

UNIVERSITY CALENDAR

VOLUME II

(As amended upto 16 August, 2010)



CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY, HISAR
(Established by Parliament Act No. 16 of 1970)

Inspiring

Thousand of students have chosen this University as the favoured destination for achieving academic excellence and gaining an unparalleled education in agricultural sciences so as to become enterprising and suitably employed people. We at CCS HAU Hisar provide a caring and supportive environment with a balanced blend of academic expertise and practical experience. In addition to an enviable academic and research environment our students benefit from state-of-the-art facilities of library, hostels, laboratories, sports, recreations, computer centers, etc. They also receive financial support in terms of stipends, scholarships and fellowships. We have excellent links with many leading edge-companies across a wide array of sectors through which our students are able to access expertise and placement opportunities.



The university has instituted several incentives including medals and awards to encourage quality education and intellectual growth of our students and scholars.

The University Calendar-II, popularly known as Students' Handbook, which contains rules and regulations regarding students, has now been fully revised and upgraded. The rules and regulations have been separated for UG and PG students for easy understanding. The amendments made in rules and regulations in the past years have been incorporated including the recent ones based upon the recommendations of the ICAR. The revised volume mainly dealing with student's admission, discipline, fees structure, course curriculum, examinations, research thesis, medals, extra curricular activities and awarding the degrees, I trust, would be immensely useful for the students, faculty members and guardians.

I appreciate the efforts made by the Dean, Postgraduate and the Registrar of this university and their staff for bringing out the updated version.

A handwritten signature in blue ink, appearing to read 'K.S. Khokhar'.

K.S. Khokhar
Vice-Chancellor
CCS HAU, Hisar



Preface

The University Calendar Volume-II contains useful information for under-graduate and post-graduate students as well as members of the faculty. This volume now stands updated by incorporating all rules and regulations amended up to July, 2010. The rules and regulations governing UG and PG students have been segregated to make these more comprehensive, lucid and easily accessible.

Several persons contributed towards the completion of this publication. We take this opportunity to place on record our appreciation to them for their immense help. For this purpose, we sincerely thank all Deans/Directors/Associate Dean, PGS of CCS HAU, Hisar. We especially thank Dr R. S. Dalal, former Registrar and Mr. P. C. Marwal, former Deputy Registrar who took keen interest in the updating of University Calendar Volume-II and reviewed the manuscript critically. Their associates namely, Mr. Rampat Indora, Assistant, Mr. Praveen Tyagi, Assistant and Mr. Ajay Ahuja, Clerk also contributed significantly towards verification of existing rules. We also thank the staff of Dean, Postgraduate studies, particularly Mr. N. K. Gupta, Assistant and Sh. Virender, Clerk for their sincere efforts and technical assistance.

The University Calendar Volume - II is also available on the HAU website for general browsing.

O. P. Toky
Dean, Postgraduate Studies
CCS HAU, Hisar

S. S. Dahiya
Registrar
CCS HAU, Hisar

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PART-A

CHAPTER I TO II

FOR UNDER GRADUATE STUDENTS





CHAPTER I

RULES AND REGULATIONS FOR B. SC. (HONS.) AG./B.SC. (HONS.) HOME SCIENCE/B.TECH. (AGRIL ENGG.) DEGREE PROGRAMMES

Semester Rules

1. Academic year and semester calendar

The academic calendar shall be from July to June. It shall be divided into two semesters of 21 weeks each. The Registrar shall issue Academic Calendar for the next year before the semester break of the 2nd semester of the previous year.

2. Advisement and Registration

- 2.1. The students shall have to fill in prescribed form (Annexure-I) for registration of the courses prescribed for the class for the relevant semester. For appearing in the regular /repeat examination, the students may have to submit a separate form (Annexure-II).

The list of students registered in each semester and also the students who intend to appear in the repeat examination (with details of courses) shall be supplied by the Registrar's office to the Controller of Examinations.

- (a) Advisement and registration without late fee : On the prescribed date(s) which shall be one or two days prior to the commencement of course work.
- (b) Registration with late fee of Rs. 100/- per day upto 15 days. Late fee is not to be exempted under any circumstances. No registration shall be permissible after 15 days of the commencement of classes.
- (c) No attendance benefit for the late registration may be allowed. Late registration shall be at the risk and responsibility of the student to maintain the required attendance
- 2.2 Normally registration for the semester is not permissible in absentia. However, Dean may allow registration to a student who abstains himself with prior approval of the Dean concerned due to unavoidable reasons and on payment of a fee of Rs. 100/- extra on due date.
- 2.3 The Dean may refuse/cancel registration of a student who has indulged in acts of indiscipline or gross misconduct. The Registrar may cancel registration, if allowed by mistake; with the consent of the Dean concerned.
- 2.4 In case a teacher other than the one who is teaching the course has signed the registration cards of the students, it would be obligatory on the part of the teacher signing the cards to inform in writing to the teacher who is teaching the course.

3. Credit load

- 3.1 Each student shall compulsorily have to register for the courses prescribed in the relevant semester.
- 3.2 Advisor will be responsible to ensure that the student is eligible to register for the courses in the prescribed semester. Similarly he/she will also ensure his/her eligibility for repeat course examinations before signing the form.

4. Advisory Systems

- 4.1 Every student soon after admission, shall be assigned to an Advisor by the Dean of the College where the student is enrolled. The Advisor shall be from concerned faculty including the faculty other than teaching. Each student shall be registered in the tutorial group by the Advisor preferably borne on the teaching

faculty. The tutorial class would be held by the Advisor on each Monday during 4th period. The Advisor would evaluate the student as “S” or “US”.

4.2 **Advisory group should normally consist of 10 students.**

The same Advisor will continue to look after the interests of the student till the student completes the programme or withdraws from the college, whichever is earlier. Advisor of an undergraduate student shall be changed by the Dean, only if the Advisor is on long leave exceeding 3 months or leaves University service or transferred to out station.

4.3 **The Advisor shall have the following responsibilities:**

- (a) Immediately after admission and personal enquiries, he/she will complete the Advisement Book. He/she will keep this record upto-date which should be authenticated by the Dean at the end of each academic year. He/she will ensure that these rules and other registration rules are faithfully and strictly followed at the time of registration.
- (b) He/she will keep in touch with the academic progress of the student for which purpose the DMC is to be issued to the student and shall be routed by the Dean through him/her on the basis of which entries on the Advisement Book be made. He/she will also render advice to the student and if need be, make correspondence with parents of the student.
- (c) As and when he/she considers it necessary, the Advisor shall not hesitate to call a student individually for counseling.

5. Teaching

- (a) Senior teachers in addition to Deans, Directors and Heads of Depts., should also be involved in teaching fresh students. Deans and Heads of Depts. must take atleast three periods in a week of the fresh students.
- (b) As far as possible no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses. The Deans of the Colleges concerned should ensure compliance of this regulation.
- (c) New teachers should not be given independent teaching. They should be associated with senior teachers in practical classes. After one year of experience as taking practical classes, the teacher should be given undergraduate classes but not independently till the teacher gets sufficient confidence.
- (d) Details of the actual teaching work done by various teachers should be shown in prescribed proforma. Change in teaching schedule should be made only with the prior approval of the Dean of the concerned faculty. The Head of Depts./Deans would exercise strict supervision and ensure compliance.
- (e) Dictation of notes in the class is banned (wherever felt necessary cyclostyled/photostat handouts be given). The Deans and Heads of Depts, would occasionally take surprise rounds, monitor and ensure this.
- (f) In order to enable the teachers to do their teaching work uninterruptedly, meetings as far as possible should be convened in the afternoon and Saturdays should be kept reserved for long detailed meetings.

6. Attendance Requirements

- (a) Every student is required to attend at least 75% of the lectures delivered and practicals will be conducted separately in each course, from the start of the classes of a semester, for being eligible to appear in the examination.
- (b) In exceptional circumstances for the reasons considered appropriate relaxation upto 5% can be

given by the Dean concerned and further 5% by the Vice-Chancellor provided that the student had attended 50% lectures in theory and practicals separately.

- (c) Students falling short of attendance be apprised of their position at the end of each month by the concerned Instructor through Notice Board of the college with a copy to the Dean concerned/ COE. The Dean of the College will apprise the position to the Advisor of the student for taking remedial steps.
- (d) A student falling short of attendance in any one or more course(s) shall not be permitted to appear in the examination of course(s) registered and shall be declared fail.

Note : *“Names of such students be struck off by the Dean concerned whose attendance in aggregate is below 33% at the end of semester, with no automatic provision for re-admission. 1st year students may compete afresh for admission, if interested and others to seek re-admission on payment of re-admission fee, as per rules.*

6.1 Attendance benefit

Attendance benefit for absence to the maximum extent of 10 working days including journey days except for examination days in each semester shall be admissible subject to prior permission of the Dean concerned for participation in approved competition/hospitalization and that the student who without attendance benefit has attended 50% lectures in theory and practical, separately.

6.2 Responsibility for attendance report

Apart from monthly attendance position of the students falling short of attendance, it shall be the responsibility of the Instructor to submit attendance report even during strike period to the Dean (where the student is enrolled) through the Heads of Department, the next day, the classes break for preparatory holiday(s). Even if no student is falling short of attendance, attendance report be sent to the Dean.

The concerned Dean while granting permission as per rule 6.1 for participation or in case the student is hospitalized shall inform all the Instructors through Head of the Department regarding the period for which attendance benefit has been allowed to the student(s). Instructors shall allow the attendance benefit to the extent of physically holding classes during the period for which attendance benefit has been allowed. No *post facto* attendance benefit shall be admissible.

6.3 Rules regarding re-admission after leaving studies.

The students studying in semester system should not be permitted to drop studies in the 1st year of their studies and further they may be permitted to drop studies from 2nd year onwards subject to the following conditions:

- (1) A student who leaves College at the end of a semester (with prior permission of Dean of the College) shall be eligible for admission provided he/she seeks readmission within one year of leaving the college. The re-admission will be at the discretion of the Dean of the College concerned.
- (2) A student who for certain compelling reasons has to leave the College with the permission of the Dean during the currency of a semester, will be re-admitted by the Dean within a period of one year of leaving the College.

Note : A student governed under the above rules will be re-admitted in the same semester in the next academic year.

- (3) Name of such students who do not get/have not got registered continuously for two or more semesters (without permission of the Dean) be struck off. Re-admission in such case shall not be allowed. It is made clear that if a student turns up for registration after willful absence of one semester, a sum of Rs. 1000/- will be charged as a penalty. He will also be issued a warning by the Dean, not to repeat such absence in future failing which, admission shall stand cancelled without issuing further notice.

- (4) In all such cases, semester(s) dropped shall not be counted towards the minimum residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission. However, maximum time limit as per rules will apply

7. Admit Card

Dean will issue admit card in the following format to only those students who fulfill the attendance requirement.

ADMIT CARD

B. Sc. (Hons.) Ag./B. Sc. (Hons.) Home Sc./B. Tech. (Agril. Engg.)

I/II Semester Exam. _____
(Academic year) (Class)

Latest photo

NAME

Admission No.

(duly signed by the student)

Dean

With Stamp

8. Examination

- External pattern of examination shall be followed only for the theory portion to be conducted at the end of semester for regular courses, but for non-credit courses evaluation will be internal.
- The Instructor of the course may conduct practical examination internally where the course consists of theory as well as practical. In courses where there is no theory and the course is fully based on practical, the examination may be conducted by Board of Examiners consisting of the course Instructor and one nominee of the Dean out of the panel of three faculty members of the department recommended by HOD. Practical examination shall be of 100 marks and grade worked out by dividing with 10 upto one decimal point.
- Weightage for practical and theory portion of the course may be allowed as per the number of credit hours for theory and practical in a course at the time of computation of result of the relevant semester
- For Examination fee (regular courses as well as repeat course), student shall pay examination fee as mentioned in rule 16

9. Question Paper

The question paper for theory portion of the course may broadly consist of objective and subjective questions in the ratio of 40:60. Each theory paper shall be of 100 marks to be attempted in 3 hours. Weightage of marks after evaluation shall be given as per credit load of the course. There shall be two separate parts of each question paper i.e. A & B. Question paper of part A shall be question paper-cum-answer book. In part A, all 40 questions of one mark each shall be compulsory. The questions will be consisting of four objective types as detailed below :

- True or false 10 parts
- Fill in the blanks 10 parts
- Multiple choice 10 parts
- Matching the answers 10 parts

The student shall be given Part-A first and required to attempt the same in not more than 45

minutes, of the start of examination except Maths and Agril. Engg. courses for which time will be 80 minutes and 60 minutes, respectively. As soon as the student returns part-A, he shall be supplied question paper for part-B with separate answer book for attempting part-B within rest of the time allotted to that paper. Part-B shall be of 60 marks consisting of 9 subjective type questions carrying 10 marks each with option to attempt any six questions. It shall be responsibility of the invigilator on duty to link answer book of part-A with part-B with tag.

10. Conduct of examination

Conduct of examination shall be responsibility of the Dean concerned. As per schedule in the Academic Calendar, the Dean concerned in the middle of the semester shall notify date sheet for theory as well as practical examination for the information to students and others concerned.

Deans of the Colleges are competent to adjust the preparatory holidays for preponing and postponing the examination subject to the condition that the teaching days are not curtailed and that schedule of next semester is not disturbed.

Theory paper will be held from 10.00 a.m. to 1.00 p.m. in winter and 8.00 a.m. to 11.00 a.m. in summer.

11. RESULT

11.1 The evaluation of answer scripts of theory examination shall be got done by the Controller of Examinations. Marks for the practical examination shall be submitted by the Instructor concerned/Board of Examiners concerned as the case may be to the Controller of Examinations who will arrange compilation and submission of the same to the Registrar for declaration of result.

11.2 **Pass** : A student obtaining 40% and above marks in theory and practical separately but 50% and above in aggregate shall be declared pass in the relevant course(s). A student obtaining 35% and above marks in theory and practical separately and 35% and above in aggregate shall be passed in the relevant non-credit course, subject to further condition that student must maintain an OGPA as under :

Ending 1st year	3.5/10.00
Ending 2nd year	4.0/10.00
Thereafter	5.00/10.00

If a student is unable to maintain 3.5 OGPA ending 1st year, he/she will be readmitted and only one chance for readmission will be given at UG level for those students who have minimum 2.5/10.0 OGPA.

11.3 Credit load of relevant semester/course(s) of such student(s) who represent the University for national, international and intervarsity, (from zonal level activities) in CCA/sports and mis examination, be not counted for calculation of minimum Overall Grade Point Average. However such student(s) shall have to clear these courses at the first opportunity available in the next semester and that check of minimum required OGPA shall be exercised in that semester. No provision for offering special courses shall be there even for such students.

11.4 There will be no provision for supplementary. Such students who are declared fail in one or the other course(s) shall be required to repeat that (those) course(s), when offered in routine provided they have maintained the required OGPA. Others who fail to achieve the minimum required OGPA shall be declared fail in the relevant class and will have to repeat all courses of relevant year with benefit of repeat courses cleared in the year in which declared fail, before registration for next higher class.

Others who are not covered under above provisions shall be declared fail in all the courses registered during the relevant semester. Such students will be allowed registration continuously up to 6th semester. In 7th or 8th semester, as the case may be, the student shall first register himself for failed (relevant) semester and thereafter for regular semester. To elaborate, in case a student has failed in 1st or 3rd or 5th

semester, in 7th semester he/she will register for 1st (relevant) failed semester courses and then register for 8th and 7th semester courses in the subsequent semesters respectively. Similar shall be the case if one fails in 2nd or 4th or 6th semester for registration in 8th semester. In the end when only one semester is left for completion of degree, if need be, special arrangement of teaching courses shall be made by the Dean, for even semester courses in odd semester and vice-versa.

11.5 In the case where student is left with only one of the previous semesters, exception to the above provision be made at the time of registration for 7th semester. In such case(s) the student be allowed to appear in the examinations of courses of left-over semester alongwith exams. of 7th semester provided:

- (a) Concerned student requests for the same well in advance of registration of 7th semester. Specific orders in individual case be issued by concerned Dean after verifying the records.
- (b) Had 75% attendance when registered previously.
- (c) Shall have to pay additional examination fee for that semester.

Similarly students may be allowed to clear 'F' grade, if awarded in all the courses registered, due to unfair means case subsequently alongwith the examinations likewise the left over semester and if 'F' grade has been awarded in related course only, student may be allowed to clear the course alongwith the supplementary examination. In both the cases, he will have to pay extra fee as prescribed in the rules.

In other cases student shall have to put in extra period for the completion of degree.

11.6 Registration for RAWE/RHWE

Registration for internship/RHWE shall be allowed only when the student completes the course requirements.

- (1) For College of Agriculture and College of Home Science if a student is failing in any courses/ courses in 2nd, 4th & 6th semesters or/ and in 7th semester, he/she may be allowed registration of RAWE/RHWE in 8th semester subject to the condition that but the left over courses should not be more than three and examinations for such courses be arranged within 15 days of registration and result be declared within one month. If the student fails he/she is to be discontinued from RAWE/RHWE. In such cases internship allowance will not be paid. In such cases internship allowance will not be paid.
- (2) For College of Agril. Engg. & Technology, if a student is failing in any course/courses in 2nd, 4th, & 6th semester or /and in 7th semester he/she may be allowed registration as RNT in 8th semester. However, if a student is left with a maximum of three courses for completion of degree, he/she will be allowed registration for 9th semester immediately after declaration of result of 8th semester and examinations for such courses be arranged within one month of registration.

11.7 The following procedure shall determine the result of a student :

- (a) **Grade** : A grade point is obtained by dividing marks obtained in a course by 10.
- (b) **Credit Point** : Credit point is product of grade point multiplied with credit hours.
- (c) **Grade Point Average (GPA)** : It is a measure of quality of work done in a semester. It is a quotient of the total grade points secured by a student in various courses registered in a semester by dividing with the total course credits during that semester. It shall be expressed upto first decimal place.
- (d) **Overall Grade Point Average (OGPA)** : It is a measure of overall cumulative performance of a student on completion of two or more semesters. It is computed by dividing the total number of grade points earned by a student over the semesters by the total number of credits. It shall be expressed upto second decimal place.

- (e) **Grading** : Evaluation of the student in each course will be referred as Grading and shall be measured by the quality of performance in that course by assigning the course grade as indicated below :

OGPA Description of performance

9.00 to 10.00	(90 to 100%)
8.00 to 8.99	(80 to 89.9%)
7.00 to 7.99	(70 to 79.9%)
6.00 to 6.99	(60 to 69.9%)
5.00 to 5.99	(50 to 59.9%)
4.00 to 4.99	(40 to 49.9%)

Note : In deficiency courses “S” or “US” grade shall be awarded which will have no effect on GPA/OGPA.

11.8 To qualify for the degree, the students must obtain a minimum OGPA of not less than 5.0.

11.9 Moderation of result-grace marks.

- (a) There will be no Moderation Committee in any college. Whenever the question paper is out of syllabus, representation of students, if received the same day, shall be passed on to the Controller of Examinations by the Dean of the College with his comments/ recommendations and of the concerned teacher. Comments of the external examiner shall be obtained by the Controller of Examinations and then case be submitted to the Vice-Chancellor for decision with regard to benefit of marks to be given.
- (b) Grace marks in all undergraduate programmes under external pattern of examination upto a maximum of 0.5% of the aggregate marks of an examination in which a student appeared and is failing be allowed subject to: -
- (i) Not more than 5 grace marks be allowed in one course
 - (ii) benefit of grace marks shall be admissible maximum in three courses. Practical and theory even of the same course are to be counted as two courses;
 - (iii) benefit of grace marks shall not be allowed in course(s) or part thereof in examination (s) missed by a student.
- (c) If a student is failing in any paper/course by 0.5 mark it may be rounded off to next digit.

11.10 **DMC** : Based on the position of result, Detailed Marks Card (format at annexure-III) shall be issued to all the students registered. The DMC will clearly show GPA/OGPA at the end of each semester.

Totalling shall cover all the up to-date credits registered and grade(s) earned irrespective of the fact whether the student has passed or failed in relevant course. For failed course, student will be awarded “0” grade point. ‘S’ or ‘US’ grade will not effect GPA/OGPA of student.

11.11 On completion of degree, division shall also be indicated in the DMC of final semesters (year) as under:

OGPA	Division
5 to 5.99	2 nd class
6.00 to 7.49	1 st class
7.5 and above	1 st class with distinction

12 Answer Book

- (a) Answer book (containing 16 pages) and continuation sheet (containing 4 pages) shall be used for part-B of question paper. Part-A and Part-B of the answer book should be of same size i.e. A-4 size.
- (b) Answer books shall be handed over by Centre Supdt. to the Controller of Examinations, after the paper is over and formalities completed, who will count the same and give acknowledgement to the Centre Supdt.
- (c) The COE shall dispose off answer books/continuation sheets, as per university rules, after one year of the declaration of result, provided no representation or court case is pending. Before Answer books are disposed off, cover page be got removed and destroyed by burning and rest part of the answer book/continuation sheet be torned into two pieces.

13 Evaluation Process

Before the answer books are sent to the external examiner for evaluation, admission numbers on the answer books be concealed by the COE. The examiner shall also be supplied a copy of question paper and blank award list/s. Marks shall be indicated on the blank award list by indicating any number on any answer book and against same number on the award list by the examiner. When the answer books are received back from the examiner, decoding of the admission numbers on the answer books shall be done by the COE and admission numbers mentioned against relevant number on the award list.

14 Re-evaluation/Re-checking

No re-evaluation is permissible. However, re-checking of the answer book may be allowed on payment as prescribed in rule 16. In this case the answer book shall be checked/got checked by the COE and ensure that all the answers attempted by the student have been marked and that totalling of marks is correct. Any mistake in totalling shall be rectified and if any answer remains unmarked, it will be got marked from the same examiner who has originally evaluated the answer book. No payment for this purpose be made to the external examiner. The request for rechecking should be made within 10 days (20 days for COA Kaul) from the date of despatch of DMCs by Registrar Office

15 Residential Requirements

Residential requirements for all undergraduate programmes of studies shall be eight semesters. The students may be permitted by the Dean concerned four semesters over and above the residential requirements to complete a degree. For this purpose, the students may have to apply for extension in the residential requirements. Extension fee to be charged in case student is not able to complete the degree even after one year of the normal duration is as under:

1 st Semester	Rs. 300/-
2 nd Semester	Rs. 500/-
3 rd Semester	Rs. 1500/-
and onward, if permitted	

Such students who fail to complete the programme of studies within the maximum period indicated above, be dropped.

16 Examination Fee to be charged from students including, MBA programme.

- 1. Examination fee per sem. (normal) Rs. 600/-
Examination fee per semester for those who register for elective course Rs. 700/-

- | | | |
|----|---|-------------------------|
| 2. | Examination fee for supplementary | Rs. 300/- per course |
| | Fee for repeat course | Rs. 100/- per course |
| 3 | Examination fee for supplementary in Practical only | Rs. 100/- per course |
| 4. | Examination fee for special supplementary exam. | Rs.400/-for each course |
| 5. | Re-checking fee | Rs. 100/- per course |

17 Remuneration to be paid to External Examiners

Sr. No.	Nature of work done	Rates	
		B.Sc. (Hons.) Ag/ B.Sc.(Hons.) H.Sc./ B.Tech. (Agril.Engg.) & MBA	B.V.Sc. & AH
1.	Paper-setting	Rs. 500/- per question-paper	Rs. 500/- per question paper (for one part) Rs. 600/- for more than one part.
2.	Contingency/postage charges	Rs. 50/- or actual expenditure subject to production of original receipts duly attested by the payee	Rs.50/- or actual expenditure subject to production of original receipts duly attested by the payee
3.	a) Evaluation of Answer sheets. b) Evaluation of project and Training reports (MBA) including conduct of viva voce.	c) Rs. 10/- per answer sheet with a minimum of Rs. 250/- d) Rs. 100/- per report	Rs. 10/- per answer sheet for one part & Rs. 15/- per answer sheet for more than one part with a minimum of Rs. 250/-
4.	Practical Examination	N.A.	Rs. 10/- per student for one part & Rs. 15/- per student for more than one part with a minimum of Rs. 250/-
5.	Tying charges	Rs. 10/- per page	Rs. 10/- per page

18 MIGRATION

18.1 Migration from other University.

- (i) Migration in the 1st and final year of UG programme is not permissible. Request of migration of children of University Employees may also be considered on compassionate grounds.
- (ii) The student(s) seeking migration in the middle of a programme of studies must furnish the Certificate of Character, Medical Fitness Certificate and a transcript of courses and credits taken in the previous University from Head of Department of the Institution in which he/she studied last,. Request of migration shall be examined by the Dean on the basis of following criteria:
 - a The candidate should not have less marks in the qualifying examination/entrance exam for that degree than the candidate last admitted to the degree programme during that year.
 - b. The candidate should be on good standing, good conduct and medically fit at the time of migration as per rules of the University where he/she is studying.
 - c Even if a candidate fulfils the above criteria yet it is discretion of the CCSHAU to allow or may not allow migration. The Vice-Chancellor shall be the final authority to approve Deans' recommendations.
- (iii) Students who migrate from other universities/colleges shall not be eligible for CCSHAU scholarship.
- (iv) Regarding the benefit of courses, the Equivalence Committee of the College will work out equivalence of the courses cleared by the student before migration with the course(s) existing at CCSHAU and will recommend the exemption to be allowed to the student(s) which will be finally approved by the Dean of the college concerned.
- (v) Grades earned by the student in previous Institution shall be indicated in the transcript with a clear note that these have been given to the students by the previous Institutions before migration to CCSHAU. These grades however, shall not be counted for calculating OGPA in this University.

18.2 Migration from one constituent college to other - transfer of credits

The migration from one constituent college to another in the Faculty of Agriculture be discouraged, and be allowed only on compassionate grounds by the Dean, COA with the approval of the Vice-Chancellor. However, the following guidelines be kept in view for such migration.

- (i) Migration will not be allowed in the 1st year Class.
- (ii) The migration shall be allowed after completion of atleast 1st Academic year and during 2nd Academic year only.
- (iii) The student should be on good standing and good conduct at the time of migration.
- (iv) Migration to the maximum of 5% of the 2nd year class may be allowed subject to the availability of seat(s) where migration is sought.
- (v) The student who has not cleared all the courses of 1st year will not be allowed migration during 2nd year of a programme. Similarly, no request for migration will be entertained from the students of 3rd year and 4th year of the programme.
- (vi) When an undergraduate student migrates from one constituent college to another constituent College of this University, the college to which he/she migrates will take into account, both the credits and grades obtained by the student in the first college in the courses which form part of the graduation requirements in the college and programme to which he/she migrates.
- (vii) The migration will be allowed on merit.

18.3 **Migration certificate**

Migration certificate may be issued to the students even if they leave their studies before completing their degree programme to join any other University, after payment of prescribed fee and 'No Dues Certificate' from the concerned Dean. No Dues Certificate is not required, if migration certificate is asked for after the completion of degree programme.

19 REFUND OF TUITION FEES (SECURITY)

- (a) A student who pays tuition fee in advance, for the entire course for a term/semester but is not finally admitted to a class shall be entitled to refund of the full fees paid by him/her provided he/she claims the refund within a period of three months from the date of admission.
- (b) A student who has paid fee in advance for a term and does not join or withdraws his/her name after having been admitted to a class shall not be entitled to the refund of fees paid by him/her.
- (c) A student who has paid fee in advance for a term but is not allowed to join the class shall be entitled to refund of fees paid by him/her if claimed before the end of the term.
- (d) A student who has paid fees in advance for a term but is prevented from pursuing studies because of illness, will be allowed to carry forward fees paid by him/her for adjustment in a subsequent term, in case the medical certificate is from a Govt. Hospital/ University Hospital.
- (e) If a student has paid fees in advance for a term but is admitted provisionally pending declaration of the examination result, the university will charge fees for the period his/her name remains on the rolls, in case he/she is declared ineligible for continuing studies in the higher class. If, however, he/she decides to continue his/her studies in the lower class, the fees paid will be adjusted against the fees for that class.
- (f) Adjustment of fees and securities is permissible to candidates admitted to one programme, allowed to shift to another programme later on

20 MISCELLANEOUS

- 20.1 In order to ensure that the requirements for the award of a degree have been duly completed by a student, the COE/Dean/Registrar shall keep a record of the courses completed by the student. However, result notification will be issued by the Registrar after the concerned Dean certifies that the student has completed the graduation requirements.
- 20.2 In all matters relating to admission and the operation of the semester system, the Registrar shall, ordinarily, act in accordance with the recommendations of the Admission Committee or the Dean concerned, as authorized for the purpose under the rules of the University. Where, however, he/she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.
- 20.3 Admission/continuation of those students who are convicted by the court of law or against whom a case in a court of law is in progress will not be eligible for admission. However, when such a student takes re-admission his/her case would be considered afresh on merits keeping in view the grounds of conviction.
- 20.4 Dean/Supdt. of Examination will ensure that every student should carry his/her identity card and those without identity card should not be allowed to sit in the examination. In case of impersonation, if both the students involved are students of this University they should be expelled as per rules after following the prescribed procedure. If a person, who impersonates is from outside the university, his/her case should, in addition, also be referred to the Police.
- 20.5 Generally rules are not to be relaxed. The Deans will screen all the cases relating to the students of the College at their own level, accept or reject, as per rules. Extension cases may, however be referred to the

committee consisting of all Deans and Registrar or his nominee. The senior most Dean will be convener of the committee and in case the senior most Dean happens to be away, the next senior most Dean will preside over the meeting. The Registrar or his nominee shall act as Member-Secretary. Other cases which are not covered under the rules, but there is sufficient justification for relaxation in the rules, Deans of the Colleges shall obtain Vice-Chancellor's orders through the Registrar. This will, however, be done only in exceptional and extreme emergent circumstances.

- 20.6 The Dean of the related faculty means the Dean of College who is concerned with the relaxation in the rules and not the Dean of the College where the student is enrolled. For example, if there is a request for condonation of shortage of attendance in course Extn.403 of a student of College of Veterinary Sciences the issue shall be examined by the Dean, COA, who has offered this course and not by the Dean, College of Veterinary Sciences on whose strength the student is.
- 20.7 Any matter not covered by these rules shall be referred to the Academic Council for decision.



Annexure-I

[Rule 2.1]

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
REGISTRATION CARD**

[Please read carefully the instructions overleaf before filling this card]

Admission No. Name

Semester Year &
Class

Local Address

Title of course Course No. Credit hours Signature (in full)
of instructor

Total Credits Offered

Signature of Student	Signature of Advisor	Signature of Director Students Welfare (stamp & date)	Signature of Librarian (stamp & date)	Signature of Admn.cum- Accounts officer (stamp & date)	Signature of Dean (stamp & date)	Asstt. Registrar (Acad.) for Registrar (stamp & date)
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INSTRUCTIONS

(To be observed strictly in the following sequence)

A. FOR STUDENTS

1. Obtain five cards meant for relevant class and semester from the Dean's office. Yellow coloured cards be used for registration of repeat courses.
2. Meet the advisor and fill these cards in accordance with his/her advice. One filled in card will be retained by him/her.
3. Most of the courses are already printed. Students should check up these and score out those not to be offered and enter those in ink, in the blank space provided for the purpose, that are not included in the printed list.
4. The entries should be made neatly and legibly. Erasing/scoring off etc. be duly authenticated by the authority competent to make/allow such corrections.
5. Obtain signatures of the instructors concerned against relevant course. In case a teacher other than the one who is teaching the course has signed the registration card of the student, it would be obligatory on the part of the teacher signing the card to inform in writing the teacher who is teaching the course.
6. Pay hostel dues and obtain signatures of DSW (non-hosteler should get this fact recorded from DSW on these cards).
7. Make payment of fees/dues and obtain signatures of Administrative-cum-Accounts Officer of the College concerned.
8. Leave all the cards in Dean's office (Dean, PGS in the case of Post-Graduate students) and obtain acknowledgement on the reverse of fee receipt. The Deans office after scrutiny shall transmit the cards to Registrar's office within 3 days of the date of registration. The Registrar's office after completing the formalities and proper scrutiny within 3 days of the receipt of cards shall retain one card. ***One card be transmitted to Controller of Examination and two cards to Dean. The Dean will retain one card and pass on the other card to student through advisor who will hand over the same to the student in next advisory group meeting.**

***Revised provision as at (*) above shall be for external pattern undergraduate programmes only.**

B. FOR ADVISOR

1. Advise the student properly before he/she fills in these cards.
2. Sign these cards after these have been signed by all concerned except Dean of the College concerned. Please put full signatures.
3. Ensure that the cards are properly filled in and cutting/erasing, etc. duly authenticated.
4. Ensure that the student has cleared pre-requisite of a particular course or fulfills the required condition
5. No student be allowed registration in advance course(s).
6. Do not allow registration by proxy.
7. Ensure that repeat course(s) are registered only in the yellow card and are accompanied by the information as per Appendix-II.

C. FOR DSW

1. Ensure that each UG student enlists at least for one-curricular activity during each semester
2. 1st and 2nd year students of undergraduate programmes must offer NCC/ NSS/during the Ist semester unless duly exempted by the competent authority

Annexure-II
[Rule 2.1]

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY
HISAR

Admission Form for repeat course Examination of _____
Semester & Class

INSTRUCTIONS

1. Particulars to be filled in by the candidate neatly, legibly in his/her own handwriting (If you make any wrong statement in your form or suppress the facts, you will be responsible for the consequence involving cancellation of your candidature and disciplinary action under the rules).
2. Examination fee as prescribed in rule 16.

-
1. Name and Admission No.
 2. Courses in which the candidate intends to appear
Course No. Semester and class Indicate whether it is Ist or 2nd chance.
 3. Fee Receipt No Dated Amount
 4. Have you ever been disqualified by this or any other University for appearing in the examination, if yes, provide the following information
Name of examination Year Admn.No Period of disqualification
. Reasons

Declaration

I declare that the statements made by me in this form are correct and I undertake that if any part of it is at any time found to be incorrect, my result may be cancelled and I shall be liable for disciplinary action under the rules.

Place

Dated

Signature of candidate

CERTIFICATE

Certified that the information given by the candidate in the admission form is correct to the best of my knowledge and he/she is eligible to appear in the supplementary examination.

Dean of the college

Advisor

Dated

For Office use in the University

Eligibility checked by

(i) _____

(ii) _____ (Assistant)

Verified by _____ (Superintendent)

Annexure-III
[RULE 11.10]

**CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY
HISAR**

SEAL

Detailed Marks Card of Ist semester 1998-99

(Semester/year)

B.Sc.(Hons.) Ag. - Ist semester 1st year

Name		Admission No.			
Sr. No.	Title of Course	Course No.	Credit hours	Grade points on 10 point scale	Credit points
1.			T		
2.			P		
3.					
4.					
5.					

Total _____
Previous _____
Cumulative Total _____

Result

Grade Point
Average

Overall Grade
Point Average

Assistant Registrar (Acad.)

(Notes overleaf may be seen for explanation)



Note

1. Line below the marks shows failure in the course and marks/ credits/credit points not counted for any purpose.
2. GPA/OGPA is indicated only in cases where all prescribed courses of the semester/ upto date have been cleared.
3. NE stands for 'not eligible. P stands for Practical. T stands for Theory. Ab stands for absent in paper/examination.
4. Following formula is followed for working out grade point/ credit points/GPA/OGPA on 10-point scale.
 - (a) Credit point.
Marks obtained/10=Grade point, Grade point x credit hours=credit points
 - (b) Grade point average
Total credit points divided by the total credit hours.
 - (c) OGPA
Cumulative credit points divided by cumulative credit hours.
 - (d) Grade point average shall be calculated upto 1 decimal point and overall grade point average upto 2 decimal points. No rounding off is permissible at any stage.
5. Totalling does not include credit hours and credit points of such courses that have not been cleared/passed by the student.

<p>Prepared by _____</p> <p>Checked by _____</p> <p>Verified</p> <p style="text-align: right;">Superintendent</p>



The existing instructions under rule 11.10 of University Calendar Vol. II will be followed on the students admitted from 1997-98 and continue upto 2000-2001. The following revised instructions at reverse side of the DMC will be applicable on the students admitted from the session 2001-2002.

Note

1. Following formula is followed for working out grade point credit points GPA/OGPA on 10-point scale.
 - (a) Credit point
Marks obtained 10 = Grade point, Grade point x credit hours = credit points
 - (b) Grade point average
Total credit points divided by the total credit hours
 - (c) OGPA
Cumulative credit points divided by cumulative credit hoursGrade point average shall be calculated upto 1 decimal point and overall grade point average upto 2 decimal points. No rounding off is permissible at any stage.
2. Line below the marks shows failure in the course T & P and marks credit points not counted for any purpose.
3. P stands for Practical. T stands for Theory. Ab stands for absent in paper examination.
4. Totalling does not include credit points of such courses that have not been cleared/passed by the student. However, credit hours have been counted for calculation of GPA/OGPA.
5. A student failing to achieve the OGPA of 3.5/10.00 at the end of 1st year will be declared fail in the class and will have to repeat all courses of relevant year with no benefit of courses cleared in the year in which he was declared fail before registration for next higher class.

Semester/ year

Prepared by _____
Checked by _____
Verified Superintendent

Mother and Father names will be indicated on the DMCs from 1st semester 2002-2003.

CHAPTER II

RULES AND REGULATIONS FOR THE B.V.Sc. & A.H. DEGREE PROGRAMME

(For the students admitted from 2009-10 onwards)

(AS PER VCI REGULATIONS)

Veterinary Council of India (V.C.I.), in exercise of powers conferred by sub-section (1) of section 22 read with clause (b) of sub-section (1) of section 21 of the Indian Veterinary Council Act 1984 (52 of 1984), with the previous approval of the Central Government has framed regulations in supersession of the notification vide GSR 69(E) dated 7th February 1994. These regulations are called “Veterinary Council of India - Minimum Standards of Veterinary Education - Degree Course (B.V.Sc. & A.H.) Regulations, 2008 and have been published in the Extra Ordinary Gazette of India No. 130 dated 6.8.2008.

1 SHORT TITLE AND COMMENCEMENT

- 1.1 These regulations shall be called Bachelor of Veterinary Sciences and Animal Husbandry (B.V.Sc. & A.H.) Degree Regulations.
- 1.2 These regulations shall be applicable to the students of B.V.Sc. & A.H. degree programme of Chaudhary Charan Singh Haryana Agricultural University (CCSHAU), Hisar, admitted with effect from academic year 2009-2010 onwards and also to the failed students of first year of academic year 2008-09 repeating first year in 2009-10.

2 DEFINITIONS

In these regulations, unless the context otherwise states:

- 2.1 “Academic Year” means a period, consisting of two semesters or one semester in case of 5th year including an inter-semester break as notified each year in the Academic Calendar of the College.
- 2.2 “Course” means a teaching unit of a subject to be covered within a semester as prescribed in the syllabus.
- 2.3 “Course Catalogue” means a list of approved courses for the degree programme wherein a course is identified with a specified code and number giving course contents and credits assigned to it.
- 2.4 “Credit Hours” means the weekly unit of work recognized for any particular course as per the course catalogue issued by the university. A theory class of one hour per week shall count as one credit hour whereas a practical class of two hours or a working period of three hours in the Teaching Veterinary Clinical Complex per week shall count as one credit hour.
- 2.5 “College” means College of Veterinary Sciences of the CCS Haryana Agricultural University, Hisar.
- 2.6 “Controller of Examinations” (COE) means Controller of Examinations of the CCS Haryana Agricultural University, Hisar.
- 2.7 “Coordinator of Examinations” means Coordinator of Examinations of College of Veterinary Sciences (COE COVS).
- 2.8 “Degree Course” means the course of study in Veterinary Science, namely Bachelor of Veterinary Sciences and Animal Husbandry (B.V.Sc. & A.H.)
- 2.9 “Department” means a Department in the College/University.

- 2.10 “Dean” means the Dean of the College of Veterinary Sciences.
- 2.11 “Registrar” means the Registrar of the CCS Haryana Agricultural University, Hisar.
- 2.12 “Registration” means the registration of the student for each academic year/semester on the date(s) notified for the purpose.
- 2.13 “Syllabus & Curriculum” means the syllabus and curriculum for the courses of study as specified by the Veterinary Council of India and adopted by the University.
- 2.14 “Semester” means a period consisting of minimum of one hundred instructional days excluding time spent for examinations.
- 2.15 “Student” means a student registered for the B.V.Sc. & A.H. degree programme of the College of Veterinary Sciences.
- 2.16 “Detailed Marks Certificate” (DMC) is the consolidated report of Marks, Grade Point, Credit Points and Grade Point Average (GPA) secured by the student and issued by the University at the end of each academic year.
- 2.17 “Transcript” is the consolidated report of Credit Points, Grade Point Average (GPA), Overall Grade Point Average (OGPA) and Percentage of Marks secured by the student and issued by the University at the end of B.V.Sc. & A.H. degree programme.
- 2.18 “Teaching Experience” means the experience of teaching in the subject concerned in a Veterinary College, or Animal Science or Allied Subjects Institution, or Veterinary Hospital, or Institution recognized by the VCI/CCS Haryana Agricultural University.
- 2.19 “Paper” means course(s) with a same subject code combined for the purpose of annual examination in a particular academic year.
- 2.20 “University” means the Chaudhary Charan Singh Haryana Agricultural University (CCSHAU), Hisar (established by Parliament Act No.16 of 1970).
- 2.21 “Veterinary Council” means the Veterinary Council of India (VCI) as constituted by the Indian Veterinary Council Act 1984 (52 of 1984).
- 2.22 “Veterinary Hospital or Institution” means a teaching and non-teaching Veterinary Hospital or Institution relevant to Livestock Health, Production or Technology by whatever name called.

