



TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY

CHENNAI

REGULATIONS

NOTIFICATIONS BY GOVERNMENT**ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT****REGULATIONS OF THE
TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY**

(G.O.Ms.No.493, Animal Husbandry and Fisheries (AH-VI)
19th September 1990) No.SRO A-132 (a)/90

In exercise of the powers conferred by sub-section (4) of section 48 read with sub-section (1) of section 40 of the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989), the first Vice-Chancellor of the Tamil Nadu Veterinary and Animal Sciences University hereby makes the Regulations of the Tamil Nadu Veterinary and Animal Sciences University with the approval of the Chancellor. It shall take effect from the 19th September 1990 and shall be published in the Tamil Nadu Government Gazette.

**CHAPTER - I
GENERAL****1 Short title and commencement**

- (1) These Regulations shall be called, “the Regulations of the Tamil Nadu Veterinary and Animal Sciences University”.
- (2) They shall come into force from the 19th September 1990.
- (3) Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act and Statutes.

2 Definitions

- (1) “**Act**” means the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989).
- (2) “**Clause**” means a sub-division of a Regulation.
- (3) “**Competent authority**” means the authority empowered to exercise such powers under the Regulations and Rules of the University.
- (4) “**Duty**” includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break.
- (5) “**Employee**” means a whole time appointee in any post of the University.
- (6) “**First appointment**” means appointment of a person for the first time either on a permanent or temporary basis in the University.
- (7) “**Foreign service**” means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University funds.

-
- (8) “**Holiday**” means a day prescribed or notified by the University as such or with reference to any particular office of the University.
- (9) “**Honorarium**” means a recurring or non-recurring payment granted to any person from the University funds as remuneration for work of occasional or intermittent character.
- (10) “**Leave salary**” means the monthly amount paid by the University to an employee on leave.
- (11) “**Lien**” means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence of a permanent post.
- (12) “**Month**” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently.
- (13) “**Officiate**” means a University employee officiates in a post when he performs the duties of a post in which another employee holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee holds a lien.
- (14) “**Pay**” means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances.
- (15) “**Permanent post**” means a post carrying a rate of pay sanctioned without limit of time.
- (16) “**Personal pay**” means additional pay granted to an employee
- (a) To save him from a loss of substantive pay in respect of a permanent post, due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - (b) In exceptional circumstances, on other personal considerations.
- (17) “**Provident fund**” means the University Provident Fund instituted and maintained under these Regulations.
- (18) “**Subscriber**” means a person eligible to subscribe to the Provident Fund under these Regulations.
- (19) “**Subscription**” means the sum paid to the Provident Fund by a subscriber under these Regulations.
- (20) “**Subsistence allowance**” means a monthly allowance made to an employee who is not in receipt of pay or leave salary.
- (21) “**Substantive pay**” means the pay other than special pay, personal pay or emoluments classified as pay by the University, to which an

employee is entitled to on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre.

- (22) “**Substantive post**” means a permanent post in the University.
- (23) “**Temporary post**” means a post carrying a definite rate of pay sanctioned for a limited time.
- (24) “**Tenure post**” means a permanent post which an individual employee may not hold for more than a limited period.
- (25) “**Time scale of pay**” means the scale of pay which rises by periodical increments from the minimum to a maximum.
- (26) “**Transfer**” means movement of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post, or in consequence of a change of his headquarters.
- (27) “**Transfer of funds**” means the funds transferred periodically by the Finance Officer to the various cheque drawing officers authorised to incur expenditure out of the funds of the University.
- (28) “**Internal transfer of funds**” means the transfer of funds made between two cheque drawing officers, under exceptional circumstances with the concurrence of the Finance Officer.
- (29) “**Funds in transit**” means the transfer of funds accounted for by the cheque drawing officers in the subsequent year.

CHAPTER - II

AUTHORITIES OF THE UNIVERSITY

3 Meetings of the authorities

- (1) There shall be meetings of the Authorities as prescribed in the Act and Statutes.
- (2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the Authorities.
- (3) The Vice-Chancellor may at his discretion postpone the date for an ordinary or special meeting.
- (4) The Registrar, under the direction of the Vice-Chancellor shall give not less than 15 days notice of the date of an ordinary meeting and not less than one week's notice for a special meeting. However, in the case of circulation of agenda, a minimum of seven days shall be given to respond.
- (5) The Registrar shall with the approval of the Vice-Chancellor send to each member of the Authorities, an agenda of business to be transacted at the meeting as called for.
- (6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the agenda shall forward a copy of the resolution or the subject as the case may be to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting.
- (7) Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the agenda provided that:
 - (a) It shall be clearly and precisely expressed and shall raise substantially one definite issue;
 - (b) It shall not raise issues which do not fall within the powers of the University;
 - (c) It shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; and
 - (d) It shall not refer to any matter which is under adjudication by a Court of Law.
- (8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons therefor.

- (9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor; at the special or extraordinary meeting only the subject brought forward by the Vice-Chancellor shall be transacted.
- (10) Notwithstanding anything contained in the above section, the Vice-Chancellor may in case of urgency obtain the approval of views on decisions of the Board by circulation. The Vice-Chancellor shall record the majority decision as indicated in the replies received from the members and place the same in the following meeting of the Board. The Vice-Chancellor will take further action on the majority decision through circulation agenda.

CHAPTER - III**CLASSIFICATION OF STAFF, RECRUITMENT AND APPOINTMENTS****4 Classification of staff**

- (1) The employees are classified into several groups based on the time scale of pay. They are as given below:

Grade I (a) - Employees drawing pay in Pay Level - 28 and above in the pay Matrix (Including all officers of All India services serving in the state drawing pay in pay level - 13 and above in the pay Matrix of all India service pay rules)

Grade I (b) - Employees drawing pay in Pay Level-25 and above in the pay Matrix but below pay level - 28 (Including all officers of All India services irrespective of the pay level serving in the state).

Grade II - Employees drawing pay in Pay Level - 13 and above in the pay Matrix but below pay level - 25.

Grade III - Employees drawing pay in Pay Level - 5 and above in the pay Matrix but below pay level - 13.

Grade IV - Employees drawing pay below Pay Level - 5 in the pay Matrix.

If the employees occupy Selection Grade or Special Grade post, their group shall be determined based on the pay scale of the ordinary post.

- (2) The Scales of Pay of the employees of the University shall be as specified in Appendices I-A and I-B. The Scales of Pay of the non-technical employees shall be the same as applicable from time to time to the employees in the corresponding posts in Tamil Nadu Government service. The special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding posts in the Tamil Nadu Government service, as decided from time to time by the University. However, the Board shall have powers to revise the Scales of Pay and allowances attached to any of the posts of the University as and when necessary. The Scales of Pay of the teaching employees of the University shall be as prescribed under the University Grants Commission, ICAR Scales as adopted by Government of Tamil Nadu for the University from time to time.

5 Qualification and method of recruitment

- (1) The qualification, method of selection and appointing authority in respect of various posts in the University shall be as specified in Appendices I-A and I-B. The qualifications and procedures for recruitment prescribed in Appendices I-A and I-B shall apply to posts in the University after the date to be specified by Government under section 43 of the Act. All the employees should pass an examination (open book) on ASRR of the University for promotion / recruitment to their next higher cadre. For persons who are appointed for the first time in the university passing of ASRR Examination will be part of the probation. The ASRR Examination shall be conducted four times in a year during January, April, July and October.
 - (a) The Registrar / Deans / Directors / Controller of Examinations shall hold a tenure post of three years.
 - (b) The University shall resort to recruiting Registrar / Deans / Directors / Controller of Examinations by advertisement by circulation within the University / Secretariat and select.
 - (c) The tenure of the selected candidates shall be fixed as three years at a time and one can serve for a maximum of two terms in their career in the University. Even for the second term, the candidate should appear for selection along with other eligible candidates.
 - (d) Professors / Associate Professors / Assistant Professors: The recruitment shall be by advertisement and selection as per the terms stipulated in Appendix I-A.
- (2) Applications to the posts of Officers of the University, Professors, Associate Professors and Assistant Professors of the technical categories shall be made in the prescribed form given in Appendix-II for technical posts. For all other non-teaching technical and non-technical posts in the University, the application shall be made as prescribed in Appendix-III; A fee of Rs.500/- shall be collected along with the application from the outside candidates. University employees applying for the posts are exempted from paying of such fees.
- (3) On expiry of the last date for receipt of application, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of eligible candidates to be called for an interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from the approved list shall be called for interview to appear before the Selection Committee, on a specified date at their own expense.

-
- (a) All teaching and research posts and technical posts like Medical Officer / Maintenance Engineers / Librarians, etc., be filled through advertisement and recruitment.
 - (a-a) For recruitment at the first level entrance posts of teaching category and equivalent posts, a passing of NET conducted by ASRB / CSIR / UGC or any other educational agency identified by the Government of India / ICAR is mandatory.
 - (b) All non-technical posts other than the first level entrance posts be filled through by promotion from the lower categories.
 - (c) For all the first level entrance posts of non-technical category recruitment shall be made from among eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through Employment Exchange or other approved agencies along with the displaced persons on account of acquisition of land by the University.
 - (i) The Tamil Nadu Veterinary and Animal Sciences University shall recruit without reference to Employment Exchange, at least one member of each family which is displaced on account of acquisition of lands by the University provided that the acquired land should have been the only or major source of sustenance for the family.
 - (ii) The terms “Displaced family” will include “Owner of the land or the cultivating tenants” or “varamdars”.
 - (iii) Tamil Nadu Veterinary and Animal Sciences University shall itself ascertain and decide whether the land was the major source of sustenance of family displaced from the land acquired, without insisting on production of any certificate from Revenue Authorities before recruitment is made.
 - (iv) If suitable candidates are not available, the Collector / Employment Exchange shall be addressed.
 - (v) When candidates are not available through Employment Exchange for any post, such posts shall be filled up through advertisement.
 - (4) For certain higher categories of posts where competent men are not easily available, the University may contact persons either directly or indirectly and place the bio-data of such persons before the Selection Committee for its consideration. When such candidates are called for an interview before the Selection Committee, the University shall defray the travelling expenses admissible to the post. For such of those candidates residing outside India, the Selection Committee shall consider them *in absentia*.

-
- (5) Where necessary, the Selection Committee may with the approval of the Board relax the minimum requirements / qualifications in favour of candidates who are otherwise considered as qualified for selection.
 - (6) The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names for more than one post in the same category, the Selection Committee shall rank all the names in one panel. The Selection Committee may recommend, for specific reasons, a higher starting salary in the Scale of Pay for any of the candidates included in the panel, for consideration by the appointing authority.
 - (7)
 - (i) The period of validity of any panel prepared by a Selection Committee shall be one year from the date of approval.
 - (ii) Any employee appointed from the approved panel gets reverted / ousted for want of vacancy, closure of schemes, etc., shall be re-appointed on priority basis to the next vacancy.
 - (8)
 - (i) The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.
 - (ii) A maximum time limit of 45 days from the date of receipt of appointment orders for persons within India and a maximum of time limit of three months for persons outside India shall be given for joining the posts.
 - (9) In the interest of the University work, any employee shall be liable for transfer to any other post in that category within the jurisdiction of the University.
 - (10)
 - (i) For all recruitments to the posts in the University, the University employees including those transferred to the University from the State Government shall be given preference.
 - (ii) For all recruitments to the first level entrance posts 50 per cent for the Backward Classes out of which 20 per cent shall be reserved for Most Backward Classes and Denotified community, 18 per cent for Scheduled Castes and 1 per cent for Scheduled Tribe candidates shall be reserved. The roster for reservation for BC / MBC / DNC / SC / ST and OC candidates to the first level entrance posts shall be as prescribed as per instructions of the State Government from time to time.
 - (11) Higher academic grade professorship (Stage VI)
 - (a) As per G.O.Ms.No.41 of A.H.D &F (AH 6) Dept., dt.15.03.2010 and UGC notification 2011 (1st amendment) 10% of Professors in the University shall be in the Higher Academic Grade scale of Rs.67000 (Annual Increment @ 3%) – 79000 with no grade pay.

- (b) As per para No.6.4.10 of UGC Regulation-2010, 10% of the Professor in position in the University with a minimum of 10 years of teaching and research experience as Professor either in the pre-revised or revised scale of pay will be eligible for promotion for the Higher Academic Grade Professorship (Stage VI) on satisfying the required API score as per Table-I and II through PBAS methodology stipulated in the TANUVAS SERVICE RULES based on the UGC Regulations 2010/ICAR and clarification issued from time to time duly constituting expert committee and such teachers promoted to the Higher Grade shall continued to be designated as Professors.
 - (c) Additional credentials
 - (i) Post-doctoral research outputs of high standard.
 - (ii) Awards, honors and recognitions.
 - (iii) Additional research degrees / patents / process developed / technology transferred.
 - (d) The mode of selection and assessment as prescribed in the Appendix 1-A of TANUVAS Regulations /SERVICE RULES and amendment thereon from time to time based on the UGC/ICAR Regulations.
 - (e) Sanctioned posts include the posts approved under the direct recruitment and Career Advancement Schemes as per UGC Regulations 2010 adopted by ICAR *in toto* in letter dated 02.08.2010.
- (12) The administrative powers of the competent authorities in respect of effecting postings, transfers and deputation, acceptance of resignation, etc., are as given in Appendix-XIII.
- (13) The Registrar shall have powers to bring contingent paid mazdoors under regular establishment (provincialisation) as per the Rules.
- (14) To meet the UGC Regulation 2010 pertaining to recruitment and qualification; the Performance Based Appraisal System (PBAS) shall be prescribed in the Rules of TANUVAS

6 Certificate of physical fitness

- (1) Every employee, at the time of appointment on probation to a post in the University shall produce a Certificate of Physical Fitness issued by the University authorised Medical Officer in the prescribed form as indicated in Appendix-IV.
- (2) Certificate of Physical Fitness issued by a Medical Officer not below the rank of a Civil Assistant Surgeon in the case of employees on a minimum basic pay of less than Rs.8,000/- per mensem and by

a Medical Officer not below the rank of Civil Surgeon in respect of employees whose minimum basic pay in the time scale is Rs.8,000/- and above shall only be valid.

