

ACADEMIC RULES & REGULATIONS

FOR

DIPLOMA COURSE IN ANIMAL HUSBANDRY



SESSION 2012-13

**NANAJI DESHMUKH
VETERINARY SCIENCE UNIVERSITY
JABALPUR - 482001 (M.P.) INDIA**

FORWARD

Nanaji Deshmukh Veterinary Science University, Jabalpur is a prime institute in the country for offering quality education in the discipline of Veterinary Science and Animal Husbandry. . In this context, University is bringing out this revised up to date academic rules and regulations for diploma students.

The document contains useful information about requirement for diploma programme, conduct of examination and evaluation, regulation for prevention of unfair means in the examination and maintenance of discipline. The academic rule book will serve as a guideline for students during their diploma study programme. Students can achieve grand success during their studies by adhering to these regulations in a disciplined manner.

I convey my best wishes to students for attaining proficiency in their diploma programme.

(Govind Prasad Mishra)
Vice-Chancellor
NDVSU, Jabalpur

CHAPTER - 1 INTRODUCTION

1.01. Academic Regulations and its commencement:

These Regulations shall be called as “Academic Regulations for two years Diploma Course in Animal Husbandry” under Nanaji Deshmukh Veterinary Science University (NDVSU), Jabalpur and shall be applicable from the academic session 2012-13. These rules can be amended by the Vishawavidhyalaya Academic Council or V.V. provision time to time as and when required.

1.02 Details of Constituent Colleges:

There are five Colleges of Diploma Course in Animal Husbandry located at Jabalpur, Mhow, Rewa, Bhopal and Morena, under Nanaji Deshmukh Veterinary Science University (NDVSU), Jabalpur (M.P). All these five Colleges of Diploma course came into existence w.e.f. 2/2/2012, in exercise of the powers conferred under section 6 (h) of Nanaji Deshmukh Veterinary Science University Act 2009 (No. 16 of 2009) by the Government of Madhya Pradesh.

Diploma colleges situated at Jabalpur, Mhow and Rewa shall be under administrative control of the respective Dean of the Veterinary colleges. However, Bhopal and Morena Colleges shall be under administrative control of Dean, College of the Veterinary Science & Animal Husbandry, Mhow & Rewa, respectively, for the purpose of collection of fees, administration and to regulate conduct and discipline and other activities.

CHAPTER- 2 MINIMUM ADMISSION REQUIREMENTS FOR DIPLOMA COURSE

2.01 A candidate shall be admitted to the diploma course provided he/she has completed the age of 17 years as on 31st December of the year of entrance examination but not more than 28 years of age. The upper age limit shall be relax able up to maximum of five years, if candidate happens to be a women candidate or SC/ST/OBC category. Minimum admission requirements shall be as laid down by the Academic Council of this University from time to time.

2.02 The selection of candidates to the Diploma Course shall be done on the basis of merit of the candidate(s), generated by common entrance test conducted by the Madhya Pradesh Professional Examination Board, Bhopal.

2.03 Admissions of Fresh Entrants/Students

New entrants shall report in person along with parents/guardians to the Diploma College to which they have been selected for admission on the scheduled date of admission notified by the University for payment of fees and registration. The admission of a candidate, who fails to report on the scheduled date and unable to deposit fees shall stand cancelled.

The admission to Diploma course shall consist of the following steps:

- (i) Payment of full fees at the Diploma College on the day of counseling or as notified by Registrar, NDVSU, Jabalpur.
- (ii) Registration of courses shall be allowed in person. No registration in absentia shall be permitted.
- (iii) The candidates selected for admission to a diploma course shall be enrolled students of the University, only after completion of all the formalities prescribed by the University from time to time.

- (iv) An identity card shall be issued to each enrolled student which should be carried by them at all time and be shown whenever required. The student shall has to quote the I.D. Number while making correspondence with College/University. The identity card shall be renewed every year. In case of loss, a duplicate identity card shall be issued by the respective College office on payment of Rs. 100/- only, after junior year & senior year verification of identity of the students.

2.04 Registrations by continuing students :

- (i) Students on the roll of the University has to report physically to the In charge/Principal of the Diploma College, and has to pay requisite fees prescribed by the University for a semester and register the courses running in a semester on the scheduled date prescribed in the academic calendar or notified by the University. No registration shall be allowed in absentia or after the scheduled date.
- (ii) Late payment of fees and course registration shall be permitted on payment of late fee Rs. 100/- per day, by the In charge/Principal of the College up to six working days following the scheduled date of registration. However, Coordinator, Diploma Course Programme may further permit late registration up to four additional working days on special ground from the prescribed date of registration with late fees.
- (iii) No attendance benefit for the late registration shall be allowed. Late registration shall be at the risk and responsibility of the student(s) to maintain the required percentage of attendance as per relevant clause under these regulations.