3 CURRICULUM OF BACHELOR’S DEGREE PROGRAMME

- 3.1 Bachelor degree awarded by the university shall be B.V.Sc. & A.H. The medium of instructions shall be English.
- 3.2 The residential requirement shall be for a minimum of five academic years and a maximum of eight academic years including compulsory internship of six months duration. The cases of extension beyond residential requirements shall be dealt with as per University rule.
- 3.3 The Veterinary Curriculum shall comprise six components of study:
- (i) Core courses
 - (ii) Tracking programmes
 - (iii) Study circles
 - (iv) Entrepreneurial training

- (v) Internship, and
(vi) Competence in skills

3.3 (i) Core Courses

Subjects to be covered in the B.V.Sc. & A.H. degree course:

1. Veterinary Anatomy
2. Veterinary Physiology and Biochemistry
3. Veterinary Pharmacology and Toxicology
4. Veterinary Parasitology
5. Veterinary Microbiology
6. Veterinary Pathology
7. Veterinary Public Health and Epidemiology
8. Animal Nutrition
9. Animal Genetics and Breeding
10. Livestock Production Management
11. Livestock Products Technology
12. Veterinary Gynaecology and Obstetrics
13. Veterinary Surgery and Radiology
14. Veterinary Medicine
15. Veterinary and Animal Husbandry Extension Education

N.B.: The semester wise distribution of theory and practical courses comprising 177 credits (core courses) for B.V.Sc. & A.H. degree programme are mentioned under rule 4.4.

3.3 (ii) Tracking Programmes:

Tracking programmes are introduced to allow students to exercise more control over specific direction of their profession and motivate them for self learning through virtual classroom, distant learning, internet, etc. A student has to compulsorily take any two programmes of two credits (2+0) each any time **during third year to fifth year** degree course. One Coordinator of Professor rank will be designated by the Dean who will offer tracking programme and shall supervise, guide, monitor and evaluate the activities of the tracking programmes. The list of approved tracking programmes along with respective advisors will be notified at appropriate time. Each student will be required to make power point presentation on the assigned tracking programme to the students and teachers. Evaluation of the students for this programme shall be done internally on Grade basis (A-Excellent, B-Good, C-Average or F-Fail). The coordinator shall ensure that all the activities of tracking programmes must be completed and result submitted two weeks before the commencement of internal examination for that semester. In case of unsuccessful candidates, the programme can be carried over to the next semester/year. These will be Non-Credit courses but shall be mentioned in the DMC and Transcript along with the grades obtained. No student shall be allowed to change the tracking programme during the professional year.

3.3 (iii) Study Circles:

Each student shall have to compulsorily enroll himself/herself for at least two Study Circle activities **during second to fourth year** of B. V. Sc. & A.H. degree course, out of the approved list. The

designated advisors shall supervise, guide, monitor and evaluate the activities of the Study Circles. Each enrolled student shall have to present a seminar on the topics of his/her Study Circle any time during the semester. The date and time of the seminar shall be notified inviting participation of all students. The Study Circle shall also put up news, wall papers, drawings, exhibits of their subject in the college. One Coordinator of Professor rank will be designated by the Dean who will offer study circles and shall supervise, guide, monitor and evaluate the activities of the study circles. The evaluation of the student for each of the registered Study Circles shall be done by the advisor who will grade them as A-Excellent, B-Good, C-Average or F-Fail as per their performance. The coordinator shall ensure that all the activities of Study Circles must be completed and result submitted two weeks before the commencement of internal examination for that semester. In case of unsuccessful candidates, the programme can be carried over to the next semester/year. The same shall be recorded in the DMC and Transcript along with the grades obtained. No student shall be allowed to change the Study Circles during the professional year.

3.3 (iv) **Entrepreneurial Training:**

Each student of B.V.Sc. & A.H. degree course shall be required to compulsorily undertake one of the activities of Entrepreneurial Training as per approved list **during IX semester of fifth year**. This training is aimed at developing entrepreneurial skill for self employment. The university/college shall provide interest free loans out of a revolving fund to student groups (team of upto five students), technical support and infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students. The profits/loss, if any, shall be kept/borne by the students. However, in case of loss, the Dean of the college through the Entrepreneurship Committee consisting of four faculty members (at least one subject matter specialist) may evaluate the reasons of such loss and provide compensation in case it is found that the loss has been inadvertent.

3.3 (v) **Internship:**

- (a) As per rule 3.2, every student of B.V.Sc. & A.H. degree course shall be required after passing the fifth annual examination to undergo compulsory rotating internship to the satisfaction of the university for a minimum period of six calendar months so as to be eligible for the award of the degree of B.V.Sc. & A.H. and full registration with the Veterinary Council.
- (b) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays). The intern will devote whole time to the training and will not be allowed to accept a whole time or part time appointment paid or otherwise.
- (c) Internship shall be undertaken only after completion of all credit requirements of veterinary curriculum including Tracking Programmes, Study Circles, Entrepreneurial Training and R&V Sqn N.C.C. /N.S.S. as prescribed under these regulations.
- (d) The university shall issue a course completion certificate of having passed all the professional examinations and having successfully completed course work.
- (e) Haryana Veterinary Council will grant provisional registration to the candidate on production of course completion certificate. The provisional registration will be for a minimum period of six months and maximum of eight months.
- (f) After provisional registration with the Haryana Veterinary Council, the candidate shall register for internship of six calendar months on payment of all dues prescribed for a semester.
- (g) Interns will be actively involved in rendering veterinary services under the supervision of an experienced teacher.
- (h) They shall assist the teacher in all activities of the units they are posted in.
- (i) During the period of internship, they (except foreign students) shall be paid consolidated

remuneration in the form of internship allowance as may be decided by the university/institution from time to time.

- (j) Attendance will be compulsory. The candidate will be entitled for 10 days casual leave. The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. If an intern willfully absents from the training programme even if for part of a day or during off hours duty (including Sundays/holidays) he/she may be treated absent for that day. The candidate will be required to undergo training for the additional days in lieu of the absence period and internship allowance will not be paid for these additional days.
- (k) The internship programme shall be monitored by a committee constituted by the Dean under his/her chairmanship including among others the Head of TVCC and Head of ILFC as members. This committee shall monitor effective implementation of the internship training programme from time to time.
- (l) In case of unsatisfactory work/performance and/or shortage of attendance, the period of compulsory rotating internship shall be extended by not more than two months by the Dean. If this period is more than two months, the intern has to re-register afresh for internship programme for entire six calendar months including registration with the Haryana Veterinary Council on payment of all dues prescribed for a semester.
- (m) Internship allowance will be paid only for six calendar months. No internship allowance will be paid for the period of absence/unsatisfactory performance/extended period.
- (n) The compulsory rotating internship for six calendar months shall be done in teaching and approved Veterinary Polyclinics/Veterinary Hospitals, Veterinary Biological Centers, Technology Centers, Farms, Veterinary Disease Investigation Centers, etc.
- (o) The compulsory rotating internship shall be in the following areas:
 - (i) Clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, hospital management, record keeping etc. for three months.
 - (ii) Livestock production management training, covering farm routines of cattle and buffalo farms, piggery/rabbitary, sheep and goat farms, equine/ camel unit, etc. for one month.
 - (iii) Poultry production and management covering layer and broiler production, hatchery and chick management, quail, turkey, duck units etc. as well as fishery or any other recycling unit where feasible, for one month.
 - (iv) Livestock technology and service covering familiarization in biological product units, disease control campaigns (disease investigation, sample collection and dispatch, vaccination, mass testing, etc.) in plant training in meat plants, milk plants, etc. training in zoo/wild life center/national parks for one month.
- (p) Where an intern is posted to a recognized veterinary hospital for training, a representative of the college and the In-charge of the veterinary hospital shall regulate the training of such interns.
- (q) Functions, responsibilities and duties of Interns:
 - (i) Participation with clinical faculty in the hospital practice.
 - (ii) Share the emergency and night duties on rotation in the large and small animal hospitals including Sundays & holidays.
 - (iii) Participation with staff of the place of posting in Veterinary Practice (production or technology).
 - (iv) The responsibilities of the intern include hands-on diagnostic and treatment procedures

for hospitalized cases under the supervision of the attending veterinarian.

- (v) Participation in the tutorial instructional programme of the College.
- (vi) The intern will administer primary care to emergency cases and participate in service such as anesthesia, radiography, ultrasonography, endoscopy, laboratory and diagnostic procedures. Medicine, Surgery and Gynaecology rounds to be held periodically allowing the interns to present cases and participate in topic discussion.
- (r) The training shall be supplemented by weekly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns/discussions in clinical training, farm training and technology and services, respectively.
- (s) The intern shall maintain a log book of day to day work which may be verified & certified by the supervisor under whom he/she works. In addition, the interns will prepare a brief project report on the basis of his/her case study/ case analysis, survey reports, etc. This shall be based on his/her own study during the internship. Such reports can be supervised by more than one teacher, if required. The interns shall present such report in seminar organized for the purpose.
- (t) The grading shall be based upon the evaluation of log book, their performance reports from all the minimum prescribed training postings, project report and comprehensive examination in core competence in veterinary skills conducted at the end of the programme by an Evaluation Committee comprising of the faculty representing the concerned departments appointed by the Dean for this purpose.
- (u) Every intern shall have to submit an entrepreneurial project report during the internship programme.

3.3 (vi) Comprehensive Examination on Core Competence in Veterinary Skills:

The competence in veterinary skills examination shall be based on an evaluation of core competence in professional skills as detailed below:

- (1) Restraint of cow, sheep, horse, dog and pig. Haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging
- (2) Animal identification, dentition and ageing of animals
- (3) Housing layout/requirements of livestock and poultry
- (4) Computation of ration of livestock of different breeds and age groups in health and disease
- (5) Fodder management and interpretation of feed quality evaluation
- (6) Physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rates, respiration rate etc.)
- (7) Recording and interpretation of cardiovascular response
- (8) Testing of milk and milk products for quality, clean milk production
- (9) Carcass quality evaluation (ante-mortem & post-mortem examination)
- (10) Specific diagnostic tests for zoonotic diseases
- (11) Sample collection, handling and dispatch of biological materials for laboratory examination
- (12) Staining techniques for routine clinico- pathological examinations
- (13) Relating post-mortem lesions to major livestock diseases

- (14) Haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rates etc.) and interpretation
- (15) Tests and their interpretation for haemoprotozoan diseases
- (16) Body fluids collection, examination and interpretation as an aid to diagnosis
- (17) Urine evaluation procedures and interpretation as indicators for diagnosis of diseases
- (18) Fecal examination- procedures and interpretation
- (19) Examination of skin scrapings and interpretation
- (20) Interpretation of blood chemistry profile in diseases
- (21) Deworming procedures and doses for different species of animals/birds
- (22) Managing an outbreak of infectious/contagious disease
- (23) Approach to diagnosis of a given disease condition
- (24) Pre-anesthetic administration and induction, maintenance of general anaesthesia and dealing with anesthetic emergencies
- (25) Local anaesthetic administration
- (26) Nerve blocks- sites, functional application
- (27) Suture material, suture pattern and tying knots
- (28) Common surgical procedures including dehorning, docking, caesarian section, ovario-hysterectomy, castration, rumenotomy
- (29) Application of plaster cast/splint for fracture immobilization and other bandaging procedure in large and small animals.
- (30) Soundness in horses
- (31) Rectal examination – palpation of pelvic/abdominal organs in cattle/ horses/ buffaloes,
- (32) Detection of oestrus, artificial insemination, pregnancy diagnosis,
- (33) Management of vaginal/uterine prolapse and dystocia
- (34) Andrological examination of bull, handling, preservation and evaluation of semen
- (35) Vaccination procedures , vaccination schedules and vaccine types for different diseases
- (36) Handling of radiograph, interpretation of a given radiograph of large and small animals
- (37) Client management
- (38) Managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.
- (39) Dosage regimens of important drugs
- (40) Drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine
- (41) Identification of major livestock/poultry breeds
- (42) Measuring climatic parameters and their interpretation
- (43) Communication technology tools

There shall be no marks for this examination. Every intern shall be graded as ‘Satisfactory’ or as

‘Unsatisfactory’ based on the evaluation of this examination and submission of Entrepreneurship Project. The Dean shall then issue the certificate of satisfactory completion of internship training as prescribed by the Veterinary Council of India. In case of unsatisfactory performance in the comprehensive examination for core competence in professional skills, the candidate has to repeat the entire internship programme.

3.4 The candidate will become eligible for registration with State/UT Veterinary Council only on the award of the B.V.Sc & A.H. degree or production of a provisional degree certificate by the university.

4 TEACHING SYSTEM AND CREDIT LOAD

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

4.2 **Work distribution chart of each teacher should be available with the Dean’s office for inspection of the council. In each subject professors and senior teachers must be actively involved in teaching, especially in conducting practical for degree course. The principle behind each practical, the objective of each practical and level of competence expected from the students, etc. should be clearly explained to them by senior teachers.**

4.3. **The date of commencement and completion of semester/academic year shall be as per approved academic calendar of the college.**

4.4 a) **The prescribed credit load in each Academic year shall be as follows.**

Academic year	Semester	Theory	Practical	Total	Total credits in an academic year
I	I	11	7	18	38
	II	12	8	20	
II	III	12	9	21*	42
	IV	12	9	21*	
III	V	12	7	19	40
	VI	13	8	21	
IV	VII	10	10	20	38
	VIII	10	8	18**	
V	IX	9	10	19	19
Grand Total		101	76	177	177

* One credit (0+1) each for two courses on Livestock Farm Practice (Non credit) included.

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

4.4 b) **In addition to the above core courses, a student has to successfully complete the Tracking Programmes, Study Circles, Entrepreneurial Training, Internship and Core Competence in Veterinary Skills as has been detailed under 3.3 of these rules for the award of B.V.Sc. & A.H. degree.**

4.4 c) R & V Squadron NCC shall be compulsory for B.V.Sc. & A.H. students in 1st and 2nd year of their degree programme. The students admitted to B.V.Sc. & A.H. programme w.e.f. the academic year 2009-10 and onwards shall be governed by the following regulations regarding R&V Sqn NCC.

i) Every student admitted to B.V.Sc. & A.H. programme shall be required to enroll for compulsory

R&V Sqn NCC in 1st and 2nd year. The Dean, College of Veterinary Sciences is authorized to allow exemption from R&V Sqn NCC on the recommendation of R&V Sqn NCC Officer duly supported by a medical certificate from the University Medical Officer. Foreign nationals are exempted from this programme.

- ii) Every student will be registered for 0+2 non-credit course in this programme in each of the four semesters. The examination shall be conducted for R&V Sqn NCC 111 and 121 courses grouped together (R&V Sqn NCC Group I) at the end of 1st academic year and for R&V Sqn NCC 211 and 221 courses grouped together (R&V Sqn NCC Group II) at the end of 2nd academic year and S/US grade will be awarded. Failure to attend 75% parades will make the student ineligible to appear for annual examination of R&V Sqn NCC. If a student obtains US grade in a group, he/she shall register in the subsequent year for the same Group of R&V Sqn NCC courses. Students can't register simultaneously for two Groups. The student shall have to pass R&V Sqn NCC Group I and II and attend one annual training camp for obtaining course completion certificate to be eligible for provisional registration to Haryana Veterinary Council and internship programme for completion of B.V.Sc. & A.H. degree programme.
- iii) Every student on successful completion of Group I and Group II - R&V Sqn NCC courses and attending one annual camp, may be discharged from R&V Sqn NCC.

In case a student intends to register in R&V Sqn NCC, even after two years of compulsory training, he/she can be allowed to do so when offered in normal routine as per R&V Sqn NCC guidelines.

- iv) On completion of training (including annual training camp), every cadet will be graded as Excellent, Very Good, Good and Satisfactory keeping in view the discipline, leadership qualities, keenness in training, attendance and the proficiency in the tests.
 - v) All students enrolled under the scheme will be charged the prescribed R&V Sqn NCC fee/ funds.
 - vi) During emergency, if any of the requirements of the compulsory R&V Sqn NCC training can not be arranged by the authorities, the Vice-Chancellor may suspend these regulations as cannot be completed
 - vii) The DSW shall have overall control of R&V Sqn NCC in the College of Veterinary Sciences.
 - viii) The postgraduate students having basic degree of B.V.Sc. & A.H. may also join this programme.
- 4.4 d) After two years of compulsory R&V Sqn. NCC, each student of B.V.Sc and A.H. degree course will register for one CCA in each of the remaining five semesters as per University rules.

5 REGISTRATION

- 5.1 At the beginning of each academic year/semester, a student shall register as per approved academic calendar on prescribed date(s).
- 5.2 If a student fails to register on the scheduled date(s) notified for the purpose, registration may be allowed by the Dean with late fee of Rs.50/- per day up to 15 days. Late fee is not to be exempted under any circumstances. No registration shall be permissible after 15 days of the commencement of classes on any ground, whatsoever may be the reason.
- 5.3 No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk and responsibility of the student to maintain the required attendance.
- 5.4 Normally registration for the semester is not permissible in absentia. However, the Dean may allow

registration to a student who abstains himself with prior approval of the Dean due to unavoidable reasons and on payments of a fee of Rs. 100/- extra on due date.

- 5.5 The Dean may refuse/cancel registration of a student who has indulged in acts of indiscipline or gross misconduct. The Registrar may cancel registration, if allowed by mistake, with the consent of the Dean.

6 MIGRATION OR TRANSFER OF STUDENT FROM ONE RECOGNISED VETERINARY COLLEGE OR INSTITUTION TO ANOTHER

- 6.1 A student studying in a recognized veterinary college may be allowed to migrate.
- 6.2 The migration/transfer may be allowed by the university after passing 1st year of B.V.Sc. & A.H. degree course within one month of the start of academic session of 2nd year of this University.
- 6.3 Migration/transfer of a student shall not be allowed during the middle of an academic year.
- 6.4 The number of students migrating/transferring from other veterinary college to this veterinary college during the period of one academic year will be kept to the maximum limit of 5% of the intake capacity of this veterinary college in one year.
- 6.5 Cases not covered under such rules, 6.1 to 6.4 may be referred to the Veterinary Council of India for consideration on merits.
- 6.6 An intimation about the admission of migrated/transferred students into any veterinary college should be sent to the Veterinary Council of India by the respective college/university.
- 6.7 Even if the candidate fulfils the above criteria yet it is the discretion of the CCSHAU to allow or may not allow migration. The Vice-Chancellor will be the final authority to approve the Dean's recommendations.**

7 ATTENDANCE REQUIREMENT

- 7.1 The required condition of attendance shall not be deemed to have been satisfied in respect of the course, unless the student has ordinarily attended all the scheduled theory and practical classes; however, the minimum requirement of attendance shall not be less than 75% (including attendance benefit, if any) of scheduled theory & practical classes separately on the basis of cumulative attendance of all the courses grouped for a paper for annual examination as well as for non credit course(s) for internal examination.
- 7.2 Attendance benefit for absence to the maximum period of 10 instructional days in a semester shall be admissible subject to prior permission of the Dean for participation in co-curricular activities (cultural and sports) and intimation within 3 days of hospitalization. For such cases, the percentage of the attendance shall be calculated after excluding the period of absence from the scheduled theory/practical classes. **Besides this, attendance benefit for attending only one compulsory NSS/NCC/NCC R&V Sqn. camp organized for the regular class will be given separately.**
- 7.3 A candidate having attendance below 75% in a paper/non-credit course(s) will not be eligible to appear in the annual examination of that paper and internal examination for non-credit course(s).
- 7.4 The percentage of attendance of a student in a course/paper shall be computed on the basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of registration. However, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be counted from the date of declaration of result of compartment examination and the date of closing of instructions.

7.5

Instructor(s) shall maintain a record of the students' attendance in each course taught by him in each semester for lectures and practical separately in a register prescribed by the university for the purpose. Student(s) falling short of attendance be apprised of their position on monthly basis by the instructor(s) in the class and also through the notice board with a copy to the Dean. At the end of each semester, the instructor(s) shall notify the consolidated attendance of the course(s)/paper taught by him after giving benefit of attendance if any and submit the same to the Professor In-charge of the concerned class as well as the Dean through the Head of Department concerned. Similarly, a cumulative attendance for each paper shall be computed by the concerned Head of Department and be submitted to the concerned Professor In-charge of the class who shall prepare the consolidated attendance report of the respective class and submit to the Dean.

8. DISCONTINUANCE AND RE-ADMISSION:

- 8.1 A student of 1st professional year shall not be allowed to drop/discontinue his/her studies.
- 8.2 If a student of II, III, IV, V professional year class, leaves the college for some compelling circumstances with the permission of the Dean during the currency of an academic year, he/she may be re-admitted by the Dean within a period of one year. However, if a student leaves the college without the permission of the Dean, he/she can be re-admitted within a period of one year, only with the prior approval of the academic council. Such students should join at the start of the semester which they left in the succeeding academic year. In all such cases, the period of discontinuance of studies shall not be counted towards the residential requirement of degree programme and such student shall have to pay re-admission fee in addition to normal charges (fee) at the time of re-admission.
- 8.3 Names of such students whose attendance in aggregate is below 33% at the end of semester/ year shall be struck off by the Dean with no automatic provision for re-admission. First year students may compete afresh for admission, if interested and others to seek re-admission on payment of prescribed admission fee.

9 EXAMINATION AND EVALUATION

- 9.1 The examination shall be to assess whether the student has been able to achieve a level of competence. For academic assessment, evaluation of practical aspects of the curriculum should receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, separately.
- 9.2 The weightage of Theory and Practical shall be in the ratio of 60:40, respectively in both internal and annual examinations.
- 9.3 The distribution of marks for objective and subjective questions in each course/paper shall be in the ratio of 60:40 respectively both in internal and annual examinations.
- 9.4 The schedule of examination during B.V.Sc. & A.H. course shall consist of internal (semester) and external (annual) examinations: internal examination (theory and practical separately) for each course at the end of each semester; and external examinations (theory and practical separately) at the end of each academic year comprising of all the courses of a particular subject taught during that year.
- 9.5 The internal examination shall be conducted for 50% of total marks in theory and practical separately and shall invariably be conducted on completion of the course as per lecture/practical schedule without any preparatory leave. Internal practical examination shall be conducted by a board of examiners consisting of instructor(s) of the course and a representative of the head of the department. Evaluation of answer books shall be done by the concerned instructor(s). Marks obtained in theory and practical in the internal examinations would be recorded separately and submitted to the COE COVS within 7 days of the conduct of theory examination and next day of completion of practical examination.

- 9.6 A preparatory leave for a maximum of 5 days including holidays may be allowed before annual examination.
- 9.7 A composite annual examination for a group of courses/a course (Annexure I, if only a single course is involved in the paper) shall be conducted for the rest 50% marks in theory and practical separately as per schedule of examination. The practical examinations shall be conducted by the board of examiners appointed by the university and shall consist of two or more internal (representing the subjects being examined) and one external examiner. Evaluation of answer books of annual examinations shall be done by the external examiner(s).
- 9.8 The external practical examinations shall be conducted by the respective internal and external examiners with mutual co-operation. They shall allot marks to the candidate appearing at the examination according to their performance and the marks sheet so prepared shall be signed by both the examiners.**
- 9.9 Controller of examination, CCSHAU shall provide all facilities to the internal and external examiners which are necessary for the conduct of examinations and the internal examiner shall make all preparation for holding the examinations.**
- 9.10 The external examiner shall have the right to communicate to the COE CCSHAU his/her views and observations about any shortcomings or deficiencies in the facilities provided by the college with a copy to VCI, if he/she so desires.**
- 9.11 Internal/external examinations shall be held on such dates, time and places as the university may decide and must be completed so that the results are announced before the onset of the ensuing semester/academic year.
- 9.12 The schedule of examinations (internal/external) shall be adhered to strictly. No re-examination (make up examination) shall be allowed in events of students' strike, boycott, walkouts, and medical grounds or what-so-ever may be the reason.
- 9.13 The records of examination shall be made available to the council, as and when required and the records of assessment may be retained till six months after the conduct of the annual examination.

Explanation 1: For the first B.V.Sc. & A.H. examination, the subject of Veterinary Anatomy, has one course in the first semester (VAN-111, 1+2=3) and one course in the second semester (VAN-121, 2+2=4). Internal evaluations for VAN-111 shall be conducted at the end of the 1st semester and for VAN-121 at the end of the 2nd semester. The marks obtained in the examinations shall be recorded separately for theory and practical and sent to the COE COVS/Dean. After the completion of courses in the second semester, a composite annual examination (for Veterinary Anatomy Paper-I) shall be conducted for the theory and practical of VAN-111 and VAN-121 giving due weightage to each course. The marks obtained in the theory and practical of internal and annual examination shall be added and the grade point calculated and recorded against Anatomy Paper-I. Similar pattern shall be followed for all other subjects of B.V.Sc. & A.H. Degree course. (Annexure II)

Explanation 2: The teachers while evaluating practical, shall take into account the followings points :

- (1) A record or log book maintained by each student as practical records.
- (2) Observation and recording of the skill with which each student executes the practical.
- (3) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).
- (4) At least ten percent marks may be awarded to day-to-day records including record of case sheets, etc.

N.B.: Practical manuals may be prepared by the respective departments for each course.

10. COMPARTMENT EXAMINATION

- 10.1 A student failing in a maximum of two papers (credit or non credit course(s) except CCA shall be allowed only once to appear in compartment examinations for those paper(s)/non-credit course(s). Compartment examination shall comprise of the external component of both the theory and practical of the failed paper(s), which shall constitute the 100% weightage for that paper(s) and the marks of internal examination shall not be considered for the evaluation of compartment examination. However, for non credit course(s), the compartment examination shall comprise of the internal component of theory or practical of the failed non-credit course(s), which shall constitute the 100% weightage for that non-credit course(s).
- 10.2 The compartment examinations shall be conducted within 20 calendar days after the date the results of the concerned professional year examination declared. The results of such compartment examination shall be declared within 5 days after the examination is conducted.
- 10.3 In case of failure in any of the compartment paper(s), the student will be reverted back to the previous professional year and will be required to repeat all the requirements of that failed professional year.

11 CONDUCT OF EXAMINATION

- 11.1 Conduct of internal examinations shall be the responsibility of the Dean through Coordinator of Examinations (COVS). Controller of Examinations, CCS HAU shall be responsible for annual examinations in coordination with Coordinator of Examinations (COVS). As per schedule in the academic calendar, Coordinator of Examinations (COVS) in consultation with the Dean shall notify date-sheet for theory as well as practical examinations of both internal and annual examinations at least 15 days before the start of examinations for the information of students and other concerned. Date sheet for compartment examinations will be notified by the Coordinator of Examinations (COVS) in consultation with the Dean within 7 days of the declaration of result. All examinations shall be held on such dates, time and places as prescribed in the Date-sheet and must be completed in time so that the results are declared before the onset of the ensuing semester. Seating plan for both internal and external examinations shall be prepared by Coordinator of Examinations (COVS) for each examination.
- 11.2 In case of internal examination(s), one of the two papers (received from instructor(s) in the sealed envelope) will be used by the Coordinator of Examinations (COVS) for getting the requisite number of copies made under his/her own supervision by maintaining complete secrecy. Sealed packet(s) containing these copies will then be delivered to the Examination Superintendent which will be opened by the invigilator(s) just before the start of examination.
- 11.3 The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s). A paper setter shall be provided the courses and syllabus prescribed by the VCI including detailed course outline. A paper setter shall be requested to prepare two sets of question papers, each for main examination and compartment examination (if any). Where necessary, more than one paper setter/examiner can be appointed.
- 11.4 In case of annual examination, one of the two sealed envelopes (received from external examiner) for a particular paper will be used by the Controller of Examinations, CCS HAU for getting requisite number of copies made under his/her own supervision by maintaining complete secrecy. The sealed packets containing these copies will be delivered to the Examination Superintendent which shall be opened in the examination hall in the presence of invigilator(s) just before the start of examination.
- 11.5 Controller of Examinations shall arrange/provide all materials and other facilities related to conduct of examination to the Coordinator of Examinations (COVS) for smooth conduct of internal and annual examinations.

- 11.6 Coordinator of Examinations (COVS) in consultation with the Dean will appoint Examination Superintendent and supervisory staff who shall be responsible to make arrangements for the orderly conduct of examinations.
- 11.7 Student(s) will be allowed to appear in annual examinations only with valid admit card issued by the Dean.
- 11.8 A candidate who is late beyond 15 minutes shall not be allowed to appear in the examination. However, justification for coming late shall be examined by the Superintendent whose decision shall be final.
- 11.9 No candidate will be allowed to leave the examination hall before half time after the commencement of examination.

12. MODERATION

12.1 Question Paper:

The concerned Head of the Department and course instructor(s) shall act as moderator(s). The moderator(s) shall review the question papers on the day of examination after these have been distributed. Any corrections needed, will be conveyed to the examinees and any discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller/Coordinator of Examinations in a written report.

12.2 Results:

The Controller/Coordinator of Examinations in consultation with the Dean of the College shall form a committee of three members consisting of Dean of the college as Chairman and two other teaching faculty members to moderate the results obtained at the annual examination. This Committee shall review the results for the normal distribution of marks and the percentage of pass or failure. Any moderation suggested shall be uniformly applied to all students for that paper(s) without altering the merit of the passed candidates. Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper. The provisions for moderation of results shall not apply to compartment examinations. There shall be no provision for grace marks in any case.

13 SCRUTINY OF ANSWER BOOKS AND RECTIFICATION OF ERRORS

- 13.1 There shall be no provision of re-evaluation of answer book(s).
- 13.2 A student, however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to Controller of Examinations/Coordinator of Examinations within three days after the declaration of result and after paying prescribed fee.
- 13.3 The Controller/Coordinator of Examinations shall arrange the scrutiny of answer book(s) by the Moderation Committee appointed by the Dean.
- 13.4 Scrutiny means re-totalling of the marks, and examination of unmarked question(s), if any.
- 13.5 The answer book(s) of internal/annual examination shall not be shown to the student under any circumstances.
- 13.6 In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly (even if it is towards lower side). If, however, any question is found to be unchecked by the examiner, the answer book(s) shall be sent to the examiner for doing the needful and the result(s) shall be revised accordingly if there occurs any change in the marks.



- 13.7 No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- 13.8 In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he/she may apply to the Dean to appear in the compartment examination on the announced scheduled date. The scheduled date of the compartment examination shall under no circumstances be changed on this account.

14. PROMOTIONS AND FAILURE

- 14.1 Promotion or failure of a student in a professional year shall be decided only on the basis of aggregate marks of internal and annual examinations.
- 14.2 A student shall be promoted to next higher professional class only if he/she has passed in all the papers of his/her class by obtaining at least 50% marks in theory and practical separately (internal and external combined).
- 14.3 A student should secure overall grade point average (OGPA) of 5.00 out of 10.00 at the end of degree programme to be eligible to get B.V.Sc. & A.H. degree.
- 14.4 A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination(s). However, this promotion shall be subject to clearance in the compartment examination(s) of that/those paper(s) and shall be provisional. If the student fails in the compartment examination(s), he/she shall stand automatically reverted to the class from where he/she was allowed provisional promotion.
- 14.5 Failed students shall register again for the entire professional class, they failed. Such students shall have to fulfill all requirements of the class afresh.
- 14.6 A student failing in the annual examination for three consecutive years in a professional year of B.V.Sc. & A.H. degree programme shall be finally dropped automatically from the university on account of poor academic performance.
- 14.7 In no case, a student shall be allowed to continue his/her B.V.Sc. & A.H. studies beyond eight academic years (16 semesters) in a Veterinary College.

15. GRADING AND GRADE POINT AVERAGE

- 15.1 Grade Point (GP) in a course will be the total marks obtained by a student out of 100 divided by 10. The total marks awarded should not have a fraction and should be rounded off to a nearest whole number.
- 15.2 Credit Point (CP) in a course will be GP multiplied by the Credit Hours.
- 15.3 Total Credit Points = Sum of the Credit Points secured.
- 15.4 The Credit Points earned will be zero if the GP in a paper is less than 5.00
- 15.5 Grade Point Average (GPA) = Sum of the Total Credit Points earned divided by the sum of Credit Hours.
- 15.6 The corresponding ranking of OGPA with respect to traditional scoring system of division/ranking shall be as follows:

8.000 and above	- First Division with Distinction
7.000 -7.999	- First Division
6.000 - 6.999	- Second Division
5.000 - 5.999	- Pass

15.7 The final result will be declared and the DMC and Transcript will be issued by the Registrar, CCS HAU Hisar.

N.B.: If a student passes with compartment the same shall be reflected in DMC/Transcript.

16 AWARD OF PROVISIONAL DEGREE CERTIFICATE

A provisional degree certificate shall be awarded under the seal of university to candidate after the successful completion of internship and core competence skills.

17 UNFAIR MEANS IN THE EXAMINATION AND PENALTIES

- 17.1 The rules for use of unfair means in the examination will be the same as applicable to the students of other constituent colleges of the university. However, apart from other punishment or disciplinary action as per the rules of the university, student(s) found using unfair means during internal/external examinations (both theory & practical) or indulging in indisciplinary activity leading to disturbances or cancellation of any examination shall also be deemed to have attempted unfair means and failed and the provisions of rules 9.12 and 10.1 shall apply for deciding his/her promotion or otherwise.
- 17.2 Students found in possession of copying materials or found using unfair means during theory and or practical internal examinations shall be awarded zero marks in the internal examinations of all the courses of the respective semesters and placed on conduct probation for next semester.
- 17.3 Students found in possession of copying materials or found involved in act of unfair means during annual examination or compartment examination (theory and/ or practical) shall be deemed to have failed in that professional programme/ year and placed on conduct probation for subsequent one academic year.
- 17.4 Students found in possession of copying material or found using unfair means for the second time in any of the examinations, shall be deemed to have failed in that professional programme and he/she shall also stand debarred from pursuing studies in college/university.

18 ENFORCEMENT OF STUDENT DISCIPLINE & GOOD BEHAVIOUR

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

19. DISCLAIMER

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

Annexure I

LIST OF PAPERS & CONSTITUENT COURSES FOR ANNUAL EXAMINATION

FIRST PROFESSIONAL	CONSTITUENT COURSES
Vety. Anatomy Paper-I	VAN-111 & VAN-121
Vety. Physiology Paper- I	VPB-111 & VPB -121
Vety. Biochemistry Paper-I	VPB-112 & VPB-122
Animal Genetics & Breeding Paper-I	AGB-111 & AGB-121
Livestock Production Management Paper-I	LPM-111 LPM-121& LPM-122
Animal Nutrition Paper-I	ANN-111 & ANN-121
SECOND PROFESSIONAL	CONSTITUENT COURSES
Vety. Anatomy Paper- II	VAN-211 & VAN-221
Vety. Physiology Paper-II	VPB- 221
Vety. Parasitology Paper-I	VPA-211, VPA-221 & VPA-222
Vety. Microbiology Paper-I	VMC-211 & VMC-221
Vety. Pathology Paper-I	VPP-211 & VPP-221
Livestock Production Management Paper-II	LPM-211, LPM-221& LPM-222
Animal Genetics & Breeding Paper-II	AGB-211
Animal Nutrition Paper-II	ANN-211
THIRD PROFESSIONAL	CONSTITUENT COURSES
Vety. Pharmacology Paper-I	VPT-311 & VPT-321
Vety. Microbiology Paper-II	VMC-311 & VMC-321
Vety Pathology Paper-II	VPP-311, VPP-321 & VPP-322
Vety. Public Health & Epidemiology Paper-I	VPE-311 & VPE-321
Vety. Biochemistry Paper-II	VPB-321
Livestock Products Technology Paper-I	LPT-311, LPT-312 &LPT-321
Vety. & A.H. Extension Paper-I	VAE-311 & VAE-321
FOURTH PROFESSIONAL	CONSTITUENT COURSES
Vety. Pharmacology Paper-II	VPT-411 & VPT-421
Vety. Surgery & Radiology Paper-I	VSR-411 & VSR-421
Vety. Gynaecology & Obstetrics Paper-I	VGO-411 & VGO-421
Vety. Clinical Medicine Paper-I	VMD-411 & VMD-421
Vety. Preventive Medicine Paper-I	VMD-412 & VMD-422
Vety. Clinical Biochemistry & Laboratory Diagnosis Paper-I	VLD-411 & VLD-421
Veterinary Clinical Practice Paper-I	VCP-411 & VCP-421
FIFTH PROFESSIONAL	CONSTITUENT COURSES
Vety. Surgery & Radiology Paper-II	VSR-511
Vety. Gynaecology & Obstetrics Paper-II	VGO-511
Vety. Clinical Medicine Paper-II	VMD -511, VMD -512 &VMD-513
Vety. Public Health & Epidemiology Paper-II	VPE-511
Vety. & A.H. Extension Paper-II	VAE-511
Veterinary Clinical Practice Paper-II	VCP-511

Total External Papers: 34

Total Courses: 65

Annexure - II

Method of calculation and recording of grade points

Course No.	Credit Hours	Marks obtained				Total (100)	Grade point (10 Point Basis)	Credit Points	Total Credit Points
		Internal		External					
		Theory (30)	Practical (20)	Theory (30)	Practical (20)				
Veterinary Anatomy- Paper I (Credit Hours 7)									
VAN-111	1+2	24.5	16.5	22.5	17.5	81.0	8.10	24.30	56.90
VAN-121	2+2	25.5	16.0	23.5	16.5	81.5	8.15	32.60	
Veterinary Physiology- Paper I (Credit Hours-6)									
VPB-111	2+1	26.0	18.0	23.5	16.5	84.0	8.40	25.20	49.80
VPB-121	2+1	25.0	16.0	23.5	17.5	82.0	8.20	24.60	
Veterinary Biochemistry- Paper I (Credit Hours- 5)									
VPB-112	1+1	28.5	18.5	20.0	18.5	85.5	8.55	17.10	43.35
VPB-122	2+1	28.0	16.0	25.5	18.0	87.5	8.75	26.25	
Animal Genetics and Breeding- Paper I (Credit Hours-6)									
AGB-111	2+1	24.5	18.0	21.5	20.0	84.0	8.40	25.20	49.05
AGB-121	2+1	25.5	15.0	21.0	18.0	79.5	7.95	23.85	
Livestock Production Management- Paper I (Credit Hours-8)									
LPM-111	3+1	28.0	16.0	21.5	20.0	85.5	8.55	34.20	67.50
LPM-121	1+1	23.0	16.0	27.5	18.0	84.5	8.45	16.90	
LPM-122	1+1	26.0	16.0	23.0	17.0	82.0	8.20	16.40	
Animal Nutrition- Paper I (Credit Hours-6)									
ANN-111	2+1	26.0	18.5	24.5	19.5	88.5	8.85	26.55	51.30
ANN-121	2+1	25.0	16.5	22.5	18.5	82.5	8.25	24.75	

Current: total Credit Hours: 38 Total Credit Points Earned: 317.90

GPA: 8.365

Results: 1. Pass with Grade Point Average (GPA) of 8.365/10.000

2. Eligible for Compartment Examination in the Paper (s)

3. Fail



PART B

CHAPTER III To IV

FOR POST GRADUATE STUDENTS





CHAPTER III

RULES AND REGULATIONS FOR POSTGRADUATE STUDENTS

1. ACADEMIC YEAR AND SEMESTER CALENDAR

The Academic year shall be from July to June. It shall be divided into two semesters of 21 weeks each.

2. REGISTRATION

2.1 Registration for the first semester of the programme is a part of admission and is governed by admission rules. Registration for subsequent semesters shall take place on the date notified in academic calendar and shall be governed by the following schedule:

(a) Advisement and Registration without late fee on the prescribed date(s) which shall be one or two days prior to the commencement of course work. However, registration for viva-voce shall also be allowed at any time with a nominal fee of Rs.100/-. Similarly, for the students who have to appear only for 'I' grade examination; the fee shall be Rs.100/- per course

(b) Registration with late fee of Rs. 100/- per day up to 15 days. Late fee is not to be exempted under any circumstance. No registration shall be permissible after 15 days of the commencement of classes.

(c) No attendance benefit for late registration may be allowed.

2.2. If, during the days of registration, a student happens to be outside the University in connection with his/her studies, field work or research or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself by submitting, the necessary registration cards and fees of Rs.100/- in absentia with the prior approval of the Dean, PGS

2.3 The Dean, PGS may refuse/cancel registration to a student who has indulged in acts of indiscipline or gross misconduct. The Dean, PGS may cancel registration, if allowed by mistake, with the recommendations of the Dean concerned.