- (3) The certificate shall be in the form given in Appendix-IV.
- (4) The following classes of employees shall be exempted from producing the certificate of Physical Fitness:-
 - (a) All employees transferred to the University under Section 43 of the Act; and
 - (b) All employees on deputation with the University.

7 Verification of character and antecedents

- (1) Every employee shall produce a character and conduct certificate from a responsible person and another from the institution in which he/she last studied or worked, at the time of his/her first appointment to the University.
- (2) Any employee shall be liable for any action as the appointing authority may deem fit, if at any time, such authority comes to know that the antecedents of the employee had been doubtful.

8 Verification of date of birth

- (1) Every employee shall produce authentic evidence to prove the correctness of his date of birth. The following records shall be considered as authentic:
 - (a) Secondary School Leaving Certificate / Higher Secondary Certificate / University / College records;
 - (b) Certificate from recognized school;
 - (c) Certificate extract from Register of Birth; and
 - (d) Discharge Certificate from Army;
 - (e) In the absence of items (a) to (d), a Certificate issued by a Medical Officer not below the rank of Civil Surgeon on the assessment of age.
 - (f) In the case of an employee, when the year of birth is known but not the date, the 1st July shall be treated as the date of birth. When both the year and the month of birth are known but not the exact date, 16th of the month shall be treated as the date of birth.
- (2) Alteration of date of birth
 - (a) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in his SSLC / HSC / University / College / School records, he shall make an application to the University stating the evidence on which he relies and explaining

how the mistake occurred. The Registrar with the approval of the Vice-Chancellor shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

- (b) After a person has entered service, an application to correct the date of birth as entered in the official records shall be entertained, provided such an application is made within five years of entry into such service. Such an application shall be made to the University. The application received after five years after entry into service shall be summarily rejected. In considering such a request, it shall be examined whether such an alteration of the date of birth would have had any effect on the appointment to the post at the time of entry into service. The Registrar with the approval of the Vice-Chancellor may permit the alteration subject to such conditions as he deems fit to impose. The decision of the Vice-Chancellor shall be final.

9 Contracts / Agreements

Every teaching / research / extension employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form prescribed in Appendix-V. An employee who is appointed on a tenure post or in a leave vacancy shall also be required to execute a similar agreement to serve the University for the specified period provided that the Board of Management may exempt any employee or category of employee from executing an agreement.

CHAPTER- IV

SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCES ETC.

10 Pay and Allowances

- (1) Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances as applicable to State Government servants shall be applicable to the corresponding non-teaching technical and non-technical staff of the University to whom the University Grants Commission / ICAR Scale of Pay are not applicable. The Dearness Allowance, House Rent allowance, City Compensatory Allowance and other allowances applicable to Government servants shall be applicable for teaching staff to whom the University Grants Commission / ICAR Scales of Pay are applicable.
- (2) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time scale may be granted by the appointing authority, provided the Selection Committee recommends higher start in deserving cases.
- (3) Every employee of the University selected for appointment / promotion by transfer to a higher post involving higher duties and responsibilities shall have his pay fixed at the minimum of the time scale applicable to such higher post or at the stage in the said time scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment whichever is higher. The minimum monetary benefit shall be five per cent over the pay drawn in the lower post. If the pay in the lower post on the date of promotion / appointment plus five per cent of the that pay is a stage in the scale of pay of the higher post, pay shall be fixed in the higher post at that stage. If there is no corresponding stage in the scale of pay of the higher post, pay shall be fixed at the next higher stage. However this is valid up to 31.12.2005. From 1.1.2006 onwards revised pay fixation as recommended by the State Government vide GO Ms. No. 234 (Finance Pay Cell) dated 1.6.2009 and GO Ms. No. 41 AHD dated 15.10. 2010 and further orders issued by the Govt. thereon from time to time shall be followed.
 - (a) When a person appointed / promoted to an unclassified post by direct recruitment or by recruitment by transfer/promotion, to which service rules or *ad hoc* rules have not been prescribed, the following method shall be adopted for fixation of pay.

Method of appointment	Method of fixation of pay
Direct Recruitment	Minimum of the time Scale of Pay prescribed to the post
By recruitment by transfer	(i) The same rate of pay, drawn in the post previously held, if both the posts carry identical scales of pay (ii) If the scale of pay of the unclassified post is higher, fixation as per government rules from time to time by orders of the University
By promotion	Pay fixation of Teaching and Non-teaching staff of TANUVAS, consequent of revision of Pay and Allowance from 01.01.2006 shall be as prescribed in the TANUVAS Rules

- (b) When a person, who does not possess the qualification if any prescribed for appointment to a post borne on the cadre of a service, class or category or for appointment to a post borne on the cadre of a higher category in a service or class and temporarily appointed / promoted, he is eligible for the highest of the following rates of pay:
- (i) His substantive pay; or
 - (ii) The minimum of the time scale of pay of the post; or
 - (iii) the officiating pay which he would have drawn from time to time in the post regularly held by him immediately prior to the temporary appointment/promotion to the post, subject to issue of officiating certificate.
- (4) Employee promoted/ appointed to a higher post on or after 1st May 1981 shall have the option for fixation of his pay to his best advantage, either:
- (a) with reference to pay fixed under Regulation 10(3) on the date of promotion / appointment with reference to the pay in the lower post immediately prior to the promotion / appointment to higher post, without any further review on accrual of the next increment in the lower post; (or)
 - (b) the employee on promotion / appointment to a higher post shall have his pay initially fixed in the higher post in a stage next above the pay drawn in the lower post. On the date of accrual of next increment in the lower post, his pay shall be re-fixed as contemplated in Regulation 10(3).
 - (c) Option shall be exercised within one month from the date of promotion / appointment to higher post and the option so exercised shall be final.

-
- (d) If the pay is fixed, under Regulation 10(3), the next increment shall be allowed on completion of one year of qualifying service with effect from the date of re-fixation of such pay.
 - (e) For rectification of anomalies arising consequent on the above mode of fixation, among the senior and junior employees, orders of the University is required.
- (5) Fixation of pay under Regulation 10(3) shall be allowed for employees appointed/promoted to a higher post temporarily, provided the employee satisfies all the requirements prescribed for the post to which such promotion/appointment is made.
- (6) If the appointment/promotion does not involve higher responsibilities and duties, the pay shall be fixed at the stage in the time scale of pay of the higher post equal to the pay drawn in the lower post. If there is no such stage in scale of the higher post, the pay shall be fixed at the stage next below and the difference shall be allowed as personal pay. If the minimum of the time scale in the higher post is higher than the pay drawn in the lower post such minimum in the time scale of the higher post shall be fixed.
- (7) When there is an anomaly of a senior in a higher post happen to draw less pay than his junior due to the fact that the senior would have got promotion before earning the increment in the lower post, whereas the junior would have got the promotion after earning the increment in the lower post, the pay of senior shall be stepped up to that of the junior subject to the following conditions.-
- (a) Both the senior and junior should belong to the same cadre and post to which they have been promoted / appointed.
 - (b) The Scale of Pay, both in the lower and higher posts of these employees should be identical.
 - (c) The anomaly should be directly due to application of Regulation 10(3) only.
 - (d) The next increment of the senior will be from the date of such equation.
 - (e) Equation of pay shall be ordered only by the Registrar.
 - (f) For this purpose, in the case of technical staff, the comparison for such equation shall be based on the employees in the same discipline.
- (8) In the case of revision of the Scale of Pay of a particular post without any increase in duties and responsibilities, this pay shall be fixed from the date of such revision at the same stage in the revised scale equal to the pay drawn in the previous scale, if such a stage exists, otherwise in the next higher stage. The next increment in the new scale shall be allowed on the normal date.

11 Probation

- (1) Every employee appointed to the service of the University shall from the date on which he joined duty be on probation for a period of two years on duty, within a continuous period of three years. In the case of Office Assistant / Attendant / Mazdoors, the period of probation shall be one year within a continuous period of two years. When an employee has undergone probation in a lower post, the requirement of probation in a higher post is dispensed with. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority for declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files are satisfactory, or to extend the probation by a specified period if the work and conduct have not been satisfactory. In either case, the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation. In case of group C and D employees, the Head of Office shall declare the satisfactory completion of probation subject to the condition discussed above.
- (2) If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of four years or to terminate the services of the employee.
- (3) The following periods shall not count for probation:
 - (a) Any kind of leave other than casual leave or compensation leave; and
 - (b) Holidays prefixed or suffixed to leave other than casual leave and compensation leave.
- (4) Notwithstanding anything contained in these Regulations, the Board may relax Regulations in respect of declaration of probation in deserving and exceptional cases, as it may consider necessary.

12 Flexible complementing scheme

The non-teaching employees of the University stagnating in a particular post, due to inadequate promotional opportunities, over ten years in a particular post shall be eligible for one of the following benefits on completion of 10 years of "qualifying service".

- (i) The existing scheme of Selection Grade / Special Grade shall be continued in the revised pay scales to employees drawing the pay in the pay level 5 in the pay Matrix to pay level 13 and such employees shall be allowed to move to Selection Grade on completion of 10

years of service in the Ordinary Grade post and to Special Grade on completion of 10 years in the Selection Grade post or 20 years of total service in a post. The pay of such employees who have moved to Selection Grade/Special Grade on or after 1.1.2006 shall be fixed on the date of award of Selection Grade / Special Grade by granting the benefit of one increment equal to three per cent of the basic pay including grade pay in the same Pay Band and Grade Pay.

- (ii) Advancement to higher post (time bound promotion to immediate higher post) on completion of 10 years of qualifying service provided the employee has acquired the qualification or has passed the tests prescribed for regular promotion to the immediate higher post.

13 Increments

- (1) Increments shall normally be drawn on the due dates unless it is ordered to be withheld. Penalty of stoppage of increment, when ordered, shall have the effect of postponing the subsequent increments. The competent authority imposing the penalty of stoppage of increments shall specify the period for which it is stopped and whether it will have the effect of postponing future increments.
- (2) The increments shall be advanced to the first of the quarter, viz., January, April, July and October as the case may be (increments falling between 2nd January and 31st March shall be advanced to 1st January and so on).
- (3) Temporary employees who satisfy all the requirements prescribed for holding that post in a regular capacity shall also be sanctioned the increments.
 - (a) The following periods shall count for increments:
 - (i) Duty in a time Scale of Pay
 - (ii) Joining time
 - (iii) Foreign service treated as duty
 - (iv) Service in post carrying identical Scale of Pay
 - (v) Training period treated as duty
 - (vi) All periods of leave including extra-ordinary leave with medical certificate
 - (vii) Training period
 - (viii) Compulsory wait and
 - (ix) Service in a higher post will count for increment in the lower post.
 - (b) The following periods shall not count for increments:
 - (i) Extra-ordinary leave without medical certificate
 - (ii) Overstay of leave

- (iii) Overstay of joining time
 - (iv) Suspension treated as specific penalty
 - (v) Service in the lower post will not count for increment for higher post
- (4) The appointing authority shall have the discretion to sanction advance increments, if the qualifications possessed by them are higher than the minimum qualifications prescribed for the post in which they are employed; one to four advance increments to persons in the accounts and administrative branches.
- (5) The authorities empowered to sanction periodical increments shall be as given in Appendix-XV.
- (6) The rate of increment in the revised pay structure shall be three per cent of the sum of pay in the Pay Band and Academic Grade Pay / Grade Pay applicable, which shall be rounded off to the next multiple of 10. The amount of increment shall be added to the existing pay in the Pay Band.
- (7) Revised sanction of increment is 3% per annum. The details of sanction of increment shall be prescribed in the Rules for Teaching and Non-teaching staff of TANUVAS. The TANUVAS employees governed by UGC / State Government Scales of Pay are eligible for additional / advance increment for additional qualifications as contemplated in the Government Orders, including amendments and clarification issued by the State Government from time to time from 01.01.2006

14 Seniority of members in service

The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee.

15 Service book

There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The Service Book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a leave form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him. The Service Book shall be in the form as prescribed for the employees of the Tamil Nadu Government.

16 History of service

There shall be a history of service maintained in respect of each employee of the University in the form given in Appendix-XI, except for all Group-D employees. These records shall be maintained for each distinct category by the Registrar of the University.

17 Personal file / Record sheet

- (1) Personal file / Record sheet shall be maintained for all employees, except last grade employees. The reports for the file shall be prepared in the form given in Appendix-VI.
- (2) In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31st December and in the case of others, once in six months for the periods ending 30th June and 31st December.
- (3) In cases involving a change of station, six days shall end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for his having seen the report, before the end of August or February as the case may be.
- (4) The Officers who are to write, countersign and maintain the personal files / record sheets shall be as specified in Appendix-VII.