**CHAPTER- 3
ADVISORY SYSTEM**

3.01 Advisory System

- (i) Every student admitted to Diploma Courses shall be assigned to an advisor by the In charge/Principal of the Diploma College soon after the student’s admission. The advisor shall be chosen from amongst the teachers of the Diploma College.
- (ii) The same advisor shall continue to look after the interest of the student and will give personal guidance on academic and administrative matters till the student completes the programme or withdraws from the college, whichever is earlier.
- (iii) The Incharge/Principal of the Diploma College shall appoint any teacher as a class teacher for Diploma classes for each session and class.

3.02 Transfer of students from one Diploma College to another.

- (i) A student studying in any Diploma College shall be allowed to seek transfer to another Diploma College of NDVSU under mutual basis or an individual basis subject to vacancy of seats in respective College with the permission of Director, Diploma Course, NDVSU. Interested Candidates may apply through proper channel with proper justification.
- (ii) The transfer shall be allowed by the College concerned within a period of one month after passing the second semester examination or before start of next session.
- (iii) The number of students transferring from one Diploma College to another Diploma College shall not exceed 5% of sanctioned capacity in any Diploma College in an academic session.

3.03 Residential requirements

- (i) In order to become eligible for the Diploma Course of this University, the minimum and maximum residential requirements shall be as under:-
- (ii)

Name of Diploma Course	Residential requirement (semester)	
	Minimum	Maximum
Diploma in Animal Husbandry	04	06

- (iii) If a student has acquired the status of second year class and could not pass the prescribed courses within the stipulated period, then Director Diploma Course after the scrutiny of the case on merit and subject to good conduct of student can recommend for the extension of two more semesters for grant of permission by the Vice Chancellor.
- (iv) Student failed in more than two papers at the end of Academic Year has to repeat only papers in which he/she has failed and shall not to be promoted to second year. He/she has to clear all subjects of first year before being admitted to IInd year.
- (v) Student shall repeat only theory or practical (not both) of a particular course in which he/she has failed.
- (vi) The academic year washed out on an account of withdrawal or failure to register in time, shall not be counted towards residential requirements.
 - (a) Semesters washed off due to use of unfair means or indiscipline shall be counted for residential requirements.
 - (b) A student whose academic year has been washed out for the above reasons shall be eligible to resume his studies at the start of subsequent academic year, subject to the condition that he/she has completed a minimum residential requirements of one academic year and the total period of withdrawal/gap shall not exceed one academic year including the academic year in which he/she had withdrawn.
 - (c) A student who has completed attendance requirement, and fails to appear in the practical or theory examination or in both, shall be treated as failed but shall be eligible for compartment examination as per the rules.
- (v) All papers of failed student shall be repeated along with regular students. There shall be no separate semester for repeat students.

CHAPTER- 4
MODE OF EXAMINATION

- 4.01 It shall be the responsibility of the course teacher (s) / instructor(s) to ensure that the topics to be covered as per declared semester for the theory and practical in each course and distributed to the students at the beginning of each semester. The In charge/Principal of the Diploma College shall ensure that the schedule is adhered to and alternate arrangements (extra classes) are made to cover up the loss in case of any eventualities and unavoidable reasons that lead to non-adherence of the above schedule.
- 4.02 The question paper shall consist of fair mixture of objective and subjective questions. The objective questions in the form of fill-up the blanks, true or false and multiple choice and shall constitute about 60% of the paper in each course. The duration of theory examination for each paper shall be of two hours.
- 4.03 Distribution of marks in the semester examination shall be as follows.

1st Semester Examination		2nd Semester Examination		3rd Semester Examination		4th Semester Examination	
Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical
50	50	50	50	50	50	50	50

- 4.04 Distribution of marks in the **Theory Examination** shall be as follows:-
 - i. Section A (Objective Type Questions) – 20 marks (40%)**
 - a. Fill in the blanks : 10 Questions of 1 mark each or
 - b. True or False : 10 Questions of 1 mark each or
 - c. Multiple choice : 10 Questions of 1 mark each or
 - d. Match the column : 10 Questions of 1 mark each
 - ii. Section B (Subjective Type Questions) – 30 marks (60%)**
 - a. Short Notes : 05 Questions 2 marks each
 - b. Long Questions : 05 questions 4 marks each