2.4 In case a teacher other than the one who is teaching the course has signed the registration cards of the student, it would be obligatory on the part of the teacher signing the cards to inform the teacher in writing who is teaching the course.

3. CREDIT LOAD

3.1 A credit load with minimum of 9 credit hours and a maximum of 18 credit hours may be taken by a student. Under no circumstances, except as provided below, the student should be allowed to take more or less credits than these limits Non- credit courses to the extent of one course only in a semester are not to be taken into account while calculating the minimum and maximum number of credit hour to be offered by a student

(a) Minimum condition of 9 credits may not be adhered to if the student has completed course work;

(b) Final year students in the final semester be allowed to offer an additional load of not more than 5 credit hours of research;

(c) More credit load than prescribed may be allowed to the extent of one Course only by the Dean, PGS provided the student is on good standing. No case for extra load be forwarded to Vice-Chancellor.

3.2 Major Advisor will be responsible to ensure that these rules and all other registration rules are faithfully and strictly followed at the time of registration/addition or withdrawal.

4. CHANGE OF COURSE

4.1 Application for change of course including any addition or withdrawal shall be made in appendix III, IV, V respectively along with a fee of Rs. 50/- in accordance with the instructions given on the back of the form on the dates notified in Academic Calendar. Normally the last date for adding a course shall be the working day immediately following the expiry of 6 days from the commencement of classes in all semesters. The last date for withdrawal from a course shall normally be the working day immediately following the expiry of 10 days from the date of completion of mid term examination. Withdrawal shall not be allowed if the students are taking minimum credit load.

4.2 The Dean PGS may permit a student to drop all the courses on exceptional emergent conditions like ill health up to the last date for dropping courses. In such cases, the student will withdraw from all courses and grade 'W' will be recorded against each course.

Note : The Dean, PGS may allow addition of course on the grounds considered genuine up to 15 days of the commencement of classes. No further addition after 15 days whatever the reasons may be, be allowed. Late withdrawal of courses may be allowed on the grounds considered genuine up to 10 days of the date fixed for the event.

5. ADVISORY SYSTEM

5.1 Heads of the Departments shall be responsible for maintenance of Academic standard in the Departments.

5.2 HOD will ensure that a major advisor shall be assigned to each post-graduate student within one month after admission, in consultation with the post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student which shall be approved by the Dean, PGS on the recommendations of the Advisor through the Head of the Department, Dean of the College, in the same semester. The members of the Advisory Committee shall be chosen from the postgraduate faculty. The Dean, PGS will ensure that Advisors are appointed in time so that non-appointment of Advisor does not come in the way of implementation of the rules. The Advisors should be appointed adequately in advance so that they are in a position to guide the students for preparing and submitting programme of work and synopsis.

Under no circumstances, the appointments of Advisors should take more than one semester.

5.3 The Advisory Committee shall meet at least once in a semester and the Chairman should send proceedings of the meeting to the Dean, PGS through the Head of the Department.

Note : In the departments where due to shortage of qualified persons the number of students allotted to the faculty members according to their academic seniority is more than the sanctioned strength (4 to Professor and Assoc. Professors and 2 to Assistant Professors and half the number of above for faculty members working in research and extension), the Dean, PGS is authorized to allow one or two extra students after taking stock of the situation.

5.4 For a student preparing for the Master's Programme, the Advisory Committee shall consist of at least

two members of the PG. faculty including the major advisor representing the major subject and at least one each member of PG. faculty representing the minor and supporting subject. The chairman of the committee shall be the major advisor. The Dean, Postgraduate Studies will add one more member to represent him on Advisory Committee from other department. However, if it is not possible to have two members to represent the major subject, the fact must be brought to the notice of the Dean, Postgraduate Studies. The Dean, Postgraduate Studies may approve the constitution of Advisory Committee with only one Advisor from the major subject and approve the appointment of a second member from a closely related field.

5.5 For a student preparing for the Doctorate degree the Advisory Committee shall consist of at least two members of the postgraduate faculty from major subject and at least one member from each minor subject and one member from the supporting field(s). The Chairman shall be the Major Advisor. The Dean, PGS may add one more member to represent him on the Advisory Committee. If, however, it is not possible to have two members to represent the major subject the fact must be brought to the notice of the Dean, PGS. The Dean, PGS may approve the constitution of the Advisory Committee with only one advisor from the major subject and approve the appointment of second member from closely related field.

5.6 Co-Major Advisor from same or other department/discipline may be appointed by the Dean, PGS on the recommendations of Major Advisor/HOD under the following conditions:

- (i) Where there is inter-institutional collaboration with an outside agency.
- (ii) When Major Advisor has gone on long leave for a period exceeding six months.
- (iii) Where there is distinct split in the research programme, extending to Minor/supporting field.
- (iv) When Major Advisor is at outstation, Co-Major Advisor will be from headquarter.

5.7 (a) The Advisory Committee shall guide a student in the choice of courses in the major and minor fields, in the selection of a suitable research problem for the thesis, and in all other matters relating to the student's academic activities. Major Advisor will ensure that the programme of work must be submitted and got approved by M.Sc. & Ph. D. students through Advisor and HOD from the Dean, PGS within four months after admission failing which admission shall stand cancelled.

(b) While counting the number of semesters, the semester dropped by the student with due permission of the competent authority shall not be counted. It is essential that the dropping should be authorised and should have been availed after getting the permission of the appropriate authority. In case a student drops without taking approval of any competent authority, that semester shall be counted.

(c) The Advisor of such a student whose admission has been cancelled because of non-submission of programme of work or the synopsis in time, shall also be held responsible for this lapse and improper guidance.

5.8 The Major Advisor shall also have the following responsibilities.

(a) Immediately after admission by personal enquiries, he/she will complete Advisement Book. He/she will keep this record upto-date.

(b) He/she will guide the student in planning the programme of his/her studies and in the choice of courses. He/she will also help in determining the credit load which the student can safely and conveniently carry in each semester and advise regarding the addition and withdrawal of courses. He/she will be responsible to ensure that these rules and all other registration rules are faithfully and strictly followed at the time of registration/addition or withdrawal.

(c) He/she will keep in touch with the academic progress of the student for which purpose, he/she

will be supplied with a copy of the Semester Report. He/she will maintain a record of the student's academic performance in the prescribed form.

- (d) As and when he/she considers it necessary, the Advisor shall not hesitate to call a student individually, for counseling, and the Advisor shall encourage students to avail of this form of counseling, as often as possible.
- (e) In order to strengthen teacher taught relationship, following ways and means be adopted so that students and teachers may come in more contacts with each other.
 - (i) The teachers and students, should participate in extra co-curricular activities which will result in closer contacts.
 - (ii) Deans/Directors/Professors and equivalent/ Heads of Depts./Assoc. Profs. Asstt. Profs. and equivalents may visit hostels once a fortnight
 - (iii) They should also organize games between the students and faculty members.
 - (iv) Necessary reports be submitted to the Dean of the College concerned. Respective Deans will submit his/her monthly report to the Vice-Chancellor.

5.9 Student admitted to M.Sc. programme shall not be considered for shifting to any other college. However, change of discipline within the college may be considered as per admission rules of relevant year, is permissible in 2nd semester on the recommendations of concerned Head(s) of Department(s) and as per schedule to be notified by Dean, Postgraduate Studies.

- 5.10**
- (a) The Dean, PGS may change an advisor on the recommendations of the Major Advisor, submitted through the HOD, only in case the following situations arise
 - (i) He/she ceases to be a member of the faculty.
 - (ii) He/she has gone out of the jurisdiction of the University or on leave for a period of more than six months in case of M. Sc. student and one year in case of Ph. D. student.
 - (iii) He/she is prevented by illness or other compelling reasons from functioning as Advisor.
 - (b)
 - (i) Where the Major Advisor has gone out of the country but continue as Major Advisor under rule 5.6 (ii) ordinarily the second member of the Advisory Committee from the major discipline may be appointed by the Dean, PGS as Co-Major Advisor and should continue to be so till the student completes the study programme.
 - (ii) The second member of major subject may be appointed as Chairman (Major Advisor) of the students' advisory committee in certain extra ordinary circumstances.
 - (iii) If Major Advisor leaves or retires from the university and only viva- voce examination of the student is left, he/she may be allowed to continue as Major Advisor for the purpose and may be paid TA/ DA accordingly. In case, there is any problem in allowing the Major Advisor to continue, he/she may be changed as per existing rules.

6. TEACHING

- (a) Senior teachers should be involved in teaching fresh students.
- (b) As far as possible no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses.
- (c) Dictation of notes in the class is banned (wherever felt necessary cyclostyled handouts be given). Dean

concerned/ Dean, PGS and Heads of Departments would occasionally take surprise rounds and monitor to ensure this.

- (d) In order to enable the teachers to do their teaching work uninterruptedly meetings as far as possible should be convened in afternoon and Saturdays should be kept reserved for long detailed meetings.

6.1 ATTENDANCE REQUIREMENTS

(a) Every post-graduate student is required to attend at least 75% of the lectures delivered from the date of start of classes of a semester and also of the practicals conducted in every course. In exceptional circumstances for the reasons considered appropriate relaxation up to 5% can be given by the Dean, PGS and further 5% by the Vice-Chancellor provided that student has attended 50% lectures and practical separately. Those who do not have the required attendance will not be allowed to appear for the End of Term examination. They will be deemed to have got Zero in the examination and the grade shall be awarded accordingly. Instructors in all the colleges should prepare four copies of attendance of students and submit three copies to HOD. Office of the Head of Department will display one copy on the departmental notice board and send the remaining two copies to the Dean, PGS before 10th of next month.

(i) When the student is doing research he/she should mark his/her attendance with his/her Advisor. It will, however, not apply after he/ she has been allowed to re-join his/her duty.

(ii) In order to keep the proper record of attendance of students in various classes during the period of strike, the following procedure be followed strictly:

In case of students who have not completed credits of both course and research the attendance of these students be sent by the teacher offering the course to the Dean, PGS through their HODs while in case of students 'who have completed all course credits and only research credits are left or for those students who have completed both course and research credits, the attendance of such students be sent by their Advisors to the Dean, PGS through HODs.

(b) Final examination will be held as per schedule given in the academic calendar notwithstanding any absence from classes. But if the collective absence on any account is more than 30 days, then the semester would be scrapped.

(c) Names of such students be struck off by the Dean, PGS whose attendance in aggregate is below 33% at the end of semester/year, with no automatic provision for re-admission. 1st year students may compete afresh for admission, if interested and others to seek re-admission on payment of re-admission fee, as per rules".

6.2 The CCS HAU team/individual student allowed to participate in authorized tournaments, declamation and other contests of national level, state level and inter-University level will be given benefit of attendance to the extent of maximum of two participations with a total duration of 10 days in a semester. This benefit, however, will be allowed only if prior permission of the Dean, PGS has been obtained for participation.

The students genuinely admitted to Civil/Govt. Hospital/CCS HAU Hospital shall be allowed concession in attendance for corresponding number of days subject to a maximum of 10% provided the student informs the Dean, PGS about serious sickness requiring hospitalization, within 3 days of admission.

7. EXAMINATIONS

7.1 Instructor/Teacher under overall supervision of HOD shall be responsible for conduct of examination (s).

7.2 The mid-term examination shall be scheduled near about the middle of the semester and on the days indicated in the academic calendar. Duration of the examination in each course shall be at least one hour. The subject(s) that are to be covered therein shall be announced by the Instructors concerned two weeks in advance. The end of term examination shall be scheduled at the end of semester and duration of examination in each course will be at least 2½ hours. It shall cover the entire subject matter of the course. Practical examination shall be conducted in scheduled examination week.

7.3 Mid-term and end of term examination should be completed in a period of 10 days as provided in the academic calendar. In no circumstances, the examination period shall spill over the period provided in the academic calendar. No excuse whatsoever shall be entertained for re-fixing the examination. Students missing the examination shall be awarded zero mark for that examination. Date sheet which shall also include name(s) of examination instructor(s), shall be announced by Instructor at least 15 days in advance of the examination. Schedule shall be prepared in such a manner that no student shall be required to appear in more than two examinations on one day. All theory examinations of regular courses should preferably be held in the 2nd half of the day. Seating plan and arrangement of examination in different rooms shall be done under the overall control of the HOD concerned.

Students must carry identity card with them in each and every examination.

7.4 During examination days as far as possible no student should be sponsored for participation in any event. However if international/National/State and Inter University Championship falls during examination days, the student (s) shall be allowed to represent the University and entitled, to the attendance benefit as per rule 6.2.

7.5 After the examination has been completed and answer sheets collected, Instructor shall get the answer sheets sealed in separate bag (s) for each course and handover the same to the concerned HOD.

7.6 At the postgraduate level, besides the mid-term, practical and the end of term examinations, there may also be other tests, Library and laboratory assignments and other exercise.

Weightage for various examinations shall be as under:

Weightage/marks			
Credit hours Theory & Practical	Midterm	Final	Practical
1+0	40	60	-
1+1	20	30	50
2+1	25	45	30
2+2	20	30	50
3+1	30	45	25
3+2	25	35	40
2+0	40	60	-
3+0	40	60	-
1+2	10	20	70

Wherever assignments are given, marks for the same may be adjusted from the theory marks and not from the practical marks.

Wherever course is of practical component only, ratio 40:60 marks be made applicable in midterm and final exams.

Every instructor shall prepare at the beginning of the semester, a course outline and submit the same to the Head of Department. A copy of the outline shall be given to the student(s).

8. OTHER EXAMINATIONS AT POSTGRADUATE LEVEL

8.1 Master's Degree Programme:

In the Master's Degree Programme, besides the examination and exercises detailed in 7.6, there will be a final viva-voce examination after the thesis has been submitted and it is considered good enough for the conduct of the viva-voce examination as per Rule 15.3. If the candidate fails in this oral examination, he/she will be permitted to reappear after three months from the date of examination and if he/she fails again, no further chance will be given and he/she shall stand automatically dropped from the University without any right of petition for re-admission

FOR STUDENT ADMITTED DURING 2010-11 & ONWARD

With regard to paper setting at M.Sc and Ph.D level, it was decided that question Banks shall be prepared and papers of mid term and final examinations will be set up from these question banks, which will be prepared internally and regulated by the HOD concerned. With regard to evaluation it was decided that internal evaluation system shall continue which will also be regulated by the HOD by getting it evaluated internally within the faculty irrespective of their place of posting, i.e. teaching, research and extension.

8.2 Ph. D. Programme:

In the Ph.D. programme, besides the examination and other exercises, as scheduled in Rule 7.6 there will also be the following examinations:

- (i) Preliminary examination (Written and Viva-voce)
- (ii) Final examination (Viva-voce)

The Preliminary Oral Examination will be got fixed by the Head of the Department concerned with the external examiner after receipt of his/her consent and the date under intimation to Dean, PGS office.

A candidate can appear for this examination who has completed at least 75% of the prescribed course work in major including supporting and minor fields separately. Out of 22 credits, they should clear at least 17 credits as 75% (Major 15 credits, supporting 5 credits, seminar 2 credits i.e. 22 (total credits). In case of minor subject, out of eight credit hours, a student would have to clear at least six credit hours as 75%. This examination shall consist of a written examinations followed by an oral test. The written examination shall consist of at least two papers in major subject and one paper in minor subject. The interval between major and minor written/preliminary examination should not be more than two months. However, this may be relaxed by the Dean, PGS where due to death or some other exceptional reasons the gap has been more.

The oral examination shall be held only after the student is declared to have passed in the written examination. If the student fails in one paper he/she will be examined only in that paper at the next chance which he/she can take not earlier than one month. However, if he/she fails in more than one paper, he/she will have to appear in complete examination including both major and minor papers which shall be held in next semester but not before three months after the first examination. If the student fails second time also he/she shall be dropped from the University automatically, without any right of petition for readmission. In case of written examination in major field, the examination shall not be limited to the courses taken by the student in the Ph. D. programme only. It should invariably include the questions to test the general comprehension of the student in regard to several courses put together. To achieve this, a syllabus will be formulated by the Department for all the students of their major sub-discipline. The examination in each paper of major field will be of at least three hours duration and shall be common to all the PG students on the dates fixed by the Head of the Department and communicated to Dean, PGS along with the list of students appearing for preliminary written examination in a particular semester. The

examination in minor subject shall be conducted by minor advisor and Head of the Department after getting questions from other teachers who have offered courses and who will be responsible to mark that portion of the answer book.

8.3 The minimum pass marks in each paper shall be 50% with aggregate of 60% in major field and 60% in minor field. When the student successfully completes the written examination the result of both major and minor fields will be submitted through the major advisor to Head of Department who shall forward it to the Dean, PGS with the following information:

(a) A panel of external examiners chosen by him/her in consultation with the Head of the Department.

(b) Tentative dates of the oral examination

The oral examination will be conducted as per rule 16.1 by the Student's Advisory Committee with an additional member from outside the University who shall necessarily be a specialist in the major field and, will be chosen by the Dean, PGS, out of the panel of examiners submitted by Head of Department. The additional member from outside shall normally be same for re-examination. The completed dissertation shall be submitted at least 9 months after the preliminary oral examination. The candidate should have completed by that time all the course work in his/her programme of study with grade '6.0' or better and must have an overall grade point average of 6.5 or more. The viva-voce examination will be conducted in accordance with Rule 17.

8.4 During examination days as far as possible no student should be sponsored for participation in any event. However if International/National/State and Inter University Championship falls during examination days, the student (s) shall be allowed to represent the University and entitled to the attendance benefit as per rule 6.2.

9. EVALUATION

9.1 Course Work:

The evaluation of a post-graduate student will be on the basis of his/her performance in tests, library and laboratory assignments and other exercises as provided in rule 7.6. The grading will be according to rule 10.3.

9.2 Other Examinations:

In other examinations such as the Preliminary Oral Examination of Ph. D. students and the Final Viva-voce Examination for both M. Sc. and Ph. D. students, the grading will be either 'S' (Satisfactory) or US (Unsatisfactory).

9.3 If in an oral examination (final oral examination for M.Sc. and Ph.D. or oral part of the preliminary examination for Ph. D.) there is difference of opinion among the examiners, a student will be deemed to have passed if majority of examiners, including the external examiner (only for Ph.D. examinations), regard his/her performance as satisfactory, otherwise he/she will be deemed to have failed.

9.4 Research Work

Research work done at the post-graduate level may extend to three or, more semesters. Pending the evaluation- of the thesis and the final oral examination, the progress made during each semester will be graded as 'S' or '.US'. If a student does not put in the required effort for the credits for which he/she is registered, the Major Advisor may give him/her a 'US' grade for all the credits for which he/she is registered, or he/she may give an 'S' grade for a reduced number of credits. Credits for research in a semester shall count towards graduation- requirement only if the student gets an 'S' grade. 'S' or 'US' grade will also be awarded to indicate whether a Ph. D. student has passed the Preliminary examination.

9.5 Dean, PGS may accept the result up to 5 credit hours of research along with thesis seminar certificate, panel of examiners and thesis after mid-term examination of last semester of residential requirement. However, further relaxation up to 5 credit hours may be allowed in very genuine cases by Dean, PGS.

10. AWARD OF GRADE

10.1 At the end of each semester, the Instructor of a course, which will include farm practicals and Clinical Practice, shall in consultation with the Head of Department, prepare the grades of a student and submit them to the Dean, PGS through the Department.

10.2 Within a week after the completion of each test/examination, the Instructor shall put the award list on the notice board of the concerned department and college, with a copy to Head of Dept. concerned who will also ensure that the needful is done at the appropriate time. The marks obtained by all the students in that test/examination will be displayed so that every student knows not only his/her own marks but also the marks of others studying the same course.

After the answer books have been marked and the marks list has been put up on the notice board, the answer-books shall remain in the custody of the Head of – the Department concerned. An aggrieved student who wants to see his/her own or that of any other student,s answer book shall have the right to do so on a petition in writing, in the presence of an Instructor or a responsible Person deputed for this purpose by the Head of Department, within a period of 10 days. Answer books be disposed off by the Head of Department, after a lapse of one semester thereafter, if there is no representation pending. The Head of the Department should also ensure that the answer books are torn at least in two pieces before their disposal. Grievances of the students, if any, in this regard be seen by the Dean, PGS who may obtain comments of the Head of department before taking a decision. Head of the Department shall send a certificate to the Dean, PGS within 10 days of the issue of semester report that representations if any, received regarding award have been duly disposed off.

10.3 Under 10 point scale following grading pattern shall be followed:

Marks in individual course	Grading
90 to 100 %	9.00 to 10
80 to 89.9%	8.00 to 8.9
70 to 79.9%	7.00 to 7.9
60 to 69.9%	6.00 to 6.9

Minimum Grade required passing a course : 6.00

Minimum OGPA required completing degree : 6.50

10.4 On completion of degree, division be also indicated in the DMC of final semester(year) as under:

<u>OGPA</u>	<u>Division</u>
6.50 to 6.99	2 nd class
7.00 to 8.49	1 st class
8.5 and above	1 st class with certificate of Honour

10.5 An instructor shall award 'W' only to a student who has been permitted to withdraw from a course under Rule 4.2.

10.6 Where an Instructor finds that he/she made a mistake in reporting the grade achieved by a student, he/she shall immediately, bring it to the notice of the Dean, PGS through the Head of Department with in 15 days. The Dean, PGS after going through all the documents and satisfying himself/herself that there has been a genuine mistake will correct grade. If mistake is reported after the period, concerned instructor

shall be advised against committing such a mistake and if repeated, the competent authority may initiate disciplinary action if the mistake has been committed for reasons not genuine.

11. MAKE-UP-EXAMINATION

11.1 The students missing an examination (mid-term and final including practical) may apply for permission for make up examination (along with a fee of Rs. 100 per course except in the case of request under rule 11.1(v) clearly stating reasons for missing the examination to the Dean PGS through the Advisor, Major Advisor within three days of the completion of the regular examination.

Reasons for award of make up examination may include the following:

- (i) If he/she falls ill, the medical certificate should be from the Govt. Hospital/Dispensary/University Hospital.
- (ii) Due to participation in competitions/interviews for services on production of certificate/proof,
- (iii) Due to the death of Mother/Father/real brother/real sister or spouse;
- (iv) Due to the marriage of the student or marriage of real brother or real sister;
- (v) The student has been sent to represent the University in International/ National/Inter-Varsity/State competitions and participation in the NCC/ NSS Camps during the days of the examination on production of certificate.

Accordingly the Advisor/Major Advisor will forward the request of the student to the concerned Instructor who will forward the same with his/her remarks to the Dean, PGS.

11.2 Permission for make up examination shall be subject to the following conditions:

- (a) Make up examination shall be allowed in mid-term or end of term examination including practical. A student missing all examinations of a particular course in a semester for whatever compelling circumstances may be, shall be awarded 'F' grade or take withdrawal, as per rules, except in case a student has already been allowed '1' grade for mid-term examination but had to be sent for representing the University in the sports events listed in rule 7.4 and 8.4 he/she will be allowed 'I' grade even in the end of term examination by the Dean, PGS.
- (b) There shall be only one make up examination which will have the entire syllabus having two parts covering (a) courses taught up to mid-term examination and (b) entire course of the semester. The student will be required to attempt the paper as per their missed examination i.e. (a) part comprising mid-term and (b) part for the final examination. The student who has missed the practical examination shall be required to appear for the same in the forenoon of the date fixed for make up examination of that course. In case Deans' Committee allows a student make-up examination even if he/she has already been allowed '1' grade in mid term examination, he will have to attempt (b) part of the question paper i.e. out of entire course of the semester.

11.3 Make up examination shall be held preferably in break period/ holidays, after the end of the term examination but before the registration for the next semester. Schedule for the same shall be notified by the concerned Instructor. Question papers shall be arranged by the HOD concerned. Procedure for holding the make-up examination, evaluation and grade submission shall be the same as that of end of term-examination. Registration for the subsequent semester as far as possible shall be allowed after the completion of make-up Examination.

11.4 Where a student has not been able to take the End-of-Semester Examination for a valid reason, as defined under semester rule 11.1, the Instructor may, with the permission of the Dean, PGS give him/her grade 'I' provided he/she is satisfied that the student's progress in studies, his/her attendance and his/her

performance in other tests and assignments have been of a standard acceptable for satisfactory completion of the course. However, a student who falls ill at the time of final examination and produces a Medical Certificate to the effect on the prescribed form (even though he/she had not appeared in the Mid Semester Examination), he/she may be considered for award of 'I' grade provided he/she fulfills the condition of 75% attendance.

- 11.5 When 'I' grade is awarded, the Dean, PGS shall not declare the result and if already declared it will be treated as cancelled. On receipt of final grade, the Dean, PGS shall issue the semester report of that student.
- 11.6 If a student who has been awarded 'I' grade at the end of a semester does not remove deficiency within the prescribed period and if the final grade (s) is not received in the office of the Dean, PGS within 7 days, after examination, the Dean, PGS shall record 'F' grade (s) and grade point average will be calculated accordingly. The student will be required to repeat that course(s) in order to earn the credits corresponding to that course(s).

12. MINIMUM REQUIREMENT

In order to complete a course and earn the credits corresponding to the course, a minimum of Grade 6.0 is required.

12.1 Requirement for Good Standing and for Graduation:

The minimum Overall Grade Point Average required shall be 6.5 (10.00 basis).

12.2 Scholastic Probation:

If a student fails at the end of a semester, to achieve the minimum standard prescribed in rule 12.1. He/she shall be placed on **SCHOLASTIC PROBATION** and dealt with as per rules.

- 12.3 If a student gets grade 'F' in a particular course, he/she shall be deemed to have failed in that course only and will be required to repeat that course when offered in subsequent semester (s). When a student gets grade 'F' in a course, the credits corresponding to that course will not- count -for graduation requirements but the credits and grade will be taken into account for computing the grade point average.

12.4 Repeating course in order to fill the minimum requirement

The student getting 6.0 to 7.4 in a course may be allowed to repeat that course(s) with prior permission of Dean, PGS to fulfill the minimum requirements of OGPA as prescribed in rule 12.1 in the last semester subject to the following conditions:

- (a) The repetition shall be allowed only once. The student shall have to put in attendance requirement and appear in all the examinations, as per rules.
- (b) The repetition shall be permitted only to enable the student to fulfill the minimum grade point average requirement and not for the improvement of his/her grade point average or for enabling him/her to qualify for the award of a Scholarship/Fellowship or for competing for a Certificate of honor or for a position in the University.
- (c) The restriction contained in clause(s) of this rule shall apply only in case of a student getting grade 6.0 to 7.4. A student, who gets 'F' grade in a particular course, may be allowed to repeat that course without any such restriction.
- (d) When a student repeats a course after getting 'F' grade or is permitted to repeat a course after getting grades as specified above, as the case may be, the credits corresponding to that course shall be counted only once for the graduation requirements.

- (e) When a student improves his/her grade after repeating a course, for computing Overall Grade Point Average, the original grade, before repeating, shall be ignored and the grade obtained by him/her after repeating the course shall alone be taken into account. But in the official record of the student maintained in the Dean, PGS office, both the earlier grade and the grade obtained after repetition, improved or otherwise, shall be mentioned and the fact that he/she repeated the course shall be indicated by the letter 'r' written above the grade point which he/she obtained after such repetition. But till such time as student repeats the course the original grade and credits shall be used to compute the Overall Grade Point Average.

If however, a student, who repeats a course, obtains a grade lower than what he/she had obtained in the first attempt, the grade secured by him/her in the first attempt shall be taken into account for calculating the Overall Grade Point Average. Student however will not be allowed to repeat that very course again.

13. SEMESTER REPORT

At the end of each semester, the Dean, PGS after obtaining the grades from all concerned as per rule 9.1 shall make out these grades on the semester report (7 copies) in Annexure-VI in respect of each student giving therein the grade point in each course and/or research or preliminary examination, grade point average for that semester, overall grade point average and the standing of the student at the end of Semester. Distribution of copies of semester report will be as under:

The Dean, PGS will retain one copy for students personal file and transmit three copies to the HOD (one copy each for the Major Advisor, student concerned and the HOD).

14. THESIS REQUIREMENTS

14.1 Preparation of the Draft thesis:

- (a) A student preparing for Master's/Ph.D degree shall submit the subject of proposed thesis and its synopsis to the Dean, PGS (through Advisor/HOD). Major Advisor will ensure that it should be got approved from Dean, PGS before the start of end term/final examination of 2nd semester of their admission, under all circumstances failing which it will not be accepted after the stipulated period and admission shall stand cancelled. However, for the student admitted in the year 2010-11 & onward, for Master Programmes the synopsis should be submitted to the Dean, PGS before the start of mid term examination of the 2nd semester. Comprehensive written examination will not be held till the synopsis is approved by the Dean, PGS.

The research of PG students is a part of on going research project/priority area. HOD will ensure that there is no duplication in the proposed research work.

- (b) Provision of rule 5.7 (c) shall be equally applicable in rule 14.1 (a).
- (c) The subject of the thesis will, as far as possible, relate to some research needs of the State. The student shall be required to deliver the synopsis seminar after the Advisory Committee has discussed and approved the plan of work. The Head of the Department should ensure that there is an active participation of the faculty members at the time of synopsis seminar. The Head of Department will get the synopsis evaluated by one or two experts, preferably locally or if such expert is not available locally, then by outside experts within three months; thereafter, the synopsis shall be submitted by the Head of the Department after incorporating modifications, if any, for the approval of the Dean, PGS.

Before a student can be permitted to start writing the thesis, the following requirements must be fulfilled:

- (i) The student shall give a seminar presenting all the data collected by him/her and analysis of such data.
- (ii) The Advisory Committee should approve quantum and quality of the Research work done by the student.

The completed dissertation of Ph. D. student shall be submitted only after successful completion of preliminary oral examination.

For the student admitted in the year 2010-11 & onward for submission of Ph.D thesis one research paper should have been accepted or one patent filed in lieu of the research publication out of the thesis work .

14.2 Approval of thesis Draft:

The thesis will be prepared on the following format.

Format of P.G. thesis

1.	No. of copies to be prepared by a student	4 (four). One each for Nehru Library, Major Advisor, HOD and student One CD to Library
2.	Spacing for text of thesis	1 ½ space
3.	Font of thesis	Times New Roman
4.	Printing of thesis	Both sides of the paper. As far as possible photographs, graphs and tables must be adjusted in between the running text
5.	Font size for text & tables	11 points
6.	References & appendices	10 points in single space (1½ space after each reference) following the style of Journal of Ecology
7.	Chapter page before each chapter	Deleted
8.	Font size for chapter headings	12 pt. Size
9.	Margin for thesis	1 inch top & bottom, 1.25 inch left and right
10.	Introduction (a) General background (b) Most relevant review of literature (c) Significance of study (d) Objectives	2 to 4 pages
11.	Review and Patent Search	Up to 10 pages
12.	Materials & Methods	Same in the text on font size as described earlier.
13.	Results	Result should be in a separate chapter and presented either with tables or graphs
14.	Discussion	Separate chapter
15.	Summary & Conclusion	Up to 4 pages
16.	Tables	Tables may be adjusted in the text as far as possible. Only bigger table may be kept on single page

17.	Acknowledgements	Maximum one page
18.	Dedication page	Deleted
19.	Abstract	Maximum one page (single space, 10 pt. size)
20.	CV ands list for publications along with colour photograph of the student	One page

- (a) Name :
 (b) Date of birth :
 (c) Place of birth :
 (d) Mother's name :
 (e) Father's name :
 (f) Permanent address (with pin code) :
 (g) Telephone :
 (h) Mobile :
 (i) E-mail :
 (j) Academic qualifications :

Degree	University/Board	Year of passing	Percentage of marks	Subjects

- (k) Co-curricular activities :
 (l) Medals/Honours received :
 (m) List of Publications :
 (related to thesis work only)

21. Citation: Biological Abstracts :

22. Copy Right: CCS HAU, Hisar (through an undertaking to be furnished by the student with the thesis)

Note : The same format shall be applicable for submission of synopsis. However, 5 copies of synopsis may be sent in future

The following certificate may be given by the Head of Department while sending the thesis of a postgraduate student:

“It is certified that the thesis submitted by Sh. _____, Admn.No. _____, an M.Sc/M.V.Sc/M.Tech./Ph.D student of this department has been checked and found as per specifications of the format circulated by the Dean, PGS vide his memo No. _____ dated _____.”

An undertaking of copy right given by the student may also be appended with the thesis on the following lines:

UNDERTAKING OF COPY RIGHT

“I _____, Admn.No. _____ undertake that I give copy right to the CCS HAU, Hisar of my thesis entitled

“ _____ ”

I also undertake that patent, if any, arising out of the research work conducted during the programme shall be filed by me only with due permission of the competent authority of CCS HAU, Hisar.

Signature of the student

The draft of the thesis will be submitted to members of the Advisory Committee for their approval at least two weeks before the last date for the submission of the thesis to the Dean, PGS. The Dean, PGS will accept the thesis only when it is accompanied by a certificate of approval, in the prescribed form, signed by all the members of the Advisory Committee.

14.3 Submission of the Thesis

Period/Date of submission of thesis:

M.Sc/M.V.sc/M/Tech. & Ph.D. students can submit the thesis only in the last semester of residential requirement & after one and two year respectively of submission of synopsis in the office of Dean, PGS. The period of one or two years will also include the semesters dropped during this period.

Similarly after delivering thesis seminar, M.Sc/M.V.Sc./M.Tech. & Ph.D. students should submit their thesis within 3 and 6 months respectively. This period can be extended by the Dean, PGS for 3 months in both the cases. There should be minimum gap of 7 and 15 days in M.Sc. and Ph.D. between thesis seminar and thesis submission. Thesis seminar should only be conducted after successful completion of all course work (complete research).

The last date for submission of thesis will be the same as for the submission of grades for that particular semester for which the student has registered.

M. Sc. and Ph. D. students shall submit to his/her Major Advisor four copies of thesis along with CD respectively. However, extra copies of thesis over and above the number specified must be submitted by the student for supply to the sponsoring agency in case of sponsored project.

The Major Advisor will retain one copy and send the other along with CD through Head of the department to the Dean, PGS along with a certificate of approval. The Dean, PGS shall send one or two copies, as the case may be, to the External Examiner (s). The remaining copies will go to the members of the Advisory Committee and the sponsoring agency, if any.

15. EVALUATION OF M. Sc. THESIS

15.1 The M. Sc. theses shall be evaluated by an Examining Committee constituted as under:

- (i) Student's Advisory Committee.
- (ii) One external examiner, who will be specialist in the student's major field and will be appointed by the Dean, PGS.

15.2 Sending of Thesis to External Examiners. The Dean, PGS shall send the thesis to the external examiner for evaluation. The external examiner will submit a report in the prescribed proforma commenting on the thesis and stating whether he/she recommends acceptance, only then the Oral Examination be arranged. If he/she rejects it, the case will be submitted to the Advisory Committee for a decision. If the Advisory Committee agrees with the external examiner, the thesis shall be rejected. If the Advisory Committee does not agree, the thesis shall be re-examined by another external examiner whose decision shall be final;

Where the thesis is returned for revision, the student will be given one chance to revise the thesis and submit it within three months from the date of receipt of report in Dean, PGS office. If the thesis is rejected second time he/she will be dropped from the University without any right of petition for re-admission.

15.3 Final Viva-voce examination

In case the external examiner recommends the acceptance of thesis, the final viva-voce examination may be, conducted by the Advisory Committee of the student.

16. EVALUATION OF Ph. D. THESIS

16.1 The Ph. D. thesis shall be evaluated by two external examiners of different institutions. The final oral examination conducted by an Examining committee constituted as under:

- (i) Student's Advisory Committee
- (ii) One external examiner from other institutions out of the two to whom the thesis were sent for evaluation. They shall be specialists in the student's major field and will be appointed by the Dean, PGS.

16.2 Sending of Thesis to External Examiners

The thesis will be first sent by the Dean, PGS to two external examiners for their comments. The external examiners will advise whether the thesis is good enough for the conduct of the viva-voce examination. If they recommend that the thesis is good enough for the conduct of the viva-voce examination, the viva-voce examination will be arranged. If there is a difference of opinion between the, external examiners, the thesis will then be referred to third external examiner, whose decision shall be final.

If the thesis is not recommended and returned for revision, it shall be revised on the basis of the comments of the External Examiner(s). The revised thesis will be sent to two External Examiners who had not examined it earlier and,

- (i) Should both the External Examiners again condemn the thesis, then it shall be rejected.
- (ii) Should both the External Examiners agree to accept the thesis, the viva-voce examination shall be arranged, to which one of these two external examiners shall be invited, and
- (iii) Should there again be a difference of opinion between these two External Examiners, the case may be submitted to the Academic Council with the comments of the External Examiners and of the Advisory Committee. The members of the Advisory Committee will be heard by the Academic Council and decision of the Academic Council shall be final.

16.3 Rates of remuneration for evaluating theses and conducting oral examination.

Sr. No.	Item	Rate		Remarks
		M. Sc.	Ph. D.	
1.	Evaluation of thesis	Rs. 250/-	Rs. 400/-	There is no oral exam. at M.Sc. level. Oral exam. of all Ph.D students in a particular semester is held together
2.	Conducting of oral exam	-	Rs. 250/- (subject to a maximum of Rs. 500/-)	

17. Preliminary oral Examination

Each Head of the Department may recommend a combined panel (Proforma given below) for conducting the preliminary oral examination of Ph. D. students appearing in written comprehensive examination in a particular Semester. The preliminary examination of all the students may be held together.

**PROFORMA FOR RECOMMENDING PANEL OF EXTERNAL EXAMINERS FOR PRELIMINARY
ORAL EXAMINATION OF PH. D. STUDENTS**

1. Name of the Department/discipline
2. Semester & Year
3. Names of the students appearing
4. Names of external examiners to be appointed in order of preference:
 - 1.
 - 2.
 - 3.
 - 4.
5. Suggested dates for holding the examination
(While suggesting dates kindly keep in view that it will take about 15 days to hear from the external examiners).
6. Certified that during the dates suggested for this, barring unforeseen circumstances all the members of the advisory committee will be at station and be able to attend.

Head of Department

Dean, PGS

17.1 Final Viva-voce Examination:

Report of External Examiner(s) recommending the acceptance of thesis will be sent by the Dean, PGS to the Head of Department concerned for arranging viva-voce examination, as the case may be. A copy of the correspondence to be made with the External Examiner by the Head of Department be invariably sent to Dean, PGS's office for records.

18. RE-SUBMISSION OF THESIS/RE-APPEAR

If the thesis is not accepted or the performance of the student at the viva voce examination is unsatisfactory, the student will be required to resubmit the thesis or re-appear for viva-voce after three months from the date of examination and if he/she fails again, no further chance will be given.

19. DISPOSAL OF THESIS

After the final viva-voce examination has been held and the thesis has been approved, all the copies of the thesis shall be sent to the Dean, PGS who will forward the original copy to the University Librarian **along with a soft copy in PDF format which should be complete replication of printed dissertation i.e the sequence of pages in the PDF file should be same as that of printed dissertation**, one to the Head of the Department, one to the Major Advisor and one to the student. First authorship shall always be in the name of the student for papers sent for publication out of student's thesis

20. POSTGRADUATION REQUIREMENTS

20.1 General Credit Requirements:

The minimum credit requirements in PG programs shall be prescribed by the Academic Council from time to time. These can be modified as per provisions made in subsequent paras of this rule.

In postgraduate programmes minimum credit requirements shall include the credit requirements for course work and Research.

Where a candidate is not having exactly the same pre-admission requirements, Advisory Committee of PG students shall evaluate academic attainments of the student and shall recommend additional courses to be taken by the student. The Dean, PGS will after scrutinizing the recommendations shall take decision after making change(s). Decision of the Dean, PGS shall be final. Such courses that had earlier been registered by students, result declared and grade earned will not be deleted. However, deletion change of nature of course may be allowed if it was taken in the 1st semester or was not a compulsory course of the programme of study when yellow form was not filled or advisory committee not constituted.

- 20.2 After a student has been admitted to a programme, the Advisory Committee will evaluate academic attainments of the student including deficiency courses wherever necessary. The same committee will also recommend exemption from courses, if any. The Advisory Committee of the student shall forward its recommendations to the Dean, PGS, who after scrutinizing the same and making any change (s) that may be considered necessary, shall communicate the decision to the Head of Department of the student concerned.

The case of student migrated from other Universities to CCS Haryana Agricultural University, will be dealt with under the provisions applicable to fresh admissions. The Committee examining such, cases will specify the exemption from or addition of courses as well as grouping of the courses, to be cleared by such candidates, in semesters. The Dean, PGS will be the final authority to approve the recommendations of the committee.

Regarding admission of foreign nationals certificate from embassies of the countries from which foreign national seek admission at CCSHAU should be obtained that candidates have sufficient knowledge of English. Such students may come about a month earlier before the actual registration and a test may be given to them. If they are found deficient, they will have to spend one extra semester on language courses only.