18 Joining time and transit pay

- (1) Joining time shall be allowed to an employee to enable him:-
 - (a) To join a new post either at the same or a new station on transfer while on duty;
 - (b) To join a new post in a new station on return from any kind of leave of not more than six months;
 - (c) To join a new post on return from leave exceeding six months when the employee is not given sufficient notice of his appointment / transfer to the new post;
 - (d) To join a post from training held at a fixed place for a period exceeding three months; and
 - (e) To join a post on expiry of leave, including the leave exceeding six months in a remote locality not easily accessible.
- (2) Not more than one day is allowed to a Government servant in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. If a holiday or a series of holidays including Saturday and Sunday follows the date of relief, it may be excluded for the purpose of calculation of one day joining time. No joining time is admissible in cases where the change of post does not involve an actual change of office.
- (3) In cases involving a change of station, six days shall be allowed for preparation and in addition, a period to cover the actual journey calculated as follows:-

-
- (a) For that portion of the journey which he travels or might travel.-
 - (i) by Railway - One day for each 400 km
 - (ii) by motor car or horse drawn conveyance plying for public hire - One day for each 130 km
 - (iii) in any other way- One day for each 25 km
 - (iv) by aircraft- Actual time occupied in the journey.
 - (b) For any fractional portion of any distance prescribed in clause (a) an extra day is allowed.
 - (c) Travel by road not exceeding 8 km to or from a railway station at the beginning or end of a journey does not count for joining time;
 - (d) Sundays do not count as days for the purpose of calculation of joining time but they are included in the maximum period of thirty days. If the day on which an employee has to join duty on expiry of joining time, accidentally happens to be a holiday or a series of holidays he shall be permitted to join duty on expiry of such holidays.
 - (e) When an employee on transfer joins the new post without availing full joining time, the un-availed portion of joining time, subject to a maximum of 15 days, shall be credited to the earned leave account of the employee, provided the earned leave account of the employee plus un-availed joining time do not exceed 240 days.
- (4) An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join his post within the joining time is not entitled to any pay or leave salary after the expiry of joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour and action taken as deemed fit, for such absence.
 - (5) If an employee, is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment, but no second period of six days for preparation is admissible.
 - (6) If an employee, while in transit from one post to another, is reposted to the original post, such posting shall be construed as appointment to a new post for the purpose of this clause.
 - (7) The appointing authority shall have powers to extend joining time up to a maximum of 30 days.
 - (i) due to late issue of posting orders by competent authority on administrative reasons.

- (ii) when an employee is unable to use ordinary mode of conveyance or happens to spend more time on journey due to dislocation of services.
 - (iii) when extension of joining time is considered in public interest and to save expenditure.
- (8) An employee on joining time shall be entitled to pay and allowances which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less.
 - (i) If the employee, on relief from the old post, proceeds on leave and then joins the new post, the transit pay may be equal to the leave salary.
 - (ii) But in both the above cases, the compensatory allowances other than cash allowance, conveyance allowance at lesser of the two rates are admissible.
- (9) When an employee joins his post before the expiry of his leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be re-credited to his leave account.

19 Additional charge arrangement and additional charge allowances

Where the Registrar with the approval of the Vice-Chancellor places an employee of the University in additional charge of an executive or a similar post or posts of equal or higher category, he shall be granted additional pay as indicated below.-

- (1) Full additional charge: Where an employee is directed to attend the duties of another employee in addition to his normal duties, as if he has assumed full charge of the additional post, he is eligible for additional pay for the additional work. Both the posts should be independent. The period of such additional charge shall be more than 39 days. For lesser period no additional pay is allowed. For this purpose, holidays and casual leave shall be included. Earned leave, unearned leave, etc., shall be excluded. Additional pay shall not be paid for exceeding five months of additional charge arrangement. If the period of additional charge exceeds five months and when it is considered necessary that the additional charge arrangement should be continued in the interest of administration, such arrangement as may be necessary shall be decided by the Vice-Chancellor.
- (2) Rate of additional charge allowance: The following shall be the rate of additional pay:

0 to 3 months	More than three months but not more than five months	More than five months
1/5 th of the pay drawn by him in the regular post (or) ½ of the minimum of the time scale attached to the additional post whichever is less shall be allowed as additional pay per month.	1/10 th of the pay drawn by him in the regular post (or) 1/4 th of the minimum of the time scale attached to the additional post whichever is less shall be allowed as additional pay per month.	Nil

Explanation

- (1) Pay for this purpose includes basic pay and personal pay sanctioned to compensate loss in emoluments. Special pay shall not be taken into consideration to compute regular pay.
- (2) From 9th February 1987 onwards, the rate of additional charge allowance for the whole period of five months shall be uniform as in column (1) above.
- (3) Current additional charge: Where an employee is directed to attend duties of current nature only, but not the various functions which an employee is expected to attend, the employee is not eligible for any additional pay.
- (4) Holding additional charge of more than one post: Further at the same time, an employee may also be directed to look after the duties of more than one post, in addition to the normal duties and he shall be eligible for additional pay as contemplated under sub-paragraph (2) above for each post.

20 Leave

- (1) The Tamil Nadu Leave Rules of 1933, as amended from time to time, shall be applicable to the employees of the University. The following kinds of leave shall be admissible:
 - (a) Earned leave
 - (b) Unearned leave on private affairs
 - (c) Unearned leave on medical certificate
 - (d) Extraordinary leave
 - (e) Maternity leave
 - (f) Hospital leave
 - (g) Special disability leave

- (h) Casual leave
- (i) Special casual leave
- (j) Compensation leave
- (k) Restricted holidays

In addition to the above, the following kinds of leave shall be admissible for the teaching staff as per Clause 8 of UGC Regulation vide notification No.F.3-1/2009, dated 30.6.2010 and the rules for the same shall be prescribed.

- (l) Duty leave
 - (m) Study leave; and
 - (n) Sabbatical leave
- (2) Every employee shall be eligible for 12 days of casual leave in a calendar year and three days of restricted holidays.
 - (3) An employee who is required by the competent authority to work on a holiday shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which he/she worked.
 - (4) Special casual leave, not counting against ordinary casual leave, may be allowed to an employee who is detained in a plague camp on the way to rejoin duty or who is ordered by the appointing authority to absent himself from duty on the certificate of a medical officer on account of the presence of infectious diseases in his house, provided no substitute is appointed.

The following diseases are treated as infectious:

- (a) Rabies;
 - (b) Any other diseases declared infectious from time to time by the Government.
- (5) An employee may be permitted to surrender the earned leave at his credit and draw leave salary in lieu thereof subject to the terms and conditions in force from time to time under Tamil Nadu Government Service.
 - (6) An employee may be permitted to encash the earned leave at his credit on the date of superannuation, subject to a maximum of 240 days and 90 days of unearned leave on private affairs by the authority competent to grant such leave subject to the terms and conditions in force from time to time under Tamil Nadu Government Service. The concession shall also be allowed to the following categories of employees:

- (a) Those retiring on medical invalidation
- (b) Those retrenched from Government service
- (c) Those permitted to retire from service without prejudice to the disciplinary proceedings pending against them
- (d) In the case of death of an employee while in service
- (e) To those going on voluntary retirement and
- (f) Those sent on compulsory retirement

In the case of death of an employee, the earned leave and unearned leave on private affairs at his credit may be permitted to be encashed without waiting for a formal application.

- (i) At the time of retirement, 50% of the leave on private affairs standing to the credit of the employees, up to a maximum of 90 days, be entitled for full leave salary. The Head of office shall draw the leave salary in encashment of leave on private affairs, as in the case of encashment of earned leave; and
- (ii) Full leave salary including Dearness Allowance and all other allowances normally admissible while going on leave during service be allowed for the entire period of earned leave encashment at the time of retirement subject to the terms and conditions in force from time to time under Tamil Nadu Government service.

Provincialised mazdoors shall compute earned leave at 1/11 of the period spent on duty on completion of five years.

- (7) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description other than leave on Medical Certificate may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be specified in Appendix-XIII.

21 Foreign Service

- (1) In addition to the provisions contained in Statute 46 of this University, the following Regulations shall govern the Foreign Service conditions of the employee.
 - (a) The Board of Management has empowered the Vice Chancellor to send the University employees on deputation on Foreign Service for a period up to three years to Government, Quasi-Government Institutions. The deputation beyond three years to these institutions shall be got approved by the Board of Management. Deputation to private institutions or other agencies shall be got approved by the Board of Management.

- (b) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are not easily available from any other source.
 - (c) An employee at the time of transfer on Foreign Service should hold a permanent post in the University.
 - (d) No employee of the University on deputation with an outside agency shall be allowed to retain lien on his post for more than one year.
 - (e) The Vice-Chancellor shall, in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowance, etc., and provident fund, pension and leave salary contribution to be made by the foreign employer.
- (2) Persons who are appointed in the University on deputation either from Government or from other Universities / Institutions shall be governed by the Statute 46 of the University and other terms and conditions prescribed from time to time.

22 Code of conduct of the employees: The code of conduct of the employees shall be as given in Appendix-VIII.

23 Control and discipline of the employees

- (1) The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed upon an employee:

Minor penalties

- (a) Censure
- (b) Fine (in the case of Group D employees only)
- (c) With-holding of increments
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders
- (e) Suspension

Major penalties

- (f) Reduction in rank including reduction to a lower post or time-scale or to a lower stage in the same scale
- (g) Compulsory retirement
- (h) Removal from service of the University
- (i) Dismissal from service of the University

Explanation

- (a) The discharge of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this Regulation.
- (b) The removal of person from the University service shall not disqualify him from future employment but the dismissal of a person from the University shall ordinarily disqualify him from future employment.
- (2) These Regulations shall be applicable to all employees, temporary or permanent and also those on deputation and on contractual service in the University.
- (3) The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendix-IX and X.

24 Retirement, extension of service and re-employment

- (1) The age of superannuation of the employees who are recruited against permanent or temporary posts of the University, governed by the policy of the UGC and borne by the UGC scales of pay and the employees who are transferred and permanently allotted to the University from TNAU / Government department governed by the policy of the UGC and borne by the UGC scales of pay shall be sixty years.

The age of superannuation of the other employees who are borne under the Tamil Nadu Government service rules and who are recruited against permanent and temporary posts of the University and those who are transferred and allotted to the University from TNAU / Government department shall be fifty eight years, except in case of Office Assistants and Provincialised Mazdoors.

The age of superannuation for Office Assistants and Provincialised Mazdoors transferred from Government departments and appointed by the University shall be sixty years.

The date of retirement of a University employee shall be with effect from the afternoon of the last day of the month in which he/she attains the superannuation age as above.

- (2) For good and sufficient reasons, the Board shall have the power to re-employ a person retired from the service of the University up to a period of four years, at a maximum of two years at a time. The person so re-employed shall be paid salary at the rates decided by the Board based on the merits of the individual case.
- (3) The Board may at its discretion re-employ such of the transferred employees from the State Government Service, who retire from

the University and the Government service and others while on deputation, on superannuation at the age of fifty eight years or otherwise, for a period of not more than two years. The pay plus pension of such re-employed persons shall not exceed the pay last drawn.

- (4) In respect of re-employment of the officers of the University, the prior approval of the Board shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Board.
- (5) No person dismissed from any service shall be eligible for re-employment of any kind in the University.
- (6) The employees of the University may be permitted to retire from service voluntarily on completion of qualifying service of 20 years with pensionary benefits and with a weightage up to five years towards qualifying service.

The scheme of weightage will not be applicable to persons who retire under voluntary retirement on completion of 50 years of age or 25 years of qualifying service. The rules relating to the voluntary retirement shall be as per the Government rules issued from time to time.

In the case of employee who retires voluntarily the date of retirement shall be treated as on non-duty day.

- (7) (a) Employees who have attained the age of 50 years or completed 25 years of qualifying service shall be considered for compulsory retirement subject to the following conditions:
 - (i) Cases where an employee's integrity is not in doubt, but his physical or mental condition is such as to make him inefficient for further service or render him unfit to discharge his duties properly.
 - (ii) Cases of employees against whom there are repeated complaints of corruption.
 - (iii) Cases of employees who although, have done well in the lower grades, are not considered adequate for the responsibilities of the posts they occupy or will not be able to perform efficiently in their posts for the next three years.
 - (iv) Cases of employees who have close links with the banned organisation.
- (b) The review of compulsory retirement cases will be examined by a Committee constituted by the Board and such cases recommended by the committee for compulsory retirement will be placed before the Board for its approval. In the case of employee retired pre-maturely, the date of retirement shall be treated as "non-duty day".

- (c) The review of cases will be made once in six months. the review of the work of the same individual will be carried out firstly on completion of 25 years of qualifying service or 50 years of age, whichever is earlier and again after 5 years of service.

25 Issue of retirement notice

Six months prior to an employee attaining the age of superannuation of retirement, a notice shall be sent to him about his impending retirement by the Registrar or other officers of the University.

26 Gratuity, pension and provident fund

- (1) The University shall institute gratuity, pension and provident fund schemes for the benefit of the officers and employees of the University.
- (2) In the event of death in harness of an employee of the University, his nominee(s) or heir(s) is/are eligible for gratuity and family pension.
- (3) The Pension and Provident Fund Rules are given in Tamil Nadu Veterinary and Animal Sciences University Rules.

27 Daily allowance and travelling allowance

- (1) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling Allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time.
- (2)
 - (a) Member of the Board of Management shall be entitled to draw daily and travelling allowance as prescribed in Statute 3 (2)(d).
 - (b) All employees shall be entitled to draw daily and travelling allowances under the Tamil Nadu Travelling allowance rules with reference to Pay plus Academic Grade Pay / Grade Pay as grades 1 to 4, as per G.O.Ms.No.237, Finance (Pay Cell) Department, dated 01.06.2009 and further amendments / clarifications issued by the Government thereon from time to time.
 - (c) Employees of the State or Central Government or Corporate bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the rules governed by their respective parent organizations.
 - (d) Members of the Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid actual Air fare / AC I Class/ I Class or AC 2-tier fare plus daily allowance on par with

Grade-I Officer of the State Govt., as amended from time to time.