- 4.05 Distributions of marks in **Practical Examination** shall be as follows:

S.No.	Particulars	Weight age for Internal practical examination
a	Practical record	5 marks (10%)
b	Assignment	5 marks (10%)
c	Spotting / written test	10 marks (20%)
d	Subject related practical	20 marks (40%)
e	Viva-voce examination	10 marks (20%)
f	Total Marks	50

4.06 **Final Diploma examination:** After the fourth semester, if student has cleared all the course of Ist year & IInd year shall be eligible for Final Diploma Examination, which shall consists of Viva-voce examination of 50% marks and student has to secure 40% passing marks for satisfactory grade. If student secures less than 40% marks shall be awarded unsatisfactory grade. Such student shall has to appear for compartment final Diploma Examination, date for which shall be declared by Director Diploma Course. Compartment Final Diploma Examination shall be held one month after the Final Diploma Examination.

The Board for Final/Compartment Diploma Examination shall be as follows:

- i. Director, Animal Husbandry Diploma Course, or his representative.
- ii. Joint Director, Animal Husbandry Deptt.Govt. of M.P. or his representative.
- iii. Principal/In charge of Animal Husbandry Diploma College.

4.07 Theory Examination shall be organized by the Director Diploma Course with the help of respective In charge/Principal of the respective colleges. Director Diploma Programme shall notify schedule dates (time-table) for theory and practical examinations at least 10 days before the start of examination, for the information of students and all concerned.

4.08 In charge/Principal of the College shall appoint invigilators and supervisory staff. The invigilators shall be responsible to make entire arrangements for the orderly conduct of examination.

4.09 For Theory Examination (s), paper received from the course teacher in the sealed envelope shall be used by the In charge of examination of the Diploma College for getting the requisite number of copies made under his/her own supervision by maintaining complete secrecy. Sealed packets containing question papers shall then be delivered to the In charge of examination. The sealed packets shall be opened by the In charge Examination after getting the signature of all the invigilators present in the examination hall. Similarly, after examination, all the answer books shall be sealed by In charge Examination after taking the signature of all the invigilators.

4.10 The practical examination(s) shall be conducted by the respective Course teachers.

4.11 Student(s) having I.D. Cards shall be allowed to appear in examination by In charge examination. A candidate who is late beyond 15 minutes shall not be allowed to appear in examination. However, justification for coming late shall be examined by the In charge examination whose decision shall be final. No candidate shall be allowed to leave the examination hall before one hour after commencement of examination.

4.12 Evaluation of answer books shall be done by the teachers of the same campus. Marks obtained in theory and practical examinations shall be recorded separately and submitted to the Incharge/Principal of the colleges.

4.13 Under exceptional circumstances or unavoidable exigencies arising at the time of examination, In charge/Principal of Diploma College shall be authorized for cancellation/postponement of examination in consultation with Director, Diploma Course.

4.14 In charge exam/Principal Diploma Center should examine 5% of the evaluated answer books randomly in order to find out mistakes during evaluation of answers books and to get them rectified by the Evaluator.

4.15 If any student puts any remark or indication or signature or marks of identification on his/her answer book and the same is noticed during the examination or reported by the evaluators, then this shall be considered as an act of unfair means and shall be punished as per Regulations meant for prevention of unfair means in the examination under **chapter 9** of the Regulations.

4.16 The answer books of theory/practical examination shall be kept in safe custody of the In charge/Principal Diploma College for one year and thereafter can be disposed off or sold as waste after destroying first page of the answer books.

4.17 In charge/Principal of the Colleges will send result (IRS) and a copy of the tabulation sheet along with mark sheet (in approved Format) to Registrar through Director, Diploma Course.

4.18 Student failed in more than two papers at the end of academic year, shall has to repeat only paper in which he/she has failed

and shall not be promote to second year. He/she has to clear all subjects of first year before being admitted to second year.

- 4.19 **Declaration of Result-** The overall performance of the student shall be determined upon adding cumulative marks earned in Examinations. A student is required to appear in all the scheduled Examination of his/her registered academic year. A student is required to secure a minimum of 40% marks in theory and aggregate of 40% marks in practical separately in order to pass in a paper. In case student (s) secure less than 40% marks in theory/practical separately, he/she shall be declared 'fail' in that Theory/Practical paper.

4.20 **Compartment Examinations**

A student failing maximum in 02 papers shall be allowed to appear in compartment examination of those paper. The procedure for calling the question paper, conduct of examination and evaluation of answer books shall remain the same as for semester examination.

