c, d, e, f, g, h, i, j and 4

copies of the thesis will be sent by the Dean of the college, to the Director Instructions. One copy of the thesis will be retained by the Director Instructions for University Library and rest of the 3 copies will be sent back to respective Dean, after his signature. One copy of the documents b, c, d, e, f, g, h, i, j will be sent by Director Instructions, to the Registrar, for issue of Provisional degree certificate.

ANNEXURE XII

CERTIFICATE FROM UNIVERSITY / COLLEGE LIBRARY

It is certified that Dr majoring in the subject
..... from the College / Centre in
the academic session has
uploaded a complete soft copy of the thesis manuscript along with
the tables /figures/ plates in the Library computer.

Sign & Seal

ANNEXURE XIII

NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY, JABALPUR

Proforma of list of courses registered and completed to be sent with CCVC (10 point scale)

Name: _____ **Major field:** _____ **Degree:** _____
Father's Name: _____ **Minor field:** _____ **Title of the thesis:** _____
Date of Birth: _____ **Supporting Subject:** _____
I.D. No: _____ **Roll No.:** _____ **Year/ Session of admission:** _____ **Date of thesis viva voce examination:** _____
Address: _____ **Final result declared on:** _____ **College/ Center/ School:** _____

Semester & session	Title & No. of Course	Major/Minor/Supporting/Common courses	Credit hrs.(Th+Pr)	Marks obtained (Theory)		Marks obtained (Practical)		Total Marks	Percentage of Marks	Grade point	Credit point	OGPA
				Out of 100	As per credits	Out of 100	As per credits					

Comprehensive result: Satisfactory

OGPA.....out of 10 point scale (in words).....which is equal to..... Percent of marks. Date:

Prepared by: Name & signature

Checked by: Name & signature

Signature of Major Advisor

Signature of Class teacher

Signature of Dean

Note:

a. Grade point = Percentage of marks divided by 10

b. Credit Point = Grade Point X Credits

c. OGPA = Total credit point divided by total credit.

d. The proportion of marks for theory and practical examination is in the ratio of the credits @ 50 marks for each credit

ANNEXURE XIV

CALCULATION OF OGPA: ON 10 POINT SCALE

Semester/ session	Course No.	Credits (Th+Pr)	Marks obtained (Theory)		Marks obtained (Practical)		Total Marks	Percentage of Marks	Grade point	Credit point	OGPA
			Out of 100	As per credits	Out of 100	As per credits					
1	2	3	4	5	6	7	8	9	10	11	12
	A	1+0	82	41	-	-	41	82	8.20	8.20	
	B	0+1	-	-	38	38	38	76	7.60	7.60	
	C	1+1	92	46	41	41	87	87	8.70	17.40	
	D	2+1	76	76	38	38	114	76	7.60	22.80	
	E	3+1	50	75	40	40	115	57.5	5.75	23.00	
	F	3+2	76	114	30	60	174	69.6	6.96	34.80	
Total		16								113.80	7.112

Method of Calculation of OGPA:

- Grade point: Percentage of marks divided by 10
- Credit Point : Grade Point X Credits
- OGPA: Total credit point divided by total credit.
- The proportion of marks for theory and practical examination is in the ratio of the credits @ 50 marks for each credit.



Directorate of Instructions
Nanaji Deshmukh Veterinary Science University

Jabalpur – 482004 (M.P.) India

Website : www.ndvsu.org