- (e) Outside experts who attend the Selection Committee Meeting shall be paid an honorarium as follows:
 - (i) University Officers selection : Rs.2000/-per day
 - (ii) Other categories : Rs.500/- per day
- (f) For stay at Tamil Nadu House, New Delhi, the employees shall be eligible to draw the actual expenses incurred subject to the ceiling prescribed for stay in Hotel.
- (3) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the concerned superior.
- (4) All other tours within the State by the officers and other employees shall be authorised as detailed in Appendix-XIII and XV.
- (5) All travel outside India by the Officers and other employees shall be authorised by the Board of Management on recommendation of the Vice-Chancellor.
- (6) The Finance Officer, with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

28 Medical allowance / medical reimbursement charges

The Medical Allowance shall be enhanced from Rs.50/-p.m. to Rs.100/-p.m. to all. As regards medical reimbursement for those who have opted for the same on or before 21-4-1995, the annual ceiling on reimbursement of medical expenses shall be revised at 30% of basic pay (Pay + Academic Grade Pay / Grade Pay) as on 1-1-2006 in the revised pay structure.

29 Loans and advances

- (1) The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The authorities empowered to sanction the advances are as given in Appendix-XV.
- (2) (a) The grant of the advances shall be governed by the Rules and other orders issued by the Tamil Nadu Veterinary and Animal Sciences University from time to time.
- (b) The rates for the grant of House Building Advances to the employees of Tamil Nadu Veterinary and Animal Sciences University are as per Tamil Nadu Veterinary and Animal Sciences University Rules.

- (3) The Finance Officer shall issue standing orders regarding the procedure and other matters relating to sanction and drawal of the above advances.
- (4) Subject to availability of funds, the University may at its discretion grant the following loans and advances to the officers and other employees, as per the rules and orders of the University issued from time to time:
 - (a) House Building Advance
 - (b) Marriage Advance
 - (c) Advance for the purchase of motor car, motor cycle, scooter, moped, bi-cycle and personal computer
 - (d) Education Advance
- (5) The rate of interest to be charged on such advance shall be the same as that of the State Government, on similar advances.

30 Acceptance of examinership and remuneration

- (1) The Vice-Chancellor may at his discretion grant permission to the University Officers to accept external examiner ship and other specific assignments and to receive fee / remuneration. The Deans and Directors may accord similar permission to the employees working under them. In all other cases, the Registrar may accord similar permission. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs.10,000/-.
 - (2) The period of absence for such work outside the University shall be treated as leave to which the employee is eligible if the employee is to receive remuneration and if the employee is to receive no remuneration, the absence shall be treated as on duty.
 - (3) The Vice-Chancellor has powers to permit University Officers and employees to serve as members of Committees, etc., constituted by the Government without financial commitment to the University.
- 30(A)** For faculty members, who are transferred on promotion, there shall be a mandatory requirement of two years of service in the new station.

CHAPTER - V

ACADEMIC PROGRAMMES

31 Withdrawal of Degrees, Diplomas etc.

The Board, may on the recommendations of the Academic Council by a resolution passed with a majority of not less than two-thirds of the Members present and voting at the meeting after providing an opportunity for the concerned person to explain his action in person and or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

REGULATIONS FOR UG & PG EDUCATION UNDER SEMESTER PATTERN

31(a) Undergraduate Regulations and 31(aa) Undergraduate (B.V.Sc.) Regulations-2001 - **Deleted**

31(ab) TANUVAS B.V.Sc. & A.H REGULATIONS- 2009

1. Short title and commencement

- (1) These regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Undergraduate (B.V.Sc. & A.H.) Regulations – 2009.
- (2) This shall apply to the students admitted from the academic year 2009-2010 onwards.
- (3) In these regulations, unless the context otherwise requires the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

2. Definitions

- (a) **“The Act”** means the Tamil Nadu Veterinary and Animal Sciences University Act 1989 (Tamil Nadu Act 42 of 1989).
- (b) **“University”** means Tamil Nadu Veterinary and Animal Sciences University.
- (c) **“Government”** means the State Government of Tamil Nadu.
- (d) **“Degree”** means the course of study in Veterinary Science, namely B.V.Sc. & A.H. (Bachelor of Veterinary Science and Animal Husbandry). It shall comprise a course of study consisting of curriculum and syllabus provided by the University as per Minimum Standards of Veterinary Education – Degree course (B.V.Sc. & A.H.) Regulations – 2008 of the Veterinary Council of India and spread

over five academic years including a compulsory internship of six months duration undertaken after the completion of all credit hours provided in the syllabus. During the course of study, there shall be training in teaching veterinary hospital, livestock and poultry farms and field training in veterinary institution as part of the course.

- (e) “**Academic year**” is a period during which a cycle of study is completed. It shall ordinarily be from August to July (except in the year of admission) and shall consist of two semesters covering 200 days of instruction excluding the days of examination. However, the commencement of classes for the first year B.V.Sc. & A.H. alone shall be extended up to October 31.
- (f) “**Semester**” is an academic term consisting of not less than 100 instructional days excluding examination days.
- (g) “**Syllabus**” and “**Curriculum**” mean the syllabus, and curriculum for courses of study as specified by the University as per Minimum Standards of Veterinary Education – Degree course (B.V.Sc. & A.H.) Regulations – 2008 of the Veterinary Council of India.
- (h) “**Course**” is a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number, title and credit(s).
- (i) “**Subject / Paper**” is the one that consists of course / courses in a subject listed under a department, in an academic year.
- (j) “**Credit hour**” means the weekly unit of work for any particular course as per the course catalogue issued by the University . A lecture class of one hour per week shall be counted as one credit whereas a practical class of two hours duration or a working period of three hours in Teaching Veterinary Clinical Complex or Instructional Farm per week shall count as one credit.
- (k) “**Examination**” means internal evaluation or annual board examination:
 - (i) Chief Superintendent means the Dean of the college concerned.
 - (ii) Hall superintendent means a teaching staff nominated for the purpose by the Dean of the college concerned.
 - (iii) Invigilator means a teacher in charge of invigilation work in the examination hall.
- (l) “**Internal examination**” is an examination conducted in a course, separately in theory and practical, after the course is completed. The weightage for theory and practical shall be 60:40 respectively.
- (m) “**Annual Board Examination**” (ABE) is a composite external examination for a group of courses / course in a subject / paper, as per the schedule of the examination conducted by the University

at the end of each academic year. The weightage for theory and practical shall be 60:40 respectively.

- (n) **“Grade point of a subject / paper”** is a value obtained by dividing the total marks obtained in a paper (A) by maximum marks allotted to the paper (B) and multiplied by 10 ($GP = A/B \times 10$). It shall be calculated together for theory and practical.
- (o) **“Credit point of paper / subject”** is the product of credit hours and grade point obtained by the student in a paper / subject. The credit points earned by a student shall be taken as zero if the grade point is less than 5.000.
- (p) **“Grade point average”** is the quotient of the total credit points obtained by a student both in theory and practical of various papers / subjects at the end of each academic year divided by the total credit hours taken by him / her in that year. The grading is done on a ten-point scale.
- (q) **“Overall grade point average” (OGPA)** is the quotient of cumulative credit points obtained by a student in all the papers / subjects both in theory and practical taken by him / her from the beginning of the first academic year of the degree course divided by the total credit hours of all the papers / subjects which he / she had completed up to the end of a specified academic year from the first year. It determines the overall performance of a student in all the papers / subjects taken during a period covering more than an academic year. The OGPA shall be rounded to three decimals.
- (r) **“Advisor / Ward Counsellor”** means a teacher of the faculty who has been nominated by the Dean as advisor / ward counsellor to a particular student to advise him / her in all academic matters.
- (s) **“Transcript”** means a copy of the consolidated report of marks secured by the student and issued by the University.
- (t) **“Teaching experience”** means teaching experience in the subject concerned in a veterinary college or animal science or allied subjects institution or veterinary hospital or institution recognised by the Veterinary Council of India.
- (u) **“Veterinary Hospital / Institution”** means teaching and non-teaching veterinary hospital / institution relevant to livestock health, production or technology by whatever name called and approved by the Veterinary Council of India.
- (v) **“Council”** means the Veterinary Council of India.
- (w) **“VCI Act”** means the Indian Veterinary Council Act 1984 (Act 52 of 1984).

- (x) “**First schedule**” and “**Second schedule**” mean the First schedule and Second schedule appended to the VCI Act.
 - (y) “**VCI guidelines**” means the guidelines / instructions issued by the Veterinary Council of India from time to time for uniform implementation of Minimum Standards of Veterinary Education – Degree course (B.V.Sc. & A.H.) Regulations – 2008.
 - (z) “**Inspector**” means the Veterinary Inspector appointed as per the VCI Act.
 - (aa) “**President**” means the President of the Veterinary Council of India.
 - (ab) “**Qualifying examination**” means Higher Secondary (10+2) examination or equivalent conducted by State Board of Education or Central Board of Education.
 - (ac) “**Secretary**” means the Secretary of the Veterinary Council of India appointed as per the VCI Act.
 - (ad) “**Visitor**” means a visitor appointed as per the VCI Act.
 - (ae) “**Veterinary college**” means an institution imparting veterinary education for the award of B.V.Sc. & A.H. degree having the required number of departments / units, infrastructure, manpower and other facilities laid down in the Minimum Standards of Veterinary Education-Degree Course (B.V.Sc. & A.H.) Regulations – 2008 of the Veterinary Council of India and under the overall administrative control of the Dean / Principal.
2. All the other words and expressions used but not defined in these regulations shall have the meanings respectively assigned to them in the Act.
 3. **Description:** A degree course of B.V.Sc. & A.H. shall comprise of curriculum and syllabus provided by the University as per Minimum Standards of Veterinary Education – Degree course (B.V.Sc. & A.H.) Regulations – 2008 of the Veterinary Council of India and spread over five academic years including a compulsory internship of six months duration undertaken after the completion of all credit hours provided in the syllabus. During the course of study, there shall be training in teaching veterinary hospital, livestock and poultry farms and field training in veterinary institution as part of the course.
 4. **Admission:** The admission to the undergraduate (UG) course shall be made in the beginning of the first semester of the academic year and shall be in accordance with the regulations laid down from time to time by the State Government and the University.
 5. **Fees:** The fees for application, semester fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.
 6. **Advisory system:** The students on their admission shall be divided into convenient groups by the Education Cell / UG Co-ordinator in consultation

with the Dean of the College and each group assigned to one of the teachers who is designated as Advisor. Each student immediately after enrolment fills up all the registration cards with the guidance of his / her advisor. Among other things, the advisor shall help the students in planning their programmes. The advisor will establish and foster close personal relationship with the students assigned to him / her during their entire stay in the college by having periodical meetings at least once in a month either with the entire group of students or with each individual student as often as is considered necessary in an effort to know their problems, review their study programme and take such remedial actions as may be necessary in consultation with the teachers, Education Cell / UG Co-ordinator and the Dean. The advisor shall also maintain a record containing particulars of previous history of the student, courses registered, examinations appeared and grades obtained in each course.

7. Registration

- (a) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective colleges. A registration and orientation programme will be conducted by the Dean of the College for the benefit of the students joining the University for the first time. The programme shall be for a duration as decided by the University from time to time. During this programme, the students shall be taken to the various departments and appraised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff Members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first semester shall be reckoned from the first day after the completion of orientation programme. For the students who are registering late due to late admission, attendance shall be reckoned from the date of their registration. However, this is only for the first semester of the first year of B.V.Sc. & A.H. course. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.
- (b) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The list of courses to be registered for a semester shall be given by the Education Cell / UG Co-ordinator in consultation with the Dean. The student in each batch shall have to register for the set of courses offered *in toto* for the batch and fill in the registration cards. However, there is choice in tracking programme, entrepreneurial training and study circle. The semester in which they are offered shall be identified by the Dean of the college concerned from time to time. The advisor in turn will countersign and send the cards to the Education Cell / UG Co-ordinator who will

forward them to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.

- (c) The payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from the hostel, library and such other places.
 - (d) The students including new entrants shall register the requisite courses in the beginning of each semester within seven working days, the first two working days without fine and the remaining five working days with a fine as decided by the University from time to time. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).
 - (e) **Preparation of timetable:** The timetable for a semester should be prepared by the Education Cell / UG Co-ordinator in consultation with course teachers of the semester. The timetable should be released only after the approval of the Dean of the college concerned.
 - (f) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules for all courses including tracking programme, entrepreneurial training and study circle should be drawn by the course teacher / coordinator as the case may be and concerned head of the department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule. 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.
8. **Study load for semester:** The full time study load for a student ranges from 18 to 23 credit hours per semester as prescribed. The maximum limit includes non-credit and audit courses.
9. **Inter-departmental teaching:** The courses identified for inter-departmental teaching are mentioned in the syllabus. These courses have to be dealt by teachers from departments concerned as mentioned. The distribution of theory, practical and work experience for such courses shall be decided by the Dean of the college concerned in consultation with the Heads of the Departments concerned before the commencement of the course. In case of VPB 321 Animal Biotechnology course, the same shall be handled by the faculty from the Animal Biotechnology department, if such department exists in the college. Otherwise, it shall be handled by faculty from VPB, VMC and VGO. Guidelines for conduct of such courses on issues like setting up of question paper, evaluation of answer sheets and such other issues shall be provided by the University from time to time.

10. Attendance requirements: Every student shall ordinarily attend all classes in a course. However, a minimum prescribed attendance in a paper shall be 80%. The minimum limit of attendance shall be reckoned for theory and practicals separately on the basis of cumulative attendance of all the courses grouped for a paper for appearing in the Annual Board Examination for a full period of two semesters of study before he / she is eligible for appearing in the Annual Board Examination (ABE). A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the ABE and his / her registration for that paper shall be treated as cancelled.