20.3 Requirements for M. Sc. degree:

The minimum requirements for M.Sc. degree will be as under:

1. **Total course credit hours required: 55 (60* for M.V.Sc. program for the students admitted in the year 2010-11 & onwards)**
 - (a) Major: 20 credit hours
Note: For M.Sc. Statistics students only, credit hours are 36
 - (b) one credit Seminar in the major field.
 - (c) Supporting: 5 credit hours
 - (d) (i) Minor: 9 credit hours covering one or more related fields. Normally the minor subjects shall be from the Department other than the major and at least six out of nine credit hours should be taken from the minor department.
(ii) Splitting of supporting courses permissible

* For M.V.Sc.

	M.V.Sc./M.Sc	Ph.d
Major	28	17
Minor & Supporting	11	11
Seminar	01	02
Reserarch	20	45
Total	60	75

(* Minor + Supporting = 11 (minor 6 minimum and supporting 3 minimum))

2. Research credit hours: 20 (grading S or US)

Note: For M.Sc. Statistics students only, credit hours are 10 (grading S or US).

3. Within the above limits the M. Sc. student shall be required to take the following:
PB-509 of 1+0 credit hour is a compulsory course for all M.Sc. (Agri.) students.

Note:- **The following rule will be applicable for student taking admission in the year 2010-11 & onward. For M.Sc. Programme there would be noncredit compulsory courses from PGS.501 to PGS.505**

CODE	COURSE TITLE	CREDITS
PGS.501	LIBRARY AND INFORMATION SERVICES	0+1
PGS.502	TECHNICAL WRITING AND COMMUNICATION SKILLS	0+1
PGS.503 (e-course)	INTELLECTUAL PROPERTY AND ITS MANAGEMENT IN AGRICULTURE	1+0
PGS.504 (e-course)	AGRICULTURAL RESEARCH, RESEARCH ETHICS AND RURAL DEVELOPMENT PROGRAMMES	1+0
PGS.505 (e-course)	DISASTER MANAGEMENT	1+0

For M.V.Sc instead of six noncredit courses there will be only four non credit courses i.e PGS1., PGS2., PGS3. & PGS5. In case Ph.D a student has cleared these courses at Master's level will be exempted.

20.4 Requirement for M.Sc. Bioinformatics:

- (i) The M.Sc. (Bioinformatics) degree shall be by Course. The structure of the programme shall be as under:

Compulsory Courses (in four semesters, Bioinfo-501 to Bioinfo-517)	53 Credits
Seminar (Bioinfo. 591)	1 credit
* PGS-595	1+1 credit
Project (Bioinfo. 599)	5 credits(S/US)
Total	61 credits.

*The Student admitted from the academic session 2010-11 and onwards would be required to clear non-credit compulsory courses from PGS-501 to 506 instead of course No. PGS-595

- (ii) The student would be required to study all courses approved for this degree in the respective semester as all the courses are compulsory for every student.

- (iii) If a student fails in one course in first and/or second semester of the study, the Dean, PGS on the recommendation of Advisor and Head of the Department may allow a student to register for such course in third and fourth semester respectively. This would be in addition to the normal prescribed course load.
- (iv) Each student would be allotted an Advisor in the first semester by the Head of the Department. There would not be any Advisory Committee for the students of M.Sc. Bioinformatics as there is no split of major, minor and supporting subjects.
- (v) Every student would be required to undertake a project in the broader area of bioinformatics in semester-IV (Course No. Bioinfo. 599). The title of project shall be submitted to Head of the Department by the end of the third semester. No synopsis for this project work would be submitted by the student as there would not be a thesis for partial fulfillment of the degree.
- (vi) The project would be evaluated by a committee consisting of the Head of the Department, Programme Coordinator and Advisor. This committee shall evaluate the project report as satisfactory/ unsatisfactory.
- (vii) Except for specific rules mentioned herein, all other rules applicable to other students of the university shall be followed.

20.5 Ph. D. Degree Requirements:

The minimum requirement for Ph. D. degree will be as under:

1. Total credit hours required: 75
 - (a) Major 15 credit hours including minimum of six credit hours of 600 series of major field.
 - (b) two credit Seminars (I credit hour each) in the major field.
 - (c) Supporting: 5 credit hours
 - (d)
 - i) Minor 8 credit hours covering a field related to the field of specialization.
 - ii) Splitting of supporting courses permissible.
2. Research credit hours: 45 (grading S or US)
3. In addition, the Ph. D. student shall be required to take Preliminary examination (Written and oral).

21. MINIMUM RESIDENTIAL REQUIREMENTS

- 21.1** M. Sc./M. V Sc. = 4 semesters*
 Ph. D. = 5 semesters*

Note: The Residential Requirement for Ph.D. Degree will be six Semesters for the students admitted in the Academic Year 2010-2011 and onwards.

*Thesis can also be submitted in this duration.

For the purpose of this rule, residence at the University's research stations and other Research institutions with which the University has collaborative arrangements will be deemed to be residence at the University.

Semester(s) dropped due to any reason(s) shall not be counted towards the residential requirements.

*All students (till submission of thesis) are full- time students of the University. They cannot join any other degree/ programme being offered by other institutes/Universities except diploma courses or computer/other courses being offered by various private institutions like NIIT, NIFT, APTECH, etc. or other correspondence courses offered by various Universities like IGNOU where there is no condition of submission of migration certificate from the Universities where the students are already enrolled or have already completed degree.

Note : It is the responsibility of the Head of the Department to ensure strict compliance of Rule 21. 1 of University Calendar Volume-II and other instructions and to certify on the basis of the attendance of the students that the student is not in job. The head of the department may enquire the position/facts of each case from any source he likes and may also obtain affidavit in this regard from the students. Regarding cancellation of admission in cases where it is established that the student has violated any of the rules or conditions, the admission committee, i.. e. Dean, PGS, Dean of the college concerned and Registrar/ his representative, along with the Head of Department concerned shall examine the case and make recommendations to the Vice-Chancellor in this regard. Thereafter, Dean, PGS shall take action in accordance with the decision of the Vice- Chancellor.

21.2 If a student is unable to complete the programme within the normal residential requirement as indicated in rule 21.1 he/ she will be dealt with as under:

(a) The M. Sc. candidates should normally complete all requirements for the degree in six semesters from first registration. In case, the student is unable to complete the programme due to some reasons beyond his/her control, the period may be extended by the Dean, PGS on payment of prescribed extension fee up to a maximum of 10 semesters **and eight semesters admitted from the academic session 2010-11and on words**

7th semester	Rs. 500/-
8th semester	Rs. 750/-
9th semester & 10 th semester	Rs. 1500/-

Such students, who fail to complete the programme of studies within the maximum period indicated above, be dropped.

(b) The Ph. D. candidates should normally complete all requirements for the degree in 7 semesters from first registration. In case, the student is unable to complete the programme, due to some reasons beyond his/her control, the period may be extended by the Dean, PGS on payment of prescribed extension fee up to a maximum of 12 semesters provided he/she has cleared preliminary written and oral examination.

8th semester	Rs. 1000/-
9th semester	Rs. 1500/-
10 th , 11 th & 12 th semester	Rs. 3000/-

Such students, who fail to complete the programme of studies within the maximum period indicated above, be dropped.

(c) For the purpose of counting maximum period for completing M. Sc. and Ph. D. degree for dropping etc. where a student leaves either M. Sc. or Ph. D. programme for joining service or for any other purpose, with the permission of the competent authority, such period will not be counted towards calculating the duration. No condition, however, shall be, imposed on the student, who has left the studies for joining services for coming back and resuming his/her Ph.D/M.Sc. studies and it will be for the student to decide as to at what stage he/she wants to come back and resume studies. Under no circumstances, however, he/she will not be allowed to exceed maximum duration allowed to complete the degree and shall not be given any exemption from the rules prescribed for getting extension. Dropping the semester with any reason

whatsoever, with the permission of the competent authority or otherwise including dropping with the permission of the competent authority to join services, no concession shall be given while counting the normal duration within which a student is supposed to be completing the degree.

- (d) No M.Sc. & Ph.D. student shall be allowed to continue for more than five and six academic years respectively for completing M.Sc./Ph.D. degree. However, the Marginal cases such as where the student has completed all the requirements and is left with thesis seminar and/or thesis submission. Extension in such cases beyond the maximum period prescribed in rule 21.2(a) and (b) be allowed but restricted to a maximum of three months by the Vice-Chancellor on the recommendations of Deans Committee where after student shall be dropped from the university.

Note: **From the Academic Year 2010-2011 and onwards the maximum period for M.Sc. programme would be four years (eight Semesters).**

21.3 In case extension at any stage is not allowed by the competent authority, the student shall, be dropped from the University.

21.4 In such cases where the students are not able to clear their courses in due time, following steps would be taken:

- (i) The Advisor shall communicate the progress/deficiency of such a student to his/her parents asking them to meet the Advisor to discuss such case.
- (ii) If the parents do not report to the Advisor as a result of such communication which might be due to postal lapses, personal communication would be ensured to such parents through our K.G.K.'s/ K.V.K.'s staff who will ensure delivery of such letters at personal level.
- (iii) Such student would be treated by the Advisor as 'problem case' and shall be kept under constant watch.
- (iv) The Advisor would regularly maintain record of such student including the number of times he/she did counseling with the student and efforts on the part of Advisor to take necessary corrective action including contact with the parents.

In the event of any such cases of overstayd coming before the Vice-Chancellor/Academic Council, full facts including number of chances taken in each course, duration of stay, reasons of failure, role played by the Advisor etc. would be put up before the Vice-Chancellor/Academic Council. Advisor concerned shall be required to be present in the meeting to explain his/her accountability to the student before the Academic Council.

22. DROPPING & RE-ADMISSION

22.1 Dropping:

The students who fail to achieve overall grade point average of 6.00/10.00 basis at the end of 1st academic year (after 2 semesters of regular admission to the programme and summer session, if provided) shall be dropped from the University by the Dean, PGS.

It is clarified that dropping orders in respect of students admitted to programs where regular admissions are made in first semester, shall be issued on completion of second semester of year of admissions or summer session, if provided, without any exception/ relaxation even if any individual student is admitted late for whatsoever the reasons may be.

Note:

- (i) where a student is awarded 'F' grade in all courses as punishment for resorting to unfairmeans in

an examination, the calculation of the grade point average will exclude the 'F' grade for the purpose of automatic dropping at the end of academic year.

- (ii) Before the beginning of the 3rd semester (and before beginning of second semester of their study for those admitted one semester later) in case the results have not been finalized, the students shall be given provisional registration. This provisional registration shall be subject to the condition that the final result, at the end of the 2nd semester with respect to the students who are given the provisional registration, shall be such that they attain the minimum level of proficiency in the final results, if the student is found to be deficient scholastically i. e. he/she is not able to attain the minimum level of academic proficiency, his/her name will stand dropped from rolls of the University with the benefit provided in the rules. In case he/she is eligible for re-admission he/she will be given re-admission and in case he/she is not eligible, he/she will not be given re-admission. The provisional admission will further be subject to the condition that in case the student is dropped from the University and seeks re-admission and such re-admissions are allowed in the rules, no further relaxation of any type will be given to him/her in the course of the re-admission.

22.2 Re-admission of PG students-exemption from courses:

Postgraduate students dropped under semester rule 22.1 shall be allowed re-admission to the same programme, with following benefits:

- (i) Exemption from the courses cleared with a grade point of 6.5 or above on the request of Student, if submitted within a fortnight of the issue of notification of dropping. Option once exercised shall be final. Exemption will also be given for non-credit courses cleared with S grade.
- (ii) Course(s) exempted on this account along with grades earned shall be shown in the first semester report and transcript of academic record.
- (iii) Course(s) exempted and grade point earned shall be counted for computation of grade point average.
- (iv) The Academic year in which the student had failed to maintain the minimum standard of OGPA and dropped under rule 22.1 shall count towards Residential requirements, for all purposes. Re-admission shall be allowed only once either at M.Sc. or Ph.D. level.

23. LEAVING STUDIES - RE-ADMISSION

The students studying in semester system should not be permitted to drop studies in the first semester of first year and those studying in traditional annual system should not be permitted to drop studies for first year, where after dropping of studies re-admission shall be governed by the following rules:

- 23.1 A student who is on Good Standing and leaves College at the end of a Semester(with prior permission of Dean, PGS,) shall be eligible for re-admission provided he/she seeks readmission within one year of leaving the college. This re-admission will be at the discretion of the Dean, PGS.
- 23.2 A student on Good Standing who, for certain compelling reasons, had to leave the College, with the permission of the Dean, PGS during the currency of a semester may be re-admitted by the Dean, PGS within a period of one year of leaving the college.
- 23.3 Name of such students who do not get/have not got registered continuously for two or more semesters (without permission of the Dean) be struck off. Re-admission in such case shall not be allowed. It is made clear that if a student turns up for registration after willful absence of one semester, a sum of Rs. 1000/- will be charged as a penalty. He will also be issued a warning by the Dean, PGS not to repeat such absence in future failing which admission shall stand cancelled without issuing further notice.

23.4 The Dean, PGS may, in exceptional cases, with the prior approval of the Vice- Chancellor allow a student to drop the studies for a maximum period of 2 years for the purpose of undergoing training on the basis of selection made through open competitive examination like IAS, IFS, IPS, ARS, HCS, IES/Indian Statistical Services, Indian Income Tax, Indian Audit & Accounts, Indian P & T., Accounts and Finance, Indian Forest, Indian Customs and Central Excise, Combined Defense, NDA and All India Banking (Officers cadre) services.

Case for any other similar service falling out of the purview of the above services shall be put up to the Vice-Chancellor, as a special case, for consideration.

23.5 In all such cases, semester(s) dropped shall not be counted towards the residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission.

24. MIGRATION

24.1 Migration from other Universities:

Migration in the middle of a programme from other universities is not permissible in the PG programme.

Requests of migration of children of university employees may also be considered on compassionate grounds.

The students seeking migration in the middle of a programme of studies must furnish from Head of Department of the Institution in which he/she studied last, the Certificate of Character, Medical fitness certificate and a transcript of courses and credits taken in the previous university Request of migration shall be examined by the Dean, PGS on the basis of following criteria:

- (i) The candidate should not have fewer marks in the qualifying examination for that degree than the candidate last admitted to the degree programme during that year.
- (ii) The student should be on good standing; good conduct and medically fit at the time of migration as per rules of the University where he/she is studying.

Even if a candidate fulfils the above criteria yet it is discretion of the CCSHAU to allow or may not allow migration. Vice-Chancellor shall be the final authority to approve Deans' recommendations.

Students who migrate from other universities/colleges shall not be eligible for CCSHAU scholarship/fellowship.

Regarding the benefit of courses, the Equivalence Committee of the College will work out equivalence of the courses cleared by the student before migration with the course(s) existing at CCSHAU and will recommend the exemption to be allowed to the students which will be finally approved by the Dean of the college concerned.

Grades earned by a student in previous institution shall be indicated in the transcript with a clear note that these have been given by the institution previous to the student's migration to CCSHAU. These grades however, shall not be counted for calculating OGPA in this university.

24.2 Migration certificate may be issued to the students even if they leave their studies before completing their degree programme to join any other University, after payment of prescribed fee and 'No objection certificate' from the concerned Dean, No dues certificate is not required, if migration certificate is asked for after the completion of degree programme.

25. REFUND OF TUITION FEES (SECURITY)

- (a) A student who pays tuition fee in advance, for the entire course for a term/semester but is not

finally admitted to a class shall be entitled to refund of the full fees paid by him/her provided he/she claims the refund within a period of three months from the date of admission.

- (b) A student who paid fee in advance for a term and who does not join or withdraws his/her name after having been admitted to a class shall not be entitled to the refund of fees paid by him/her.
- (c) A student who has paid fee in advance for a term but is not allowed to join the class shall be entitled to refund of fees paid by him/her if claimed before the end of the term.
- (d) A student who had paid fees in advance for a term but is prevented from pursuing studies because of illness will be allowed to carry forward fees paid by him/her for adjustment in a subsequent term, in case the medical certificate is from a Govt. Hospital/ University hospital.
- (e) If a student has paid fees in advance for a term but is admitted provisionally pending declaration of the examination result, the university will charge fees for the period his/her name remains on the rolls, in case he/she is declared ineligible for continuing studies in the higher class. if, however, he/she decides to continue his/her studies in the lower class, the fees paid will be adjusted against the fees for that class.
- (f) Adjust fees and securities of candidates admitted to one programme, allowed to shift to another programme later on.

26. MISCELLANEOUS

- 26.1** In order to ensure that the requirements for the award of a degree have been duly completed by a student, the Dean, PGS office shall keep a record of the courses completed by the student. Result notification will be issued by the Dean, PGS after the students has completed the postgraduation requirements.
- 26.2** In all matters relating to admission and the operation of the semester system, the Dean, PGS shall, ordinarily, act in accordance with the recommendations of the Selection Committee as authorized for the purpose under the rules of the University. Where, however he/she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.
- 26.3** Admission/continuation of those students who are convicted by the court of law or against whom a case in a court of law, is in progress will not be eligible for admission. However, when such a student takes re-admission his/her case would be considered afresh on merits keeping in view the grounds of conviction.
- 26.4** Head of the Department will ensure that every student should carry his/ her identity card and those without identity card should not be allowed to sit in the examination. In case of impersonation, if both the students involved are students of this university they should be expelled as per rules after following the prescribed procedure. If a person, who impersonates is from outside the university, his/her case should, in addition also be referred to the Police.
- 26.5** Generally rules are not to be relaxed. The Dean, PGS will screen all the cases relating to the PG students, accept or reject, as per rules. Extension cases may however be referred to the committee consisting of all Deans and Registrar or his nominee. The Registrar or his nominee shall act as Member-Secretary. Other cases which are not covered under the rules but there is sufficient justification for relaxation in the rules, Dean PGS shall obtain Vice-Chancellor's orders direct. This will however be done only in exceptional and extreme emergent circumstances. Gist of all such cases shall be conveyed to Registrar by Dean, PGS for submission to the Academic Council through a single item for confirmation.
- 26.6** Any matter not covered by these rules shall be referred to the Academic Council for decision.

27. ALLOTMENT OF PG STUDENTS

27.1 The present limit fixed i.e. four students for Professor and Associate Professor and two students for Assistant Professor and half the number of above for teachers working in the research and extension should be adhered to. However, M.Sc./Ph.D students may not be allotted to the faculty members who are going to retire within two or three years respectively

27.2 The postgraduate faculty members (teaching, research or extension) participating in teaching activities in the department are entitled to get a student to guide as Major Advisor depending upon the eligibility in accordance with academic merit and seniority from the date of becoming post- graduate faculty member. The allotment of students may be done by a cycling process roster for which shall be maintained separately for M.Sc. & Ph.D students i.e. in first round one student may be given to faculty members in teaching, research and extension, 2nd round to teacher only, 3rd round to faculty members in teaching, research and extension and 4th round to teachers only, so that every faculty member in his/her turn gets at least one student to guide. This will be applicable to Professor of Eminence, National Fellows and Project Coordinators provided they participate in teaching activities of the department. The students may be allotted to a person working at outstation only if the Head of the Department is satisfied that sufficient facilities exist at that station. Otherwise a teacher from outstation may be kept in Advisory Committee as Co-Major Advisor. When a faculty member from outstation is allotted a student, a faculty member from the Campus from the major field should be included as co-major advisor.

27.3 Student may be asked to give their choice for specialization or subject/discipline, crop/species etc. which may be kept in view as far as possible in allotting the students as in para 27.2 above.

Note : The Dean, PGS is competent to take a final decision in consultation with the concerned Dean, on such cases which are not covered in the above guidelines.

27.4 A teacher may not be nominated on more than 10 advisory committees exclusive of those where he/she is acting as Major Advisor. In case of exceptions, special permission from the Dean, Postgraduate Studies may be obtained.

For this, the Head of the Department of Minor and Supporting subjects should nominate faculty member on the advisory committee.

Similarly no teacher should be appointed as Dean's nominee for more than ten Advisory Committees.

27.5 An Assistant Professor may be allotted M.Sc. students only after his/her satisfactory completion of probationary period.

27.6 The second Advisor from the major department has to be chosen with care, particularly, when the Major Advisor is to guide for the first time. In such cases, a senior person from the major subject be included on the advisory committee.

Advisors from the minor subject should be from a discipline which is related to the research of the candidate. For this Major Advisor should seek guidance from the concerned Head of the Department of the minor field.

27.7 Dean PGS's nominee:

The Dean's nominee has a significant role in monitoring the functions of Advisory Committee. He/she may ensure that rules are followed for the effective functioning of the Advisory Committee. He/she may give the technical assistance as regards programme of work and research work. He/she may send a report about the progress of the student in respect of programme of studies when he/she feels necessary, direct to the Head of the concerned department with a copy to the Dean, PGS.

27.8 Areas of research:

The Departments should formulate broad research areas, in which the students are to pursue their research. This may be done with the help of the postgraduate faculty of the department once in every 3 years. Major Advisor should be allowed to initiate student's research problems from the identified areas of research.

27.9 Comprehensive knowledge of the subjects:

The departmental committee should identify a few courses which the student must take in order to have comprehensive knowledge of the subject. The Head of the Department should monitor this in consultation with the major advisor and the advisory committee.

27.10. Written comprehensive examination:

The written comprehensive examination of Ph. D. student in major subject shall be conducted by a committee consisting of all, Major Advisors of the student taking the examination in a particular Semester and two more members from post- graduate faculty (to be nominated by the Head of the Department) subject to maximum of five in all. The committee if so desires, may co-opt other teachers of the department like instructors of various courses studied by the student for help in setting of question paper which shall be approved by the Head of the Department. The committee shall also be responsible for proper evaluation of question papers. The examination in minor field will be conducted by Minor Advisor in collaboration with at least one more teacher of the minor subject. The scope of examination should invariably include all the courses from minor field entered in the programme of work. The Head of that Department will be overall responsible for conduct of examination.

27.11 Preliminary oral examination

For the Preliminary Oral Examination, the Examination Committee which includes the external examiner be made clear that no conditional decision be taken. The student should be declared satisfactory or unsatisfactory.

28. PERMISSION FOR RESEARCH IN FOREIGN COUNTRY

28.1 The student(s) should have normally completed 75% of the course work, prescribed by the Advisory Committee. However, if the requirement is such that the student needs some relaxation in credits, the Dean, Postgraduate Studies would consider the case on its merit and grant such relaxation. It need not be referred to the Academic Council.

28.2 The problem of research on which the student would work in the foreign country shall be decided by his/her Major Advisor in consultation with the foreign scientist with whom the student is expected to work there. The synopsis must be approved by the Committee before he/she proceeds to avail the fellowship. This is necessary to ensure that the problem of research should be such that its results are of mutual interest to both the countries.

28.3 There is no need for student to register at CCSHAU. The proof of his/her having registered at University of foreign country would be considered as registration here.

28.4 The student, on return from abroad would, if necessary complete the remaining portion of the research, present thesis to his/her Advisory Committee in accordance with the rules of the University.

28.5 The Foreign Advisor would for the purpose of research, be treated as a Co-Major Advisor. He/she would send the evaluation of the research conducted under him/her, in term of S/US grade and the number of credit hours devoted to research work by the student during each semester to the Major Advisor of the student in this University. Report should be sent by the Student after every semester through his/her Co-Advisor there.

28.6 The Foreign Advisor would not be expected to sign on the thesis as the certificate, already received from him/her, would serve the purpose. However, he/she would be included as a Co-author in the research papers published from thesis of the student.

The student will acknowledge the financial assistance, received from the foreign Govt./Institution, for carrying out research on the problem.

29. BENCH FEE FROM THE STUDENTS OF OTHER UNIVERSITIES

Students from the Universities/Institutions where we do not have any Memorandum of Understanding, are to conduct some research in the university and they are to be provided some infrastructure facilities like land and lab equipments etc. be charged a bench fee of Rs.20,000/- per student for a period not exceeding three months and an amount of \$ 2000 be charged from NRIs/Foreigners for one semester. The bench fee will cover use of infrastructural facilities and laboratory equipments but not the chemicals, consumable and glassware which the students shall have to bring themselves. Any loss of university property shall also be borne by the students of the sponsoring University/Institute”.

30. REJOIN SERVICE/JOIN SERVICE, RESEARCH ASSOCIATESHIP AND RESEARCH FELLOWSHIP

30.1 For Inservice:

(i) Inservice Ph. D. students studying at, HAU or at other universities

Time limit for rejoining service should be residential period. After completing this period, inservice candidate should be allowed to rejoin their duty only after submission of their thesis. For this purpose, they are required to produce a certificate from the Dean, PGS/competent authority of the University concerned.

(ii) For Inservice M. Sc./M. V. Sc. students Time limit for rejoining service should be residential period (4 semesters). After completing this period, the inservice candidates of CCSHAU should be allowed to rejoin their duty only after submission of their thesis.

30.2 Other than inservice:

(i) For Ph. D. students to join as Research Assoc./Research Fellow/STA

A student having completed his/her preliminary examination and residential requirements can join on production of authentic proof as STA/Asstt. Scientist/Asstt. Prof. or equivalent or any service. He has to complete the degree in the prescribed time limit. He may be allowed to rejoin study after one semester excluding the semester in which he had joined service. He will be allowed to rejoin service after submission of thesis and he will have to get leave of the kind due from the date of registration to the date of submission of thesis. However, the students who have joined service after thesis seminar may submit the thesis after registration without any kind of leave but within the limit prescribed.

(ii) A Ph. D. student appointed as JRF and SRF by the CCS HAU at the main campus may be permitted to join the same after completing his/her Preliminary examination and course requirements without dropping the studies.

30.3 For M. Sc. /M. V. Sc. Students to join service:

(i) The M.Sc/M.V.Sc. students who have completed the minimum residential requirements as well as all the credit hours of course work and research work and have delivered their thesis seminar may

be allowed to join service by the Dean, PGS and they should be allowed dropping during which they can register themselves and submit their thesis.

- (ii) The other M. Sc./M. V. Sc. students who have completed their course work and are yet to complete the research credits as well as some part of the semester to fulfill their residential requirements may also be allowed to join service subject to the condition that such students will have to rejoin their studies as regular students and after taking leave of the kind due from the Institution/Department where they join and they shall have to stay at the University from the day of registration after rejoining till submission of thesis.
- (iii) The dropping given under rule 30.3 (i & ii) for joining service may be allowed subject to the condition of completion of the programme within the time limit already prescribed for completion of M. Sc. programme and no extension in the period should be given on the basis of dropping.
- (iv) The M. Sc./M. V. Sc. students who are awarded some fellowship in some research schemes may be allowed to join the schemes as JRF/SRF in CCS HAU main campus on completion of course work without dropping their studies.

Note: Registration for viva-voce be allowed at any time without late fee on nominal fee of Rs. 100/-.

31. CASUAL STUDENTSHIP

- (i) The training may be imparted to Agricultural scientists in course(s) already being offered by the University.
- (ii) The minimum qualifying requirement for the training need be at least a Bachelor's degree in the field concerned if the casual studentship is sought in M. Sc. programme and M.Sc. in the discipline concerned if it is sought in Ph.D. programme.
- (iii) The casual studentship may not be less than one semester.
- (iv) Full fee for the semester may be charged from the trainee as required in case of regular postgraduate students.
- (v) The short-term training may be imparted if recommended by the Head of the Department and Dean of the College concerned and approved by the Vice-Chancellor.
- (vi) The trainee may be charged hostel charges for a semester as prescribed for postgraduate students in case he/she wanted to stay in the hostel. The accommodation in the hostel would, however, be provided if it is available.
- (vii) The persons admitted to the short-term training/casual studentship shall not be entitled to appear in any examination of the University.
- (viii) The Dean of the College concerned, on the recommendation of Head of Department concerned may grant him/her a certificate that he/she has attended the specific course of lectures and practicals.
- (ix) The short-term training shall not entitle the trainee to any advantage for obtaining admission to any M., Sc. or Ph. D. programme of the University.
- (x) Student, admitted to a regular programme of the University but who arrives late, may be allowed to enroll as a casual student for that semester and to register himself/herself as a regular student of the University from the next semester.
- (xi) Five candidates might be admitted for a short-term training in a course scheduled to be offered by the University.



(xii) The candidate may be allowed to sign for one course only not exceeding five credit hours.

- Note**
1. **For Scholarship, stipend and merit stipend see Chapter-VI.**
 2. **For allotment of Accommodation in PG (Married Hostel) see Chapter-XI.**
 3. **For Award of Gold Medals see Chapter-XVIII.**
 4. **For Detail of fee for various certificates see Chapter-XIX.**



APPENDIX-I

[Rule 2.1]

CCS Haryana Agricultural University, Hisar

REGISTRATION CARD

[Please read carefully the instructions overleaf before filling this card]

Admission No.		Name	
Semester		Year & Class	
Local Address			

Title of course	Course No.	Credit hours	Signature (in full) of instructor

Total credits offered

Signature of student	Signature of Advisor	Signature of Librarian	Signature of Dir. Students Welfare (stamp & Date)	Signature of Admn.-cum-Accounts Officer (stamp & date)	Signature of Dean (stamp & date)	Assistant Registrar (PGS.) for Dean, PGS
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INSTRUCTIONS

(To be observed strictly in the following sequence)

A. FOR STUDENTS

1. Obtain 5 cards meant for relevant class and semester from the Deans office. Yellow coloured cards be used for registration of repeat courses.
2. Meet the advisor and fill these cards in accordance with his/her advice. One filled in card will be retained by him/her.
3. Most of the courses are already printed. Students should check up these and score out those not to be offered and enter those in ink, in the blank space provided for the purpose, that are not included in the printed list.
4. The entries be made neatly and legibly. Erasing/scoring off etc. be duly authenticated by the authority competent to make/allow such corrections.
5. Obtain signatures of the instructors concerned against relevant course. In case a teacher other than the one who is teaching the course has signed the registration card of the student, it would be obligatory on the part of the teacher signing the card to inform in writing the teacher who is teaching the course.
6. Pay hostel dues and obtain signatures of DSW (non-hosteller should get this fact recorded from DSW on these cards).
7. Make payment of fees/dues and obtain signatures of Administrative-cum-Accounts Officer of the College concerned.
8. Leave all the cards in Dean's office (Dean, PGS in the case of Post-Graduate students) and obtain acknowledgement on the reverse of fee receipt. The Deans office after scrutiny shall transmit the cards to Registrar's office within 3 days of the date of registration. The Registrar's office after completing the formalities and scrutiny within 3 days of the receipt of cards shall retain one card.

B. FOR ADVISOR

1. Advise the student properly before he/she fills in these cards.
2. Sign these cards after these have been signed by All concerned except Dean of the College concerned. Please put full signatures.
3. Ensure that the cards are properly filled in and cutting/erasing etc. duly authenticated.
4. Ensure that the student has cleared pre-requisite of a particular course or fulfills the required condition.
5. No student be allowed registration in advance course(s).
6. Do not allow registration by proxy.
7. Ensure that repeat course(s) are registered only in the yellow card and are accompanied by the information in Appendix-II.



APPENDIX-II
[Rule 2.1]

Statement in regard to repeat course registered in semester.

I hereby state that I have included in registration cards the following courses as non teaching in semester for the times shown against each.

Course No.	No. of times (including current semester repeated the course as non teaching)
------------	---

I further state that- I have included courses in my registration cards for the time to improve the grades.

Signature of Student

Verified

Advisor

The information supplied by the above student has been checked from the record maintained in my office. The statement is correct and the case is in order which may be accepted for registration.

Signature of Dean with
Office Stamp



APPENDIX-III

(Rule 4.1)

CHANGE OF COURSE FORM

CCS HARYANA AGRICULTURAL UNIVERSITY College of -----	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	

Total Credit hours for Semester

Total Credit hours Earned to-date

Title of Course	Course No.	Credits	Section	Instructor's Recommendation
Added				
withdrawn				
Reasons for Adding/withdrawing	Total Credits for Semester after Adding/Withdrawing			
Signature of the Student	Recommend Advisor	Approved Dean	Fee Paid A&AO	Change Recorded Dean, PGS

INSTRUCTIONS FOR THE STUDENTS

1. A postgraduate student is required to fill in six change of course forms (Dean/Advisor/Student/Computer Cell for the Dean, Post-graduate Studies office) and one adding/withdrawal card (for the Instructor) for each course to be added or withdrawn.
2. These forms should be completed in all respects. You must make sure that you have got the signatures/recommendations of the Instructors/Advisor and the Dean on all the forms at the appropriate places.
3. A clash in the time table, your inability to cope with the volume of work in a particular course, your having to repeat some course or courses, your having been placed on Scholastic Probation and consequent need for a lightening of the load or some such valid reason could be cited for withdrawal.
4. First go to your Advisor and place before him/her your problems, if he/she advises you to add some course or withdraw from some others, fill in this form and get the Advisors recommendations recorded on it.
5. After completing (4) above, go to the concerned instructors and secure their recommendations for your withdrawing/ adding any course(s).
6. After the Dean approves of your change, go to the college office, pay rupees fifty as the fee for this change and obtain the signature of the Admn.-cum-Accounts Officer.
7. After completing (5) above, go to the Dean, PGS and obtain his approval for the change.
8. Leave all the cards in the Dean, PGS office and obtain acknowledgement on reverse of fee receipt. Further process of these cards shall be same as that of registration cards.

APPENDIX-IV

(Rule 4.1)

CCS HARYANA AGRICULTURAL UNIVERSITY COURSE ADDING CARD	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	
Name of the Instructor	Title of Course	Course No.	Credits	Instructor's Signature

Addition allowed

Dean, PGS Signature & Seal

APPENDIX-V

(Rule 4.1)

CCS HARYANA AGRICULTURAL UNIVERSITY COURSE WITHDRAWAL CARD	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	
Name of the Instructor	Title of Course	Course No.	Credits	Instructor's Signature

Withdrawal allowed

Dean, PGS Signature & Seal

APPENDIX-VI

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

COLLEGE OF

SEMESTER REPORT FOR

Name _____ Admission No. _____

Sr. No.	Title of course	Course No.	Credit Hrs.	Grade Points	Credit Points
---------	-----------------	------------	-------------	--------------	---------------

Total	–	–			
			GPA:		
Previous	–		–		
Cumulative	–		–		
OGPA					

Cumulative credit Hours Obtained Min. required to pass of CCA

Standing : Start End

Date

Prepared by Checked by

Asstt. Registrar (PGS.)
for Dean, PGS

Note : The student, his/her Advisor, the Dean concerned or any other person to whom a copy of this report is supplied is required to go through the same carefully and point out error/omission discrepancy within 15 days of the issue of this report, failing which it will be presumed that the report is in order and no complaint whatsoever, will thereafter, be entertained. The Registrar, however, reserves the right to correct and rectify at any stage, any mistake that comes to his notice.

2. INTERPRETATION OF VARIOUS GRADES

Points	Marks	Points	Marks	Points	Marks	Points	Marks	Points	Marks
10.0	100	9.0	90	8.0	80	7.0	70	6.0	60
09.9	99	8.9	89	7.9	79	6.9	69	F below 60	
09.8	98	8.8	88	7.8	78	6.8	68		
09.7	97	8.7	87	7.7	77	6.7	67		
09.6	96	8.6	86	7.6	76	6.6	66		
09.5	95	8.5	85	7.5	75	6.5	65		
09.4	94	8.4	84	7.4	74	6.4	64		
09.3	93	8.3	83	7.3	73	6.3	63		
09.2	92	8.2	82	7.2	72	6.2	62		
09.1	91	8.1	81	7.1	71	6.1	61		

3. MEANING OF VARIOUS GRADES/TERMS

F-Fail, W-Withdrawn, r-Repeat, S-Satisfactory, US-Unsatisfactory, SP-Scholastic Probation, when the students performance falls below the expected level, Good-Satisfactory level of studies. GPA-Grade Point Average of current Semester, OGPA—Overall Grade Point Average up-to-date.



APPENDIX-VII

[Rule 6.1 (a)]

Department of

CCSHAU, Hisar.

Sr. No.	Name of the student	Admission No.	Willful absence if any, (give the number of course and dates of willful absence in any)	Signature of Major Advisor

Certified that the above students were regular in attendance during the month_____. Their stipend/fellowship may be paid for the month please.

HOD

Dean, PGS



CHAPTER IV

RULES AND REGULATIONS GOVERNING MBA PROGRAMME (EFFECTIVE FROM 1997-98)

1. Each year shall be divided into two semesters. The duration of each semester shall be 18 weeks exclusive of the preparatory holidays and examination days.
2. 25% marks in each paper shall be assigned to internal assessment which will be awarded on the basis of tests/and or practicals, class participation, assignment(s)/case study(s)/ seminar(s)/field work presentation for which proper record shall be maintained by the instructor/advisor, as the case may be.
3. The internal assessment marks shall be displayed on the notice board and also supplied to the teacher/instructor concerned before the commencement of the semester by the Head of the department.
4. The Head of the Department shall scrutinize and then forward internal assessment marks submitted by the instructor/advisor/ committee to the Dean, Postgraduate Studies before the commencement of semester examination. However, on appointment of Controller of Examination, Dean Postgraduate Studies will further submit the same to him.
5. External pattern of examination shall be followed for remaining 75% marks.
6. A panel of at least 5 examiners shall be recommended for each paper by Head of Department to the Dean PGS/Controller of Examination for approval. The Dean PGS/Controller of Examination may make additions/alterations in the proposed panel, as deemed proper.
7. Two sets of question papers for each course shall be set by an external examiner from the approved panel and one of these papers shall be used for examination.
8. The first semester examination shall be open to a regular student who :
 - (i) has been on the rolls of the Department during one semester preceding the first Semester Examination.
 - (ii) has attended not less than 75% of lectures in each semester, and
 - (iii) has obtained pass marks (as given in Clause 11(i) below) in the Internal Assessment of the paper for which he is a candidate.
9. The second, third and fourth Semester Examinations shall be open to a regular student who
 - (i) has been on the rolls of the Department during the semester preceding the second, third or fourth semester examination as the case may be.
 - (ii) has attended not less than 75% of lectures in each semester.
 - (iii) has obtained pass marks in the internal assessment of the papers of the relevant semester of which he is a candidate vide 11(i) below: and
 - (d) has passed the previous Semester Examination or is covered under Clause 13 below.
10. The medium of instruction and examination shall be English.
11. The minimum percentage of marks to pass the examination in each semester shall be :
 - (i) 40% in each written paper and internal assessment separately.
 - (ii) 40% in Project report and viva-voce separately;
 - (iii) 50% in the total of each semester examination.

12. Examination fee/Remuneration for external examiners- Same as for Undergraduate Programme under rule 16 & 17 (B.Sc.(Hons.) Ag./B.Sc.(Hons.) Home Sc./ B. Tech. (Agril. Engg.) of Chapter I.

13. (i) A candidate who fails to pass or having been eligible fails to appear in any semester examination will be allowed to clear the re-appear paper(s) within a period of 4 years as stipulated in Clause (iii) below.

(ii) provided that a candidate shall have to secure atleast 40% marks separately as well as jointly with internal assessment in not less than 50% of the written papers prescribed in that semester failing which he shall not be permitted to continue his studies for the next higher semester and shall be required to repeat all paper(s) or the concerned semester as a regular student as and when these paper(s) is/are offered. In such a case, the repetition of paper(s) will be allowed only once.

Explanation

50% of five papers will be taken as three and that of seven papers as four under this clause.

(iii) The students who get supplementary in 3rd Semester will allowed to appear for that paper(s) in the 4th semester and further those students who are unable to qualify complete course work of MBA even upto 4th Semester, be allowed to appear in supplementary exam. of MBA and the same be conducted by the Controller of Exams. within one month of the notification of the result of 4th Semester against payment of Rs. 1000/- per paper subject to maximum of three subjects.

(iv) Provided that a candidate must have passed all the four semester examinations within four years of his admission to the 1st semester of the M B A. failing which he will be deemed to be unfit for the M B A programme.

14. A candidate whose result is declared late for no fault of his, may attend classes for the next higher semester provisionally at his own risk and responsibility, subject to his passing the concerned semester examination. In case a candidate fails to pass the concerned semester Examination his attendance/ Internal Assessment in the next higher semester in which he was allowed to attend classes provisionally shall stand cancelled.

15. A candidate, who has cleared all courses of the first and second semester examination with aggregate of above 50% marks discontinues his studies may be permitted to join third semester within two years of his passing the second semester examination.

16. The Internal Assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination provided that a candidate who has not obtained pass marks in the Internal Assessment for any paper(s) will not be allowed to take examination in the said paper(s) in the relevant semester unless he repeats the course in paper(s) concerned and obtains the minimum pass marks in the Internal Assessment.

17. As soon as possible, after the termination of the examination the Dean PGS/Controller of Examinations shall publish a list of candidates who have passed the Semester Examination.

18. (i) The subject of Project Report will be suggested by the supervisor and approved by the Head of the Department.