- (i) The schedule fixed for Compartment Examination shall not be changed in the events of strike, boycott, walkout, medical grounds or for reasons whatsoever. There shall be no re-examinations for compartment examination to accommodate for any individual reasoning.
- (ii) Schedule for compartment examination shall be notified within 10 days after the declaration of result of the each semester by the Director, Diploma Course. All examinations shall held on such dates, time and places as prescribed in the academic calendar or notified by the University and it should adhere to, so that result is declared before the start of the next semester. Theory examination shall be of two hours duration.
- (iii) Student shall be allowed provisionally to sit in the next class provided he/she has failed maximum in 2 theories & 2 practical in each semester. He/she cannot be promoted to next class until he/she has cleared the papers in which he/she was declared fail.
- (iv) If the student fails in the compartment examination after the second semester in any paper, shall not be promoted to IInd year. Such student shall register along with regular student. No separate semester shall run for repeat student.
- (v) It is necessary to pass theory & practical examination separately.

- (vi) Students failed in more than 2 theory papers & 2 practical at end of Academic year has to repeat only papers in which he/she failed but shall not be allow to sit in next class
- (vii) Fees for the compartment examination will be Rs. 3000/-, which has to deposited before the registration for the compartment examination.

4.21 **Re totaling and Rectification of Error**

- i. There shall be no provisions of revaluation of answer books, but he/she shall be entitled to get his/her theory answer book(s) scrutinized for re totaling or rectification of error. Student shall apply to respective In charge/Principal of Diploma College within three days after the declaration of result on payment of prescribed fees of Rs.200 for each paper.
- ii. The Director Diploma Course shall arrange the scrutiny of answer book(s) by appointing two members committee with Principal of respective college as Chairman for this purpose.
- iii. Scrutiny means re-totaling of the marks, and valuation of unmarked question(s),
- iv. After scrutiny, if it is found that the total marks obtained are incorrect the same shall be corrected and the results shall be revised accordingly (even if it is towards lower side). If, however, any question is found to be unmarked by the examiner, the answer book(s) shall be sent to the course teacher for doing the needful and the result(s) shall be revised accordingly. In that event the student shall be allowed continue to study in the higher class till the result is revised and notified.
- v. No representation by the student(s) shall be entertained against marks obtained after process of scrutiny.
- vi. In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he/she may apply to In charge/Principal Diploma College to appear in the compartment examination on the schedule date(s). The scheduled date(s) of the compartment examinations shall under no circumstances be changed on this account.
- vii. The answer book(s) of Annual Examination shall not be shown to the student under any circumstances.

CHAPTER - 5

Attendance Requirement

- 5.01 Students shall ordinarily attend all the scheduled theory and practical classes. However, he must attend a minimum of 75% of the scheduled theory and practical classes separately.
- 5.02 The In charge/Principal of the College may condone the shortage of attendance up to 5 per cent only on valid grounds on special circumstances. Director Diploma Course may also condone 5% only on valid grounds on recommendation of Principal of Diploma College. There will be no separate provision for grant of leave on any ground.
- 5.03 Student (s) failing to fulfill the required minimum attendance (in either theory/practical or both), shall not be eligible to appear in the Semester Examinations of that paper (s) (both theory and practical) and will be declared fail in that paper (s).
- 5.04 Regular teaching shall start from the next day after the schedule date of registration and attendance will be counted from that day till seven days preceding the date of commencement of Examination. The students who are required to forgo classes due to their participation in sports, athletic and other extra-curricular activities at inter-collegiate, inter-university, inter-state or national level, shall be treated as "D" and treated as present for the purpose of calculation of percentage of attendance on submission of certificate from In charge/Principal of the college.
- 5.05 Principal of Colleges shall notify the eligibility of students to appear in the examination seven days in advance of the commencement of the semester examination and notice to this effect shall be displayed on the notice board of the College and a copy of the same shall be submitted to the Director, Diploma Course.
- 5.06 A student who has completed attendance requirement, and failed to appear in the practical or theory examination or in both, shall be treated as failed but shall be eligible for compartment examination as per the rules.
- 5.07 Teacher(s) shall maintain a record of the attendance of students in each course taught by him/her in each semester for theory and practical separately in the prescribed register.
- 5.08 Student(s) shall be apprised of their attendance on monthly basis by the teacher(s) in the class and also through the display in notice board with a copy of the same to the In charge/Principal of the College.
- 5.09 At the end of each semester, the teacher(s) shall notify the consolidated attendance of the course(s) taught by him after giving benefit of attendance, if any, to those students who had been officially engaged elsewhere and submit the same to the Incharge/Principal of the College through the class teacher.