- (1) Normally a student who fails to put in the minimum attendance separately in theory or practical shall not be permitted to appear for the annual board examination and his / her registration for that course(s) shall be treated as cancelled. Such candidates shall be considered failed in that professional class and they have to fulfill all requirements of that class afresh. The Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as NSS, NCC, Sports and other co-curricular activities and the mandatory minimum requirement of attendance under these circumstance is 75% provided the Dean is informed well ahead of time. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of medical certificate for hospitalization obtained from a medical officer of government hospital or a registered medical practitioner. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department. A certificate to this effect shall be sent to the University along with attendance percentage to issue hall ticket for ABE. Hall ticket will be issued for ABE by the Controller of Examinations based on the prescribed application from the candidate duly filled in along with payment of fees, supported by fee receipt and attendance certificate from the Dean. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of Hall tickets.
- (2) No student shall be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of hostel.
- (3) The students receiving any scholarship should put in a minimum of 80% attendance or the attendance specified by the agency to receive the scholarship amount for the particular semester.
- (4) If a student admitted in the first year does not register the course of first semester or having registered, failed to put in 80% attendance on the basis of cumulative attendance of all the courses grouped for a paper for Annual Board Examination, his / her admission stands cancelled. If no prior permission is obtained from the Dean of the college, he / she shall

forfeit the admission to the course. Where a student leaves the college after completion of first semester for reasons beyond his / her control, he/she shall be eligible for re-admission within one year by the Dean to the appropriate semester on payment of re-admission fee as decided by the University from time to time under intimation to the University. Where the period of break exceeds one year, but does not exceed two years, a reference should be made to the University and the decision of the University shall be final. However, a student who registers for the first semester but does not put in the required attendance even after obtaining permission to rejoin the course in three consecutive years, the admission of the student shall be treated as cancelled, since the student cannot complete the B.V.Sc. & A.H. course within the stipulated period of eight academic years. Once a student leaves the college after issue of Transfer Certificate, he / she shall not be eligible for re-admission.

- (5) **How to calculate attendance for a course:** Normally the number of classes conducted is calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable) to the last working day. However, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be calculated from the date of declaration of result of the compartment examination to the last working day.
- (a) Theory class: Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last theory class of the semester.
 - (b) Practical class: Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last practical class of the semester. No student shall be allowed to compensate his / her absence by attending classes along with other batches.
 - (c) Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean of the college concerned to condone the deficiency.
 - (d) **Mass absence of students from a class or examination:** Absence of students *en masse* from a class or examination shall not be condoned. The Dean, in addition, may order suspension of the course, if deemed necessary.

11. Evaluation / Examination / Moderation:

- (1) The detailed guidelines for the conduct of examinations both internal and annual board examinations, award of marks, recording, preparation of mark lists, transcripts etc. circulated from time to time by the University shall be followed. The schedule of examinations shall consist of internal and ABE.

- (2) The proportion of marks for internal and ABE shall be 50:50 for theory and practical separately. The weightage for theory and practical shall be in the ratio of 60:40 respectively in both IE and ABE. In the theory paper in both IE and ABE, 60% of the question shall be of objective type and 40% of the question shall be of subjective type.

The maximum marks are 100 for each paper (i.e. for theory and practical). The duration of the examination is three hours. For objective type, the distribution is 120 questions each carrying 0.5 marks. The questions may be of fill in the blanks, choose the correct answer, true or false, match or answer in one words. For subjective type the pattern of the question paper consists of short notes, short answers, differentiation, detailed answers, brief essay with not less than 20% choice.

The following shall be the mark distribution for practical examination for internal examination:

Record	-	10
Practical	-	30
Viva voce	-	10

Marks obtained in theory and practical in the internal examinations shall be recorded separately and submitted to the Dean of the college concerned by the end of a particular semester. A student shall appear in all internal theory as well as practical examinations in the course(s) in a subject to become eligible to take ABE. The notification for the conduct of internal evaluation shall be issued by the Deans of the respective colleges as decided by the University.

The internal theory examination shall be conducted after the completion of the particular semester (i.e.) the next day of closure and the practical examination shall be conducted at the last practical class hours of the course concerned.

The course teacher will submit the corrected answer papers along with mark sheet to the Dean through the Head of the Department concerned and Education Cell / UG Co-ordinator for keeping them in safe custody till the student complete the subject / paper. The marks shall be displayed on the notice board.

The internal evaluation shall be conducted for 50% of the total marks in theory and practical separately and shall invariably be conducted on completion of lecture and practical schedule and shall be held without any preparatory leave. The IE shall be held without loss of instruction days specified for the semester. The 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. However, the question paper for theory examination shall be set by the course teacher as per common pattern decided by the University and answer

papers shall also be corrected by him/her. The examination schedule for the internal evaluation shall be decided by the Dean of the college concerned.

- (3) It shall be the responsibility of the course teacher that topics to be covered in the theory and practical in each course shall be recorded through a lecture / practical schedule and distributed to the students at the beginning of each course. The Heads of the Departments and 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) **Annual Board Examination (ABE):** A composite annual examination for a group of courses / course shall be held for the rest 50% marks in theory and practical separately as per the schedule of examination. The courses which form the ABE papers are as mentioned in the VCI ACT Annexure-IV page numbers 188-189. The practical examination shall be conducted by a Board appointed by the University consisting of two or more internal examiners representing the subjects involved in the paper and one external examiner.

Example-1: In Veterinary Microbiology, VMC 211 – General Veterinary Microbiology (2+1) is offered in III semester and VMC 221 - Immunology and Serology (1+1) is offered in IV semester. The ABE conducted at the end of second year includes a paper in Microbiology called Veterinary Microbiology Paper- I, which will have 67% questions from VMC211 and 33% from VMC 221. In practical examination, also due weightage will be given for each course. Due weightage to each course shall be given (based on the credit hours) to determine the questions under a subject.

Example-2: If there is only one course in a subject in an academic year, the ABE will have questions from only that course.

Summary: The ABE is only for a subject in an academic year and not for the courses.

- (5) The student shall be given a maximum of six preparatory holidays (inclusive of public holidays) before commencement of annual board examinations.
- (6) The schedule of examinations for both IE and ABE shall be held on such dates, time and places as notified by the Dean and the University respectively. No re-examination shall be allowed in events of students strike, boycott, walkouts, medical grounds or what-so-ever may be the reason. The results of ABE shall be announced before the commencement of the next academic year.
- (7) In an unusual event of external examiner for ABE not turning up at the last moment despite accepting the offer, the Deans of the respective college shall fix an external examiner from the available faculty and such action may be ratified later by the University.

-
- (8) All examinations must be completed as per the schedule prepared by the University so that the results are announced before the commencement of the ensuing academic year.
- (9) **Unfair means during examinations:** The Dean of the college shall be responsible for dealing with all cases of "Use of unfair means" in the various examinations. The phrase, "Use of unfair means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned student, if any. The Dean, on receipt of the report, may give an opportunity to the concerned student to represent his case. Considering all the available evidence, the Dean shall take appropriate action immediately. The penalty shall be as indicated below:
- (i) A student found using unfair means during the internal and annual examinations shall be deemed to have failed in all the courses he / she has registered in that academic year and / or in such of those courses in which he / she appeared for annual examination in that year. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that academic year and shall be deemed to have attempted and failed in those examinations. The Dean after passing orders shall report each case on above immediately to the University.
 - (ii) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in the above clause the Dean, besides treating the students as failed in all the courses, he / she registered in that year, may further debar the student for the succeeding year and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of each together with all the material evidence, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case may debar the student for further period or permanently. The decision of the Vice-Chancellor shall be final.
 - (iii) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there of.

12. Materials to be evaluated for ABE (practical examination)

- (a) Practical records and log book of all courses involved – 15%
- (b) Performance during practical examination – identification of spotters, experiments, problem solving, case study etc. – 50%
- (c) Performance during *viva-voce* to assess the level of competence and concept of the subject covered – 20%
- (d) Projects/assignments completed in each course during the period – 15%

13. Compartment examination: A student failing in a maximum of two papers only may be allowed once to appear in compartment examinations for those papers. Compartment examinations shall comprise of the external component of both theory and practical of the failed papers, which shall constitute the 100% weightage for those papers and the marks of internal examination shall not be considered for the evaluation of compartment examination. The compartment examination 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 five calendar days after the examination is conducted. 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. Students should not be permitted to take compartment examination as a mean for improving the marks in a paper in which he / she has passed. It should be extended only to students failed in a paper(s).

14. Scrutiny of grades, answer books and rectification of errors: The fee for such scrutiny shall be as decided by the University from time to time. The Controller of Examinations shall arrange for the scrutiny of answer book by the moderation committee. Scrutiny means re-totalling of marks and examination of unmarked questions if any. The answer books shall not be shown to the student under any circumstances. In case the total marks are found to be incorrect on scrutiny, the same will be corrected and the results shall be revised accordingly (even if it is on the lower side). If, however, any question is found to be unchecked by the examiner, the answer book shall be sent to the examiner for the needful and the result shall be revised accordingly if there occurs any change in the marks. A photocopy of answer book shall be retained at the University while sending the original answer book to the examiner. No representation by the student shall be entertained regarding the outcome of the result after scrutiny. In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he / she may apply to the authority concerned to appear in the compartment examination on the announced scheduled date. However, the scheduled date of the compartment examination shall under no circumstances be changed on this account. There shall be no provision for re-evaluation of answer books.

The student may apply to the Controller of Examinations within three working days after the announcement of the grades for scrutiny of the totaling of marks in the annual board examination (for both theory and practical) or calculation of grade points obtained by his / her advancing sufficient reasons for such a request.

15. Moderation

- (a) **Question paper:** The University may appoint a single moderator or a board of moderators not exceeding three in number for every paper in Annual Board Examinations. The moderator(s) shall review the question papers on the day of examination after they have been distributed. Any corrections needed, will be conveyed to the external examiners and any discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller of Examinations in a written report for necessary action.
- (b) **Results:** The Board of Examination shall review the results for the normal distribution of marks, 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 five marks in a professional year for a particular candidate, and in no case more than three 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.

16. Teachers, Examiners and Paper Setters

- (1) The persons with basic veterinary qualification (B.V.Sc. / B.V.Sc. &A.H.) shall be recruited as teaching faculty in veterinary colleges.
- (2) Teachers in the disciplines of Biochemistry, Biotechnology, Biostatistics and Computer Application, Entrepreneurship, Extension and Economics may be recruited from the persons having qualifications other than the basic veterinary qualifications only in case of non-availability of candidates with basic veterinary qualifications. Where candidates with basic veterinary qualifications are available they should be given priority in selection / appointment over the candidates without basic veterinary qualification. Appointment of persons without basic veterinary qualification as teachers in the aforesaid disciplines shall require prior approval of the Veterinary Council of India.
- (3) The post of Head of Department in a veterinary college shall be filled up only with a teacher with basic veterinary qualification.
- (4) A person possessing qualification included in the First Schedule or Second Schedule to the VCI Act shall be appointed as examiner or paper setter for the conduct of a professional examination for the B.V.Sc. & A.H. course. However, a person without the qualifications mentioned

above may also be appointed as examiner in his / her concerned subject provided he / she possesses the doctorate degree in that subject and a minimum three years teaching experience.

Provided that

- (a) No such person shall be appointed as an external examiner unless he /she has at least three years of teaching experience.
 - (b) No person below the rank of an Assistant Professor / Lecturer shall be appointed as an internal examiner;
 - (c) No person shall be appointed as an external examiner in any para-clinical / clinical subject unless he / she possesses a recognised veterinary qualification and holds a post-graduate degree and teaching experience in the subject concerned.
 - (d) Persons working in government / semi-government or similar employment may also be considered for appointment as external examiners provided they possess qualification and experience as laid down above.
 - (e) A paper setter shall be chosen by the University from among professionals who are not in the current teaching roles of the University and shall conform to the qualification suggested in these regulations. Paper setter(s) cannot be appointed as practical examiner(s) in the same paper. He shall be provided with courses and syllabus prescribed by the University. He shall be asked to prepare two sets of question papers each for ABE and for compartment examination, seal them in separate covers and affix his / her signature on each set. The University may appoint more than one paper setter.
- (5) The respective internal and external examiners with mutual co-operation shall conduct oral and practical examinations. They shall each have 50% of the maximum marks out of which 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.
- (6) The college 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 preparations for holding the examinations.
- (7) The external examiner shall have the right to communicate to the University and VCI his / her views and observations about shortcomings or deficiencies in the facilities provided by the veterinary college, if he / she so desires.
- (8) Verification of percentage of passing / failing and deviation from the normal curve of distribution will be subject to scrutiny / enquiry by the University.

17. Academic status and scholastic deficiencies

- (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. Overall performance of the student in various examinations including the ABE is the criterion for passing or failing in a paper and not the internal examination conducted at each semester.
 - (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 annual examinations combined).
 - (3) A student should secure overall grade point average of 5.000 out of 10.000 besides clearing successfully the internship, non-credit and audit courses / programmes at the end of degree programme to be eligible to get B.V.Sc. & A.H. degree.
 - (4) **Conditionally allowed promotion:** 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 promotion.
 - (5) Failed students shall register again for all the credit courses only and not for the non-credit courses in the professional class, they failed. Such students shall have to fulfill all requirements of credit courses of that class afresh.
 - (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.
 - (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.
- 18. Year of standing:** The year of standing of a student shall be determined solely on the basis of his / her completion of prescribed number of credit hours successfully.
- 19. Graduation requirements:** The student shall satisfy minimum residential requirement of IX semesters of study, non-credit courses / programme, audit courses and internship programme of six months.