(ii) The candidate shall be required to submit three copies of his Project Report. The last date for receipt of Project Report in the office of the Dean, PGS/ Controller of Examinations shall be one month before the commencement of the fourth semester Examination.

(iii) The Project Report shall be evaluated jointly by the external and the internal examiners. If the examiners are unable to agree and the difference in the awards is upto 30% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the external and internal examiners is more than 30% of the maximum marks, the appointment of

the another External examiner shall be made by the Dean, PGS/Controller of Examination and his award will be final.

(iv) The marks obtained by the candidate for the Project Report shall be taken into account when he appears in any future examination under reappear clause.

19. (i) Every student shall be required to undergo Industrial Tour which will be of a minimum five days duration during winter vacations after his 1st semester examination. After the Industrial Tour, the student will submit a detailed profile of one of the organisation he visited, during the Industrial Tour.

(ii) Every student of MBA previous shall be required to undergo a practical training in an Organisation approved by the Dept. for six to eight weeks normally in the Summer Vacation after the end of-the second semester.

The candidate shall be required to undergo training in the various areas of the organisation concerned. The organisation may assign a specific project to the candidate with the consent of the Department of Business Management to be completed during the period of his/her training. The work done by the candidate in the training shall be submitted in the form of a training report. The candidate shall be required to submit three copies of the training report typewritten in double space in the office of the Dean, PGS/Controller of Examinations. The last date for the receipt of training report in the office of the Dean, PGS/Controller of Examinations shall be one month after the date of completion of training.

The report shall carry 100 marks and the evaluation shall be done as under :

(a) External evaluation consisting of 75% marks will be undertaken by an external examiner to be appointed by the Dean, PGS/Controller of Examinations on the recommendation of Head of the Department.

(b) Internal evaluation consisting of 25% marks will be based on presentation of training report by the candidate before the Faculty members of the Department. The marks will be awarded by a Board of three examiners (appointed by the Head of the Dept.) who have attended the presentation of candidate.

20. Each successful candidate shall receive a copy of the detailed marks card on having passed the Semester Examination.

21. The list of successful candidates after the fourth Semester Examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the 1st, 2nd, 3rd and 4th semester examinations taken together, and the division obtained by the candidate will be stated in his degree.

(i) Those who obtain 60% or more marks-First Division.

(ii) Those who obtain 50% or more marks but less than 60% marks-Second Division.

(iii) Candidates who pass all the four Semester Examinations at the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with distinction.

22. RE-EVALUATION OF ANSWER BOOKS

(i) A student will be allowed to have his/her answer-books in theory papers re-evaluated on submission of an application for this purpose on the prescribed form, accompanied by the detailed marks card and the re-evaluation fee of Rs. 300/- per paper within 20 days of the date of publication of his/her result, as printed on the result notification or within ten days of the day of, dispatch of DMC by University Office (as indicated on the back of DMC) whichever is later. A candidate will not be entitled to apply for re-evaluation after the expiry of the prescribed period,

if his/her result has been delayed on account of his/her own fault, which is to be determined by Dean, PGS/Controller of Examination. The fee paid by the applicant will not be refunded. However, in such cases where an application is rejected on account of being time barred or being inadmissible, 75% of the amount paid will be refunded.

- (ii) All entries in the application for re-evaluation should be complete and correct in all respects. The Office will not be responsible for the delay/rejection of the case, if the form is not accompanied by full fee and detailed marks certificate. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University or option shall not be accepted as a plea for wrong entry in the application.
- (iii) Late procurement of application form shall not be entertained as a plea for its late submission in any case.
- (iv) The result of a candidate shall be revised on the basis of average marks of the two examiners (awarded by first examiner and marks awarded by the examiner who re-evaluated the answer-book) and that too only when the character of the result is changed. Character means 'fail' to 'Compartment', 'fail' to 'pass' 'change' in division or where on re-evaluation the score increases by 5% or more of the maximum marks allotted to the concerned paper. Marks obtained as a result of re-evaluation shall not count towards determining the position in order of merit and award of prize/medals.
- (v) A student will be permitted to see his/her re-evaluated answer- book(s) for identification only, if his/her application alongwith a fee of Rs. 5/- per answer-book reaches the University within 30 days of the date of communication to him/her of the re- evaluated result.
- (vi) If as a result of re-evaluation a student passes the examination or is placed in compartment, he/she shall, if otherwise eligible, be allowed to join the next higher class within 10 days of the date of the letter communicating the result of reevaluation to him/her. His/her attendance shall be counted from the date of admission. No extra chance will be allowed to a student for clearing Compartment/Re-appear in lieu of any chance, which he/she might have missed before declaration of the result of re-evaluation.
- (vii) While sending the answer books for re-evaluation the title cover(s) of the same will be folded with favicol/gum/stappled and strips of black or brown papers will be pasted over the marks inside to conceal these so that the re-evaluator(s) may give independent marking on separate award list-question wise.





PART C

CHAPTER V TO XXI

FOR BOTH UNDERGRAUATE/POSTGRADUATE STUDENTS





CHAPTER V

LIBRARY RULES

1. NAME OF THE LIBRARY AND PLACE

Nehru Library, CCS Haryana Agricultural University, Hisar

2. LIBRARY HOURS

Library shall remain open on all the days except the National and Gazetted holidays, listed under Rule 16, and shall observe the time schedule as given hereunder:

WINTER (August to April)

Working days & RH 8.30 a.m. to 9.00 p.m.

Sundays & other holidays 9.00 a.m. to 4.00 p.m.

SUMMER (May to July)

Working days & RH 7.00 a.m. to 8.00 p.m.

Sundays and other holidays 7.00 a.m. to 1.30 p.m.

NIGHT READING HALL

WINTER (August to April)

Working days & RH 9.00 p.m. to 12.00 Midnight

Sundays & other holidays 4.00 p.m. to 12.00 Midnight

SUMMER (May to July)

Working days & RH 8.00 p.m. to 12.00 Midnight

Sundays and other holidays 4.00 p.m. to 12.00 Midnight

This time schedule is subject to change by the University Librarian/Library Advisory Committee. The Circulation Counter will remain closed on Sundays and other holidays except R.H. and for overnight lending. The lending work will be suspended three hours before the closing time of the Library. Overnight lending will commence one hour before the closing of the library except for the girl students residing in hostels. Overnight lending for the girls students will commence at 6.00 p.m.

3. LIBRARY FEE

Library fee as prescribed in the Prospectus shall be charged from all the students at the time of registration.

4. LIBRARY MEMBERSHIP

A. *University Staff.*

The following are entitled to enroll themselves as members of the Library:

- i. Students of various Colleges at the Main Campus.
- ii. Teachers/Scientists/Extension Specialists posted at Main Campus as well as Outstations.
- iii. Other staff of the University posted at Main Campus as well as Outstations.

- iv. The students of colleges located out of Hisar shall be enrolled as members by the libraries of the respective colleges.

Those who intend to use the library facilities are required to enroll themselves as Members of Library by filling the prescribed form. The form must carry the recommendation of the respective Head of the Department/Principal/Dean/Director/ Officer of the University.

B. Special membership.

The following may be enrolled as Special Members of the Library by the University Librarian subject to the conditions laid down for each category hereunder:

- i. ***Scientists and Class I Gazetted Officers of the Govt. of Haryana/Govt. of India, if based at Hisar.***

They may be enrolled as Special Members of Nehru Library on their formal request on a prescribed form. They will be required to deposit a sum of Rs. 400/- as non refundable Library Service Charge, and will be issued a barcoded Library Card for borrowing books as per their entitlement as given under Rule 6. They shall borrow the books personally and sign in token of the receipt. The Library Service Charge shall be valid for a period of 3 years from the date of issue of Barcoded Library Card

- ii. ***Staff Correspondent, if based at Hisar.***

The Staff Correspondents of the national level newspapers, may be enrolled as Special Members of Nehru Library on their formal request on a prescribed form. They will be required to deposit a sum of Rs. 400/- as non refundable Library Service Charge and will be issued a barcoded Library Card for borrowing books as per their entitlement as given under Rule 6. They shall borrow the books personally and sign in token of the receipt. The Library Service Charge shall be valid for a period of 3 years from the date of issue of Barcoded Library Card

- iii. ***Retired teachers/scientists and other employees of Class II rank and above of CCSHAU, if residing at Hisar.***

They may be enrolled as Special Members of Nehru Library on their formal request on a prescribed form They will be required to deposit a of Rs. 200/- as non refundable Library Service charge. They will be issued a bar-coded Library card for borrowing books as per their entitlement as given under rule 6. They shall borrow the books personally and sign in token of the receipt. The Library Service Charge shall be valid for a period of 5 years from the date of issue of Bar-coded Library Card

- iv. ***Ph.D. students of other Universities, if based at Hisar.***

They may be permitted by the University Librarian to use Nehru Library within its premises. No book shall be issued to them on loan basis.

- v. ***Teachers of the Colleges located at Hisar.***

They may be permitted by the University Librarian to use Nehru Library within its premises. No book shall be issued to them on loan basis.

- vi. ***Progressive farmers.***

They will be permitted to use Nehru Library within its premises. The recommendation for permitting them to use the library facilities should come from the Director, Directorate of Extension Education.

- vii. ***Members of Board of Management of CCS HAU.***

They may be enrolled as Special Members of Nehru Library. They shall be issued a barcoded Library Card for borrowing books as per their entitlement as given under

Rule 6. They shall borrow the books personally and sign in token of the receipt. If any Member wants to borrow more books than his/her entitlement at a time, he/she may do so with the permission of the University Librarian who may obtain ex-post-facto permission of the Vice-Chancellor.

Journal will not be issued to any of the Special Members.

C. *Permission to outsiders to use library facilities.*

The sons and daughters of university staff may be granted permission to use Nehru Library premises subject to the following conditions:

- a. University Librarian/his representative, not below the rank of Asstt. Librarian, shall grant permission to an outsider, on a proforma to be designed by the University Librarian.
- b. A sum of Rs. 100/- per quarter shall be charged from the sons, daughters and spouses of the University staff, and +1 & +2 students of Campus School as Library Use Fee.
- c. Requests of sons, daughters and spouses of university staff, and +1 & +2 students of Campus School shall come through the respective HODs/Controlling Officers.
- d. A sum of Rs. 200/- per month shall be charged from outsiders other than those mentioned under (c).
- e. Permission Seekers other than those mentioned under (c) shall give a surety of an active Library Member excluding Special Members. The surer must have at least one year to superannuate.
- f. Grant of permission to those who come from other Universities/Institutions (located outside Hisar) for consultation of literature is an internationally accepted principle. Hence they fall outside the purview of this rule.
- g. Permission shall be granted for a period of three months only, renewable subject to (b) to (e) above.
- h. Permission Holder shall have access to the Reading Halls on the 2nd floor only. They will not be entitled to any other facility such as borrowing of books.
- i. The surer shall be responsible for the loss to the library, if any, caused by the Permission Holder.
- j. University Librarian may withdraw permission without assigning any reason, and the Library Use Fee shall stand forfeited.
- k. Permission to outsiders shall not be taken as a right. It should be restricted to minimum.
- l. University Librarian reserves the right to grant permission.

5. ADMISSION TO LIBRARY

Only registered members shall be permitted admission to the Library. He/She must produce his/her Identity Card at the Security Counter of the Library failing which admission shall be refused. However, non-members shall be allowed admission only with special permission of the University Librarian. Any member, who is desirous of using the library, shall enter his/her name in the register maintained at the library gate. Such entry shall be taken as an acknowledgement that the visitor agrees to conform to the library rules. University Librarian reserves the right to refuse entry to any unauthorized or undesirable element, and send the visitors out of the Library, if they do not show their Identity Cards on demand.



6. LOAN PRIVILEGES

i. Entitlement to borrow books.

The bonafide members shall be permitted to borrow books, etc. from the library by producing ID-cum-Library Card. Each member shall be issued a barcoded ID-cum-Library Card. The entitlement of loan is given below:

a. Entitlement against a barcoded ID-cum-Library Card.

S.No.	Category of library users	Entitlement
1.	Teachers and Officers of the Univ.	8
2.	Non-teaching staff	4
3.	Ph.D. and Post-graduate students	4
4.	Undergraduate students	4
5.	Special Members	2

b. Period of loan:

Sr.No.	Category of books	Period of loan
1.	General books	14 days
2.	Text-books (Only teachers & officers of the University and students will be entitled to borrow text-books)	3 days
3.	Reference books (Only teachers & officers of the University will be entitled to borrow these books)	Overnight
4.	Journals and serials (Only teachers & officers of the University and Post-Graduate students including Ph.D. students will be entitled to borrow these materials)	Overnight
5.	Theses, rare books and non-book Material	Not to be issued
6.	i. CD-ROMs with books (Only teachers and officers. May be issued to others with special permission of Univ. Librarian)	3 days.
	ii. CD-ROMs of databases, softwares etc.	Not to be issued

Note.

- Period of loan for teachers/scientists posted at outstations shall be one month instead of 14 days.



2. Teachers, who are involved in teaching, are allowed to borrow books from General and Text Books Sequence other than those placed in Book Bank and Text Reference Sections for three months subject to recommendation of the HOD and availability of more than one copy.

ii. Re-issue and recall of books

Books shall not be re-issued to the same borrower, if they have been reserved by some other library user. Books can be recalled at any time without assigning any reason. Failure to return them will entail usual overdue charges from the date of recall.

iii. Reservation of books

A book on loan can be reserved for a member on his/her formal request. Intimation shall be sent to the member who had requested for reservation immediately after the return of the book. The requester shall collect the book within four days from the date of issue of intimation failing which same shall go back in normal circulation.

iv. Use of ID-cum-Library Card

The ID-cum-Library Card issued to the registered members is strictly non-transferable. The Card shall be issued in laminated form. The date of validity shall be indicated on the Card. The holder of Card shall be required to get it renewed by 15th June every year. The renewal shall be done in the computer by extending the date for the purpose of borrowing books.

v. Loss of ID-cum-Library Card

Members shall be responsible for the loss and misuse of ID-cum-Library Card. A member who loses his ID-cum-Library Card shall make a written report to the University Librarian. Duplicate ID-card will be issued at the cost of Rs. 25/- on the recommendation of the Controlling Officer after one month from the date of report of loss to the Issuing Authority. Nevertheless, the Card holder shall be responsible for the misuse of the lost card.

vi. Conditions of Loan

Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s). All books on loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be realized from the borrower. Repeated violation of this rule by the members, may lead to suspension or cancellation of the membership of the defaulting member.

7. OVERDUES AND FINES

Over dues, as laid-down hereunder, shall be charged from the members, if they fail to return the book(s) on or before the due date as indicated on the Due-Date-Slip in the book:

a) General Books

Re. 1/- per book per day shall be charged.

b) Textbooks

Re. 1/- per book per day shall be charged.

c) Overnight issues

Overnight issues shall be returned on due date within one hour of the opening of the Library failing which the overdue charge of Re. 1.00 per hour per book shall be realized.

8. LOSS OF BOOKS AND JOURNALS

i. General, Text and Reference Books

A book lost by the member shall be replaced either with latest edition or the current price shall be charged. Indian edition shall be replaced by the Indian edition, and the foreign by the foreign edition. If the user wants to replace the foreign edition with the Indian edition, the same may be accepted but the difference in the register cost of original edition at the current rate of exchange and the current price of the Indian edition shall be charged.

ii. Rare and out-of-print Books

If a rare or out-of-print book is lost by the member, double the current price shall be realized.

iii. Multivolume publications

If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged or the set shall be replaced with the latest edition. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume(s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as replacement or the cost thereof may be charged.

iv. Current or single issue(s) of Journals

Lost issues of the journals shall be replaced by the member within three months from the date of loss; else the member shall have to bear the current cost of the complete volume or set, as the case may be.

v. Bound volumes of Journals

If a bound volume is lost by any member, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

vi. Processing charges

In the event of loss of paperbacks and journals/periodicals, etc. as listed in Paras (i) to (v) above, processing charges to the tune of Rs. 25/- (Rs. 3/- as processing charges and Rs. 22/- toward binding cost) shall be realized. These charges may be reviewed by Library Advisory Committee from time to time, keeping in view the actual binding cost. For the loss of bound volumes, only processing charges to the tune of Rs. 3/- shall be charged.

9. DAMAGE TO BOOKS

The University Librarian shall be competent to impose any of the following penalties if any member is found guilty of damaging/mutilating/defacing/disfiguring etc. a book and other reading materials:

i. To realize the current cost of the book(s) and processing charges and/or fine, if the book is defaced/ disfigured.

ii. To realize at least double the current price of the book and/or fine if mutilated or damaged in any other form.

The severity of the damage and the intention thereto shall be determined by the University Librarian after thorough investigation to determine the quantum of fine.

10. BOOK BANK

- i. Book Bank is a collection of text books. The students - Ph.D., Postgraduate and Undergraduate - are entitled to borrow books from the Book Bank against nominal rental charges as given below:

S.No.	Cost of Book	Charges	
		Semester	Year
1.	Upto Rs. 100/-	10%	20%
2.	More than Rs. 100/-	Rs. 10+5% of the cost exceeding Rs.100/-.	Rs.20+5% of cost exceeding Rs.100/-

ii. ***Books purchased under Social Welfare Scheme***

The students belonging to the Scheduled Castes and Scheduled Tribes are entitled to borrow books purchased under "Social Welfare Scheme" of the Govt. of India/ Govt. of Haryana free of charge for a semester/year depending upon the system prevalent in the College. Such students, who shall be entitled to borrow books from "Social Welfare Scheme" collection, shall have to produce a proof of their entitlement for borrowing books from this collection.

iii. ***Entitlement to Borrow Books from Book bank***

Each of the students shall be permitted to borrow four books from Book Bank against ID-cum-Library Card.

iv. ***Period of loan.***

Books from the Book Bank shall be issued for a semester or a year depending upon the system prevalent in various colleges of the University.

11. ACCESS TO BOOKS/OTHER READING MATERIAL INCLUDING DIGITAL INFORMATION

- a. The University Library follows an "Open Access System" with some exceptions. The members shall have the privilege of free access to the Stack Areas. However, they will not have free access to those categories of books whose use has been restricted due to their special nature. Such collections comprise of theses, rare books, out-of-print books, art books and other categories decided by the University Librarian from time to time. Books from these collections shall be allowed to be consulted only through special requisition.

- b. CD-ROM databases are accessible subject to the following charges and other conditions:

i. ***Members of the Library***

There will be no charge for the use of CD-ROM databases. The library shall realize a sum of Rs. 1/- per printed page (full or part thereof).

ii. ***Non-Members and others from other institutes***

The library shall charge a sum of Rs. 20/- for the use of CD-ROM databases for half an hour with an additional charge of Rs.1/- per printed page (full or part thereof).

- iii.* Floppies shall not be allowed for downloading of data from the CD-ROMs to avoid risk of viruses.

12. LIBRARY ASSISTANCE AND INTER-LIBRARY LOAN

Members shall be free to seek the assistance of library staff in the selection of books and reading material, consultation of library, literature search, etc. The books and other reading material, not available in the library, shall be procured on loan from other libraries on specific request of the members. The members shall submit their requisitions through their Major Advisors. The photocopies of articles/research papers/chapters of books, etc., shall be procured for the members from other libraries against payment at the rates fixed by the library that will supply the photocopies. The expenditure on procurement of such photocopies shall be borne by the requestor.

13. COLLEGE LIBRARIES

There are two college level libraries, namely, Library of the College of Home Science, and Library of Colleges of Agriculture, Kaul. These libraries shall observe the same rules as are applicable to Nehru Library.

14. DEPARTMENTAL LIBRARIES

Each Department of the University can maintain its own library. The books in the Departmental libraries shall be the property of Nehru Library. The number of books in the Departmental Library shall not exceed 300 at a time. The faculty of each Department shall be entitled to borrow book(s) from the library of their respective Department for a period not exceeding six months. Other rules shall be same as are applicable to Nehru Library.

15. DISCIPLINE WITHIN THE LIBRARY PREMISES AND OTHER GUIDELINES

- i. All the members are required to maintain proper discipline within the library premises, and observe library rules strictly.
- ii. Silence shall be observed in the Library. Mobile phones shall be kept off in the library premises.
- iii. Visitors found talking loudly, shouting or quarrelling with other visitors or staff members or indulging in eve-teasing or any other act of indiscipline shall be liable to punishment as per University rules.
- iv. Smoking/spitting in the Library is strictly prohibited.
- v. No combustible material such as match-stick, etc. shall be allowed to be taken inside the Library.
- vi. Damage to the library property may lead to withdrawal of library privileges, and in serious cases, to heavy fine and other disciplinary action.
- vii. Only light writing material shall be allowed inside the library. Personal books, files, rain-coats, umbrellas, etc. shall be deposited at the property counter of the Library.

- viii. Any member who is found guilty of taking a book out of the library without authorization shall be liable to withdrawal of library privileges and/or fine. The quantum of punishment shall be determined by the University Librarian keeping in view the intention involved and the availability of proof.
- ix. The University Librarian shall be competent to impose any or more of the following penalties, if any student is found guilty of any act of indiscipline elaborated in the Proceedings of 332nd meeting of the Academic Council held on 7.4.1995, within the library premises.
- a. Warning
 - b. Fine
 - c. Temporary or permanent withdrawal of library facilities or cancellation of membership.
 - d. Banning entry into the library on temporary or permanent basis.

16. LIST OF HOLIDAYS

Library shall observe the following National Holidays:

1. Republic Day
2. Holi
3. Independence Day
4. Mahatma Gandhi's Birthday
5. Haryana Day
6. Dussehra
7. Diwali
8. Guru Nanak Dev Birthday
9. Christmas Day

17. NO DUES CERTIFICATE

All students and staff members of the University shall obtain "No Dues Certificate" from the Library before leaving the university irrespective of reasons of leaving the University including deputation, lien, fellowship, long term training and leave of the kind due for private affairs within India and abroad. Recovery of all the books shall be ensured before issuing Final No Dues Certificate by the HOD/Section In-Charge. In the case of students, no degree/security will be issued/released without ensuring the return/recovery of books. (Notification no. 2/2005 of CAU dated. 14.2.2005).

These Rules of the library are subject to change from time to time by the University Librarian with the approval of the Library Advisory Committee/Academic Council.

CHAPTER VI

RULES RELATING TO THE AWARD OF SCHOLARSHIPS, STIPENDS AND MERIT STIPENDS

1. GENERAL

- 1.1 The following categories of scholarships and stipends are available to students at the CCSHAU admitted only against the Haryana Resident Seats be considered for scholarship/merit stipend/stipend.
1. Merit Scholarships for undergraduate programmes.
 2. Stipend for interns of College of Agriculture and Vety. Sciences.
 3. Merit Stipend for Master's and Ph.D. Programmes.
 4. Inservice and other stipends for all postgraduate programes.
- 1.2 The total number and value of the Merit Scholarships/ stipends, merit stipends for different classes in different programmes will be as sanctioned by the Board of Management from time to time and published in the prospectus.
- 1.3 The University may accept Scholarships, fellowships and other forms of monetary assistance to students that may be offered by the Central/State Government or other agencies. These will be in addition to those awarded by the University from its own resources. The conditions laid down in rules 2.1 to 2.5 will be applicable to these awards also. The rules of awarding agencies will be followed. In case of private concerns the rules as framed under "Guidelines for acceptance of fellowships to students from private concerns" shall be followed.

2. GENERAL CONDITIONS GOVERNING THE AWARDS

- 2.1 These awards are subject to the condition that the recipient will pursue his/her studies and/or research with diligence and industry and that he/she will abide by the disciplinary and other rules of the University/College/Hostel. If he/she is found to be irregular in attendance or negligent in his/her studies/ research, or found to be guilty of indiscipline or misconduct, the Scholarship/Merit Stipend may be withdrawn by the Dean for a specified period.
- "US" grade obtained in the deficiency courses shall not debar the students from award of scholarships etc. if they are otherwise eligible.
- 2.2 **No scholarship/Merit Stipend/Stipend be paid to the students for the period of :**
- (i) **Their willful absence from the classes or going on strike and for absenting from classes/examinations.**
 - (ii) **Closing of the University/College as a consequence of indiscipline.**
 - (iii) **If attendance in any month is below 75%, no payment is to be made for the related month.**
- 2.3 When a student is placed on Conduct Probation, he/she shall be ineligible for the award from the date on which he/she was placed on Conduct Probation. The monetary loss entailed in such forfeiture shall be permanent and no arrears will be payable subsequently on his/her being restored to Good Standing, provided that, if he/she is otherwise eligible to such monetary benefit, such benefit shall be restored to him/her from the date on which he/ she cease to be on Conduct Probation and is restored to Good Standing.

2.4 The award of a Scholarships/fellowship/stipend does not exempt the recipient from the payment of tuition and other fees to the College/University Hostel.

2.5 The recipient of a fellowship from the University will not be eligible for any other fellowship stipend or other form of monetary assistance/duty pay from the University or any other source. But an undergraduate student receiving a scholarship shall not be debarred from a Loan scholarship or, other form of financial assistance from any other source, provided that, if he/she gets such assistance while holding a University scholarship, he/she shall communicate this information to Dean of the College concerned. Failure to do so shall be deemed a breach of discipline. Similarly undergraduate/ postgraduate students holding merit scholarship be allowed to avail National Sports Talent Scholarship etc. if granted on sports merit.

3. SCHOLARSHIP

3.1 The merit list for payment of scholarship to undergraduate students for 1st semester/year be prepared on the basis of merit in the entrance test conducted by this University. Merit list for payment of Scholarship to B.Sc. (Hons.) Home Science students admitted from the session 2000- 2001 be prepared on the basis of merit at 10+2 stage provided they have secured a minimum of 60% marks in aggregate.

Provided further that if the relative merit -of one or more students happens to be the same then their merit shall be decided upto 4 decimal points.

AND

Provided further that if still the merit of the two or more students remains the same, the merit of previous examination/semester/year shall form the basis of award/re-ward.

Subsequently the scholarships shall be re-awarded on the basis of a merit list, which shall be prepared on the basis of performance of students during the previous semester/year as the case may be. No scholarship will be awarded/re-awarded to a student who happens to obtain an OGPA of less than 7.00/10.00 basis.

3.2 The candidates who are readmitted after being dropped on the basis of scholastic deficiency shall be considered for the award of merit stipend/merit scholarship/stipend, at the end of 1st semester of 1st year after their re-admission. Candidate .who has already drawn these payments for the related period of study, shall not be allowed this benefit during those semester(s) even if comes on merit. Others who have not availed this benefit, prior to their dropping shall however be considered for these benefits at the end of 1st semester, after re-admission on merit as per rules. In all it needs to be ensured that total duration of such benefits including availed before dropping should not exceed the normal duration of programme as indicated in the relevant rule.

3.3 Selection for Scholarships

At the time of admission and also at the beginning of each succeeding 'Semester' for those studying under semester system and 'Year' for those studying under annual system, the Dean will draw up a Merit List for the scholarships in accordance with the provisions of the relevant rules and paste this list on the college notice board. He/she will then after considering objections, if any, award the scholarships to as many students, in order of merit as there are scholarships, provided that such awards shall be made in writing. If a student does not inform the Dean in writing of his/her acceptance, within two weeks of such information, he/she shall lose his/ her claim to the scholarship. Under such circumstances, or when a student declines a scholarship, it will be awarded to the student standing next in order of merit provided that he/ she fulfils the conditions prescribed. After award of scholarship when the fraction is half or more than half, it is to be taken as one for the purpose of award of scholarship.

If, after exhausting all eligible students in a given class and on a given programme, some scholarships remain unawarded they will continue as such till the end of the first semester/year. With the start of 2nd

semester/year scholarships will be awarded on merit to be determined as per rules.

3.4 Tenure of scholarships, scholastic and credit requirements and reward of scholarships.

All scholarships are tenable for one semester/academic year as the case may be provided that the holder obtains OGPA as prescribed under the rules.

If in any semester/year as the case may be he/she falls below the prescribed standard, the scholarship will be withdrawn. The scholarships thus, withdrawn, shall be re-awarded, on merit, based upon the Overall Grade Point Average to non- recipients of scholarships, having a minimum Overall Grade Point Average of 7.00/10.00 basis.

The tenure of the re-awarded scholarships and unallotted scholarships awarded will be the unexpired portion of the academic year.

Provided that if a scholarship holder leaves the college on medical grounds, he/she shall not be paid the scholarship for the semester/year, as the case may be that he/she dropped. The student next below him/her shall be paid the scholarship for the period the student above him/her dropped.

3.5 A student who migrates from one constituent college to another, will not get a scholarship at the expense of an existing scholarship holder of the latter college and neither can be scholarship, he/she was having in the former college, be transferred to the latter college.

3.6 The payment of the scholarship shall be made to students for one semester/year except that in the final semester/year, the payment will be upto the end of the final examination only.

3.7 **Rules for the award of Scholarship in the name of Dr.(Mrs.)Saroj Kashyap (Applicable w.e.f session 2005-06)**

The scholarship is named as Dr. (Mrs.) Saroj Kashyap scholarship. Four scholarships @ Rs. 300/- each per month one each for 1st, 2nd, 3rd and 4th year class of B.Sc. (Hons) Home Science are open for poor needy students only.

Eligibility:

- i) The Scholarships are open to students of B.Sc.(Hons) Home Science degree programme admitted against the Haryana resident seats.
- ii) Only those candidates who belong to poor families and whose parents /guardian annual income from all sources does not exceed Rs. 1 lakh.
- iii) A scholarship holder under this scheme will not accept any other scholarship.
- iv) The students shall have to maintain the minimum OGPA for passing the class as per university rules failing which the scholarship will be discontinued for the subsequent years and shall be awarded to another eligible applicant from that class.

Value of Scholarship

The scholarship shall be paid to the student at the rate of Rs. 300/- per month per student for each calendar month of the year i.e. Rs. 3600.00 for one year). The scholarship shall be available for the total duration of 4 years and will not be extended to the 5th or subsequent year for the student who is unable to complete the degree in the minimum required period of 4 years.

Conditions:

- i) The applications will be invited from the eligible candidates after the Registration of the first semester and admissions to the programme. The students belonging to poor families shall have to apply by the prescribed date.

ii) The applications will be screened by the Dean's office and the applicant having highest percentage of marks/OGPA shall be awarded the scholarship.

iii) In the event of dropping of the student or her re-admission, the scholarship shall be discontinued and fresh applications will be invited from eligible candidates of that class.

General conditions governing the award of scholarships will follow in this scholarship also.

3.8 Dr. D.P. Banerjee Merit-cum-means based Scholarships.

i) The scholarship will be named as Dr. D.P. Banerjee Merit-cum-means based Scholarships

ii) Maximum one student from 2nd and 3rd & final year of B.V.Sc. & AH will be awarded this scholarship.

iii) The student should have obtained a minimum of 5.50 OGPA in the previous/last year of his/her study.

iv) Failure / supplementary / conduct probation cases will not be considered.

v) Only those students who belong to poor family and whose parents/ guardians annual income from all sources does not exceed Rs.1.5 lacs (proof in the form of affidavit be furnished).

vi) The amount of scholarship and the constitution of selection committee shall be as per rules prescribed for this scholarship from time to time.

vii) The student should not be getting any other form of aid/stipend/scholarship etc.

viii) The selection of students for these scholarships will be done by a Committee consisting of the following:

Secretary, BOS Chairman

Coordinator of Member

Exam.(Vety.)

Class Incharge(one) Member
concerned

The recommendation of this committee shall be approved by Dean, COVS whose decision will be final. The scholarships will be awarded annually preferably in the 2nd semester of the academic year.

3.9 Puran Anand Adlakha Merit Scholarship.

1. The scholarship will be named as Puran Anand Adlakha Merit Scholarship.

2. One scholarship at the rate of 300/-per month each for the 3rd year student of B.Sc. (Hons.) Ag. at Kaul and Hisar for the most meritorious student amongst the eligible candidates will be awarded.

3. The minimum conditions of OGPA will not apply in case of such eligible candidates.

4. STIPEND

4.1 For Interns of B. V. Sc. & A. H./B. Sc. (Hons.) Ag.

Stipends of value as prescribed from time to time per student per month will be paid for a period of six months or for one semester of internship.

5. **PREPARATION OF LIST FOR THE AWARD OF STIPEND/MERIT STIPEND**

5.1 **Procedure for Selection**

The Dean shall draw up a list for the award of stipend/merit stipend of all eligible students in each Deptt. and award stipend/ merit stipend accordingly.

If a merit stipend holder leaves college on medical grounds, he shall not be paid merit stipend for the semester he dropped, but if he applies for re-joining his studies after the dropped period, the merit stipend will be awarded as per rules.

6. **AWARD OF SCHOLARSHIPS, STIPENDS AND MERIT STIPENDS TO PG STUDENTS**

For General condition see rule 1.1 to 1.3 and 2.1 to 2.5 of this chapter

6.1 **Scholarship:**

- (i) The candidates who are readmitted after being dropped on the basis of scholastic deficiency shall be considered for the award of merit stipend/merit scholarship/stipend, at the end of 1st semester of 1st year after their re-admission. Candidate, who has already drawn these payments for the related period of study, shall not be allowed this benefit during those semester(s) even if comes on merit. Others who have not availed of this benefit, prior to their dropping shall however be considered for these benefits at the end of 1st semester, after re-admission on merit as per rules. In all it needs to be ensured that total duration of such benefits including availed before dropping should not exceed the normal duration of programme as indicated in the relevant rule.
- (ii) The payment of the scholarship shall be made to students for one semester/year except that in the final semester/year, the payment will be up to the end of the final examination only.

6.2 **Stipend:**

Stipends of value as prescribed from time to time per student per month will be paid for a period of six months or for one semester of internship.

(i) **For Master's Degree Programme:**

There are the following categories of stipends for Master's degree programs.

- a) A student enrolled for Master's programme (except for MBA, M.Sc. FST, BMB & Bio-informatics) possessing an OGPA of 7.0/10.00 at the time of admission for 1st Semester and thereafter maintains/acquires OGPA of 7.5/10.00 shall be awarded merit stipend of the value of Rs. 2000/- per month provided they are not in receipt of any duty pay/monetary aid from any source except sports awards.
- (b) Stipends of the value of Rs. 600/- per head per month for non-inservice students (except MBA, M.Sc.(FST), BMB & Bioinformatics) who are not in receipt of Merit stipend or any other monetary aid/duty pay from the University/or other Govt. or non-Govt. agency.
- (c) Merit stipend of Rs. 1000/- per month to 10% of students enrolled for MBA, M.Sc.- FST, BMB and Bioinformatics subject to fulfilling the OGPA requirements as per rule 6.2 above.

Note: The stipend (Provided under rule 6.2 (b)(c)) Holder shall maintain minimum OGPA 7.00/10.00 basis and in M.B.A. program shall be required to obtain minimum 65% marks for continuation of stipend required for good standing failing which stipend shall be withdrawn and restored only when he/she comes on good standing.

(ii) **For Ph. D. programme:**

- (a) Merit stipend of the amount of Rs. 3000/- per month for such non-inservice students who possess at the time of admission or acquire and maintain thereafter a minimum OGPA 3.5/4.00 or 7.5 under 10 point scale.
- (b) Stipends of the value Rs. 1000/- per head per month to non-inservice students(except BMB) who are not in receipt of any fellowship or merit stipend or monetary aid/duty pay from this University or other Govt. or non-Govt. agencies.

- Note:
- (i) Note below rule 6.2 shall also be applicable to Ph. D. stipends.
 - (ii) If in particular scheme, fellowship of an amount higher than the amount prescribed by the CCSHAU for merit stipend is provided, the same may be allowed. However, Merit Stipend holder shall not be allowed to leave one scheme and join another of a higher fellowship without completing his/her assignment in the first scheme, unless he/she is allowed by the HOD on the recommendation of Scheme Incharge under intimation to Dean, PGS.
 - (iii) In case of Research Fellowship from outside agency/DR/Dean, PGS and Dean concerned shall take a decision in the matter.

6.3 Preparation of list for the award of stipend/merit stipend:

(i) **Procedure for Selection:**

The Dean, PGS shall draw up a list for the award of stipend/merit stipend of all eligible students in each Department and award stipend/ merit stipend accordingly.

If a merit stipend holder leaves college on medical grounds, he shall not be paid merit stipend for the semester he dropped, but if he applies for re-joining his studies after the dropped period, the merit stipend will be awarded as per rules.

(ii) **Duration of the merit stipend/stipend:**

The merit stipend/stipend will be for two and three academic years from the date of admission to Master's and Ph. D. programme respectively subject to the conditions prescribed in rule 2.1 to 2.5 and also rule 6.2 (i) and 6.2 (ii). If in any semester, a merit stipend/stipend holder fails to maintain the prescribed scholastic standard the merit stipend/stipend shall terminate and shall be re-awarded on attaining the required standard but in no case, the payment of merit stipend will be made beyond two years since registration for Master's programme and three years for Ph. D. programme. To be specific, an M. Sc. student admitted in 1st semester 2007-08, shall be eligible for merit stipend up to 2nd semester 2008-09 In the similar way period for Ph. D. shall be calculated.

Note : Advisor/HODs shall ensure that the PG students who have submitted their thesis, but are still engaged in purposeful assignments for the completion of their degrees should only be considered for the award of stipend etc. and that attendance of those students who were otherwise not available in the departments should not be submitted' to the Dean, PGS for the payment of their dues.

6.4 Fellowship to students from private concerns:

- (i) A teacher may negotiate and propose a project if offer is received from a private concern for grant in the form of fellowship, only after he/she has consulted his/her Head of Department.
- (ii) While allotting the postgraduate students the departmental committee/ Head of the Department may try to accommodate the teacher who arranges a fellowship in his/her area of specialization to

guide a student, preferably as Major Advisor (Provided the teacher meets the requirements to be a Major Advisor).

(iii) Applications of students seeking fellowship from private agencies may also be forwarded by the Deans concerned under a covering letter requesting the agencies concerned that in case the fellowship is sanctioned to the students, the following information may invariably be supplied to the Deans concerned under registered cover.

- (a) The amount of fellowship sanctioned, per month.
- (b) The period for which the fellowship has been sanctioned.
- (c) The contingent grant sanctioned, if any.

Note:

- (i) As and when there is a change in the rate of fellowship sanctioned, that must be communicated under registered cover.
- (ii) In case fellowship is terminated at an early date or extended, the information to that effect should also be sent under registered cover.
- (iii) The application forms filled in by the students along with forwarding letter may be sent to the agency concerned through post only.
- (iv) A Committee consisting of the Dean, PGS, Head of department and the teacher concerned will examine the proposal and acceptability of such fellowship which are offered in the pool.

These fellowships will be awarded to M. Sc. and Ph. D. students on merit. The merit list will be prepared by Prof. & Head of the Department concerned and will be finalized by the above committee.

- (v) The tenure of fellowship for M. Sc. and Ph. D. students will be 2 and 3 years respectively.
- (vi) The award of fellowship should correspond to the academic year of respective programs from the date of their first admission to the postgraduate studies.

CHAPTER VII

RULES FOR THE POOR BOYS FUND

1. DEFINITION

These rules may be called ‘The Poor Boys Fund Rules’ of the College.

2. OBJECT OF THE FUND

- (i) The object of this Fund is to provide interest free loans to the deserving students to meet their tuition/ examination fees, to purchase books and to meet their other essential expenditure in case of financial difficulty. The amount of such loans at a time shall not exceed Rs. 300/- in case of undergraduate students and Rs. 500/- in case of post-graduate students, except that in cases where receipt of scholarship/fellowship is delayed, the amount of loan may be increased to the extent of amount equal to three months scholarship/ fellowship of the student.
- (ii) To give grant to deserving/poor students for the above purposes, limited to Rs. 200/- per student in a year and further subject to the condition that the total expenditure under this Objective during a year shall not exceed 25% of the total contribution to the fund during the year plus interest received from the bank on FDRs and Savings Bank account of the fund.

3. SOURCES OF THE FUND

The Source of this Fund shall be by voluntary contribution from the students and staff of the College, for this purpose.

- (i) At the time of first admission to a programme, the students will contribute Rs. 5/- each towards this Fund. In addition, the students, who are getting scholarships/fellowships may also contribute Rs. 5/- out of the amount of such scholarship/fellowship received by them every year, on the occasion of first receipt of scholarship/fellowship which they generally receive for more than one month at a time.
- (ii) Voluntary contribution from staff/faculty members will also be added to this Fund.
- (iii) The amount of interest on Security A/c of the College (other than the portion credited to Tournament Fund) will be credited to this Fund.
- (iv) Any other voluntary donations/contributions received by the Dean for students welfare will also be credited to this Fund.

4. OPERATION OF THE FUND

- (i) The Dean shall be the Controlling Officer of this fund.
- (ii) The loans to the students shall be sanctioned by the Dean, on the recommendations and, surety from the Instructor/Advisor of the student. For giving grant out of this Fund to the students individually and for collective activities, there shall be a committee consisting of the Dean as the Chairman and two Profs. & Heads to be nominated by the Dean and Chief Councillor of the College, as members. This committee shall consider all the applications for individual grants to

the students as well as for giving grant for collective activities of the students. The final sanction shall be accorded by the Dean, on the recommendations of this Committee.