Chapter - 6

Promotion and Failure

- 6.01 Promotion or failure of a student in a academic year shall be decided only on the basis of aggregate marks of theory & practical Examinations. A student shall be promoted to the next higher class only if he/she has passed all the papers/papers of his/her class by obtaining at least 40% marks in theory and practical examinations in each course separately.
- 6.02 Student who failed to register in a semester in time or has not fulfilled required attendance to become eligible to appear in examination or has used unfair means in examination(s) shall be declared fail and will not be promoted to next higher professional academic year and this period shall also be counted for residential requirements.
- 6.03 A student failing in two papers/practical may be conditionally allowed promotion to next higher class (CAP) till the declaration of result of the compartment examination. However, this promotion shall be provisional subject to clearance in the compartment examination of that paper. If such student fails to clear the compartment examination, he/she shall stand automatically reverted back to the previous class.
- 6.04 Students failed on any ground shall register again in the class they have failed, in the beginning of subsequent academic session and shall have to fulfill all the requirements of the class including attendance.
- 6.05 A student securing a minimum of 40% at the end of Diploma programme and passes final diploma examination by satisfactory grade, only be eligible for the award of Diploma in Animal Husbandry.
- 6.06 A student failing in the semester examinations of first or second year for two consecutive years in Diploma Course on account of poor academic performance shall be dropped from the roll of the university.

Chapter - 7
Evaluation of student's performance

7.01 The marks secured by the student in different examinations shall be calculated by adding the marks of all courses (theory & Practical) of four semester and division shall be awarded as follows:

- a. 70% & above : First division with distinction
- b. 60% & above : First division
- c. 50% & above : Second division
- d. 40% & above : Pass
- e. Below 40 % : Fail

Note: - While evaluating total marks, fraction below 0.5 shall be treated as 0 , while 0.5 or above shall be treated as one.

7.02 Certificate of Honor: Student who will secure 80% and above marks (aggregate) at the end of diploma course will be eligible for award of certificate of Honor. Student failed in any course (Theory or Practical) during the entire diploma programme shall not be eligible for Certificate of Honor.

Chapter - 8
Academic standing, continuance, dropping & re- admission of student

- 8.01** Continuance of a student as enrolled student of the University shall depend on the fulfillment of the following conditions:
- i. Continuous satisfactory academic performance.
 - ii. Timely payment of prescribed dues/fees to the University and registration.
 - iii. Satisfactory conduct and disciplined behavior.
 - iv. Satisfactory health and physical capacity to continue the academic activities.
- 8.02** A student obtaining a minimum of 40% marks in all the courses (theory and practical, separately), shall be eligible to register for the courses of higher class at the end of academic year/session.
- 8.03** If a student fails to obtain 40% marks either in theory or practical or both, he/she shall be deemed to have failed in that paper(s).
- 8.04** A student who for some compelling circumstances had to leave the college with the prior permission of the Director Diploma Course, during the course of studies may be allowed to resume studies within a period of one academic year including the academic year in which he/she had been allowed to drop/withdrawn. But he will have to complete his all course with in period prescribed for the Diploma Course.
- 8.05** Requirements of Re-admission for Students: A student admitted in first year of diploma course, but unable to attend classes due to any reason whatsoever shall be entitled for re-admission in subsequent academic sessions. However, he shall have to clear all the courses of 1st year within 2 years from the date of admission, failing which he/she shall be dropped from the roll of the University. Semesters during which he was absent from the College shall not be counted towards total residential requirement of programme.