20. Requirements for bachelors degree

- (1) A student undergoing course of study leading to the award of B.V.Sc. & A.H. shall pass the course and complete the minimum number of credit hours prescribed thereof, by the Academic Council from time to time by obtaining a minimum OGPA of 5.000 in the 10.000 point scale.
- (2) The University shall issue a provisional course completion certificate on passing the ABE at the end of IX semester including non-credit courses / tracking programmes, audit courses and such other courses / programmes identified by the University from time to time.
- (3) The State / Union Territory Veterinary Council or Veterinary Council of India will grant provisional registration to the candidate on production of provisional B.V.Sc. & A.H. course completion certificate. The provisional registration will be for a minimum period six months and maximum period of eight months.
- (4) **Classification of successful candidates:** The successful candidates after completion of the graduation requirements who secured an OGPA of 5.000 or more in the 10.000 point scale shall be classified as under:
 - 5.000 to 5.999 – Pass
 - 6.000 to 6.999 – Second Division (provided the student has secured a pass within the minimum prescribed period of study)
 - 7.000 to 7.999 – First Division (provided the student has secured a pass within the minimum prescribed period of study)
 - 8.000 and above – First Division with Distinction (provided the student has secured a pass within the minimum prescribed period of study)

However, under the circumstances, where a student discontinued the course temporarily on medical grounds, etc. during any one year with prior permission, but passed all the Board Exams which he / she appeared shall be given division such as “distinction or first class”, even if the student has not completed the course within the minimum prescribed period of study.

21. Internship: Every student is required after passing the fifth annual examination (Final B.V.Sc. & A.H. examination) to undergo compulsory rotating internship to the satisfaction of the University for a minimum period of six calendar months to be eligible for the award of the degree of B.V.Sc. & A.H. and full registration with the council.

- (1) Compulsory rotating internship shall include fulltime training in veterinary and animal husbandry service (including emergency duties and night duties). 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.

- (2) It shall be undertaken only after successful completion of all credit requirements of veterinary curriculum including tracking programme, study circles, entrepreneurial training and RVC squadron / NCC / Equestrian / NSS / Sports and such other programmes as identified by the University from time to time as prescribed under these regulations.
- (3) The University shall issue provisional course completion certificate of having passed all the professional examinations and having successfully completed course work. The State or Union Territory Veterinary Council or the Veterinary Council of India will grant provisional registration to the candidate on production of provisional B.V.Sc. & A.H. course completion certificate. The provisional registration will be valid for a minimum period of six months and a maximum period of eight months. After provisional registration with the State or Union Territory Veterinary Council or Veterinary Council of India, the candidate shall register for internship of six calendar months.
- (4) Interns will be actively involved in rendering veterinary service under the supervision of an experienced teacher / veterinarian. They shall assist the teacher / veterinarian in all activities of the units they are posted in.
- (5) During the period of internship they shall be provided residential accommodation / lodging if available and shall be paid consolidated remuneration in the form of internship allowance as may be decided by the University from time to time.
- (6) Attendance during internship will be compulsory. However, they are entitled to 10 days of casual leave. The leave cannot be claimed as a matter of right until and unless sanctioned by the sanctioning authority. The sanctioning authority shall be the Coordinator for the internship programme identified by the Dean of the college concerned. 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 additional days in lieu of the absence period and internship allowance will not be paid for these additional days.
- (7) In case of unsatisfactory work / performance and / or shortage of attendance the period of compulsory internship shall be extended by not more than two months by the Dean of the college concerned. If the period is more than two months, the intern has to re-register afresh for the internship programme for six calendar months including registration with the State or Union Territory Veterinary Council. No internship allowance will be paid for the period of absence / unsatisfactory performance / extended period.
- (8) The internship programme shall be monitored by a committee constituted by the Dean of the college concerned under his / her Chairmanship including among others, the Heads of Teaching Veterinary Clinical

Complex and Instructional Livestock Farm Complex as Members. The committee shall monitor the effective implementation of the internship training programme from time to time.

- (9) All parts of the internship shall be done as far as possible in veterinary institutions in Tamil Nadu. However, the University may identify institutions located outside the state of Tamil Nadu either national or international to impart internship.
- (10) The compulsory rotating internship for six calendar months shall be done in teaching and approved veterinary polyclinics/ veterinary hospitals, veterinary biological, technology centres, farms and veterinary disease investigation centres attached to the institutions. The compulsory rotating internship shall be in the following areas:-
 - (a) Clinical training covering veterinary medicine, surgery and radiology, animal reproduction, gynaecology and obstetrics, clinical emergencies, indoor ward care, hospital management, record keeping etc. for three months.
 - (b) Livestock production and management training, covering farm routines of cattle and buffalo farms, piggery and rabbitry, sheep and goat farms and equine / camel units etc. for one month.
 - (c) 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.
 - (d) Livestock technology and service covering familiarisation in biological product units, disease control campaigns, (disease investigation and sample collection and despatch, vaccination, mass testing etc.) in plant training in meat plants, milk plants, etc. training in zoo / wild life centre / national parks for one month.
- (11) Details of day-to-day work posting need to be worked out by the veterinary institution as per the needs and infrastructure facilities.
- (12) Where an intern is posted to a recognised veterinary hospital for training, a representative of the college and the officer-in-charge of the veterinary hospital shall regulate the training of such interns.
- (13) Every intern shall render professional veterinary service, skill and knowledge under supervision and guidance of a registered veterinary practitioner working in the approved veterinary institution.
- (14) **Functions, responsibilities and duties of the interns:**
 - (a) Participation with clinical faculty in the hospital practice.
 - (b) Shares the emergency and night duties on rotation in the large and small animal hospitals including Sundays and holidays.

-
- (c) Participation with staff of the place of posting in veterinary practice (production or technology).
 - (d) Hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian.
 - (e) Participation in the tutorial programme of the veterinary college.
 - (f) The intern will administer primary care to emergency cases and participate in service such as anaesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedures. Medicine and Surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.
- (15) The training shall be supplemented by weekly sessions of clinical conference, farm operation, data analysis, preparation of feasibility reports, project reports, campaigns / discussions in clinical training, farm training and technology and services respectively.
- (16) For the purpose of internship all necessary inputs, like accommodation, transport, adequate clinical facilities etc. shall be provided as far as possible.
- (17) The intern shall maintain a log-book of day-to-day work, which may be verified and certified by the supervisor under whom he / she work. In addition the intern 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 a seminar organized for the purpose.
- (18) Every intern shall have to submit an entrepreneurial project during the internship programme.
- (19) The list of core competence in veterinary skills is as below:
- (i) Restraint of cow, sheep, horse, dog and pig, haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging.
 - (ii) Animal identification, dentition and ageing of animals.
 - (iii) Housing layout / requirements of livestock and poultry.
 - (iv) Computation of ration for livestock of different breeds and age groups in health and disease.
 - (v) Fodder management and interpretation of feed quality evaluation.
 - (vi) Physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rate, respiration rate etc.)
 - (vii) Recording and interpretation of cardiovascular response.

-
- (viii) Testing of milk and milk products for quality, clean milk production.
 - (ix) Carcass quality evaluation (ante-mortem & post-mortem examination).
 - (x) Specific diagnostic tests for zoonotic diseases.
 - (xi) Sample collection, handling and dispatch of biological materials for laboratory examination.
 - (xii) Staining techniques for routine clinico-pathological examinations.
 - (xiii) Relating post-mortem lesions to major livestock diseases.
 - (xiv) Haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation.
 - (xv) Tests and their interpretation for haemoprotozoan diseases.
 - (xvi) Body fluids collection, examination and interpretation as an aid to diagnosis.
 - (xvii) Urine evaluation procedures and interpretation as indicators for diagnosis of diseases.
 - (xviii) Fecal examination procedures and interpretation.
 - (xix) Examination of skin scrapings and interpretation.
 - (xx) Interpretation of blood chemistry profile in diseases.
 - (xxi) Deworming procedures and doses for different species of animals / birds.
 - (xxii) Managing an outbreak of infectious / contagious disease.
 - (xxiii) Approach to diagnosis of a given disease condition.
 - (xxvi) Pre-anesthetic administration and induction, maintenance of general anaesthesia and dealing with anesthetic emergencies.
 - (xxv) Local anaesthetic administration.
 - (xxvi) Nerve blocks – sites, functional applications.
 - (xxvii) Suture material, suture pattern and tying knots.
 - (xxviii) Common surgical procedures including dehorning, docking, caesarian section, ovario-hysterectomy, castration, rumenotomy.
 - (xxix) Application of plaster cast / splint for fracture immobilization and other bandaging procedure in large and small animals.
 - (xxx) Soundness in horses.
 - (xxxi) Rectal examination – palpation
 - (xxxii) Detection of oestrus, artificial insemination, pregnancy diagnosis.

-
- (xxxiii) Management of vaginal / uterine prolapse and dystocia.
 - (xxxiv) Andrological examination of bull, handling, preservation and evaluation of semen.
 - (xxxv) Vaccination procedures, vaccination schedules and vaccine types for different diseases.
 - (xxxvi) Handling of radiograph, interpretation of a given radiograph of large and small animals.
 - (xxxvii) Client management.
 - (xxxviii) Managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.
 - (xxxix) Dosage regimens of important drugs.
 - (xl) Drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine.
 - (xli) Identification of major livestock-poultry breeds.
 - (xlii) Measuring climatic parameters and their interpretation.
 - (xliii) Communication technology tools.

However, the University shall add to this list of core competence from time to time.

- (20) A comprehensive *viva-voce* examination will be conducted at the end of internship programme at college concerned by an evaluation committee constituted for the purpose by the Dean. The committee shall consist of faculty representing the departments concerned with the internship. The grading shall be based on 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 the evaluation committee. There shall be no marks for this examination. Every intern shall be graded as Excellent / Very Good / Good / Satisfactory or as Unsatisfactory based on the evaluation of this examination and submission of Entrepreneurship project. The grade "unsatisfactory" shall be treated as unsuccessful completion of internship programme. In case of unsuccessful completion, the student has to repeat the internship programme and no allowance shall be paid to the student during that period.
- (21) The other details of conduct of evaluation for the internship programme shall be provided by the University as operating guidelines from time to time.
- (22) On successful completion of training, the Dean of the college concerned shall issue a certificate regarding this as prescribed by the Veterinary Council of India and the University shall approve the same and award the provisional degree certificate.

- (23) The candidate will become eligible for registration with the State / Union Territory Veterinary Council only on the award of the B.V.Sc. & A.H. degree or production of a provisional degree certificate issued by the University.
22. **Tracking programme:** The tracking programmes have been developed to allow students to exercise control over the specific direction of their profession and motivate them for self learning through virtual class room, distant learning, internet etc.
- (1) A student has to compulsorily register for two programmes of two credits ($2 \times 0+2 = 0+4$) any time during second to fifth year of B.V.Sc. & A.H. degree course. Each programme shall be for duration of a semester and they should not be taken together in a semester.
 - (2) The Dean of the college concerned shall identify one or more faculty as supervisor(s) for each programme and students should register for the same.
 - (3) The tracking programmes are considered as non-credit courses but shall be mentioned in the degree transcript along with the grades obtained.
 - (4) The list of tracking programme, method of its conduct, evaluation, grading and other issues related to this shall be as provided by the Veterinary Council of India and the University from time to time.
23. **Study circles:** Each student of B.V.Sc. & A.H. degree course should enroll for at least two study circles during the course out of the proposed study circles as identified by the Veterinary Council of India.
- (1) The list of study circles as identified by the Veterinary Council of India are as below:
 - (a) Livestock and livelihood
 - (b) Production systems
 - (c) Ecosystems and livestock study
 - (d) Equine
 - (e) Canine
 - (f) Diagnostics
 - (g) Alternate animal use
 - (h) Fun / support animal
 - (i) Law and Veterinary Science
 - (2) No student shall be allowed to change the study circles during the professional year.
 - (3) The method of its conduct, identification faculty, evaluation, grading and other issues related to this shall be as provided by the Veterinary Council of India and the University from time to time.

24. **Entrepreneurial training:** Every student of B.V.Sc. & A.H. degree course shall be required to compulsorily undertake one of the activities of entrepreneurial training as identified by the Veterinary Council of India and the University from time to time. The areas identified by the University should be of regional importance.
- (1) The method of its conduct, allocation of funds, identification of faculty, evaluation, grading and other issues related to this shall be as provided by the Veterinary Council of India and the University from time to time.
25. **Non-credit training programmes:** The Remount Veterinary Corps (RVC) / National Cadet Corps (NCC), Sports (Physical Education), National Service Scheme (NSS) and such other programmes as identified by the Veterinary Council of India and the University shall be the non-credit programmes for B.V.Sc. & A.H. degree course. Every student has to enroll for any one of these programmes for a duration of minimum of two professional years. Enrolling in any of the programmes is compulsory for the award of B.V.Sc. & A.H. degree.
- (1) The method of its conduct, identification of faculty, evaluation, grading and other issues related to this shall be as provided by the Veterinary Council of India and the University from time to time.
26. **Migration / Transfer of student**
- (1) A student studying in a recognized veterinary college may be allowed to migrate / be transferred to another recognised veterinary College under another / same University.
- (2) The migration / transfer may be allowed by the University concerned after passing I year of B.V.Sc. & A.H. degree course within one month after start of academic session of II year of the receiving college / University.
- (3) Migration / transfer of a student shall not be allowed during the middle of an academic year.
- (4) The number of students migrating / transferring from one veterinary college to another veterinary college during the period of one year will be kept to the maximum limit of 5% of the intake capacity of each of the veterinary colleges in one year.
- (5) Cases not covered under such regulations, (1) to (4) may be referred to the Veterinary Council of India for consideration on merits.
- (6) An intimation about the admission of migrated / transferred students into any veterinary college may be sent to the Veterinary Council of India by the respective University.
27. **Student responsibility:** All undergraduates studying in this University are expected to know the requirements for the award of Bachelor's degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their advisors so that the later may watch their progress and guide them along right lines. In

no case will a regulation be waived or exemption made simply because a student pleads ignorance to it.