5. PRE-AUDIT

The Fund will be subject to pre-audit, as heretofore.

6. CONTROL OVER LOANS AND ADVANCES

Not more than one loan at a time shall be given to any student out of this Fund. The amount of loan shall be recoverable before/at the time of registration for the next semester or within a period of 6 months, whichever is earlier. Dean shall be competent to relax this condition in very exceptional cases. To watch recoveries of the loans granted out of this Fund a register shall be maintained in the following proforma :

1. Sr. No.
2. Name of the student
3. Admission No.
4. Amount sanctioned
5. Date of payment
6. Surety's name and designation
7. Date of recovery
8. Date of credit to the Fund

7. MISCELLANEOUS

- (i) The amount collected from the postgraduate students, after collection, will be transferred to the Dean, Post-graduate studies who will operate such Fund for the Post-graduate students. The expenditure including loans, in respect of post-graduate students shall also be incurred by the Dean, Post-graduate studies, out of the above fund.
- (ii) The cashier of the College concerned/O/o Dean, post-graduates studies will maintain the accounts of this Fund under the overall control of the Dean.
- (iii) In all matters pertaining to this Fund the decision of the Dean shall be final.

CHAPTER VIII

STUDENTS' WELFARE FUND

- (i) Students Welfare fund as prescribed in Prospectus shall be payable by each student.
- (ii) The Fund shall be utilized for help to the needy students in case of serious accident and in emergency.

The following Committee has been constituted to decide the quantum of help, the needy students

- | | | |
|----|---|----------|
| 1. | Director Students Welfare | Chairman |
| 2. | Dy. Director Students Welfare | Convenor |
| 3. | President, HAUSU | Member |
| 4. | General Secretary, HAUSU | Member |
| 5. | Dean of the College to which the student belongs. | Member |

- (iv) The Director Students Welfare will sanction the amount and operate the Fund.

The Board of Management has further authorised the Vice- Chancellor to amend/modify the rules and procedure for the operation of this fund.

CHAPTER IX

RULES FOR CANCELLATION/CONFISCATION OF DEGREES/DIPLOMA CERTIFICATES OR OTHER ACADEMIC DISTINCTIONS

A degree/diploma/certificate/or other academic distinction may be withdrawn by the Vice-Chancellor if :

- (a) the candidature of the person concerned has been cancelled/or result quashed in accordance with the procedure laid down under rule 2.

OR

- (b) if it is found at any time that such person has been able to obtain admission to a programme by his act (s) of omission or/and commission or by committing fraud or by mistake or error in procedure and who has been awarded a degree/diploma/certificate shall be liable to surrender such degree/diploma/certificate/ other distinction on being required by the Vice- Chancellor.

- (c) the candidate has misbehaved at a convocation of this University (the question whether a person has misbehaved in terms of this rule shall be decided by the Vice-Chancellor).

2. The Vice-Chancellor shall have power to quash the result of the candidate after it has been declared, if:

- (i) he/she is disqualified for using unfair means in the examination; or
- (ii) a mistake is found in result; or
- (iii) he/she is found ineligible to appear in the examination; or
- (iv) he/she is a person against whom action under rule 3 would have been taken, had the facts come to the notice of the University earlier.

3. If a candidate after admission to a programme/examination.

- (a) commits an immoral act; or
- (b) is discovered to have committed an immoral- act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him/her from the programme/ examination;

The Academic Council may

- (i) cancel his/her candidature for that examination and order that his/her result be not declared : and/or
- (ii) disqualify him/her permanently for a specified period.

4. However, before imposing above penalty or penalties, the authority concerned shall give the person concerned a reasonable opportunity of being heard and consider his/her explanation or defence, if any, before passing the order of cancellation or confiscation, as the case may be.

CHAPTER X

HOSTEL RULES

1. GENERAL

- 1.1 Residents shall see the warden/DSW in the office during the fixed hours. In case of emergency, the Hostel Attendant on duty should be sent to the Warden/DDSW/DSW's residence.
- 1.2 It will be compulsory for residents to park their cycles/motor vehicles in the cycle shed on payment of the prescribed parking fee. Defaulters will be fined Rs. 10/-.
- 1.3 Registration number of cars and jeeps of the residents and of their guests must be entered in the register with the Attd./Chowkidar of the Hostel.
- 1.4 The telephone is meant for office only. In case of emergency the residents may use the phone (on prescribed charges) after making payment in advance and proper entries in the register meant for the purpose.
- 1.5 Residents shall keep the Hostel Identity Cards duly attested by the Warden with them and will present the same on demand by the authorities. For this, applicants will submit an extra attested copy of photographs alongwith the application for admission.
- 1.6 The Hostel identity Card testifies the students status as resident of the hostel. The card is not transferable. The resident will always keep his card in his/her room. It should be available for inspection as and when demanded by the Warden or any other person authorised by the DSW/Warden on his/her behalf. The card should be carefully preserved as no duplicate card will normally be issued. In case of loss, it will be replaced on payment of Rs. 5/-.
- 1.7 The card is valid for the session for which it is issued. The residents while leaving the hostel at the end of the academic year or in the mid session must return the card to the office of the Warden before the securities are refunded.

Note 1. All Rights of admission to the University Hostels are reserved with the Director Student Welfare.

2. The Hostel administration will not be responsible for any theft /loss/damage to the cycles/scooters/motor cycles/cars. The residents are advised to get their vehicles insured against loss, theft and fire.

2. HOSTEL ADMINISTRATION

- 2.1 Every Hostel shall have a Warden-I and, if necessary, also Warden-11, who will be responsible for the administration of the Hostel and for the enforcement of the Hostel Rules. The Warden-I/Warden-11 will be appointed by the Committee on Students' Welfare from amongst the members of the Faculty, who are residing on the Campus.

2.2 The Warden-I will have the following responsibilities

- (a) He will be responsible for the allotment of Hostel rooms in accordance with the policy laid down by the Committee on Students' Welfare and for the maintenance of discipline within the hostel.
- (b) The Warden-I or Warden-11, will attend the Hostel Office daily for one hour, at a specified time, which will be publicised on the notice board for the information of the students.

- (c) The -Warden-I will be responsible for the supervision of the working of the staff placed under him/her, who shall take orders from him/her. He/she will report to the Director Students' Welfare for disciplinary action, any instance of dereliction of duty or negligence or misbehaviour on the part of his/her staff.
- (d) He/she shall report to the Medical Officer all cases of illness or accidents and ensure that the students concerned receive proper medical care. He/she will also inform the Director of Students' Welfare of all such cases.
- (e) He/she will inspect the kitchen, the dining room, the common room, the bath rooms, and lavatories etc., regularly and when any defects are noticed, he/she will have it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff he/she will report to the Maintenance Officer, under intimation to the Director Students' Welfare.
- (f) The Warden will appoint the Prefects of the Hostel as prescribed in the relevant rule and supervise their work.
- (g) He/she shall ensure that no unauthorised person stays in the hostel and will issue permits for the stay of guests.
- (h) He/she shall, with the help of his/her staff, check the unauthorised use of electrical appliances.
- (i) He/she will be responsible for the proper organisation and conduct of Hostel functions, festivals etc.

2.3 Within the Hostel, the Warden-1, and in his/her absence, the Warden-11 will be responsible, to the DSW concerned for the maintenance of discipline and good behaviour and will keep the Dean informed of all acts of indiscipline and misbehaviour and the action taken by him/her. Where the Warden-I or, in the absence of the Warden-1, the Warden-11 is of the view that a punishment should be imposed, heavier than what he/she is competent to award, he/she will report the - case to the Dean concerned, with his/her recommendation, in writing, and the Dean may then pass such order as he/she may deem fit and proper, Provided) however, that a copy of all communications to the Dean regarding discipline shall be sent to the DSW for his/her information and record.

2.4 The powers for disciplinary action of the Warden-I and the Dean shall be as under, the punishment depending on the nature and severity of the offence*.

Warden*

- (a) Warning
- (b) Fine upto Rs. 500/-
- (c) Expulsion from Hostel in consultation with the DSW.

Deans*

- (a) Warning
- (b) Fine
- (c) Placement on Conduct Probation
- (d) Temporary or permanent withdrawal of concession/ aid/ stipends/ scholarships/ fellowships.
- (e) Removal/debarring from part-time employment.
- (f) Expulsion from the Hostel.
- (g) Imposition of a security deposit which might be confiscated at the discretion of the Dean in the

event of the student being found guilty of indiscipline, which will include misdemeanour.

- (h) Rustication (with the prior approval of the Vice-Chancellor and subject to the procedure laid down in the Student Discipline and Good Behaviour Rules).
- (i) Expulsion (with the prior approval of the Vice-Chancellor and subject to the procedure laid down in the Student Discipline and Good Behaviour Rules).

*These powers of the Warden and the Dean shall be subject to the provisions of the Enforcement of Student Discipline and Good Behaviour Rules.

- 2.5 The Warden-I/Warden-11, will have the authority to enter the room of any student and also make a search of the room, when necessary. He/she 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 student to any other place.
- 2.6 The Warden-I will have the authority to confiscate any unauthorised electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such unauthorised use.
- 2.7 Subject to the instructions that may be issued, from time to time, by the Director Students' Welfare, the Warden-1, will make allotment/re-allotment of rooms in his/her Hostel and such allotment shall be final.
- 2.8 The Warden-11 will assist the Warden-I in all matters and, in the absence of the Warden-1, will perform all the duties of the Warden and exercise all his/her powers.

3. UTILISATION OF HOSTEL FUNDS

3.1 AU Hostel Funds, including

- (a) Hostel Maintenance Fund,
- (b) Hostel Utensil and Crockery Breakage Fund,
- (c) Common Room Fund,
- (d) Fan charges, and
- (e) Electricity Fund

will be operated by the Director, Students' Welfare who shall keep the money in a current account in the State Bank of India.

- 3.2 The Director, Students' Welfare is authorised to make purchases/incur expenditure out of the hostel funds for the following purposes:
 - (a) Electricity-Fund including additional electricity charges : Fan charges and fines imposed on account of unauthorised use of electricity, payment of electricity charges.
 - (b) Hostel Maintenance Fund : Purchase of stationery, repair of hostel furniture, hiring and cartage of furniture etc.
 - (c) Common Room Fund: (i) Purchase of newspapers and magazines and equipment for indoor games and repair of such equipment, (ii) Purchase of radio sets, record players, speakers etc. and their repair and purchase of gramophone records, (iii) Organisation of hostel functions and other festivals, including hostel competitions and incidental expenditure relating thereto, including refreshment, award of Prizes, renting of loudspeakers, shamianas, furniture, crockery, cutlery etc. and expenditure on decoration and illumination, (iv) any other expenditure relating to the promotion of co-curricular activities in the hostels and for the welfare of the hostel residents.

(d) Utensil Fee : Purchase/replacement, maintenance repair and tinning of utensils, crockery and cutlery. Such of the surplus money under this sub-head as considered reasonable by DSW but not exceeding 50% of the balance available at the end of an academic year may be diverted to sub-head (a) above for payment of Electricity charges.

(e) Other Funds, if any : Expenditure relating to the welfare. Of students residing in the hostels.

3.3 The Director Students' Welfare will have the authority to write off or declare as unserviceable any article purchased out of hostel funds and order its disposal in the best interests of the hostel. Any amount realized through such disposal shall be credited to the appropriate hostel fund.

4. ADMISSION OF STUDENTS TO HOSTEL AND ALLOTMENT OF ROOMS

4.1 Every student enrolled in the University shall stay in one of the University Hostel except when, due to lack of accommodation, it is not found possible to give him/her a seat in the hostel. In a few special cases such as in the case of local students and in the case of those who may be too poor to afford the hostel expenditure and are not in receipt of any monetary assistance from the University, permission may be given by the Dean for staying with parents or guardians, provided, the Dean is satisfied that adequate facilities for studies exist.

Students of part time course and employees are not eligible for admission to the Hostels. In case, a student after being admitted to the hostel joins service, he or she shall cease to be eligible for hostel accommodation and he or she shall have to vacate the hostel within 72 hours from the date he or she becomes ineligible.

4.2 Admission to hostel shall be sought in every academic session. No student shall be admitted to a hostel unless :

He/she submits, a duplicate admission form duly filled in and signed by the parents/guardian of the resident.

The DSW/Warden is satisfied regarding proper conduct and regular payment of the dues of hostel mess and canteen and electricity in case of ex-residents all previous hostel dues have been cleared prior to seeking fresh admission to the new session

(False statement regarding the clearance of dues will result into cancellation of admission and confiscation of hostel securities; besides disciplinary action).

At the time of admission, or at the beginning to live outside the hostel all students shall apply in the prescribed form, to the Director Students' Welfare for admission to a hostel, alongwith the receipt for the hostel fees deposited in the office of the concerned Dean. If for any reason, it is not found possible to admit the student to any of the University Hostels, he/she will be- entitled to a refund of all the hostel fees paid by him/her. But if a student, after having paid the fees and after having been offered accommodation in the hostel, and obtains the permission of the Dean not to stay in the hostel, he/she shall be entitled to the refund of the hostel security only.

Seniority shall be the primary consideration for the allotment of cubicles to undergraduate students within a hostel. The, order of allotment shall be :

(i) Fourth year students of 4-year Programme, and 5th year students of 5-year Programme.

(ii) Third year students of 4-year Programme and 4th year students of 5-year Programme.

(iii) Second year students of 4-year Programme and 3rd year students of 5-year Programme.

(iv) First year students of 4-year Programme and 2nd year students of 5-year Programme.

(v) First year students of 5-year Programme.

Where the number of rooms available happens to be less than the number of students in a given class, the allotment of rooms shall be on the basis of merit determined by the aggregate marks in the qualifying examination, in the case of fresh admissions and OGPA in the case of others.

- 4.4 Allotment to cubicles and dormitories will be made on a date to be announced by Warden. When allotment is, made to dormitories, the concerned students shall be present, so that the choice of partners may be decided in their presence. The wishes of students' in the matter of partners will be given due consideration.
- 4.5 Except in the case of brothers and other close relatives, room-mates in dormitories shall, normally, belong to same class.
- 4.6 No hostel resident shall be allowed to change his/her room without the permission of the DSW on the recommendations by the Warden-1. Normally, no change of room will be permitted after the general allotment. No student can seek admission to more than one hostel in a given session. Residents shall be in their rooms during night time and will not move to other rooms for sleeping without the permission of the warden.
- 4.7 After the general allotment and at the beginning of each subsequent trimester/semester, the Warden-I shall send to the Director Student's Welfare and to the Dean of the concerned College a complete list of the students staying in his/her hostel, mentioning, against each name, the number of the room and also stating whether it is a dormitory or a cubicles.
- 4.8 The student should be allowed to become hostler at the time of registration only. If any student intends to become hostler at a later stage he/she will be allowed to do so by paying Rs. 500/- as additional fee for late registration as hostler.

5. APPOINTMENT AND DUTIES OF PREFECTS

5.1 Prefects will be appointed by the Warden-I from amongst senior students of Good Standing to assist him/her in the administration of the –hostel. The maximum number of Prefects in a hostel shall be three, provided, however, that if the total number of students be less than 50, there shall be only one Prefect.

5.2 The Prefect shall perform the following duties

- (a) Take the roll call of the hostel residents in his/her block/wing, as prescribed in these rules and report to the Warden-I about all the absentees at the time of the roll call as well as about absentees during the whole night, (Failure of the Prefect to report such cases to the Warden will amount to a gross negligence on his/ her part, for which the Warden-I may remove him/ her from his/her Prefectship).
- (b) Ensure that all hostel rules are observed by the students of his/her block/wing and bring to the notice of the Warden-I any breach of these rules by any student residing in his/her block/wing.
- (c) Look after the sanitation of his/her block/wing and bring to the notice of the Warden-I any failure or negligence of the sanitary staff of the hostel in the performance of their duties.
- (d) Be available to and approachable by all students of his/ her wing/block and show interest in their welfare and in their activities.
- (e) Report to the Warden-I and the Medical Officer every case of illness and ensure that students who fall ill are taken care of promptly.

5.3 The Prefect of the Hostel shall be exempted from the payment of Hostel Room Rent.

5.4 In the performance of his/her duties, the Prefect shall use persuasive and not coercive methods, and shall not, under any circumstances, take the law into his/her own hands.

6. HOSTEL COMMITTEE

6.1 Every Hostel shall have, a Hostel Committee consisting of the Warden-1, who will be the Chairman the Warden-II, Prefects, Common Room Secretary and Presidents of Mess Committees as other members.

6.2 The Hostel Committee shall meet at least once every month or often, if necessary, on dates to be approved by the Warden-1.

6.3 The Warden-I shall consult this Committee on all matters relating to the welfare of the hostel residents, maintenance and management of the common room, kitchens and canteens, purchase of newspapers and magazines, Organisation of functions, etc.

6.4 The Warden-I will communicate to the Director, Students' Welfare the proceedings of all these meetings, drawing his/ her attention to the grievances or difficulties experienced by the students and to their complaints or suggestions, so that these may be attended to promptly.

6.5 (For girls only)

(i) Boarders in girls hostels shall present themselves in person for daily roll at the time mentioned below:

August I to Sept. 30	7.30 P M.
October I to Feb. 28	7.00 P M.
March I to April 30	7.30 P M.
May I to July 31	8.00 P M.

(ii) The hostel gate will close 15 minutes earlier, when attendance will start. After the above mentioned hours late entries will be made in the register maintained for the purpose.

(iii) The following fines will be levied for violations :

Late entry beyond specified time	Rs.10/- per entry
Late entry beyond 10.00 P.M.	Rs. 10/- per entry
Late leave beyond permissible day	Rs. 10/- per entry
Leaving hostel without permission	Rs. 10/-

(iv) First late registration to residents may be allowed with a warning and that for second instance the student may be expelled.

(v) Residents returning from home must report themselves before the roll call time.

7. CONDUCT AND DISCIPLINE

7.1 Students shall maintain discipline and a peaceful atmosphere in the Hostel.

7.2 A student may be fined or expelled from the hostel or rusticated or expelled from the college or subjected to other suitable punishment, depending on the circumstances, by the authority competent to impose such penalty, for the following reasons :

(a) Misbehavior of any kind including disrespectful conduct towards officials and fellow residents.

- (b) Teasing or otherwise harassing other students and/or the use of violence.
Stealing or pilfering Hostel/University property or the property of other students.
- (d) Unruly conduct or rowdyism.
- (e) Writing on the walls or other part of the Hostel building or sticking of posters or distribution of unauthorized handbills or notices.
- (f) Making noise and or creating other disturbance, including the use of transistors etc. in such a manner as to disturb others.
- (g) Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a manner as to bring the Hostel/College/University into disrepute.
- (h) Convening/organizing/attending unauthorized meetings within the Hostel.
- (i) Non-payment of Hostel/mess dues in time.
- (j) Gambling in the Hostel premises.
- (k) Keeping or consumption of intoxicating drinks or drugs.
- (l) Keeping fire-arms and other lethal weapons or poison.
- (m) Any student opening a room by breaking the hostel lock or window pane etc. shall be liable to a fine of Rs. 100/-.
- (n) Breach of any of the Hostel Rules :
- Provided that where a student has been found guilty, of having beaten a member of the Faculty or other employee of the University or a Hostel servant, the minimum punishment shall be expulsion from the University,

- 7.3 No student shall keep gold or costly jewellery in his/her room.
- 7.4 No meeting other than those authorized by the Warden shall be held in the Hostel premises.
- 7.5 While visiting the Common Room, Dining Hall and the Canteen the students shall be in proper dress. Smoking is strictly prohibited in Common Room, Dining Hall, Reading Room and Kitchen area. Defaulters will be fined Rs. 10/-.
- 7.6 Students shall use or handle with care all property belonging to the Hostel. When a student is found guilty of wanton damage to hostel property, the Warden may recover the cost of repair or replacement and in addition also impose a fine or recommend the imposition of a fine, depending on the circumstances. The amounts thus realized shall be credited to the Hostel Maintenance Fund.
- 7.7 All rooms in the Hostel (including almirah and belonging) shall be open for inspection by the Warden-I/Warden-II/Dy. Director Students' Welfare/DSW/Dean at any time during the day or night.
- 7.8 Students shall not abuse, maltreat or assault Hostel employees, including mess-servants and employees of the canteen.
- 7.9 All dealings of students with fellow-students and others should be courteous and quarrels or disputes with fellow students shall be avoided. Students shall not, under any circumstance take the law into their own hands, but report such cases in writing to the Warden-1.

8. ELECTRICITY

- 8.1 The use of electric bulbs upto 60 watts only will be permitted in Hostel rooms. Students may have their own table lamps. Electric bulbs are not supplied by the University, students should bring their own.
- 8.2 Residents found using heaters and other electrical gadgets should be fined Rs. 100/- in second instance. The students if caught using these appliances for the third time will be expelled from the hostel. The electric gadgets found to be used will also be confiscated. All income on this account will be deposited in the electricity fund.
- 8.3 Light and fans shall be switched off when not in use. No student shall, at any time, lock his/her room with the light or fan on.
- 8.4 Tampering with the electric installations shall be treated as a serious offence, when there is need for carrying out a repair, the electrician should be called in.

9. FURNITURE AND EQUIPMENT

- 9.1 Students shall keep their rooms neat and tidy and shall be responsible, jointly and severally for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student observes any damages or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything missing at the time he/ she occupies the room, it will be his/her duty to bring it in the notice of the Warden, failing which it will be presumed that every thing was in order at the time of occupation.
- 9.2 Furniture shall not be removed from one room to another. The furniture belonging to the Common Room, or the Dining Hall. Or the Hostel Office or the Hostel Guest Room shall not be taken out or brought into the living rooms. Any body indulging in this will be liable to disciplinary action (including fine upto Rs. 20/- per article).
- 9.3 When a student vacates his/her room before the Summer Break or after withdrawal or expulsion, he/she shall return to the Warden all hostel furniture and other property issued to him/her failing which he/she shall be liable to pay the entire cost of such furniture or other property. Repair charges for any damage to the furniture will have to be paid by the residents alongwith a penalty of Rs.100/- for not handing over the charge.

In case of any willful damage to the University property (including furniture, cots, recanning of chairs etc.) the cost of damage alongwith penalty will be realised from the defaulter (s).

10. NIGHT ROLL CALL

- 10.1 The night Roll Call will be taken by the concerned Prefect at 9.00 p. m. in winter and at 10.00 p.m. in summer. Every student must be present in his/her room to avoid inconvenience to the Prefect at the time of roll call.
- 10.2 A student found absent at the time of the roll call without making an entry in the Register shall be liable to a fine of Rs. 1/- per absence. The fine list shall be put up on the notice board at the end of each month.
- 10.3 No hostel resident shall stay outside the hostel for night without the written permission of the Warden-1. However, the student who wishes to go out of the hostel for a few hours in the evening to witness a cinema show or for any other purpose and may .not return in time for the roll call may do so after making the following entries in the Register kept for this purpose with the Chowkidar.

(a) Date

- (b) Name
(c) Room No.
(d) Time of leaving the Hostel
(e) Reason for leaving the Hostel
(f) Probable time of return

- 10.4 Absence from the Hostel during the night, without the permission of the Warden-I, will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Warden-I may recommend his/her expulsion from the Hostel.
- 10.5 Night roll call shall not apply to post-graduate students when they are engaged in research, provided that they produce a certificate, in the prescribed form, from the Head of the Department, to the effect that they are required to stay out of the Hostel during the night for purposes of research.

11. LEAVE RULES

- 11.1 Leave for absence from the college shall not automatically entitle a student to leave the hostel without the permission of the Warden. When a student wishes to leave the hostel for one or more days or night, he/she may apply to the Warden, in writing and get his/her permission.
- 11.2 Leave should be got sanctioned before it is availed of.
- 11.3 A student absenting himself/herself from the hostel without getting his/her leave sanctioned may be subjected to a fine or other disciplinary action.

12. GUESTS

- 12.1 No student shall keep a guest in his/her room except with the permission of the Warden-I. Ordinarily, when a guest is permitted to stay, he will sleep only in the Hostel Guest Room.
- 12.2 Normally, only parents or close relatives will be permitted to stay as guests, provided they come from a far off place.
- 12.3 Names of the guests staying in the Hostel shall be entered in the Guests' Register maintained in the Hostel.
- 12.4 No guest shall be allowed to stay in the Hostel for more than two days.
- 12.5 No lady shall be allowed to stay as guest in the Men's Hostels and no male shall be allowed to stay as a guest in Girl's Hostel.
- 12.6 a) A student keeping a guest without the permission of the Warden shall be awarded the following punishment.

- I) Fine Rs. 500/-

And/OR

- II) Expulsion from the Hostel

- b) If any outsider is found living in any vacant room in the hostel, the hostel authority will initiate necessary legal action against such offenders.

13. MAINTENANCE OF LAWNS AND CLEANLINESS

- 13.1 The lawns around the hostels are meant for the benefit of the students and for improving the appearance of the hostels. Students are expected to help and to take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked.
- 13.2 Cycling in the lawns and verandahs is strictly forbidden.
- 13.3 Spitting, except at places meant for such purposes, is strictly forbidden.
- 13.4 Walls, furniture and doors etc. shall not be disfigured or damaged with ink, pencil, chalk or knives etc.
- 13.5 Wash basins shall not be blocked with sand, mud or any other extraneous material. For washing hands only soap should be used.

14. WITHDRAWAL/REMOVAL FROM THE HOSTEL AND VACATION OF HOSTEL ROOM BEFORE SUMMER BREAK

- 14.1 A student who desires to withdraw from the hostel shall submit an application on the prescribed form, to the Warden-I after having cleared all hostel dues.
- 14.2 Before permitting a student to withdraw from the Hostel the Warden-I shall ensure that he/she has :
- (a) Cleared all his/her dues to the Hostel.
 - (b) Returned, in good condition, all Hostel property issued to him/her.
 - (c) Cleared all his/her dues, including fines to the mess of which he/she is a member.
- 14.3 Even though a student might have actually vacated his/her room, he/she shall be liable to pay all hostel and mess dues and fines, standing against his/her name upto the date he/ she continues to be on the rolls of the Hostel and until his/ her name is formally withdrawn with the permission of the Warden-I.
- 14.4 No student shall be allowed to stay in the Hostel if his/her hostel and mess dues are in arrears for more than a month.
- 14.5 Where a student has left the hostel. for whatever reason, without clearing his/her dues to the hostel, the Dean of the college concerned may effect the recovery of the outstanding dues from the security deposits. In case the outstanding amount exceeds the amount of deposit, the matter shall be reported by the Dean concerned to the Registrar, CCS Haryana Agricultural University, who shall withhold the result or issue of a provisional certificate, transcript of degree till the balance of the outstanding dues is paid by the student. If such a student has not completed the programme, the Dean may withhold his/her Character Certificate until he/she gets a clearance chit from the Warden-I.
- 14.6 With the exception of those who register for the Summer Session, all other students, shall vacate their rooms before the commencement of the Summer Break and handover to the Warden-I the furniture and other property issued to them.
- 14.7 No student who has not registered for the Summer Session, may stay in the Hostel during the Summer Break, unless he/she has been permitted to do so by the Warden. A student who is allowed to stay, shall pay the prescribed hostel charges, including electricity charges and also the Amalgamated Fund for Summer Session.
- 14.8 If a student who has not registered for the Summer Session and who is not staying in the hostel, locks up the room when., he/she goes home for the vacation, the Warden-I may take one or more of the actions given below:



- (a) Order that he/she should pay the prescribed Hostel charges, Amalgamated Fund and Electricity Charges for the entire Summer Session.
- (b) Break open the lock, check up Hostel furniture issued to him/her and recover from him/her the cost of any loss or damage to Hostel property which the Warden may notice.
- (c) Remove the belongings of the student, if any, left in the room to the hostel store or clock room, provided that when such belongings are removed by the Warden-1, the responsibility for the safety of such belongings shall rest entirely with the student.

15. The Competent Authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.

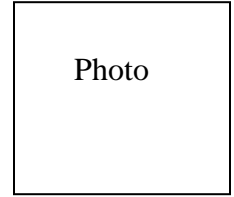




Sr. No.



CCS Haryana Agricultural University
Admission form



Session

- Note
1. All columns must be clearly filled.
 2. Incomplete application will not be entertained.

1. Name of the applicant
(in Block Letters)
2. Nationality.....
3. Class Uni. Admn. No
4. Date of birth
5. Father's name (in block. letters) & Occupation
6. Name of the guardian (if father not alive) with relationship
7. Address of father/guardian (residential)
Official
Telephone No. if any (Residence
(Office
8. Occupation and annual income of Father/Guardian

To be filled in by office

Block/Room No

Hostel Roll No.....

Date of Admission.....

9. (a) Address of local guardian (person to be contacted in case of emergency).....
(b) Relationship with the local guardian
(c) Phone No. if any
- Mess No

To be filled in by candidate

- Cycle/Scooter/Motor Cycle Yes/No
10. Scheduled Caste/Scheduled Tribes Yes/No
 11. Last Examination passed with year and name of the Instt.
 12. Were you a resident of any hostel in this University ? if so, give particulars.
(a) Hostel No..... Room No year/s of stay
(b) Did you clear all the dues for the said year/s ?
(c) Were you ever punished for misconduct/violation of hostel rules/indiscipline etc.? If so, give details
Receipt No. with date of deposit of Hostel fees (attach original receipt)





13. I have read and noted the hostel rules and regulations and understand that strict conformity to these is an express condition of my admission to and residence in the hostel. In case I cease to be a student of the College, I will inform the Warden immediately and leave the hostel as required Under the rules. I will pay the hostel dues regularly.

Admitted/Not admitted
Hostel warden

(Full dated signature of the applicant)

TO BE FILLED IN BY THE PARENT/GUARDIAN

I..... take full responsibility that my son/daughter/ward Mr./Miss will abide by the hostel rules and will make regular payments for the board and lodging provided to him/her by the University. In case of non-clearance of the dues, according to the University schedule, I undertake the responsibility of payment.

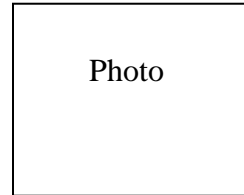
Signature of the Parent/Guardian

Full address

Dated

Note : Day scholars, students of part-time courses and employees are not eligible for admission to Hostel.

Hostel Card



Name

College/Deptt.

Admn. No.

Name of Hostel

Father's Name

Permanent Address

Telephone No. if any

Student's Signature



CHAPTER XI

RULES REGARDING ALLOTMENT OF ACCOMMODATION IN PG (MARRIED) HOSTEL

1. ELIGIBILITY

Married students (except in-service students of CCSHAU having CCSHAU accommodation at any station of the University) living with the family, with not more than 2 children, enrolled in postgraduate studies will be eligible for accommodation in the married hostel. The student concerned will have to submit an affidavit (copy at page 123) attested by the Asstt. Registrar (PGS) and duly verified by the Dean, Postgraduate Studies, giving details of his marriage and the members of his family.

- Note*
1. *The applicants who have been blessed with twin children at the second issue will be considered for allotment.*
 2. *In case of couple either husband or wife is a student and the other is regular employee of this University or any other department and had been allotted accommodation will not be considered for allotment.*

2. PROCEDURE FOR ALLOTMENT

A. Application and Seniority List

Interested student should submit their application on prescribed form (page 118 to 119) within a period of 7 days after registration.

Seniority list as per following priorities shall be prepared and rooms allotted accordingly.

- (a) Foreign students
- (b) In service students from other states.
- (c) CCSHAU graduates
- (d) In service students of CCSHAU/others

Note:

- 1) within above categories priority order of class shall be as under:

- (i) Ph.D.3rd year. Ph. D. 2nd yr., Ph. D. I st year.
- (ii) M. Sc. 2nd yr., M. Sc. Ist year.

and within the same class preference will be given to a student having higher OGPA in the last semester

- 2) *Ph. D. student beyond 4th yr., and M. Sc. students beyond 3rd yr., will not be considered..*

In case the seniority list gets exhausted and any flat becomes vacant during the semester, the allotment will be considered out of the applications received upto the date of allotment, however, the criteria of allotment will remain the same.

The allotment of flat out of the seniority list prepared during the on going semester will be

prepared at the end of that semester.

The allotment of flat out of the seniority list prepared during the previous semester will be done first and only after exhausting the seniority list the normal procedure will be followed during the following semester.

3. OCCUPATION OF THE ACCOMMODATION

The allottee shall have to deposit the hostel dues and occupy the flat within one week of the date of allotment (15 days permissible for foreign students) failing which the allotment of the flat shall be cancelled.

4. TENURE

The allotment will be once in the normal tenure of the degree and students will be removed from the hostel if he/she gets employment RA ship/STA ship/Research Fellowship etc. during the normal tenure of the degree. The in-service teacher of CCSHAU will vacate the hostel, as soon as the normal tenure is over or they join their service back whichever is earlier. No house rent will be permissible to in-service teacher resident of this University.

5. VACATION OF FLAT

The allottee shall have to vacate the flat within 10 days of final viva-voce examination/normal tenure of degree/issue of result notification whichever is earlier, failing which economic rent of Rs. 1500/- per month instead of normal rent will be charged, apart from administrative action.

6. NO DUES CERTIFICATE

No dues certificate shall be issued by the hostel warden only after the student vacates the flat. However provisional no- dues certificate may be issued by the hostel warden, (pending final clearance of dues) on request of student duly recommended by AR (PGS) provided nothing is due against the student on that day and he deposits a security of Rs. 1000/- to the Hostel Warden. In such a case, the Dean, PGS shall not issue the PDC and the transcript of academic record until and unless the student produces final no dues certificate issued by the Hostel Warden.

7. HOSTEL CHARGES

Following hostel charges will be charged from the residents who will be allotted the accommodation:

Hostel Security (Refundable) Rs. 1500/-

A. Annual

Hostel Maintenance Fund Rs. 100/-

B. Semester

Room Rent Rs. 1200/- Per semester for normal duration of degree i.e. maximum 2½ years and 3½ years for M.Sc. & Ph.D. respectively.



Rs.2000 which will go on increasing by Rs. 500/- per month with incremental effect till he/she vacates hostel.

Electricity Fund Actual

C. Summer Session Charges

The occupants of the flat in the PG Hostel for married students will have to pay the dues for summer also as per the existing hostel rules irrespective of the fact whether he/she has registered during Summer or not.

8. ADDITIONS AND AMENDMENTS

Vice-Chancellor, on the recommendations of DSW shall be the competent authority to make additions & amendments in these rules.





AFFIDAVIT

I S/D/o Shresident of;..... aged:.....
Yrs do hereby solemnly affirm and declare as under:

1. That I am doing M.Sc./M.V.Sc../Ph. D. in the department of CCSHAU, Hisar.
2. That I am married with S/D/O resident of and I have children aged
3. That I shall follow small family norms otherwise I may be debarred from PG married Hostel in case there is third issue.
4. That none other than my wife and children will stay with me in the Hostel.
5. That I shall actually reside in the hostel alongwith my family i. e. wife and children. If I do not keep my family, I shall vacate the hostel.
6. That no Government or University accommodation has been allotted to me.
7. That I shall pay all electricity & water charges in time.
8. That I shall not sublet the accommodation allotted to me and hand over the possession to the authority within one month of completion of my degree otherwise I shall pay the penal rent @ Rs. 1500/- per month or as fixed by the University from time to time.
9. That I shall abide by the rules and regulations of the hostel.
10. That my admission has been done under open category/State Nominee/ICAR nominee/Foreign nominee/HAU inservice quota.
11. My OG P A of the last semester is
12. If any information given in application form is found to be wrong, I shall be liable for any disciplinary action.

DEPONENT

Verification

I do hereby verify that the facts stated above are true and correct to the best. of my knowledge and belief

Place :

Dated :

DEPONENT



CHAPTER XII

AMALGAMATED FUND RULES

1. SHORT TITLE

These rules may be called the Amalgamated fund rules and shall apply to all the constituent colleges of the CCS Haryana Agricultural University. They supersede all the rules and orders on the subject so far and shall come into force with immediate effect.

2. OBJECT

These rules govern extra-curricular activities of students including educational tours, sports, dramatics and other activities not connected with resident instructions.

3. Amalgamated fund as in the prospectus shall consist of the following and be credited to the account as indicated against each item:

Item	Account
(i) College Magazine fund	Dean concern
(ii) Medical fund	C. M. O.
(iii) Amalgamated fund (Games, other activities and students tours)	
(a) 85% of the amalgamated fund should be transferred to Director Students Welfare for use as per rules and the remaining 15% should remain with the Colleges concerned.	
(b) The Deans of the Colleges shall spend their 15% share towards educational tours of the students and no sports material will be purchased out of this amount. The Deans can, however, spend out of this amount on sports activities. It is also provided that the total expenditure does not exceed the allocation of 15% made to the Colleges.	
(c) The amount received from the ICAR by the DPM&E for sports purposes, which has been allocated college-wise, may be transferred to the DSW as per guidelines of the ICAR.	
(iv) NCC/NSS	DSW
(v) Cycle stand fee for those who use the stand	Concerned Dean
(vi) Charges for membership of certain clubs i.e. Badminton, Tennis, Swimming, Music, Fine Arts, Photography and literary etc.	

The amount charged from students for sports activities and for other activities be credited to the account of to the account of DSW

4. MODE OF COLLECTION

The subscription against Amalgamated funds shall be realised at the time of registration and shall be credited to the account of the Officer as indicated in rule 3 above

5. **COMPETENT AUTHORITY**

Concerned Officer to operate/ utilize the fund shall be as indicated in rule 3 i.e. the Officer in whose account the amount has been credited.

6. **UTILIZATION OF FUND**

The Amalgamated Fund shall be utilised for the following purposes :

1. The purchase and repair of sports, music and other material including projectors, photographic goods, dramatic equipment, dresses, uniforms, radio-sets, loud-speakers, cycles, etc.
 2. The amenities for NCC including NCC parades, competitions, etc. and expenditure connected therewith.
 3. Watering, leveling, cleaning, and trafig of play- grounds, maintenance of swimming pools, stadiums, etc., payment to Sports Attendants, Markers, Coaches etc.
 4. General expenditure and grants in connection with societies, clubs associations, committees, sabhas, community projects or social service activities etc., organized by the College.
 5. Annual photographs of teams and clubs, photographs of college functions like sports, matches, etc. and photographs of prize winners in inter-college/Inter-varsity tournament, matches, competitions etc.
 6. Rent of play grounds, if any
7. Expenditure in connection with the award of college colours to distinguished players and other participants in cultural activities, selected by a committee consisting of Dean, Director Student's Welfare (or his nominee), the President and Student Secretary of the Club concerned.
 8. Conveyance and boarding charges to outside speakers, poets, artists, etc. approved by the Director Students' Welfare, Secretary of the Club concerned.
 9. Expenses in connection with refreshment to players, participants in NCC competitions, participants in other cultural activities including guests invited to sports, NCC and other cultural functions/ contests/ competitions.
 - (i) For cultural activities such as debate, declamation, dramatics, music etc. a flat rate of Rs. 5/- per day per student may be provided in the shape of refreshment for practice (rehearsal) & performance subject to the condition for 30 participants for a maximum of 30 days in a year.
 - (ii) Friendly matches organised with the approval of D. S. W Rs. 4/- per head per match.
 - (iii) Rs. 12/- per student per match for Inter College, Inter University/Inter-class Tournaments subject to availability of funds in the Amalgamated Fund.
 - (iv) Refreshment may be given to the extent of Rs. 4/- per head per day for a particular event at rehearsal for a period not exceeding 5 days excluding cultural activities.
 10. Expenses on medical assistance rendered to members of sports teams and other participants in other cultural activities.

11. Expenses in connection with entry and affiliation fees to pay to University or other tournament on the recommendations of the President of the Club concerned/Director Students' Welfare.

12. Expenses in connection with prescribed fee and traveling allowance to the referees appointed by the University/Director Students Welfare, etc. for conducting matches, competitions and other contests.

Note : Umpiring charges for Inter-college Tournaments of the University shall be paid as per norms approved by the Kurukshetra University for Inter-College Tournaments leading to the University championship.

**RATE PRESCRIBED BY
CCS HARYANA AGRICULTURAL UNIVERSITY**

(a) Actual rail/bus fare (upto first class railway fare, in case of travel by rail and upto Delux for journeys performed by bus).

(b) Daily allowance @ Rs. 10/- per day.

(c) Incidental charges @ Rs. 7/- for every 12 hours journey and Rs. 4/- for a part thereof

(d) A supervision fee 'of Rs. 10/- per day in case of official of weight lifting, shooting, athletics, swimming, gymnastic gatika; cross country and relay races; Rs. 15/- per day in case of Cricket, Wrestling and Boxing Rs. 10/- per day in case of other team items.

(e) A local Referee/Umpire/judge shall be paid a supervision fee as in (d) above. Local conveyance charges are admissible @ Rs. 5/- per day.

(f) Linemen, scorers in Football, Basketball and Tennis matches shall be paid Rs. 5/- per head per day.