Chapter - 9

Regulations for prevention of unfair means in the examination

- 9.01 If examinee is found using unfair means or indulging in any in disciplinary activity leading to disturbance or cancellation of any examination, shall be punished as per recommendation of college disciplinary committee and his/her promotion and status shall be decided as per Academic Regulations of University.
- 9.02 The In charge/Principal of examination shall make proper sitting arrangements to ensure prevention of unfair means during the examination. There shall be at least one invigilator for every 20 students. Minimum of two invigilators should be posted in each examination hall, in order to make proper vigilance. Sitting arrangement may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- 9.03 Every examinee shall search his/her pockets, desks and benches and handover to the invigilator any paper, book or notes, which he/she may find therein, before answer books are distributed.
- 9.04 Any examinee possessing papers, books etc which might possibly be of assistance to him/her for copying or allowing other examinee to copy from his/her answer book, write on any other paper during the examination or any matter pertaining to the examination found to have been written on the desks/tables, or any part of the body, clothes, scale, card board etc. then his/her answer book shall be seized and this act shall be considered as unfair means.
- 9.05 If the examinee makes, signature on the answer book or any kind of identification marks on his/her answer books, his/her answer book in question shall be seized and he/she shall be liable for punishment as recommended by college disciplinary committee for unfair means.
- 9.06 Any examinee carrying/using mobile phone or any electronic communication aids during any of the examination will be treated as an act of using unfair means and shall be liable for punishment for unfair means.
- 9.07 When an invigilator notices a student involved in any of the act of unfair means he/she shall seize such material including answer book from the student and shall invariably demand a written statement of the student concerned.
- 9.08 If the examinee refuses to give his/her statement then he/she may be asked to give in writing about refusal to give the statement. If he/she refuses to do so then, the fact shall be noted, duly witnessed by invigilator/s or member of the flying squad. The invigilator shall, however, write his/her remarks on the answer book and affix his/her signature and then the candidate shall be sent out of the hall and he/she shall not be allowed to proceed further in the examination in that course.
- 9.09 Examinee (s) who walked out of the examination hall enmasse just after they received the question paper, or within the scheduled time of examination, or abstain from the scheduled date of examination, shall liable to be punished as per decision taken by the college disciplinary committee.
- 9.10 If the examinee threatens invigilator or teachers or members of the flying squad then he/she is liable to be debarred from examination for two semesters i.e. present and subsequent semester. It shall be declared fail for all subjects of ongoing semester.
- 9.11 If student is found attempting or using unfair means during the internal theory/practical examination, or is reported by the evaluator during evaluation of answer book, then his/her registration for that semester shall be treated as cancelled and such students shall also be debarred for registration in the subsequent semester. This period will be counted towards total stay in the residential requirements.
- 9.13 A student/examinee is found to be involved in more than one proven case of unfair means or misconduct of serious nature in the examination hall, then Director, Diploma Course shall drop such examinee from the roll of the University.
- 9.14 All cases of unfair means during examination shall be placed before the college disciplinary committee constituted by the Principal of the College for close scrutiny. The disciplinary committee must issue a show cause notice to the examinee concerned and give him/her a patient hearing before proceeding against the examinee. On the recommendation of the college disciplinary committee, the Dean of the college shall inflict punishment or take necessary action just after the examination are concluded. The action taken by the College Principal will be communicated to all concerned including parents of the students.

CHAPTER - 10

REGULATIONS FOR MAINTENANCE OF CONDUCT AND DISCIPLINE

10.01

- i. The student enrolled in the University are required to maintain exemplary character, good conduct and disciplined behavior all the times within and outside the College/University in all sphere of their activities.
- ii. The student shall be dressed properly and decently while they are in the College/University and shall follow general rules of hygiene.
- iii. They shall not smoke, drink, chew pan or use any other intoxicant or pollute the environment in any manner. They shall not spoil, damage or disfigure the buildings and property of the College/University.
- iv. The student shall not quarrel or make noise in class rooms, laboratories, lobbies, auditorium and hostels and shall in no case indulge in violence.
- v. The student shall be friendly, cooperative and have mutual respect for each other and staff.
- vi. The students shall accord due respect to officers, teachers and employees of the University and shall follow all the orders and instructions given by the officers and teachers and shall not deal with them in a disrespectful manner.
- vii. The student shall maintain punctuality in all their activities and shall work according to the academic schedule, timings and calendar provided for the activities.
- viii. They shall attend all the scheduled theory and practical classes, field work, seminar, meeting and conference punctually.
- ix. They shall not take part in political activities and shall not organize themselves in groups or associations that are against the interest and proper functioning of the University.
- x. A student whose conduct is found below the required standard of discipline, he/she can be shifted from one campus to another excluding his home district on the recommendation of the respective In charge/Principal of college by Director, Diploma Course.