28. **Record of courses:** To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the students. A copy of the same shall be maintained by the Dean of the college concerned.
29. **Authorities to approve results and issue pass certificates, transcripts, etc.:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examination and Registrar shall issue the provisional degree certificate, transcript etc. to the candidate.
30. **Award of Diploma:** A diploma under the seal of the University and duly signed by the Officers authorized on its behalf shall be presented at a Convocation to each candidate who has successfully completed the graduation requirements for the award of degree. Diplomas of the candidates, who have successfully completed the graduation requirements for the award of degree and are admitted *in absentia* to a degree at Convocation, shall be sent by post. The diploma shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc. The Bachelors degree in the faculty of Veterinary Science shall contain the OGPA obtained and the class in which he / she has been placed in addition to the particulars already mentioned in the regulations.
31. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, been a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the powers at any time, notwithstanding the award of a diploma or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.
32. **Transitory provision:** These regulations shall apply to the students who were admitted from the academic year 2009-2010 onwards. No regulation made by the Academic Council, governing the undergraduate courses of study shall be construed, to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.V.Sc. & A.H. course in such manner as it may appear to be just and equitable.

31 (ac) TANUVAS B.V.Sc. & A.H. REGULATIONS-2016**1. Short title and commencement**

- (1) These regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Undergraduate (B.V.Sc. & A.H.) Regulations-2016
- (2) This shall apply to the students admitted from the academic year 2017-2018 onwards.
- (3) In these regulations, unless the context otherwise requires the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

2. Definitions

- (a) "The Act" means Tamil Nadu Veterinary and Animal Sciences University Act 1989 (Tamil Nadu Act 42 of 1989).
- (b) "University" means Tamil Nadu Veterinary and Animal Sciences University.
- (c) "Government" means the State Government of Tamil Nadu.
- (d) "Degree" means the course of study in Veterinary Science namely B.V.Sc. & A.H. (Bachelor of Veterinary Science and Animal Husbandry). It shall comprise a course of study consisting of curriculum and syllabus provided by the University as per the Minimum Standards of Veterinary Education-Degree Course (B.V.Sc. & A.H.) Regulations-2016 of the Veterinary Council of India and spread over five and half complete professional years including compulsory internship of one year duration undertaken after successful completion of all credits as prescribed in the syllabus. During the course of study, there shall be training in veterinary clinical complex or state veterinary hospital / dispensary, private veterinary hospital and animal farm or livestock farm complex as part of the course.
- (e) "Professional Year" means a period covering at least two hundred and ten days of instruction, excluding time spent for Annual Examinations except the fourth professional year which consists of three hundred and fifteen days of instruction. It shall be ordinarily from August to July (except in the year of admission). However, commencement of first professional year of B.V.Sc. & A.H. classes alone shall be latest by 1st September or as decided by the university from time to time.
- (f) "Syllabus" and "Curriculum" means the syllabus and curriculum for courses of study as specified by the Veterinary Council of India.
- (g) "Course" means teaching units of a subject to be covered within a professional year as prescribed in the syllabus of a department.

- (h) "Credit Hour" means the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two hours duration and a working period of three hours in the Veterinary Clinical Complex and Livestock Farm Complex per week shall count as one credit.
- (i) "Examination" means Internal Assessment and Annual Examination.
 - (i) "Chief Superintendent" means the Dean of the college concerned.
 - (ii) "Hall Superintendent" means a teaching staff nominated for the purpose by the Dean of the college concerned.
 - (iii) "Invigilator" means a teacher in charge of invigilation work in the examination hall nominated for the purpose by the Dean of the college concerned.
- (j) "Internal Assessments" are theory examinations conducted in a course after completion of 30%, 60% and 90% of the course. There shall be three Internal Assessments. Each Internal Assessment shall be conducted for a maximum mark of 40 with a weightage of 10.
- (k) "Annual Examination" is a composite external examination for a course as per the schedule of the examination conducted by the University at the end of each professional year. The weightage of theory and practical shall be 60:40, respectively.
- (l) "Grade Point" in a course is the total marks obtained by a student out of 100 divided by 10.
- (m) "Credit Point" in a course is the grade point obtained by the student in a course multiplied by the credit hours.
- (n) "Grade Point Average (GPA)" is the sum of the total credit points earned divided by the sum of credit hours.
- (o) "Overall Grade Point Average (OGPA)" is the sum of the grand total credit points earned divided by the grand sum of credit hours.
- (p) "Percentage of Marks" is the OGPA multiplied by 10.
- (q) "Ward Counsellor (Advisor)" means a teacher of the faculty who has been nominated by the Dean as ward counsellor to a particular student to advise him / her in all academic matters.
- (r) "Transcript" means a copy of the consolidated report of marks secured by the student and issued by the University.
- (s) "Teaching Experience" means the experience of teaching in the subject concerned in a recognised veterinary college or provisionally recognised veterinary college or recognised

veterinary university after obtaining post-graduate qualification in the concerned subject.

- (t) "Veterinary Hospital or Institution" means the Veterinary Clinical Complex of the college or Veterinary hospital / dispensary of State Government or private hospital recognised by the University and duly approved by Veterinary Council of India which shall have the basic infrastructure such as diagnostic lab, X-ray, ultrasonographic facilities etc. or institution relevant to livestock health, reproduction and diagnostics by whatever name called.
- (u) "Council" means the Veterinary Council of India.
- (v) "VCI Act" means the Indian Veterinary Council Act, 1984 (52 of 1984).
- (w) "First Schedule" and "Second Schedule" means the First Schedule and Second Schedule respectively appended to the Act.
- (x) "Guidelines or Instruction" means the guidelines or instruction issued by Veterinary Council of India from time to time for uniform implementation of Minimum Standards of Veterinary Education – (B.V.Sc. & A.H. Degree Course) Regulations, 2016.
- (y) "Inspector" means the Veterinary Inspector appointed under sub-section (1) of Section 19 of the VCI Act.
- (z) "President" means the President of the Veterinary Council of India.
- (aa) "Qualifying Examination" means Higher Secondary (10+2) examination or equivalent conducted by a State Board of Education or Central Board of Education.
- (ab) "Secretary" means the Secretary of the Veterinary Council of India appointed under Section 11 of the VCI Act.
- (ac) "Visitor" means a visitor appointed under sub-section (1) of Section 20 of the VCI Act.
- (ad) "Recognised Veterinary College" means any veterinary college or institution either a constituent college of the university or affiliated to a university and engaged in imparting teaching of B.V.Sc. & A.H. degree course and recognised by the Central Government on the recommendation of Veterinary Council of India after inclusion in the First Schedule for the Act under overall administrative control of the Dean.
- (ae) "Provisionally recognised Veterinary College" means a newly established veterinary college where admission shall be allowed by the Veterinary Council of India on annual basis after conducting inspection and subject to fulfilment of Minimum Standards of Veterinary Education Regulations, 2016.

All other words and expressions used herein and not defined but are defined in the Act shall have the same meaning as assigned to them in the Act.

3. **Course of Study:** (1) A degree course of B.V.Sc. & A.H. shall comprise a course of study consisting of curriculum and syllabus provided by the University as per Minimum Standards of Veterinary Education–(B.V.Sc. & A.H. Degree Course) Regulations, 2016 of the Veterinary Council of India and spread over five and half complete professional years including a compulsory internship of one year duration undertaken after successful completion of all credits as prescribed in the syllabus.

(2) During the course of study, there shall be training in veterinary clinical complex or state veterinary hospital / dispensary, private veterinary hospital, animal farm or livestock farm complex as part of the course.
4. **Admission:** The admission to the under-graduate course shall be made in the beginning of the first professional year and shall be in accordance with the regulations laid down from time to time by the State Government and the University.
5. **Fees:** The fees for application, yearly fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.
6. **Ward Counsellor:** The students on their admission shall be divided into convenient groups by the Education Cell in consultation with the Dean of the college and each group is assigned to one of the teachers who is designated as ward counsellor. Each student immediately after enrolment fills up all the registration cards with the guidance of his / her ward counsellor. Among other things, the ward counsellor shall help the students in planning their programmes. The ward counsellor will establish and foster close personal relationship with the students assigned to him/ her during their entire stay in the college by having periodical meetings at least once in a month either with the entire group of students or with each individual student as often as is considered necessary in an effort to know their problems, review their study programme and take such remedial actions as may be necessary in consultation with the teachers, Education Cell and the Dean. The ward counsellor shall also maintain a record containing particulars of previous history of the student, courses registered, examinations appeared and grades obtained in each course.
7. **Registration**
 - (1) Registration for the first time in the University: Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective colleges. A registration and orientation programme will be conducted by the Dean of the college for the benefit of the students joining the

University for the first time. The programme shall be for duration as decided by the University from time to time. During this programme, the students shall be taken to the various departments and apprised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first professional year shall be reckoned from the first day after the completion of orientation programme. For the students who are registering late due to late admission, attendance shall be reckoned from the date of their registration. However, this is only for the first professional year of B.V.Sc. & A.H. course. The registration will be done in person or through student support cell (on line mode) at Education Cell and failure to register for the first professional year before nominated date shall result in forfeiture of admission.

- (2) Subsequent registration: At the beginning of each professional year there will be registration for various courses as specified in the regulations. The ward counsellor in turn will countersign and send the cards to the Education Cell who will forward them to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.
- (3) The payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each professional year. The students shall be allowed to register for the professional year only after payment of fees and production of clearance certificates from the hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each professional year within seven working days, the first two working days without fine and the remaining five working days with a fine as decided by the University from time to time. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).
- (5) Preparation of time-table: The timetable for a professional year should be prepared by the Education Cell in consultation with course teachers. The time-table should be released only after the approval of the Dean of the college concerned.
- (6) Theory and practical schedules: At the commencement of a professional year, the theory and practical schedules for all courses should be drawn by the course teacher / Education Cell as the case may be and concerned head of the department and circulated to the students with a copy to the Dean.

8. **Veterinary Curriculum** – (1) The following shall be the veterinary curriculum, namely:-

- (a) (i) Core Courses; and
(ii) Internship including Entrepreneurial Training;
- (b) The curriculum shall provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment, ability to collect information and to correlate them and develop habits of self-education;
- (c) Medium of instruction for B.V.Sc. and A.H. degree course shall be in English;
- (d) Practical training at Livestock Farm Complex or Clinical practice shall be organised in small groups of 5 to 10 students so that each teacher can give personal attention to each student with a view to improve his or her skill and competence in handling of the patients and each practical batch for a course shall be preferably not more than twenty students;
- (e) Efforts shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character expression and other abilities which are necessary for a veterinary graduate to function either in solo practice or as a team member when he or she begins his or her independent professional career and an appropriate time slot for this activity be provided in the student study time table.

9. **Migration or Transfer of Student**

- (1) A student studying in a recognised veterinary college may be allowed to migrate or be transferred to another recognised veterinary college under another or same university.
- (2) The migration or transfer may be allowed by the university concerned after passing 1st year of B.V.Sc. & A.H. degree course within one month of the start of 2nd professional year of the receiving college or university.
- (3) Migration or transfer of a student shall not be allowed during the middle of a professional year.
- (4) The number of students migrating or transferring from one veterinary college to another veterinary college during the period of one professional year will be kept to the maximum limit of 5% of the intake capacity of each of the veterinary colleges in one year.
- (5) The cases not covered under sub-regulations, (1) to (3) may be referred to the Veterinary Council of India for consideration on merits.
- (6) An intimation about the admission of migrated or transferred students into any veterinary college shall be sent to the Veterinary Council of India by the respective institution.

10. Syllabus

- (1) The details of syllabus comprising of 81 credits are the minimum requirement for a programme leading to B.V.Sc. & A.H. degree and the summary of the distribution of credits shall be as follows:

Professional year	Theory	Practical	Total
First year (one year)	12	6	18
Second year (one year)	15	7	22
Third year (one year)	15	9	24
Fourth year (one and half year)	8	9	17
Total	50	31	81

- (2) In addition to the core courses above, a student shall have to successfully complete the internship including entrepreneurial training for the award of B.V.Sc. & A.H. degree.
- (3) Remount Veterinary Corps (RVC) or National Cadet Corps (NCC) or National Service Scheme (NSS) or Equestrian or Sports and Games shall be non-credit (0+1) training programmes any of which for all the professional years shall be compulsory (except fourth year) for the award of B.V.Sc. & A.H. degree and the performance of the students in these training programmes shall be assessed and graded as 'Satisfactory' or 'Unsatisfactory' and the student has to obtain 'Satisfactory' grading for successful completion of course requirements.
- (4) The syllabus prescribed is the minimum instructional syllabus and is illustrative of the course content for teaching different courses at the veterinary college for B.V.Sc. & A.H. degree programme:

Provided that there is scope for flexibility of addition of topics or courses in the programme as per need or regional or institutional demand from time to time and such changes shall be non-violative and commensurate to the basic structure, curriculum and infrastructure prescribed in these regulations.

11. Internship

- (1) Every student of B.V.Sc. & A.H. degree course shall be required after passing the fourth professional examination to undergo compulsory rotating internship to the satisfaction of the University for a minimum period of twelve calendar months so as to be eligible for the award of the degree of B.V.Sc. & A.H. and full registration with the council.