Note : These rates will be applicable in case of Inter-University matches and Inter-College tournaments of the University.

13. (a) Expenses in connection with the supply of iced water in the play fields to the Students, including cost of equipment and labour etc.

(b) Supply of milk, eggs, etc., to sportsmen and athletes at the discretion of the Director Students' Welfare.

(c) Expenditure on incentives to the outstanding sportsmen/ women who bring laurels to the University according to norms/scales approved by the Vice- Chancellor.

(d) To meet expenditure on meals of players selected for participation in Inter-University/National level sports meet at Hisar who may be allowed to dine in -the Sports College Mess free of charges from the date of first match upto the time the team remains in the tournament.

(e) The students of the constituent colleges who represent the State of Haryana in National Championship in the games approved as credit activity by the Academic Council, be given the facility of free meals..

14. Expenses in connection with organising performances by outside artists of feats, cultural activities, etc. for the amusement and general knowledge of students, with the prior approval of the Director Students' Welfare.

15. Expenses in connection with the award of prizes offered in annual debates-declamation contest, cultural competitions/tournaments (including inter college tournaments etc.). Prize will be awarded in kind and not in cash.

PRIZES FOR EXTRA CURRICULAR ACTIVITIES

- (i) For each contest in dramatics, debate, declamation, music, Photography, tournaments (including Inter College Tournaments) etc. there shall be two prizes for winner and runner up of value of Rs. 75/- and Rs. 50/- per player, subject to availability of funds in the Amalgamated Fund.
- (ii) There shall be two prizes for a winner and runner up @ Rs. 60/- and Rs. 40/- per player per Inter Hostel Tournament, subject to availability of funds in the Amalgamated Fund.

SPORTS PRIZES

Sports prizes shall be awarded as approved by the Sports Committee.

- 16. Expenses in connection with the purchase of stock register, cashbooks, etc., required for maintaining account of the fund.
- 17. Expenses in connection with purchase and printing of papers, invitation cards, etc. pertaining to students' activities.
- 18. Expenses in connection with the purchase/hire/carriage of articles of furniture, equipment shamianas, loudspeaker, decorations, musical instruments and the mike etc. including crockery for social, cultural other functions.
- 19. Expenses in connection with postage, telegrams, telephone calls (not installation charges) and purchase of stationery pertaining to students' activities.
- 20. Expenses in connection with trips to places of historical, geographical, scientific, political and economic interests or mountaineering trips or visits to factories and trips as members of teams to play matches, tournaments and/or to enter any competitions, debates, contests, sports training/coaching camps and the required educational tour according to the following schedule
 - (i) Single II class rail fare/bus fare both ways (return journey tickets at concessional rates to be availed wherever possible) will be paid.
 - (ii) Local mileage of Rs. 2/- per K. M. per student subject to availability of funds in the Amalgamated Fund.
 - (iii) Actual hiring charges of pony or other conveyance upto a maximum of 45 paise per km. if the places are not connected- by rail or bus.
 - (iv) In case of local/outstation matches contests and competitions, Tonga rickshaw or bus hire may be allowed, at approved rates provided the place where matches, contests and competitions are held at a distance of more than 1.5 km from the place of their stay on the days of actual participation in the tournaments.
 - (v) I (a) Rs. 60/- per student per day for Inter Campus participation.
(b) Rs. 100/- per student per day for participation at Delhi, Mumbai, Chennai and Kolkata.
(c) Rs. 85/- per student per day for other places.

These rates are subject to availability of funds in the Amalgamated Funds.

Full daily allowance @ Rs. 60/-, Rs. 100/- or Rs. 85/- as the case may be per day for every full 24 hours at the outstation. Only half daily shall be paid if the party leaves headquarters after 12 noon, or returns before 12 noon. No daily allowance shall be admissible for educational tours.

- II. Rs. 900/- for the purchase of sports kit for each player irrespective of his game, subject to availability of funds in the Amalgamated Fund.

These revised approved rates of daily allowance and sports kits will be applicable to the teams participated in the All India Inter Agril. University Sports & Games Meet organized during 5th to 9th November, 2001 and in tournaments thereafter.

- (vi) Actual coolie charges (on production of APR) for transportation of luggage at railway station/bus stand to be paid.
- (vii) Actual sittings/sleeping reservation charges in trains where night journey is involved will be paid on production of receipt.
21. Normally the TA & DA admissible to the teachers accompanying students going out on authorised tours should be paid out of the normal budget but in exceptional circumstances, this expenditure may be met out of the Amalgamated fund.
22. The College magazine subscription shall be utilised on following objects
- (i) Expenses on the printing etc. of the college magazine.
 - (ii) Expenses of the material to be used for the college magazine.
 - (iii) Cost of photographs etc. used for the college magazine.
 - (iv) Any other item in connection with the activity of the college magazine.
23. The Medical Fund shall be utilized as under
- (i) Any remunerations fixed by the Director Students' Welfare for surgeon, dispenser or other staff specifically engaged for the maintenance of the health of the students in the absence of regular university facilities in the campus.
 - (ii) for purchase of medicines (other than tonics) for the students.
 - (iii) Hospitalization charges admitted to the extent allowed by the Director Students' Welfare on any student admitted to a hospital with the prior approval of the Director Students' Welfare.
24. The cycle fund shall be utilized for the employment of chowkidars, making of tokens and other expenses incurred in the cycle stand.
25. If in the interest of maintaining student activity, it becomes necessary to incur some expenditure not indicated in the various items above, the concerned Officer as mentioned in Rule-3 may authorise this expenditure after obtaining the approval, of the Vice-Chancellor.



26. GENERAL

General Rules as indicated in the Account Code, Vol. I and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of amalgamated funds is concerned. Similarly the rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of amalgamated funds, if auctioned or disposed off in any manner, shall be credited to the account from which it was purchased.



CHAPTER XIII

College Development Fund/Laboratory Development Fund

COLLEGE DEVELOPMENT FUND RULES

1.	Title and Commencement	These rules shall be called the College Development Fund Rules of the College (hereinafter referred to as CDF for the purposes of these rules) and shall come into force from the date these are notified after approval by the Academic Council.
2.	Definition	In these rules, unless the context otherwise requires, various terms are defined as under:- i) 'Fund' means the 'College Development Fund' ii) 'Rules' means the College Development Fund Rules. iii) 'Student' means a student admitted to various programmes in the constituent colleges of the University at UG & PG level. iv) 'Drawing & Disbursing Officer' means the person so designated and duly empowered to draw and disburse money from the fund and to issue receipts for the subscription/donations to the fund.
3.	Source of Fund	The fee termed as College Development Fund Fee as realized from the students at the time of admission/registration in the UG/PG level programmes of the college concerned will be the source of this fund.
4.	Procedure of realization and deposit.	All fee on account of CDF shall be realized against acknowledgements from the students by the Dean's office which shall be deposited direct in the approved bank in the College Development Fund Account in the name of Dean of the college concerned on the same or next day.
5.	Operation of Fund	This fund shall be operated by the Dean of the College concerned.
6.	Utilization of fund.	a) The Dean of the College concerned shall administer and exercise full powers regarding the utilization of the College Development Fund. The Drawing & Disbursing Officer of the Dean's office shall be the DDO of this fund. The Dean's office shall maintain the complete account of the receipt and expenditure of this fund in the cash book and other account books as prescribed under the HAU Account Code Volume-I. b) The fund shall be utilized for the following purpose: i) Repair/renovation/maintenance of College buildings of immediate necessity; ii) Repair of equipments of immediate necessity; iii) Purchase/repair of furniture, display boards, air conditioners, refrigerators, deep freezers, water coolers, stabilizers, computers and their accessories, inverters and other non-recurring store items etc; iv) Purchase of laboratory equipment, glass wares, plastic wares and chemicals; v) Printing of college brochures, souvenirs and other material in connection with College function/Convocation/Seminar/Symposia/Conferences/

		<p>trainings, etc.;</p> <p>vi) If in the interest of maintaining college/student activity, it becomes necessary to incur some expenditure not indicated in various items above, the concerned Dean may authorize this expenditure after obtaining the approval of the Vice-Chancellor.</p> <p>c) When a payment is to be made out of this fund, the normal procedure of preparation and pre-audit of bills prescribed for University account shall be applied, but the bills shall not be sent to the Comptroller for the issue of cheques. Such cheques shall be signed by the Dean/DDO of the college concerned and immediately entered in the account books.</p> <p>d) Advances, if any, drawn from this fund shall be entered immediately in a Register of Clearance of Advances of the Deans' office to watch the adjustment.</p> <p>e) The vouchers pertaining to this fund shall be serially numbered and filed in a separate guard file.</p> <p>At the end of the month, the ledger/cash book shall be closed to work out the available balance which shall be reconciled with the bank statement through a reconciliation statement.</p>
7.	Investments	In case the deposits of these funds are excessive than the requirement, a portion of it may be kept in the term deposits in an approved bank by reviewing it from time to time.
8.	Audit	This fund shall be subject to pre-audit by the Statutory Auditors of the University, i.e. Director, Local Audit, Haryana.
9.	General	General Rules as indicated in the HAU Account Code, Vol. 1 and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of College Development Fund is concerned. Similarly, rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of College Development Fund, auctioned or disposed off in any manner shall be credited to this fund.
10.	Power to amend these Rules	The power of interpreting, changing and relaxing these rules shall vest with the Vice-Chancellor.

LABORATORY DEVELOPMENT FUND RULES

1.	Title and Commencement	These rules shall be called The Laboratory Development Fund Rules of the College (herein after referred to as LDF for the purposes of these rules) and shall come into force from the date these are notified after approval by the Academic Council.
2.	Definition	<p>In these rules, unless the context otherwise, requires various terms which are defined as under:-</p> <p>i) 'Fund' means the 'Laboratory Development Fund'</p> <p>ii) 'Rules' means the Laboratory Development Fund Rules.</p> <p>iii) 'Student' means a student admitted to various programmes in the constituent colleges of the University at UG & PG level.</p> <p>iv) 'Drawing & Disbursing Officer' means the person so designated and duly</p>

		empowered to draw and disburse money from the fund and to issue receipts for the subscription/donations to the fund.
3.	Source of Fund	The Fee termed as Laboratory Development Fund Fee as realized from the students at the time of admission/registration in the UG/PG level programmes of the college concerned will be the source of this fund.
4.	Procedure of realization and deposit.	All fee on account of LDF shall be realized against acknowledgements from the students by the Dean's office which shall be deposited direct in the approved bank in the Laboratory Development Fund Account in the name of Dean of the college concerned on the same or next day.
5.	Operation of Fund	This fund shall be operated by the Dean of the College concerned.
6.	Utilization of fund.	<p>(a) The Dean of the College concerned shall administer and exercise full powers regarding the utilization of the Laboratory Development Fund. The Drawing & Disbursing Officer of the Dean's office shall be the DDO of this fund. The Dean's office shall maintain the complete account of the receipt and expenditure of this fund in the cash book and other account books as prescribed under the HAU Account Code Volume-I.</p> <p>(b) The fund shall be utilized for the following purpose:</p> <ol style="list-style-type: none"> i) Repair/renovation/maintenance of Laboratories. ii) Purchase of laboratory equipment including glass wares, plastic wares and chemicals; iii) Emergent repair of equipments; iv) If, in the interest of maintaining student/laboratory activity, it becomes necessary to incur some expenditure not indicated in the various items above, the concerned Dean may authorize this expenditure after obtaining the approval of the Vice-Chancellor. <p>c) When a payment is to be made out of this fund, the normal procedure of preparation and pre-audit of bills prescribed for University account shall be applied, but the bills shall not be sent to the Comptroller for the issue of cheques. Such cheques shall be signed by the Dean/DDO of the college concerned and immediately entered in the account books.</p> <p>d) Advances, if any, drawn from this fund shall be entered immediately in a Register of Clearance of Advances of the Deans' office to watch the adjustment.</p> <p>e) The vouchers pertaining to this fund shall be serially numbered and filed in a separate guard file.</p> <p>f) At the end of the month, the ledger/cash book shall be closed to work out the available balance which shall be reconciled.</p>
7.	Investments	In case the deposits of these funds are excessive than the requirement, a portion of it may be kept in the term deposits in an approved bank by reviewing it from time to time.
8.	Audit	This fund shall be subject to pre-audit by the Statutory Auditors of the University, i.e. Director, Local Audit, Haryana.
9.	General	General Rules as indicated in the HAU Account Code, Vol. 1 and instructions issued from time to time by the competent authority shall be followed so far as purchase of material out of Laboratory Development Fund is concerned.

		Similarly, rules as laid down for the issue and disposal of material shall be followed. The sale proceeds of the material purchased out of Laboratory Development Fund, auctioned or disposed off in any manner shall be credited to this fund.
10.	Power to amend these Rules	The power of interpreting, changing and relaxing these rules shall vest with the Vice-Chancellor.

CHAPTER XIV

RULES REGARDING CO-CURRICULAR ACTIVITIES INCLUDING SPORTS

All undergraduate students shall register for one of the following activities upto 6th semester. NCC/NSS and other co- curricular activities be treated as credit activity. 'the students be awarded grade point as against grade 'S' or 'US'. However, obtaining 'F' grade will in no way adversely affect the character of result of relevant semester. The students will have to clear the activity in which they have been awarded 'F' grade in order to complete the graduation requirements. In all, the undergraduate students shall have to complete 8 credit hours as under:

- (a) **NCC/NSS carrying 0+2 credit hours in 1st and 3rd semester totaling 4 credit hours.**
- (b) **4 credit hours of co-curricular activities/sports activities carrying 0+1 credit hour to be offered in the 2nd, 4th, 5th and 6th semester.**

- | | |
|---|---|
| 1. Athletics including cross- country-
running and Cycling | 14. Photography |
| 2. Cricket | 15. Music |
| 3. Hockey | 16. Kho-Kho |
| 4. Football | 17. Swimming |
| 5. Volleyball | 18. Squash Rocket |
| 6. Basketball | 19. Gymnastic |
| 7. Badminton | 20. Table Tennis |
| 8. Boxing | 21. Yoga Culture |
| 9. Lawn Tennis | 22. Hand Ball |
| 10. Wrestling | 23. NCC/NSS (Only during the 1 st and 3rd
semester of the programme). |
| 11. Kabaddi | 24. Haryana Folk Lore Culture |
| 12. Dramatics | 25. Philately |
| 13. Debating and Declamation | |

The number of students in any activity may be limited keeping in view the facilities available.

Note :

1. A student, who has got 'F' or 'US', as the case may be, grade in some Co-curricular activity will have to repeat it.
2. In order to earn one credit, a student will be required to participate in an activity for two hours in a week. However, registration of CCA for UG Very. Students shall be treated as non-credit.
3. Marks will be awarded for regularity in participation, discipline, diligence, keenness, perseverance and for excellence of performance as under :

Co-curricular activities & N. S. S.

- (a) Regular attendance 50 marks

(b)	Performance in Activity	40 marks
(c)	Discipline	10 marks
	Total	100 marks

N. C. C. activity

(a)	Regular attendance	40 marks
(b)	Performance in Activity	40 marks
(c)	Parades on the occasion of Independence Day and Republic Day celebrations:	10 marks
(d)	Discipline	10 marks
	Total	100 marks

In the case of sports and games, attendance shall be marked by the concerned coach on the playing field in a prescribed register. These registers shall be inspected once a week by **Director Student Welfare**. In the case of other co-curricular activities, the attendance shall be marked by the President of the concerned Club or Society or by the concerned Instructor, if any.

The 10 marks meant for discipline etc. and the 40 marks meant for the excellence of performance will be awarded by the following committees:

- (a) Sports and Games :
 1. ADSW (Sports)
 2. President of the concerned game/club
 3. The concerned Coach
- (b) Other-Co-curricular Activities
 1. The President of the concerned Society/Club Activities.
 2. Two others to be nominated by DSW one of whom will be the concerned Instructor, if there is one.
 3. After the marks are awarded, grading will be done as per 10 point decimal formula mentioned at page 9 . However UG Very. Students 'shall be awarded 'S' or 'US' grade as per regulation regarding R&V Sqn. NCC for B.V.Sc. & AH students mentioned in rule 4.4 (c & d) of chapter III. A student getting 60 marks or above shall be awarded 'S' grade.
 4. The grade will be communicated to the Registrar by DSW for CCA and Sports Activities.
 5. The credits-earned by a student except UG Vety. students under this scheme, shall count towards his/her graduation requirements and grades obtained shall count towards the overall grade point average.
 6. The CCSHAU team individual student allowed to participate in tournaments declamation and other contests of -National level, State level and - Inter- University level will be given benefit of attendance irrespective of number of days spent by the students. Similar benefit shall be given to the students of College of agriculture, Kaul for participation in Sports meets at CCSHAU.
 7. Each undergraduate student shall be required to complete the credits of Co-curricular activities including NCC/NSS as specified in the prescribed course requirements.

Required credit load shall stand reduced for the matching period for such candidates who have already got NCC/NSS training prior to joining CCSHAU and have been allowed exemption.

RULES REGARDING NCC/NSS TRAINING

NCC/NSS will be treated as one of the activities and will earn two credits per semester. This will however be a non-credit activity for B. V. Sc. & A. H. students

1.1 NCC activity shall be open to Indian students only. Foreign National Students' however may join as NSS volunteers if the Director Students' Welfare is satisfied that the foreign national(s) who is also student of this University, has right attitude and aptitude for NSS activity.

2. **NCC/NSS will be compulsory activity for the students of 1st and 2nd year who have not completed two years of NCC/ NSS training, NCC/NSS will be offered during 1st and 3rd semester only.**

No change shall be allowed from NSS to NCC and vice- versa once a student had registered during 1st semester of 1st year.

(a) In case any student intends to register in NCC/NSS even after two years he can be allowed to do so when offered in normal routine-but the registration in such cases will be treated as non-credit course.

3. Normally there will be no parades or other activities on Sundays.

4. A student on the completion of two years of NCC/NSS training and after one annual Training Camp respectively may be discharged from NCC/NSS on his/her submitting an application to his/her Coy. Commander. A student who has completed two years NCC/NSS training may not be debarred from completing his/her degree requirement if he/she fails to attend the annual training due to unavoidable circumstances or if the camp is not organised by the NCC/NSS authorities.

5. On the completion of the training every cadet will be graded as excellent, very good, good, average and below average, keeping in view his/her discipline initiative, qualities of leadership, keenness in training, attendance, and proficiency in the tests held by the Ministry of Defence/Ministry of Education. 'This grading will be intimated to the Registrar for incorporation in the transcript.

6. (a) Students who are enrolled for NCC/NSS will be charged at the rate of 50 paise per mensem, which will be utilised for NCC/NSS activities only.

(b) The fund will be utilised on the recommendations of the NCC/NSS Officer for following purposes:

NCC

1. Detailing teams for shooting and drill competition at the Battalion, Group, Directorate, National, University and Inter-University level.

2. Detailing cadets for participation in Republic Day Parades at Delhi and other similar important occasions.

3. Arranging visits of NCC cadets and officers of army units for getting a first hand knowledge of army life.

4. Meeting expenses on photography, prizes, entertainment of guests and cadets etc. on Independence Day, NCC Day, Republic Day and other important occasions.

5. Arranging Guard of Honour when a VIP who is entitled to such honour visits the University.

6. Other activities, which the DSW may approve from time to time.

7. The NCC officers and cadets will be entitled to TA and DA at rates, which are permissible in the case of sports activities of the University.

N. S. S.

1. Detailing teams for nursing in nearby hospital, for childcare, adult education and sending teams to the neighbouring universities.
2. Detailing NSS officers/students for participation in the NSS activities at District, State and National level.
3. Arranging visit of NSS students/NSS officers to other NSS units for getting first hand knowledge of the activities of NSS.
4. Meeting expenses on photography, prizes, entertainment of guests and NSS students etc.
5. For other activities of NSS, the DSW may approve from time to time.
6. The NSS Officers/NSS students will be entitled to TA and DA at the rates, which are permissible in the case of sports activities of the University.
7. In the event of an emergency, if any of the requirements of compulsory Military Training cannot be arranged by NCC authorities, the Vice- Chancellor may suspend such regulations concerning Military Training, as cannot be enforced.

Note :

The Dean is, however, authorised to allow exemption from NCC/NSS training, on the recommendations of the Director Students' Welfare, on following grounds :

- (i) Medical grounds.
- (ii) A student who has already attended NCC/NSS training for one or two years from any institution (including the constituent colleges of CCSHAU) shall be eligible for exemption from NCC/NSS training for that period.

Above provision (ii) is also applicable to the students dropped due to scholastic deficiency and re-admitted.

CHAPTER XV

RULES REGARDING ENFORCEMENT OF STUDENTS DISCIPLINE & GOOD BEHAVIOUR

1. GENERAL

- 1.1 These rules shall be known as enforcement of students discipline and good behaviour rules.
- 1.2 These rules shall supersede all the previous rules relating to the students' discipline and good behaviour.
- 1.3 These rules shall apply to all students of Chaudhary Charan Singh Haryana Agricultural University irrespective of place and manner of the act of indiscipline committed by them. It will also include a student enrolled in diploma or certificate course or any other category of course in which instruction/education is imparted by the university or inservice student.
- 1.4 For the purpose of these rules expression "act of indiscipline" shall mean and include the following:
 - (a) Misconduct or misbehaviour in the class room or any where on the University Campus;
 - (b) Causing damage to or defacement of University property;
 - (c) Instigating or causing to instigate, organize participating in strikes, demonstration or disturbances of any kind including gheraos, lock-outs which may, disrupt the Convocation, admissions, examinations, workshops, conferences and other functioning of the University.
 - (d) Disobedience or disregard of instructions or notifications issued by Director Students Welfare, Dean, Principals and other Officers, Heads of Departments and members of faculty.
 - (e) Instigating or causing to instigate/misguiding the employees/workers of the University to indulge in activities contrary to the interest and discipline of the University.
 - (f) Persuading students to be absent from classes, examinations and other academic activities of the University.
 - (g) To act or cause/instigate others to act in such a manner as to create disturbance or annoyance to other students/inmates of hostels/employees of university/ residents of the campus community/any other person on the university campus or other wise/or to act or cause/instigate others to take law into their own hands.
 - (h) Keeping, carrying, using or supplying of any firearms, lethal weapons, knives with a blade of more than four inches length in the hostel room or outside within the University;
 - (i) Keeping using or supplying intoxicants in any form in the hostels, within the university campus.
 - (j) Gambling in any form.
 - (k) Ragging, bullying or harassing of students in the classes/ hostels/within/outside the campus.
 - (l) Recourse to violence, assault, intimidation, rioting
 - (m) Disturbing other students in their studies.
 - (n) Attendance or organising unauthorised meetings and participating in such meetings.
 - (o) Displaying notices, leaflets or posters, not signed or countersigned by competent authority at the

hostel notice board and of the university notice boards or other places or distributing such notices or leaflets or disfiguring or defacing University buildings or writing slogans and undesirable things on the buildings/ property, etc.

- (p) Forging of signatures in any way of the faculty member/ students at the time of registration/any other time. Submitting fake certificates.
- (q) Eve-teasing, molestation, sexual assault or its attempt, physical injury, manhandling of fellow students or employees or any one else, displaying hostility towards members of the faculty or University employees or their family members or any other person in the campus of university.
- (r) To give shelter to outsiders in the hostel when the stay/ visit of outsiders in the hostel has been expressly debarred by the orders passed by the Director Students Welfare for a specific period or for a general period.
- (s) Any other act which in the opinion of the Vice-Chancellor or any other officer authorised by the Vice-Chancellor in this regard is considered to be an act of indiscipline.

1.5 These rules come in to force from the date on which these are passed by the Academic Council. Any act of indiscipline committed before this date with respect to which proceedings have not been started will also be processed under the provisions of these rules.

1.6 These rules will not in any manner curtail the powers of Vice- Chancellor prescribed in this regard in the Haryana and Punjab Agril. Universities Act, 1970 under section 16 and any other such power vested in the Vice-Chancellor through the above said Act and the Statutes framed under the authority of this Act.

2. DEFINITIONS

2.1 “College” means any constituent college of the University, to which the student found involved in the act of indiscipline, belongs.

2.2 “Committee of Students Welfare” means the Committee constituted by the Academic Council under clause 4 of the Statutes relating to the Powers and Duties of the Authorities of the University.

2.3 “Dean/Principal” of the college means

(a) Dean of the college concerned to which the student belongs.

(b) “Principal” of the college means the Principal of College of Agriculture, Kaul.

2.4 Head of the Department means the Head of the Department to which the student belongs.

2.5 Student means the student found involved in any act of indiscipline for which the proposed action as provided in these rules are to be taken.

2.6 Teacher means any member of the faculty taking a class, giving a lecture, taking practicals, being incharge of excursion games and tours of students or coaching in campus and includes Professor, Associate Professors, Assistant Professors and Research and Extension staff of equivalent rank and Coaches.

2.7 Warden means the Warden-I/Warden-II of the hostel within whose presence indiscipline or misbehaviour occurs, if such act or a part of it happened in Hostel.

2.8 C. D. C. or Central Disciplinary Committee means the Central Disciplinary Committee constituted under these rules.

3. PENALTIES

- 3.1 Any or any combination of the following penalties can be imposed upon any student of the university found involved in the acts of indiscipline
- (a) Warning
 - (b) Fine
 - (c) Placement on Conduct probation
 - (d) Temporary or permanent withdrawal of concessions/ aids/stipends/scholarships/fellowships/any other facility, etc.
 - (e) Removal/debarring from part time/full time employment.
 - (f) Permanent or temporary expulsion from hostel.
 - (g) Imposing of a security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanour.
 - (h) Forfeiture of right to admission to any course in the university in future/forfeiture of right to employment in the university in future.
 - (i) Rustication from the university.
 - (j) Expulsion from the University.

4. RESPONSIBILITY FOR REPORTING STUDENT'S INDISCIPLINE AND MISBEHAVIOUR

- 4.1 Any employee of the university or any student of the university or any other person who has noted any act of indiscipline having been committed by any student, shall immediately make a report to Dean of any college or Director Students Welfare or to Principal COA at Kaul of such act having been committed and the students who were found involved in it.
- 4.2 On receipt of such information, the DSW/Dean of the College/ Principal COA at Kaul shall examine it and forward the same to the competent authority who in the event of such act of indiscipline is empowered to take/initiate action as per the provisions of these rules.
- 4.3 To remove any doubt, it is further clarified that the cognizance of any act of indiscipline should not be delayed due to the reason that the person who has noticed such type of act having been committed was not competent to make any report or the person to whom the report has been made was not competent to take action.

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

- 5.1 Deans of the college concerned shall be competent to impose all penalties as provided, in these rules. He shall also be competent to decide about the imposition of such penalties in accordance with the provisions of these rules.
- 5.2 In the event of any such order of punishment passed by the Dean of the college concerned, the student concerned shall have the right to appeal to the Vice-Chancellor however, that if the penalty imposed is of the category as specified in sub clause 3.1 (a), (b) and (c) no appeal will lie.
- 5.3 No penalty of rustication or expulsion from the university shall be imposed unless the student has been given an opportunity of showing cause against the action proposed to be taken in this regard.

5.4 Whenever a case of indiscipline comes to the notice of the Dean of the College, he will call explanation of the student(s) concerned,, consider reply received and take decision about the award of punishment, if he feels that punishment under clause 3.1 (a),(b),(c),(d),(g) is sufficient.

5.5 In case students of more than one college are involved or the Dean feels that the gravity of the offence is so serious that involved students are required to be awarded the punishment as provided in Clause 3.1 (e)(f),(h),(i) and (j), he will charge-sheet the student. If the reply received is not satisfactory, he will send the case to the Central Disciplinary Committee for enquiry as per Clause 6.1 (a). If the Central Disciplinary Committee so desires, an oral enquiry can also be held at which all evidences shall be heard . The student shall be entitled to reasonable opportunity of putting forward defence during the course of such enquiry. The proceedings of such enquiry shall contain sufficient record of evidence of the findings and the grounds thereof.

5.6 These conditions shall however not apply in a case where order is based on facts, which has led to the conviction of the student in any criminal court.

5.7 Any or all requirements of these procedures as contained from 5.3 to 5.5 with specific reasons be recorded in writing by CDC or the Dean of the college concerned as the case may be shall be waived by them where it is not practically possible to observe these or where the Dean of the college concerned or the CDC as the case may be is satisfied that in the interest of peace & tranquility on the campus of the university, it is not expedient to follow such procedure.

5.8 The enquiry and the procedure provided for imposing such punishment may take place ex parte i. e. without giving opportunity of defence in advance under the following conditions :

(a) If the competent authority i. e. Dean of the College concerned/the CDC is satisfied that the student is not coming forth willfully and avoiding his/her presence so that the proceedings may be delayed and such delay is not in the interest of the university.

(b) Where due to any reason whatsoever it is not possible to contact the student and /or to deliver such notice to him/her due to any reason (reason to be specified by the competent authority).

(c) Where it is not possible for the student due to any reason whatsoever to join the enquiry.

(d) Where the competent authority is satisfied that if the case is not disposed off expeditiously, it will have adverse effect on the peace of the campus.

(e) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the university.

(f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidences are available which prove beyond doubt the involvement of the student in such act of indiscipline.

5.9 If a question arises whether there are sufficient reasons to invoke provisions as contained in sub clause 5.7 & 5.8 the decision thereon of the competent authority i.e. Dean of the college concerned or Central Disciplinary Committee as the case may be, shall be final.

6. CENTRAL DISCIPLINARY COMMITTEE

6.1 There shall be a Central Disciplinary Committee for Students. It will be a committee at the university level which shall be constituted by the Vice-Chancellor on a proposal initiated by DSW from time to time. The functions of this committee shall -be as follows :

(a) To enquire into the cases of indiscipline and misbehaviour of students wherefrom such cases have been referred to the committee by the Dean of the college concerned. In discharging of this

function, the committee will have the power to call and examine any student, officer, teacher, other employee etc. of the university. If such evidence is found to be necessary, the committee will also have the power to requisition of any record which in the opinion of the committee is required to be examined.

- 6.2 After conducting the enquiry, the Central Disciplinary Committee shall submit its findings/reports to the Dean as early as possible. After considering enquiry report of the Central Disciplinary Committee, the Dean of the college shall apply his mind and decide the quantum of punishment to be awarded. In case the Dean of the College differs from the findings/report of the CDC, he may record reasons for the same.

7. **Implication of Punishment**

- 7.1 Any punishment awarded to a student, shall be placed on the personal file of the student.

- 7.2 The implication of various punishments shall be as follows:

- (a) **Warning** : Warning shall be conveyed in writing and shall be placed on the personal file of the student.
- (b) **Fine** : Fine shall be imposed in pecuniary terms of the specific amount. Such amount shall be deposited by the student within 7 days of imposition of fine. Failure to deposit such fine will amount to non- fulfillment of the punishment conditions and may lead to striking off the name of the student from the rolls of the University
- (c) **Placement on conduct probation** : A student, who has been placed on conduct probation, shall be kept under constant watch. The behaviour of such student is expected to be exemplary during the course of conduct probation. He/she is not expected to involve himself/herself even in any incidence of indiscipline. He/she is expected to be, therefore, more careful in his/her behaviour. In case he/she is found to be involved in any act, result of such act of indiscipline shall be considered to be serious. A student so placed on Conduct Probation shall be debarred during the period of Conduct Probation to :
- (i) Represent his/her College/University in sports, cultural contests etc., in or outside the University.
- (ii) Hold office in a student Organisation, Club or society,
- (iii) Receive any Scholarship, Fellowship or Stipend.
- (d) **Temporary or permanent withdrawal of concessions/ aids/stipends/scholarships/ fellowships/any other facility etc. :**
- The student for a prescribed period or permanently, as the order may be, shall be debarred to availed the facility which has been withdrawn from him by way of punishment.
- (e) **Removal/debarring from part time/full time employment :**
- The student concerned shall be liable to be removed or debarred from any such implication as per the order of punishment.
- (f) **Permanent or temporary expulsion from Hostel** : The student shall be denied the facility of hostel for a specific period or permanently as the order may be. During the period of such punishment in operation, the student will not visit the hostel at all. In case, he/ she is found to be visiting the hostel, it shall be considered that the punishment imposed has not been fulfilled and shall lead to striking off the name of the student from the rolls of the University.
- (g) **Imposition of security deposit which might be confiscated at the discretion of authority in the event of the student being found guilty of indiscipline, which will include misdemeanour:**

A specific amount of security in terms of money as per the order will have to be deposited by the student within 7 days of passing the order. It shall be subject to the condition that if the conduct of the student has been found to be exemplary during the remaining period of his/her stay in the University for which the Dean of the College concerned will give a certificate, the security shall be refunded to him/her. However, in case his/ her conduct has not been found up to the mark, the security so deposited shall be forfeited. Forfeiture of such security will automatically amount to placing the student on conduct probation for the remaining period of his/her stay in the University. In such case the implication of placement on conduct probation will automatically come into force on such student.

(h) **Forfeiture of right to admission to any course in the University in future/forfeiture of right to employment in the University in future :**

As per the order of punishment, the student will be debarred from taking admission in and other course (other than the one in which he/she is studying at the moment) in future and he/she will also be considered ineligible to apply for any job in the University, in future in case the orders so provide.

(i) **Rustication from the University :**

Rustication can be as per the orders for a specific period of minimum two semesters or one year as the case may be and a maximum period of four semesters or two years as the case may be including the semester/ year in which the act of indiscipline has been committed. No benefit of semester/year as the case may be, in which the act has been committed shall be given to the student i. e. for the concerned student, the semester/year in question shall be scrapped and he/she will have to do it afresh. He/she will be allowed to rejoin the course at the expiry of such period from the next opportunity available for regular registration. In case, during the period of rustication any change in the curriculum etc. has taken place, he/she will have to fulfill the conditions and the curricula in force at the time of his/her rejoining. No benefit shall be given to him/her on the condition that at the time he/she was rusticated from the University had he/she not been rusticated he/she would have had such benefits. (Year where annual system is followed and semester where semester system is followed. For any other system, the competent authority shall decide the punishment).

(j) **Expulsion from the University :**

Expulsion from the University shall amount to striking off the name of the student from the rolls of the University without any right of re-admission/fresh admission in any course.

7.3 No benefit of any type, including attendance benefit etc. shall be given to a student, who has, due to the reasons of non- fulfillment of punishment awarded invited such inability.

8. **SUSPENSION**

8.1 After having regard to the nature of the charges of the student of any act of indiscipline, the Dean of the college concerned/ Principal of the College of Agri. Kaul with respect of the student of COA Kaul is satisfied that it is necessary/ ,desirable in the interest of the University to place under suspension the student found involved in an act of indiscipline, he may place such student under suspension.

Such suspension will not amount to any penalty having been imposed under the provisions under these rules.

8.2 Such suspension will debar a student from availing of any facility of the university.

9. APPEAL

- 9.1 The appeal shall lie with the competent authority within fortnight from the date of issue of orders as provided in rule 5.2
- 9.2 The appellate authority to the extent possible will give adequate opportunities to the student concerned to produce any defence. However, no fresh evidence shall be examined by the appellate authority.
- 9.3 The provisions contained in 9.2 notwithstanding, however, in case where the provisions of rule as contained in clause 5.7 and/or 5.8 have been invoked, the appellate authority may, if satisfied, give opportunity to the student against which order has been passed to produce evidences in favour of his/her defence.
- 9.4 In case the appellate authority decides to act under the provisions of clause 9.3, he may authorise some authority other than the one who was involved in the earlier examination which has led to the punishment against which appeal has been preferred to record such evidences and submit his findings.
- 9.5 After receiving such report as prescribed in clause 9.4 while acting under clause 9.3 the competent authority may consider the same also before passing an order on the appeal.
- 9.6 If the appellate authority is satisfied with the appeal based on the record itself, the appeal can be decided. He may dispense with the provisions of giving any opportunity to the concerned student.

10. INTERPRETATION AND MISCELLANEOUS CONDITIONS

- 10.1 In the event of any inconsistency amongst the rules or in the event of any clarification with respect of above rules the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to eliminate any inconsistency and decide as to which provision of the rules shall take precedence over the others.
- 10.2 These rules in no way shall limit the powers of the Vice-Chancellor provided by the Act with respect to maintenance of discipline at the university. The Vice-Chancellor may adopt any procedure as per his satisfaction for taking such action in exercise of power vested in him under the Act. Such exercise of power by the Vice-Chancellor will not limit the scope of these rules to be enforced thereby meaning that these rules can also be enforced concurrently.
- 10.3 No authority shall be competent to review its order passed under these rules.
- 10.4 For the purpose of the definition in rule 1.3, if a question arises as to whether a particular person is a student of the university or not, the matter shall be referred to the Vice-Chancellor and his decision shall be final.
- 10.5 These rules will not restrain the enforcement of hostel rules for which the, provision has been made separately shall be applicable. However in case the act is found to be violative of both the hostel rules as well as these rules, both the proceedings can run simultaneously.

CHAPTER XVI

RULES RELATING TO THE PROCESS OF UNFAIRMEANS CASES AND PENALTIES THEREOF

1. GENERAL

- 1.1 These rules shall be known as “Rules relating to the process of unfair means cases and penalties thereof.
- 1.2 These rules shall supercede all the previous rules relating to the use of unfair means.
- 1.3 These rules shall apply to all students of CCSHAU irrespective of places & manner of use of unfair means. It will also include students enrolled in diploma or certificate course or any other category of course in which instruction/education is imparted by the university -or inservice students.
- 1.4 For the purpose of these rules, expression “unfair means” shall mean and include the following:
 - (a) Having in his/her possession or accessible to him/her during the examination hours any papers, books or notes written or printed on any kind of material, body, clothing etc. and such papers, books or notes relating to the subject of the examination of the day.
 - (b) Writing during the examination hours on any paper, other than the answer-book, any portion of question paper or answers or notes relating to any question.
 - (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the examination hall during the examination hours.
 - (d) Consulting notes/books outside or inside the examination hall during the examination hours.
 - (e) Assisting or attempting to assist in any manner whatsoever any other candidate or taking assistance or attempting to take assistance from any other candidate or outsider or in any other form from any book/paper/ notes or other material in answering the question paper during the examination hours.
 - (f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer-book for the purpose of making an appeal to the examiner through the answer- book or using abusive or indecent language in the answer book.
 - (g) If he/she is a candidate for an examination for science or some other subject, presenting to the examiner a practical or class-work note-book which does not belong to him/her.
 - (h) Communicating or attempting to communicate, directly or through a relative/guardian or friend with an examiner or with the Registrar, or any other official with the object of influencing him/her if the award of marks or making any inter polation thereto.
 - (i) Swallowing/destroying any note, paper, etc. found with him/her.
 - (j) Making deliberate previous arrangements to cheat in the examination, including:
 - (i) Substitution, wholly or partly or an answer book/continuation sheet, during or after the examination hours.
 - (ii) insertion in the answer-book of any sheet(s) written outside the examination hall.
 - (iii) any kind of attempt to communicate with somebody who is inside or outside the examination hall with a view to obtaining assistance of any kind for the examination paper of the day.

- (iv) impersonation
 - (v) obtaining admission to the examination on a false representation.
 - (vi) forging another person's signature, and
 - (vii) failing to deliver his/her answer-book to the person-in-charge before leaving the examination hall.
- (k) Refusing to obey the superintendent or any other member of the supervisory staff or the flying squad or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or assaulting or threatening to assault any official connected with the examination any time before, during or after the examination.

1.5 These rules shall come into force from the date on which these are passed by the AC. Any act of use of unfair means committed before this date with respect to which proceedings have not been started will also be processed under the provisions of these rules.

1.6 These rules will not in any manner, curtail the powers of VC prescribed in this regard in the Haryana and Punjab Agril. Universities Act, 1970 under section 16 and any other such power vested in the VC through the above said Act and the Statutes framed under the authority of this Act.

2. DEFINITIONS

2.1 College means any constituent college of the university to which the student found involved in the use of unfair means belongs.

2.2 Committee for dealing with the cases of unfair means shall be known as "Enquiry Committee - Unfair means cases" as constituted by the V. C. under rule 5.1.

2.3 Dean or Principal of the college means

(a) Dean of the college concerned to which the student belongs

(b) Principal of the college means the Principal of College of Agriculture, Kaul.

2.4 Superintendent means the teacher-in-charge for conduct of examination.

2.5 Invigilator means person incharge deputed for supervising the conduct of examination.

2.6 Student means the student found involved in use of unfair means during examination for which proposed action as provided in these rules are to be taken.

2.7 Flying Squad means the Squad constituted for checking the conduct of examinations and use of unfair means.

3. INSTRUCTIONS

3.1 Every day before the examination begins, the superintendent/ invigilator or any other person authorised in this behalf, shall call upon all the candidates to deliver him/her all papers, books or notes, which they may have in their possession.

3.2 If the answer-book given to the candidate happens to be unsigned by the superintendent/any other person/incharge of the examination, it is the duty of the candidate to get it signed by the authorised person.