10.2 Punishment for misconduct and indiscipline

- i. College teacher, advisor and warden shall assist In charge/Principal of College, for the maintenance of discipline. They will inform to Principal for all acts of indiscipline and misbehavior which have come to their notice. Ragging is a serious crime; students found indulged in ragging directly or indirectly may be expelled from the roll of the College/University. Further, ragging has been declared as a punishable offence calling for legal action against the offender.
- ii. The In charge/Principal of the college shall have overall responsibility for maintenance of discipline of the student of the college/centre and around the campus.
- iii. All acts of indiscipline, misbehavior shall be put up before the college disciplinary committee constituted by the In charge/Principal of the college for detailed fact finding enquiry. The disciplinary committee must issue a show cause notice to the student concerned and give him/her a patient hearing before proceeding against the student. On the recommendations of the disciplinary committee, the In charge/Principal of the college shall inflict punishment or take necessary action against the student within 3 days after receipt of the report. The action taken by the In charge /Principal of the college concerned will be communicated to the Director, Diploma Course/Registrar and his/her parents.
- iv. The punishment to the student may be as under depending upon severity of the act of indiscipline/misbehavior or misconduct etc.
 - a. Warning in writing with the instructions that in case of repetition of such act, the matter shall be viewed seriously and student may be expelled from roll of the University.
 - b. Fine of Rs. 500/- or more as the committee recommends.
 - c. Transfer to another campus of the University away from the home town.
 - d. Suspension for one full academic year in which the incidence occurred.
 - e. Expulsion/rustication from the roll of the University.

- (v) A student punished for any act of indiscipline including use of unfair means shall also be debarred for availing the following position of benefits for the entire period of Diploma programme:-
- Representing the College/University in sport, cultural contests, etc. in or outside the University.
 - Holding an office in a student organization, club or society.
 - Receiving any scholarship, fellowship or stipend.
- (vi) A student can appeal to the Director, Diploma Course against the punishment inflicted.

N.B. Notwithstanding anything contained in these rules, the Academic Council of this University shall have the power to modify, enhance or reduce the punishment given by the In charge/ Principal of the College/or any other officer of the University.

CHAPTER - 11 REGULATION FOR HOSTELLERS

11.01 (a) The students who wish to avail hostel accommodation after admission shall have to apply on the prescribed form to the respective In charge/Principal of the College.

(b) The Hostel Warden in consultation with the In charge/Principal Diploma College shall allot accommodation to the student depending upon availability of the same.

(c) New entrants desirous of hostel accommodation, as well as continuing students shall be required to deposit prescribed hostel fee at the time of registration.

11.02 (a) A student shall have to live in the room allotted to him/her only and shall not change the room without prior permission of the warden.

(b) The hostellers will keep the room neat and clean and will help in maintaining proper cleanliness in and around the hostel.

(c) No alcoholic drink or any intoxicants or combustible material shall be permitted in the room or hostel.

(d) Meeting or gathering of students for political purposes or any breaking of peace and academic atmosphere shall be strictly prohibited.

(e) Abusement, loud singing, use of radios, television or musical instruments, which are likely to disturb fellow residents are prohibited.

(f) Students shall refrain from making any misbehavior against the hostel servants. Complaints against hostel servants, if any, should be made to the warden.

(g) All students should use the facility of hostel mess unless exempted by the warden on justified grounds.

(i) Cooking of meal in the room is prohibited.

11.03 Furniture & Equipment: Every hosteller shall be provided ordinarily with a chair, a table, cot and ceiling fan etc. He will be responsible for the maintenance of furniture and electrical fitting provided in the room. Furniture should not be removed from one room to another in any case. Every hosteller is required to ensure that no damage is done to the hostel property entrusted to him. Repairing charges for any damage to the property inflicted intentionally or through negligence are to be borne by the hosteller concerned.

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

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

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

11.07 Night Roll Call:

(a) The night roll call will be taken by the wing prefect at 9:00 P.M. in winter and 10:00 P.M. in summer. Every hosteller must be present in his room at the time of roll call.

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

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

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

11.09 Vacation of hostel: A hosteller who has completed all the requirements of a degree programme has to vacate the hostel accommodation within one week. Before leaving the hostel he/she has to obtain a "No Dues Certificate" from the hostel warden. Loss if any will be recovered from the defaulter before issuing "No Dues Certificate".

11.10 Conduct & Discipline in the Hostel:

(a) Students are expected to maintain perfect discipline and congenial atmosphere of studies in the hostel.

(b) Dealing in general and specially with fellow students should be very courteous and polite. Any dispute should be reported to the warden for final settlement.