3.3 Where possible, there will also be a lady invigilator, if a woman candidate is appearing in the examination.

3.4 The superintendent or the person-in-charge of the examination shall forward to the Dean of the college concerned every day, declaration signed by him to the effect that the warning as required in clause 3.1 above was duly administered.

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

4.1 During a written or practical examination, it will be the responsibility of the Centre Supdt./invigilator/teacher conducting the examination to ensure that students do not employ any unfair means. Where a student is found to be using or attempting to use unfair means, the invigilator/teacher conducting the examination, who detects it, will proceed as under :

- (a) He/she will confiscate books, papers and such other articles as were being used and also take possession of the answer book and question paper of the culprit and seal them in a cover in the presence of the defaulter and the co-invigilator, if any.

Simultaneously 2nd answer book shall be issued to the student. 2nd answer book should not be evaluated till the unfair means case is decided. The second answer book should remain tagged with the first answer book.

- (b) In case the invigilator detects a student to have written any material on the palm of his/her hand or on some other part of the body, the Invigilator shall record the same for submission to the Dean/Registrar through, Centre -Supdt.
- (c) He/she will also record the statement of the defaulter as soon as possible and give him/her a receipt for all the papers and articles taken possession of. Should the defaulter decline to give a statement or runs away, the fact will be noted in the invigilator's report. The report will contain a factual account of the incident and shall be forwarded to the Dean, by name, along with the aforesaid sealed envelope on the same day, in a closed cover marked 'Confidential'.
- (d) The Dean/Registrar will forward the case to the Secretary of the Committee referred to in rule 5.1
- (e) Cases of use of unfair means reported by examiners while evaluating answer-books shall be referred to the Committee by the Dean or the Registrar, as the case may be.
- (f) Where case of mass copying is reported either by supervisory staff or by external examiners while evaluating answer books, the issue may be looked into by the committee. If the answer books of reported cases contain the same answers and copying from either each other or same copying material is established, punishment should be as per rule 6.

5. CONSTITUTION OF COMMITTEE, ITS RESPONSIBILITIES AND FUNCTIONING

5.1 The following committee will consider such cases and make suitable recommendations to the Dean of the college concerned for taking further action as per his statutory powers.

- | | | |
|-------|---|------------------|
| (1) | Three Professors (one to be nominated as Chairman by the Vice-Chancellor) | |
| (ii) | Director Students Welfare | Member |
| (iii) | Legal Remembrancer | Member |
| (iv) | Asstt. Registrar (Acad.) | Member |
| (v) | Controller of Examination | Member-Secretary |

Term of committee will be two years and three members will form the quorum.

- 5.2 The committee shall consider the report of the detector and the explanation, if any, submitted by the candidate. Date, time and Venue of meeting of committee shall be notified by Dean to the student (s) involved so as to enable them to explain their position to the committee in writing or verbally. The committee may hear the candidate and any person on the staff of the university for evidence. However, student may be told that if he/she does not appear before the committee on the date fixed for meeting, it will be constrained to examine the evidence, if any, against him/ her ex-parte on merits as per rules. To the extent possible, all evidences will be recorded in writing. Until his/her case is decided, the candidate shall not be eligible for registration.
- 5.3 On the recommendations of the committee the Dean shall pass orders as to the penalty to be imposed on the candidate.
- 5.4 If any person on the staff of the university who is found to be guilty of connivance at the use of unfair means at an examination by omission or commission or when called by the unfair means cases committee fails to appear before it, his/ her case will be reported to the VC for such action as is considered necessary.

6. PENALTIES

- 6.1 The following penalty can be imposed upon any student of the university found involved in use of unfair means.

“F grade in all the courses registered during the semester .

Note : For the students of B.V.Sc. & AH Programme, the following will be the penalties for using unfairmeans.

“Awarded ‘zero’ in all the courses registered during the semester in case of internal examination/declared ‘fail’ in relevant class in case of annual/supplementary examinations.”

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

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

□ evidence are available which prove beyond doubt the involvement of the student in such act of indisdiscipline. □

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

8. IMPLICATION OF PUNISHMENT

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

9. APPEAL AND REVIEW OF ORDERS

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

10. INTERPRETATION

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

CHAPTER XVII

RULES REGARDING ISSUE OF REVISED DOCUMENTS

1. The students wanting to have their names changed in the documents will have to make request on the prescribed proforma through the Dean of the College concerned from where the candidate passed his/her last degree or if in-service through present employer. The request must accompany the original documents, previously issued where name is required to be changed.
2. Request for change in the name, will be considered only if name has been got changed in the Matriculation or equivalent certificate.
3. Change in the sub-caste is not permissible unless there is any link between the proposed and the one already shown in his/ her name. This rule will not apply to women candidates who change their name due to marriage and advertisement in the Newspaper is also not necessary.
4. The request for change in the name should be accompanied by an affidavit on the prescribed proforma and a cutting from the Newspaper in which the applicant has advertised the change in his/her name. The advertisement will be valid for 6 months from the date of publication. The original cutting of the advertisement is required and attested copies will not be accepted.
5. If the change in name is permitted, the name in the University record as well as in the changed copies of the certificates/ degree if obtained will be shown as 'New Name' alias 'Old Name' as for example, where change in name is allowed from Megh Raj to Raj Kumar, changed name in the -University records as well as in the changed copies of the certificate/ degrees will be shown as 'Raj Kumar' alias 'Megh Raj'.
6. For the issue of revised documents with changed name, the candidate shall have to pay the following fee in cash or through the crossed Bank Draft or through crossed Indian Postal Order drawn in favour of Assistant Registrar (R), payable at State Bank of India, CCSHAU, Hisar.

Degree Certificate	Rs. 500/-
Provisional Degree Certificate	Rs. 100/-
Transcript of academic record	Rs. 150/-

7. Issue of second duplicate degree/certificate

Second duplicate degree/certificate shall be issued on payment of a fee as prescribed at page 161 subject to the following :

The second duplicate degree/certificate may be issued to the students under very special cases. In case a duplicate degree/certificate is lost or destroyed, a second duplicate may be supplied on submission of an application on the prescribed form alongwith the prescribed fee. The particulars will be attested by the Head of the Department and the application will be accompanied by an affidavit on Judicial Stamp Paper of Rs. 3/- signed before the 1st Class Magistrate. The application shall also be accompanied by a copy of FIR lodged with the Police Station duly attested by a gazetted officer. No more request after issue of the second duplicate degree will be considered

CHAPTER XVIII

GOLD MEDAL/AWARDS RULES

1. Gold Medals/Awards

Gold Medals and other awards will be awarded annually at the time of Convocation of the University to the students

- (a) Securing highest overall grade point average/marks and fulfilling the general rules for the award of gold Medals/ awards in all the undergraduate programmes.
- (b) Basis of award for other gold medals has been indicated below each gold medal.
- (c) Awardees shall also have to fulfill the conditions laid down in general rules for the award of gold medals/ awards.

2. GENERAL RULES APPLICABLE ON ALL GOLD MEDALS/AWARDS

1. The medals and other awards will be awarded on successful completion of the respective programme for which the awards are meant.
2. In order to be eligible, the students must have completed the entire programme at this University and should be in continuous residence for the specified period of residential requirements.
3. In order to be eligible, the undergraduate students must have completed the degree in not more than 8 and 10 semesters in case of 4 yr. and 5 yr. Programmes respectively in addition to internship period, if any with an OGPA of 7.5/10.00 basis.
4. For the awards meant for M. Sc. programme, the student must have completed the programme in six semesters (to be counted from the date of registration upto date of notification), must have obtained OGPA of atleast 7.5/ 10.00 basis and must have taken atleast 25 credit hours at the end of 1st year of his/her registration, or in normal duration 60% marks.
5. For the awards meant for Ph.D. programme the students must have completed the entire programme in not more than eight semesters to be counted from the date of registration upto the date of notification and must have obtained OGPA of 7.5/10.00 basis
6. All those students who have passed a particular programme of the University in a particular year will be considered for the award of gold medal for that year.
7. A student who has been on scholastic/conduct probation or who had been either rusticated or expelled or who has received any 'F' grade in any of the course in his/her programmes, will not be entitled for the awards. "US" grade obtained in the deficiency courses shall not debar the students from award of Gold Medals/Awards etc. if they are otherwise eligible.
8. If it is found that two or more students have obtained the same highest percentage of marks, marks obtained in the next lower examination may be taken into consideration for deciding the award of gold medal.
9. The selection of the awards will be governed by these general rules in addition to the specific requirements for respective awards/medals.

10. Competent authority to decide the award shall be Dean of the College concerned in case of U.G. gold medals and Dean, PGS in case of PG gold medals except where in the relevant rules some other authority has been indicated.
11. Competent authority before finally deciding the award, will announce the name of the awardee and invite objections from other claimants.
12. The awards will be given away at the time of the Convocation of the University.
13. In case of any dispute or difference of opinion, the decision of the Academic Council will be final.
14. The particulars of the students with a passport size photograph shall be forwarded to the donors, if any, every year.

3. MEDALS/AWARDS FOR U.G. STUDENTS:

(i) Dr. B. D. Bahl Gold Medal

1. Dr. B. D. Bahl Gold Medal will be awarded to the best student of B. V. Sc. & A. H. Programme in Clinical subjects every year.
2. To select the best student in Clinical subjects the following criteria will be followed:
 - (i) A student having overall OGPA of less than 7.5/10.00 basis shall not be eligible for the award of this medal.
 - (ii) Total marks obtained by the student in all Clinical subjects offered by the College during degree programme will be sole criteria of determining merit of the student.

(ii) A. L Fletcher Gold Medal

1. The medal will be awarded after a student has successfully completed a Bachelor's degree in a particular Year from any constituent college of the University.
2. As the award is not for any particular discipline/College the Committee consisting of the following may recommend to the Vice-Chancellor the award of Gold Medal for his approval:
 - (i) Dean, Post-graduate Studies Chairman
 - (ii) Deans of all constituent colleges
 - (iii) Director Students Welfare
 - (iv) Registrar

Note : Preliminary screening will be done by Dean of each constituent college of the University by co-opting Director Student's Welfare alongwith one or two Professors; faculty members to be nominated by the Dean of the College concerned. Recommendations emerging out from each college shall be placed before the above said committee for final scrutiny.

3. The Vice-Chancellor, CCSHAU, will be the deciding authority for the award of the Gold Medal. However, before the Medal is finally awarded, the name of the awardee shall be announced and objections, if any will be invited by the Dean, Post- graduate Studies. In case of any dispute or difference of opinion, the decision of the Academic Council shall be final.



4. BASIS OF ASSESSMENT

(Overall Grade Point Average. Marks

- i) It will be based upon the conversion figure already approved by the University. The marks will be halved. 50
- ii) Sports & Co-curricular Activities 50

5. The student who gets the maximum marks out of 100 marks but not less than 60 will be graded the All Round Best student and will be awarded the A. L. Fletcher Gold Medal.

(iii). International Women Year 1975 Gold medal

1. Gold Medal will be awarded to All Round Best Girl of the College of Home Science who passed the B. Sc. (Home Sc.) in that year.

2. Basis of Assessment

Overall Grade Point Average. Marks

- i) It will be based upon the conversion figure already approved by the University. The marks will be halved. 50
- ii) Sports & Co-curricular Activities 50

3. The student who gets the maximum marks out of 100 marks but not less than 60 will be graded the All Round Best Girl and will be awarded the International Women's Year 1975 Gold Medal.

Criteria for assessment in Sports and Co-curricular Activities for the award of A. L. Fletcher Gold Medal, International Women's Year 1970 Gold Medal & Mrs. N. L. Kshetry Gold Medal.

Only those Students who qualify for other general conditions for the various gold medals and have an OGPA of 3.00/4.00 basis or 7.00/ 10.00 basis will be considered for further assessment

1. Criteria for assessment in Sports and Co-curricular Activities

Only those students who qualify for other general conditions for the various gold medals and have an OGPA of 7.00/10.00 basis will be considered for further assessment.

A) Sports Achievement: 25 Marks

Sr. No.	Participation Level	Marks			
		A	B	C	D
1.	Recognized International Competitions such as Olympics, World Championships, World Universiad etc.	25	20	18	15
2.	National Championship/All India Inter-State Championship organized under the auspices of National Sports Federation/Association	15	12	10	6
3.	All India Inter-Univ. Championships organized under the auspices of AIU	12	10	8	4
4.	Zonal Inter-State Championship organized under the auspices of National Sports Federation/Association.	10	8	6	4



5.	Zonal Inter –varsity Tournaments organized under the auspices of AIU or in the All India Inter Agril. University Sports Meet organized by ICAR.	6	4	2	1
6.	State Championship organized under the auspices of recognized State Associations.	4	3	2	1
7.	Distt.Tournament/ Inter-College,CCSHAU Championships	2	1.5	1	-

Note: i) A, B, C & D stands for 1st, 2nd, 3rd positions and participation respectively

Note: ii) Marks will be given only for the highest achievement of the candidate as per criteria prescribed. The participation will be considered only if he/she has participated during the completion of the course.

B. N.C.C.		Maximum 10 Marks
I. i)	NCC “BEE” Certificate	2
ii)	NCC “CEE” Certificate	3
iii)	NCC ‘C’ Certificate and additional Camp (other than compulsory)	4
iv)	Attended R.D. Camp	4
v)	Attended R.D. parade	5
II. Badges & Ranks		
i)	L/CPL	1
ii)	CPL	2
iii)	Sgt	3
iv)	U.O.	4
v)	SUO	5
(C) N.S.S.		Maximum 10 Marks
i)	National Award/Achievement at National Level	5
ii)	Attended R.D.Parade	4
iii)	Attended R.D. Camp	3
iv)	Enrolment for three years as NSS Volunteer and attended two additional Camps	2
v)	Blood Donations	2
		(0.5 mark for each blood donation)

Note : Marks will be given only for the highest achievement of the candidates either in B or C as per criteria prescribed. The participation will be considered only if he/she has participated during the completion of the course.

D. General Behaviour:

5 marks

The Dean of the College concerned will in consultation with screening committee will give behavioural marking out of 5 points. The marks of general behaviour will be awarded subject to the condition that the student should not have been on conduct probation or got warning/punishment, if any.

E) Other Co-curricular Activities

10 marks

	A	B	C
a) i) Open National Competitions sponsored by Ministry of HRD, GOI	10	8	6
ii) All India Inter University Competitions sponsored by AIU.	8	6	4
iii) Competitions at State level or All India Inter Agricultural/Vety. Universities/ICAR or Zonal Level of Indian Universities sponsored by Association of Indian Universities.	6	4	2
iv) Competitions at Inter University/Inter-College/District level sponsored by recognized /approved authority.	2	1.5	1

Note : i) A,B,C stands for 1st,2nd,3rd positions.

Note : ii) Marks will be given only for the highest achievement of the candidates as per criteria prescribed. The participation will be considered only if he has participated during the completion of the course

(b) Adventure Programme 10 Marks

I	Peak climbing expedition conducted by Indian Mountaineering Foundation:	
a)	8000 meters and above	10
b)	7000 mts.to 8000 mts	9
c)	6000 mts.to 7000 mts.	8
II.	Participation in National Rock Climbing : Competitions/Camps organized by the recognized body or/Indian Mountaineering Foundation	
	1 st position =	7
	2nd position =	6
	3rd position =	5
III.	a) Advance course of mountaineering	5
	b) Basic course of mountaineering	3
IV	a) Participation in High Altitude Trekkings:- 14000 ft. and above with position if any =	5
	b) Participation in High Altitude Trekkings:- 14000 ft. and above	4
V.	Participation in Rock Climbing Camp/Cycle Trail	2
VI.	Office held at University level:	2

Note : Marks will be given only for the highest achievement of the candidates as per criteria prescribed. The marks should not exceed more than 10 either under A or B. The participation will be considered only if he has participated during the completion of the course.

(iv) Prof. P.K. Dwarkanath Mamorial Gold Medal.

1. The Gold Medal be named as “Prof. P.K. Dwarkanath Mamorial Gold Medal”
2. Alongwith Gold Medal a cash prize of Rs. 5000/- be also given.
3. The total marks obtained by the students in the subjects of Vety. Anatomy, Vety Physiology, Vety Biochemistry and Vety. Pharmacology (except course Nos. VLD-421 and 511) offered by the college during B.V.Sc. &AH degree programme will be the sole criteria of determining merit of the students.

(v) Dr. D.P. Banerjee Gold Medal in Vety. Parasitology

- (i) The Medal will be named as ‘Dr. D.P. Banerjee Gold Medal in Vety. Parasitology
- (ii) This Medal will be awarded to the B.V. Sc & AH student securing the highest aggregate marks in all the UG courses of Vety. Parasitology which presently are:
VPA-211, VPA-221, VPA-311 & VPA –321. If two students secure same highest aggregate marks in all the UG courses of Vety. Parasitology, then OGPA will be considered in deciding Gold Medal.
- (iii) Failure/supplementary/ Conduct probation cases will not be considered.
- (iv) The Gold Medal will be awarded annually at the time of Convocation.
- (v) All the general rules of the University for the award of Gold Medals will be applicable to this medal also.

IV Medals/Awards for Ph.D. students:

For General Condition see rules I & II of this chapter

(i) Dr. V D. Kashyap Gold Medal

- (a) The Gold Medal will be named as Dr. V. D. Kashyap Gold Medal.
- (b) Dr. V. D. Kashyap Gold Medal will be awarded to the best research worker from amongst the Ph.D students.
- (c) A committee of five Senior Professors constituted by the Vice-Chancellor will evaluate the thesis collectively and award the marks to the students in the meeting chaired by the Dean, PGS. Thereafter, a meeting of concerned Deans offering Ph.D. including Dean, PGS and Director of Research will be held under the Chairmanship of the worthy Vice-Chancellor for final approval of the award.
- (d) All those persons who complete Ph.D programme in a particular year will be considered for the award of “Dr. V. D. Kashyap Gold Medal”.

Assessment of thesis shall be based on the following criteria:

(d) Mode of selection

	Marks
Marks of OGPA	30
Importance of the problem	10
Originality of work	15
Utility of work	10

Publication based on Ph.D research (NAAS criteria for weightage of papers)	10
Examiners reports	10
Quality of presentation (Only for those who have been short listed)	15

Total	100
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(e) The applications for the award of Dr. V. D. Kashyap Gold Medal will be invited by the office of Dean, PGS. The HODs will forward the applications of the interested students along with copy of thesis and thesis evaluation report in one lot to the Dean, PGS for taking further action.

(ii) Ms. Manju Utreja Memorial Gold Medal:

(a) The award will be named as Miss Manju Utreja Memorial Award for best Ph.D thesis, which in the opinion of University has contributed to the development of Haryana.

(b) A committee of five Senior Professors constituted by the Vice-Chancellor will evaluate the theses collectively and award the marks to the students in the meeting chaired by the Dean, PGS. Thereafter, a meeting of concerned Deans offering Ph.D. including Dean, PGS and Director of Research will be held under the Chairmanship of the worthy Vice-Chancellor for final approval of the award.

(c) The award will be given annually at the time of convocation of the University and will consist of Gold Medal bearing the name and picture of Miss Manju Utreja, the cash prize and a certificate. The amount of cash award will be announced by the Dean, PGS at the time of announcement of the award every year.

(d) Mode of selection

Selection of the candidate for the award shall be made on the basis of OGPA and quality of thesis in the ratio of 30:70. Assessment of theses shall be based on the following criteria:-

	<u>Marks</u>
OGPA	30
Importance of the problem and quality and utility of work in relation to the objective of the medals	30
Originality of work	10
Quantum of the work	5
Publication, if any (NAAS criteria for weightage of papers)	10
Presentation of work (Only for those who have been short listed)	15

Total	100
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(e) The applications for the award of Ms Manju Utreja Memorial Gold Medal will be invited by the office of Dean, PGS. The HODs will forward the applications of the interested students along with copy of thesis and thesis evaluation report in one lot to the Dean, PGS for taking further action.

(iii) Silver Jubilee Gold Medal for Women:

- (a) The medal will be named as Silver Jubilee Gold Medal for Women for best Ph.D. thesis, which in the opinion of University would contribute to the upliftment of rural Haryana. The award started from the academic year 1996-97.
- (b) A committee of 5 Senior Professors constituted by the Vice-Chancellor will evaluate the theses collectively and award the marks to the students in the meeting chaired by the Dean, PGS. Thereafter, a meeting of concerned Deans offering Ph.D. including Dean, PGS and Director of Research will be held under the Chairmanship of the worthy Vice-Chancellor for final approval of the award.
- (c) The medal will be given annually at the time of Convocation of the University.
- (d) **Mode of Selection**

Selection of the candidate for the award shall be made on the basis of OGPA and quality of thesis in the ratio of 30:70. Assessment of thesis shall be based on the following criteria:-

	Marks
OGPA	30
Importance of problem in context of rural development	10
Originality of work	10
Utility of findings	15
Quality of thesis	10
Publication, if any (NAAS criteria for weightage of papers)	10
Presentation of work (Only for those who have been short listed)	15
Total	<hr/> 100 <hr/>

- (e) The applications for the award of Silver Jubilee Gold Medal for Women will be invited by the office of Dean, PGS. The HODs will forward the applications of the interested students along with copy of thesis and thesis evaluation report in one lot to the Dean, PGS for taking further action.

V Medals/Awards for M.Sc. students:

(i) Dr. (Mrs.) Saroj Kashyap Gold Medal:

- (a) The Gold Medal be named as “Dr. (Mrs.) Saroj Kashyap Gold Medal”.
- (b) The Gold Medal will be awarded annually w.e.f. 2006-07.
- (c) All the students completing M.Sc. degree in any discipline of Home Science in that year will be considered for Dr. Mrs. Saroj Kashyap Gold Medal.
- (d) A committee of 5 Senior Professors to be constituted by the Vice-Chancellor (three Professors shall be from the College of Home Science) will evaluate the thesis collectively and award the marks to the students in the meeting chaired by the Dean, PGS. Thereafter, a meeting of Dean, College of Home Science offering M.Sc. Home Science including Dean, PGS and Director of Research will be held under the Chairmanship of the worthy Vice-Chancellor for final approval of the award. The medal will be given annually at the time of Convocation of the University.

(e) **Mode of selection**

The selection of the candidate for the award of Gold Medal shall be made on the basis of OGPA and quality of thesis in the ratio of 40:60.

The criteria for evaluation of research work shall be as under:

	Marks
Importance of the problem selected for thesis research	10
Quality of thesis	10
Application of findings	10
Originality of the work	10
Quantum of work	5
Presentation before the committee	5
Publications, if any	5
Examiners Report	5
OGPA	40
Total	100

(ii) **Dr. S. R. Vyas Gold Medal:**

“Dr. S. R. Vyas Gold Medal” will be awarded to a student of Master’s Programme securing the highest OGPA in the discipline of **Microbiology**.

(iii) **Dr. Ram Dhan Singh Gold Medal:**

Dr. Ram Dhan Singh Gold Medal will be awarded to a student of Master’s Programme securing the highest OGPA in the discipline of **Plant Breeding**.

(iv) **Dr. S. D. Nijhawan Gold Medal:**

Dr. S. D. Nijhawan Gold Medal will be awarded to a student of Master’s Programme securing the highest OGPA in the discipline of **Soil Science**.

(v) **Dr. R.N. Srivastava Gold Medal**

(a) The Gold Medal be named as “Dr. R.N. Srivastava Gold Medal.

(b) “Dr. R.N. Srivastava gold Medal” will be awarded annually to the best M.V.Sc. thesis in **Animal Biotechnology/Vety. Microbiology/Vety. Immunology**

(c) All the persons who complete their M.V.Sc. in Animal Biotechnology/Vety Microbiology/Vety Immunology in that year will be considered for the selection of best thesis.

(d) A committee consisting of the Dean of the college as Chairman, Dean, Postgraduate Studies, Director of Research/Additional Director Research, Heads of Departments of Animal Biotechnology, Vety. Microbiology and Biotechnology and Molecular Biology will scrutinize the thesis submitted by the candidates.

(e) **Mode of Selection**

The selection of the candidate for the award of Gold Medal shall be made on the basis of OGPA and quality of thesis research in the ratio of 40:60. Assessment of the thesis shall be based on the



following criteria.

	Marks
Importance of the problem selected for thesis research	10
Originality of the work	15
Application of research findings	15
Examiners evaluation report	5
Quality of thesis writing	10
Publications based on thesis research	5
OGPA	40
Total	100



CHAPTER XIX

FEES FOR VARIOUS CERTIFICATES

1.	Degree in Absentia	Rs. 100/-
	Degree Folder	Rs. 100/-
2.	Duplicate/revised copy of Degree	Rs. 500/-
3.	Duplicate/revised copy of PDC	Rs. 100/-
4.	Duplicate/revised copy of Transcript/DMC	Rs. 150/-
5.	Migration Certificate	Rs. 100/-
6.	Duplicate/revised copy of Migration Certificate	Rs. 100/-
7.	Duplicate/revised copy of Certificate of Gold Medal	Rs. 150/-
8.	Duplicate copy of Semester Report	Rs. 50/-
9.	Any other kind of certificate	Rs. 100/-

Postage charges for all documents/certificates

Within India	Rs. 50/-
Foreign countries	Rs. 500/-

- Note :
1. Incomplete transcripts shall not be issued. The students may make use of the copies of trimester/semester reports already issued to them.
 2. Duplicate copy of migration certificate shall be issued only on production of an affidavit duly attested by 1st Class Magistrate.
 3. No certificate shall be issued by hand on the same date. An amount of Rs. 100/- may be charged as urgent fee for issuing documents in case of an emergency and that too after 48 hours.
 4. No provision to issue more than one duplicate copy at one time. However, for the issue of 2nd duplicate degree procedure has been laid down in rule 7 at page 150. 2nd duplicate degree shall be issued only after following the procedure prescribed and also payment of Rs. 500/-

CHAPTER XX

PROVISION OF WRITER IN THE EXAMINATION

- (i) Writer shall not be of the choice of the student.
- (ii) Writer will be provided to the student on an application to the Dean of the College concerned and by the Dean of the College concerned i.e. the Dean of the college to which the student belongs.
- (iii) The writer will be drawn from the ministerial cadre working in the University from amongst Clerks/ Steno- typists, Asstts. Stenographers etc. A list of such Writers who can be contacted for this purpose will be supplied to all the colleges by the office of the Registrar.
- (iv) The Dean, will assign, if satisfied that the student applying for a writer is in fact so disabled that he can not write examination at his own, one of these persons to work as a writer for the student.
- (v) In lieu of the writer a special fee of Rs. 200/- per paper will be charged from the concerned student towards examination fee.
- (vi) The Centre Superintendent and the Invigilators shall be responsible to ensure that the writer is used only to faithfully write whatever the student wants to be written, as the answer.
- (vii) The frisking etc. shall be done inside the Examination Hall by the Invigilators and other University employees on examination duty. As far as practically possible, Police staff if deputed on examination duty, will not be used inside the examination hall.

CHAPTER XXI

RULES REGARDING PREVENTION OF RAGGING

1. TITLE, COMMENCEMENT AND APPLICABILITY

- 1.1 These Rules shall be called the “CCS Haryana Agricultural University Rules on Curbing the Menace of Ragging, 2009” The University has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as the directions of the Hon’ble Apex Court.
- 1.2 They shall come into force w.e.f. 28.07.2009 i.e. from the date of their approval by the Academic Council.
- 1.3 They shall apply to all the students enrolled in certificate, diploma, UG and PG degree programmes or any other category of courses in which instruction/education is imparted by the Chaudhary Charan Singh Haryana Agricultural University and which includes its departments, constituent colleges and all the premises, whether being academic, residential, playgrounds, canteen or other such premises of the University whether located within the campus or outside/outstations/KVKs/Research Stations, and to all means of transportations of students, whether public or private, accessed by students for the pursuit of studies in this University.

2 OBJECTIVES

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from this University, by prohibiting it under these Rules, preventing its occurrence and punishing those who indulge in ragging as provided for in these Rules and the appropriate law in force.

3. WHAT CONSTITUTES RAGGING

Ragging constitutes one or more of any the following acts:

- a. **any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;**
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to

adversely affect the physique or psyche of such fresher or any other student;

- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student.

With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. DEFINITIONS

In these Rules unless the context otherwise requires:-

- a) “Act” means the Haryana and Punjab Agricultural Universities Act, 1970 (16 of 1970).
- b) “Academic Year” means the period from the commencement of studies in any course of study in the University upto the completion of academic requirements for that particular year.
- c) “Anti Ragging Helpline” means the Helpline established under Clause (a) of Rule 6.2 of these Rules.
- d) “District Level Anti Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- e) “Head of the Institution” means the Vice-Chancellor of Chaudhary Charan Singh Haryana Agricultural University.
- f) “Fresher” means a student who has been admitted to any programme and who is undergoing his/her first year of study in the University.
- g) “Constituent Colleges” means Constituent Colleges of the Chaudhary Charan Singh Haryana Agricultural University.
- h) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

Words and expressions, used and not defined herein but defined in the Haryana and Punjab Agricultural University Act, 1970 (16 of 1970) and University Calendar Vol. II, shall have the meanings respectively assigned to them in the Act/Calendar, as the case may be.

5. MEASURES FOR PROHIBITION OF RAGGING AT THE UNIVERSITY LEVEL

- 5.1 The University or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside/outstations/KVKs/Research Stations, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Rules, to achieve the objective of eliminating ragging, within the University or out side.
- 5.2 The University shall take action in accordance with these Rules against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6. MEASURES FOR PREVENTION OF RAGGING AT THE UNIVERSITY LEVEL

- 6.1 The University shall take the following steps in regard to admission or registration of students; namely,
- (a) Every public declaration of intent by the University, in the Prospectus shall expressly provide that ragging is totally prohibited in the University, and any one found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these rules as well as under the provisions of any penal law for the time being in force.
- (b) The prospectus, whether in print or electronic format, shall prominently print these Rules in full.
Provided that the University shall also draw attentions to any law concerning ragging and its consequences, as may be applicable.
Provided further that the telephone numbers of the Anti-Ragging Help line and all the important functionaries in the institution, including but not limited to the head of the institution, faculty members, members of the Anti-Ragging Committees and Anti Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- (c) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Rules, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of the these Rules as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Rules and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Rules or under penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- (d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure II to these Rules, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Rules as well as the provisions of any other law for the time being in force, and is aware of the prohibitions of ragging and the punishments prescribed, both under penal laws as well as under these Rules and also affirm to the effect that his/her ward has not been expelled and or debarred by any institution and further aver that his/her

ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

- (e) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the University can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- (f) A student seeking admission to a hostel forming part of the University, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Rules, respectively along with his/her application.
- (g) Before the commencement of the academic session in any Constituent College, the Deans/Principal shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the Constituent College and steps to be taken to identify those indulging in or abetting ragging and punish them.
- (h) The Deans/Principal shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Rules and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- (i) The Deans/Principal shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the University's resolve to ban ragging and punish those found guilty without fear or favour.
- (j) The Deans/Principal/DSW shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- (k) The Deans/Principal shall tighten security in college premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Rules and volunteers, if any, shall be resorted to such points at odd hours during the first few months of the academic session.
- (l) The Deans/Principal shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Rules.
- (m) The faculties/departments/units of the Constituent Colleges shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objective of this Rules.
- (n) Every Constituent College shall engage or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the College, for the purposes of offering counseling to the freshers and to other students after the commencement of the academic year.
- (o) The Deans/Principal/DSW shall provide information to the local police and local authorities, the details of hostels used for residential purposes by students enrolled in the University and the

Deans/Principal/DSW shall also ensure that the Anti-Ragging Squad shall ensure vigil in such hostels to prevent the occurrence of ragging therein.

6.2 The University shall, on admission or enrolment or registration of students, take the following steps, namely;

- (a) Every fresh student admitted to the University shall be given a printed leaflet by the concerned Deans/Principal detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required of the Anti-Ragging Helpline referred to in these Rules, Wardens, Deans/Principal, all members of the Anti-Ragging Squads and committees, relevant district police authorities.
- (b) The Constituent Colleges, through the leaflet specified in clause (a) of Rule 6.2 of these Rules shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the University in earlier years.
- (c) The leaflet specified in clause (a) of Rule 6.2 of these Rules shall inform the freshers about their rights as bona fide students of the University and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the warden or to the Deans/DSW, as the case may be.
- (d) The leaflet specified in Clause (a) of Rule 6.2 of these rules shall contain a calendar of events and activities laid down by the University to facilitate and complement familiarization of freshers with the academic environment of the University.
- (e) The Deans/Principal shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely' (i) joint sensitization programme and counseling of both freshers and senior students by a professional counselor, referred to in Clause (n) of Rule 6.1 of these Rules; (ii) joint orientation programme of freshers and seniors to be addressed by the Deans/Principal, and the Anti-Ragging Committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students' and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration; (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.
- (f) The Deans/Principal shall set up appropriate committees, including the course-in-charge, student advisor, wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- (g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- (h) Each batch of freshers, on arrival at the University, shall be divided into small groups and each group shall be assigned to a advisor of the faculty by the Deans/Principal, who shall interact individually with each members of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the University and shall extend necessary help to the fresher in overcoming the same.

- (i) It shall be the responsibility of the advisor assigned to the group of freshers, to coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged and such advisor shall maintain a diary of his/her interaction with the freshers under his/her charge.
- (j) The DSW/Hostel Wardens shall ensure that freshers shall be lodged, as far as may be, in a separate hostel/block. The DSW/Hostel Wardens shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff.
- (k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the Deans/Principal/DSW.
- (l) It shall be responsibility of the parents/guardians of fresher to promptly bring any instance of ragging to the notice of the Deans/Principal/DSW.
- (m) Every student studying in the University and his/her parents/guardians shall provide specific affidavits required under Clauses (c), (d) and (g) of Rule 6.1 of these Rules at the time of admission or registration, as the case may be, during each academic year.
- (n) Every Constituent College shall obtain the affidavit from every student as referred to above in clause (m) of Rule 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the University/Commission or any of the Councils or by any other person or organization authorized to do so.
- (o) Every student at the time of his/her registration shall inform the Deans/Principal about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- (n) The Deans/Principal shall, on the basis of the information provided by the student under clause (o) of Rule 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation by students, whether public or private.
- (o) The Deans/Principal shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the University, informing them about these Rules and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the University at the beginning of the academic session next.

6.3 The University shall constitute the following bodies; namely,

- (a) The University shall constitute a Committee to be known as the Anti-Ragging Committee to be proposed by the DSW and headed by the Registrar, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representative of faculty members, representatives of parents, representatives of students belonging to the fresher' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- (b) It shall be the duty of the Anti Ragging Committee to ensure compliance with the provisions of these Rules as well as the provisions of any law for the time being in force concerning ragging;

and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the University.

- (c) Every Constituent College shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Deans/Principal with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squads shall have representation of various members of the campus community and shall have no outside representation.

- (d) It shall be the duty of the Anti-Ragging Squads to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- (e) It shall also be the duty of the Anti-Ragging Squads to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Deans/Principal or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report alongwith recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of these Rules.

Provided that the Anti-Ragging Squads shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- (f) Every Constituent College shall, at the end of each academic year, in order to promote the objectives of these Rules, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six mentors of the lower level.

6.4 The University shall take the following other measures, namely;

- (a) As far as possible each hostel or a place where groups of students reside, forming part of the University, shall have a full-time Warden, to be appointed by the University as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- (b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, the number of Hostel Warden shall be publicized among all students residing in the hostel.
- (c) The University shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- (d) The professional counselors referred to under Clause (n) of rule 6.1 of these Rules shall, at the time of admission, counsel freshers and/or any other student(s) desiring counseling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counseling sessions.

- (e) The University shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- (f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every College/Deptt./Office shall permit unrestricted access to phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the College/Deptt./Office may deem fit necessary to restrict the use of phones.
- (g) The faculty of the Constituent Colleges and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- (h) The Deans/Directors/Heads of Deptts./Offices/Sections shall obtain an undertaking from every employee including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building/lawns and employees of service providers providing services within the University, that he/she would report promptly any case of ragging which comes to his/her notice.
- (i) The University shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- (j) The University shall give necessary instructions to the employees of the canteens and messing, whether that of the University or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Deans/Principal/DSW or members of the Anti Ragging Squads or members of the Anti Ragging Committee or the Wardens, as may be required.
- (k) The University, shall ensure that institutions imparting instructions in or conducting training programme for teachers include inputs relating to anti ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- (l) Discreet random surveys shall be conducted by Deans/Principal/DSW amongst the freshers every fortnight during the first three months of the academic year to verify and cross check whether the University is indeed free of ragging or not and for the purpose the Deans/Principal/DSW may design own methodology of conducting such surveys.
- (m) The Deans/Principal shall cause to have entry, apart from those relating to general conduct and behaviour, made in the Character Certificate issued to the students while leaving the University, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour any inclination to harm others, during his course of study in the University.
- (n) Notwithstanding anything contained in these Rules with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the University, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- (o) The Deans/Principal of a Constituent College of the University, as the case may be, shall, during

the first three months of an academic year, submit a weekly report of the status of compliance with Anti-Ragging measures under these Rules, and a monthly report on such status thereafter, to the Vice-Chancellor.

- (p) The Vice-Chancellor, shall submit fortnightly reports of the University, to the State Level Monitoring Cell.

7. ACTION TO BE TAKEN BY THE DEANS/PRINCIPAL OF THE CONSTITUENT COLLEGES

On receipt of the recommendation of the Anti Ragging Squads or on receipt of any information concerning any reported incident of ragging, the Deans/Principal shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- (i) Abetment to ragging;
- (ii) Criminal conspiracy to rag;
- (iii) Unlawful assembly and rioting while ragging;
- (iv) Public nuisance created during ragging;
- (v) Violation of decency and morals through ragging;
- (vi) Injury to body, causing hurt or grievous hurt;
- (vii) Wrongful restraint;
- (viii) Wrongful confinement;
- (ix) Use of criminal force;
- (x) Assault as well as sexual offences or unnatural offences;
- (xi) Extortion;
- (xii) Criminal trespass;
- (xiii) Offences against property;
- (xiv) Criminal intimidation;
- (xv) Attempts to commit any or all of the above mentioned offences against the victim(s);
- (xvi) Threat to commit any or all of the above mentioned offences against the victim(s);
- (xvii) Physical or psychological humiliation;
- (xviii) All other offences following from the definition of "Ragging".

Provided that the Deans/Principal shall forthwith report the occurrence of the incident of ragging to the Vice-Chancellor.

Provided further that the Constituent College shall also continue with its own enquiry and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8 ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

- 8.1 The Deans/Principal shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:
- (a) The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
 - (b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, recommend, to those found guilty, one or more of the following punishments, namely;
 - (i) Suspension from attending classes and academic privileges.
 - (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
 - (iii) Debarring from appearing in any test/examination or other evaluation process.
 - (iv) Withholding results.
 - (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - (vi) Suspension/expulsion from the hostel.
 - (vii) Cancellation of admission.
 - (viii) Rustication from the institution for period ranging from one to four semesters.
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- 8.2 The appeal shall lie with the Vice-Chancellor within fortnight from the date of issue of orders.
- 8.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the University, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Rules or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

9 SUSPENSION

- 9.1 After having regard to the nature and gravity of the incident of ragging, the Dean of the college concerned/Principal of the College of Agril., Kaul with respect of the students of COA, Kaul is satisfied that it is necessary/desirable in the interest of the University to place under suspension, the student found involved in an act of indiscipline, he may place such student under suspension.
- Such suspension will not amount to any penalty having been imposed under the provisions under these rules.
- 9.2 Such suspension will debar a student from availing any facility of the University.



10. INTERPRETATION AND MISCELLANEOUS CONDITIONS

In the event of any inconsistency amongst the rules or in the event of any clarification with respect of the above rules the matter shall be decided in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and Directions of the Hon'ble Apex Court regarding Prevention of Ragging with the approval of the Vice-Chancellor.



ANNEXURE-I

AFFIDAVIT BY THE STUDENT

I, (full name of student with admission number/registration/enrolment number)
S/o d/o Mr./Mrs./Ms. _____, having been admitted to
(Name of the institution), have received a copy of the CCS Haryana Agricultural
University Rules on Curbing the Menace of Ragging, 2009, (hereinafter called the "Rules") carefully read and fully
understood the provisions contained in the said Regulations.

- 2) I have, in particular perused clause 3 of the Rules and am aware as to what constitutes ragging.
- 3) I have, in particular, perused clause 7 and clause 8.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Rules.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Rules.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.1 of the Rules, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Deponent
Name

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated herein.

Verified at (Place) this _____ day of _____ month of _____ year.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER



DISCLAIMER

The statements made in this Calendar and all other information contained herein are believed to be correct at the time of publication. However, the University reserves the right to make, at any time, without notice, changes in and additions to the regulations, conditions governing the conduct of students requirements for degree or the diploma, fees and any other information or statements/rules contained in this Calendar. Students will be governed by the academic rules as amended from time to time, unless otherwise provided specifically. No responsibility will be accepted by the University for hardship or expense encountered by its students or any other person or persons for such changes, additions, omissions, or errors, no matter how they are caused.