(c) Alcoholic drinking or any intoxicant, gambling, staying of the day scholar in the hostel, misbehavior of student with warden/teacher, taking or cooking of food in the room, causing disturbance in the hostel and quarrel between two students or two groups of students will be considered as act of indiscipline and shall be liable to be punished directly by the warden as under:

- (i) Verbal or Written warnings
- (ii) Fine up to Rs. 1,000/-

11.11 In cases the above acts shall be repeated by the hosteller or student, the names of such students shall be sent to In charge/Principal of the College. All acts of indiscipline shall be put up before the College disciplinary Committee constituted by In charge/Principal of the college. The disciplinary committee may recommend punishment for any of the following or together:

- (i) Fine up to Rs.5,000/-
- (ii) Expulsion from the hostel
- (iii) Transfer to another campus of the University away from the home town
- (iv) Suspension for one full academic year in which the incidence has occurred.
- (v) Expulsion/rustication from the roll of the University.
- (vi) The student shall also be debarred from availing position or benefits as per clause 10.2 (v) of this booklet.
- (vii) The Director, Diploma Course shall be the final authority to award the punishment.

11.12 Hostel Administration

(a) Every hostel shall have a warden(s) who will be responsible for the administration of the hostel and for the enforcement of the hostel rules. The warden(s) will be appointed by the In charge/Principal of the college from amongst the teacher/scientist preferably residing at the campus .

(b) Warden(s) will assist the In charge/Principal of the college for the allotments of hostel rooms, maintenance of hostel buildings and also maintenances of discipline within the hostel.

(c) Warden(s) will attend the hostel office daily for one hour at a specified time, information for which will be displayed on the notice board of the hostel.

(d) Warden(s) will supervise the working of the staff posted in the hostel.

(e) Warden(s) shall report to the medical officer of College/University all cases of students illness or accidents and ensure that the students concerned receive proper medical care. He will also inform the In charge/Principal of the College of all such cases.

(f) Warden(s) will appoint the Perfect for every block/wing and supervise their work. He shall have the powers to replace any wing perfect as and when required.

(g) Warden(s) will supervise the organization and conduct of hostel functions/festivals etc.

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

11.14 Duties of Block / Wing Perfect

(i) Perfect shall take the roll call of his block / wing and shall report to hostel warden about all the absentees as soon as possible.

(ii) He must stimulate and maintain academic atmosphere in block/wing.

(iii) He shall report all cases of misbehavior or breach of discipline to hostel warden without any delay.

(iv) He should be available and approachable to all the hostellers of his block/wing.

11.15 Management of Common Room & other Facilities:

Every hostel is provided with a common room facility for the recreation of the hostellers. The recreation room will be equipped with important items such as furniture, T.V. sets, indoor game items, news paper, magazine etc. The items provided in the recreation hall will be jointly shared by all the hostellers and items shall not moved to any other place. The purchase/maintenance will be undertaken as and when required by the warden(s) with consultation of the Dean. The expenditure for the same and other items related to students amenities will be met from hostel fund/student fund available with the College. The timings for the use of recreation room will be up to 10.00 P.M.

11.16 Mess Arrangements

(a) Every hostel will be provided with a mess facility equipped with essential catering utensils for running hostel mess efficiently. Warden(s) will be solely responsible for maintaining the record and overall maintenance of the mess. Items required for mess will be purchased by the Hostel Purchase Committee in consultation with In charge/Principal of the college. Only hostellers shall be permitted to avail the mess facility. Every hosteller will have to join the mess compulsorily. No day scholar will be allowed to take the meals in the mess.

(b) There will be a mess committee under the chairmanship of the warden. The committee will consist of warden, block /wing perfect and two senior students as members. The committee would be responsible to run the mess either on private contract basis or on the co-operative basis by the hostellers. The committee will ensure the availability of quality food in the mess.

(c) Each hosteller shall deposit requisite mess charges as decided by the committee positively by 5th of every month in advance. The hostellers failing to deposit the mess charges within the stipulated period will be fined Rs.100/- per day.

CHAPTER-12
REFUND/ADJUSTMENT OF FEES

- 12.1 The fees once paid will be non- refundable, except the caution money, which shall be refunded on leaving the College or the Hostel, depending on the type of caution money, after deduction of outstanding dues, if any. However, excess fees, if any, deposited by the students will be adjusted against the fee of the subsequent semester.
- 12.2 In case of transfer of a student from one campus to another, the fees paid by the student will be suitably adjusted on presentation of fee receipts. While transferring a student the relieving Dean will remit the amount of caution money of the student, within a week to the receiving Dean.
- 12.3 While admitting a student from one College/Faculty to another within the University, the fees already deposited by the student will be fully adjusted against the fee chargeable from the student during subsequent semesters of the academic session.

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 all the right to make any changes, at any time without notice, changes in and addition to the rules and regulations, requirements for Diploma or any other information or statements rules contained in this booklet. No responsibility shall be accepted by the university hardship or expense incurred by its students or any other person for such changes, additions, omissions or errors no matter how they are caused.