- (2) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall devote whole time to the training and shall not be allowed to accept a whole time or part time appointment paid or otherwise.
- (3) Internship shall be undertaken only after completion of all credit requirements of veterinary curriculum including Remount Veterinary Squadron or National Cadet Corp or Equestrian or National Service Scheme or Sports and games as applicable under these regulations.
- (4) The university shall issue a provisional course completion certificate of having passed all the professional examinations and having successfully completed prescribed course work.
- (5) The State or Union Territory Veterinary Council shall grant provisional registration to the candidate on production of provisional B.V.Sc. & A.H. degree course completion certificate and the provisional registration shall be valid for a minimum period of twelve months and maximum of sixteen months.
- (6) After provisional registration with the State or Union Territory Veterinary Council, the candidate shall register for internship of twelve calendar months.
- (7) Interns shall be actively involved in rendering veterinary service under the supervision of an experienced teacher.
- (8) They shall assist the teacher or in-charge in all activities of the units they are posted in.
- (9) During the period of internship, the intern shall be provided accommodation or lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the University from time to time.
- (10) The intern shall be entitled for fifteen days casual leave and the leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it and an intern wilfully absents from the training programme even if for part of a day or during off hours duty (including Sundays and holidays) he / she may be treated absent for that day and the candidate shall be required to undergo training for the additional days in lieu of the absence period and internship allowance shall not be paid for these additional days.
- (11) The internship programme shall be monitored by a Committee constituted by the Dean and the Committee shall comprise Dean or representative or nominee of the Vice-Chancellor, in-charge of Veterinary Clinical Complex, in-charge of Livestock Farm Complex and Associate Professor / Professor (Internship) as members

and this Committee shall monitor effective implementation of the internship training programme from time to time and shall be required to inspect the internship programme at different intervals of time randomly.

- (12) In case of unsatisfactory work or performance or shortage of attendance or both, the period of compulsory rotating internship shall be extended by two months and the student shall be re-evaluated, if again found unsatisfactory or is unable to secure 50 marks, he / she shall be given one more chance after another two months and if he / she is still found unsatisfactory due to any reason, the intern has to re-register afresh for internship programme for entire twelve calendar months including registration with the State or Union Territory Veterinary Council.
- (13) Internship allowance shall be paid only for twelve calendar months and no internship allowance shall be paid for the period of absence or unsatisfactory performance or extended period or re-registration period.
- (14) The compulsory rotating internship shall be in the following areas, namely:-
 - (i) Posting in Veterinary Clinical Complex for clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, In-patient ward, laboratory diagnosis, ambulatory, hospital management, record keeping etc;
 - (ii) Posting at Veterinary Clinical Complex of veterinary college of other state in India with provision of rent free accommodation;
 - (iii) Posting in any four of zoo or wild life centre or National Parks, Meat Plant or Abattoirs, Milk Plants, Poultry Farms, Field Hospital, district veterinary dispensary/polyclinics/hospitals, Animal Welfare Organization, Vaccine Institute, Remount Veterinary Corps, Pharmaceutical, Feed Industry for hands on training in each establishment;
 - (iv) Entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery or rabbitry, sheep and goat farms, and equine or camel unit etc. Poultry production and management covering layer and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities;
 - (v) Each intern shall submit a Project Report on completion of entrepreneurial training and this training is aimed at developing entrepreneurial skill for self-employment and the university or college shall provide interest free loans, technical support and

infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students;

- (vi) The profits, if any, shall be kept by the students, provided, in case of loss, the Dean of the college through the Entrepreneurial 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;
- (vii) The in-charge or nominee of each posting shall regulate the training of such interns and submit the evaluation report of each intern out of 20 marks which shall be accounted at the time of final evaluation;
- (viii) The remaining days shall be utilised for the final assessment of interns as prescribed in these regulations, with the objective of having achieved following core competency namely:-
 - (a) Restraint of cow, sheep, horse, dog and pig. haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging;
 - (b) Animal identification, dentition and ageing of animals;
 - (c) Housing layout or requirements of livestock and poultry;
 - (d) Computation of ration of livestock of different breeds and age groups in health and disease;
 - (e) Fodder management and interpretation of feed quality evaluation;
 - (f) Physical evaluation of livestock health parameters (auscultation, percussion, recording of temperature, pulse, heart rate, respiration rate etc.);
 - (g) Recording and interpretation of cardiovascular response;
 - (h) Testing of milk and milk products for quality, clean milk production;
 - (i) Carcass quality evaluation (ante-mortem & post-mortem examination);
 - (j) Specific diagnostic tests for zoonotic diseases;
 - (k) Sample collection, handling and dispatch of biological materials for laboratory examination;
 - (l) Staining techniques for routine clinico-pathological examinations;
 - (m) Relating post-mortem lesions to major livestock diseases;

-
- (n) Haematological evaluation (total leukocyte count, differential leukocyte count, haemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation;
 - (o) Tests and their interpretation for haemoprotozoan diseases;
 - (p) Body fluids collection, examination and interpretation as an aid to diagnosis;
 - (q) Urine evaluation procedures and interpretation as indicators for diagnosis of diseases;
 - (r) Faecal examination- procedures and interpretation;
 - (s) Examination of skin scrapings and interpretation;
 - (t) Interpretation of blood chemistry profile in diseases;
 - (u) Deworming procedures and doses for different species of animals or birds;
 - (v) Managing an outbreak of infectious or contagious disease;
 - (w) Approach to diagnosis of a given disease condition;
 - (x) Pre-anaesthetic administration and induction, maintenance of general anaesthesia and dealing with anaesthetic emergencies;
 - (y) Local anaesthetic administration;
 - (z) Nerve blocks- sites, functional application;
 - (aa) Suture material, suture pattern and tying knots;
 - (ab) Common surgical procedures including dehorning, docking, caesarean section, ovario-hysterectomy, castration, rumenotomy;
 - (ac) Application of plaster castor splint for fracture immobilization and other bandaging procedure in large and small animals;
 - (ad) Soundness in horses;
 - (ae) Rectal examination–palpation of pelvic or abdominal organs in cattle or horses or buffaloes;
 - (af) Detection of oestrus, artificial insemination, pregnancy diagnosis;
 - (ag) Management of vaginal or uterine prolapse and dystocia;
 - (ah) Andrological examination of bull, handling, preservation and evaluation of semen;
 - (ai) Vaccination procedures , vaccination schedules and vaccine types for different diseases;

- (aj) Handling of radiograph, interpretation of a given radiograph of large and small animals;
- (ak) Client management;
- (al) Managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc.;
- (am) Dosage regimens of important drugs;
- (an) Drug administration techniques in different species of animals-oral, parenteral, rectal, intra-peritoneal and intra-uterine;
- (ao) Identification of major livestock or poultry breeds;
- (ap) Measuring climatic parameters and their interpretation;
- (aq) Communication technology tools.

However, the University shall add to this list of core competence from time to time.

- (15) Details of day to day work, posting and duration needs to be worked out by the Veterinary Institution as per its needs and infrastructure facilities and the activities of interns shall be regulated by an Associate Professor / Professor (Internship) posted in Veterinary Clinical Complex and Assistant Professor (Internship and Entrepreneurship) in Livestock Farm Complex.
- (16) The intern shall have the following functions, responsibilities and duties namely:-
 - (i) Participation with clinical faculty in the hospital practice;
 - (ii) To share the emergency and night duties on rotation in the large and small animal hospitals including Sundays and holidays;
 - (iii) Participation with staff of the place of posting in veterinary practice, production or technology;
 - (iv) Hands-on diagnostic and treatment procedures for hospitalized cases under the supervision of the attending veterinarian;
 - (v) To administer primary care to emergency cases and participate in service such as anaesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedures, medicine, gynaecology and surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.
- (17) The training shall be supplemented by fortnightly sessions of clinical conference, farm operation and data analysis, preparation of feasibility reports, project report, campaigns or discussions in clinical training, farm training and technology.
- (18) The intern shall maintain a log book of day to day work which shall be verified and certified by the supervisor under whom he /

she works and in addition, the interns shall prepare a brief project report on the basis of his / her case study or case analysis, survey reports etc. and shall be based on his / her own study during the internship and such reports be supervised by more than one teacher, if required and the interns shall present such report in seminar organised for the purpose.

- (19) Internship evaluation: The assessment of each intern shall be based upon the evaluation of log book or project report, his / her performance reports from all the minimum prescribed training postings, entrepreneurial output, clinical case reports and their presentation, viva-voce and comprehensive examination in core competence in veterinary skills through a written test by an Evaluation Committee comprising the faculty representing the concerned departments appointed by the Dean for this purpose and the distribution of marks for various components of assessment shall be as under, namely;

Log book or Project report	10 marks
Performance in different postings	20 marks
Entrepreneurial output	20 marks
Case reports or presentation	10 marks
Written test	30 marks
Viva-voce	10 marks
Total	100 marks

- (20) The minimum pass marks in internship assessment shall be 50 out of 100.
- (21) After successful completion of internship, the Dean shall then issue the certificate of satisfactory completion of internship training as prescribed by the Veterinary Council of India.
- (22) A candidate shall become eligible for registration with State or Union Territory Veterinary Council only on the award of the B.V.Sc. & A.H. degree or production of a provisional degree certificate issued by the University.
- (23) The other details of conduct of evaluation for the internship programme shall be provided by the University as operating guidelines from time to time.
- (24) A student-undergoing course of study leading to the award of B.V.Sc. & A.H. shall pass the course and complete the minimum number of credit hours prescribed thereof, by the Academic

Council from time to time by obtaining a minimum OGPA of 5.000 in the 10.000 point scale.

- (25) The University shall issue a provisional course completion certificate on passing the Fourth professional examination at the end of fourth professional year including non-credit courses / programmes and such other courses / programmes identified by the University from time to time.
- (26) The State / Union Territory Veterinary Council or Veterinary Council of India will grant provisional registration to the candidate on production of provisional B.V.Sc. & A.H. course completion certificate. The provisional registration will be for a minimum period of twelve months and maximum period of sixteen months.

12. Examination and Evaluation

- (1) It shall be the responsibility of the course teacher that topics to be covered in the theory and practical in each course shall be recorded through a theory / practical schedule and distributed to the students at the beginning of each course. The Heads of the Departments and 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.
- (2) Work distribution chart of each teacher shall be available with Dean's office for inspection and in each subject, Professors and senior teachers shall be actively involved in teaching, especially in conducting practical.
- (3) The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as practical, in each examination.
- (4) The weightage of theory and practical shall be in the ratio of 60:40 respectively.
- (5) The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60 respectively in annual examinations.
- (6) The schedule of examination during B.V.Sc. & A.H. degree course shall consist of internal assessment and annual examinations as detailed below, namely:-

Examination	Course coverage	Max. marks	Weightage
Internal Assessment			
First	30%	40	10
Second	60%	40	10
Third	90%	40	10
Annual Examination (Theory)	Paper-I	100	20
	Paper-II	100	20
Annual Examination (Practical)	Paper-I	60	20
	Paper-II	60	20

- (7) There shall be four professional examinations, one each after 1st, 2nd, and 3rd year, and the fourth after one and half year and these professional examinations shall have only the theory component with external system and the practical component shall be dealt with internally.
- (8) The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical exam after completion of 50% syllabus and the second one, when the course is completed but the second exam shall comprise of entire syllabus and annual professional examination shall be held after the completion of 100% course content in each subject and the result of the best of two internal assessments shall be accounted for.
- (9) The evaluation of answer books of internal examinations shall be done by the concerned teacher(s) whereas evaluation of answer books of annual theory examinations shall be done by the external examiner(s).
- (10) Internal Assessment: There shall be three Internal Assessments and should be conducted on completion of 30%, 60% and 90% of the syllabus. The Internal Assessment should be conducted by the concerned course teacher(s) during free period without affecting the teaching schedule and without loss of any instructional days. The examination schedule for the Internal Assessment shall be decided by the Dean of the college concerned. The format of question paper in the Internal Assessment shall be as per the choice of course teacher(s). The duration of Internal Assessment shall be at least one hour.
- (11) The maximum marks for the Internal Assessment is 40. Marks obtained in all three Internal Assessments shall be recorded. The answer books of the Internal Assessments shall be evaluated by the concerned course teachers. The marks shall be displayed on the notice board. At the end of the professional year or one month

prior to the commencement of Annual Examinations, the best of two Internal Assessment marks shall be submitted to the Dean of the college concerned.

- (12) The course teacher will submit the corrected answer papers along with mark sheet to the Dean through the Head of the Department concerned and Education Cell for keeping them in safe custody till the student completes the course.
- (13) Annual Examination: The Annual Examinations are conducted at the end of the professional year after completion of 100% of the courses in each subject. There shall be four professional examinations – one each after first, second and third year and the fourth after one and half year. These professional examinations have only the theory component with external system and the practical component shall be dealt internally. There shall be two papers (Paper-I and Paper-II) for each course, both in the theory and practical). The units in a subject that are included under paper-I and paper-II in the Annual Examination are as mentioned in the VCI Regulations, 2016 (Annexure-I). The duration of annual theory examinations shall be three hours.
- (14) The annual theory examinations should be conducted by inviting question paper from appointed paper setters and a paper setter shall be provided with the courses and syllabus prescribed by VCI including detailed course outline and the paper setter shall be requested to prepare two sets of question papers for main Annual Examination and compartment examination, if any. The distribution of marks for objective and subjective questions in each subject in the annual theory examinations shall be in the ratio of 40:60.
- (15) The evaluation of answer books of annual theory examinations shall be done by the external examiner(s).
- (16) Annual practical examination: It shall be conducted internally by a board of examiners consisting of concerned Head of the Department, teacher(s) and a representative of the Dean. The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical exam after completion of 50% of the syllabus and the second one, when the course is completed but the second exam shall comprise entire syllabus. The teachers while evaluating annual practical examination shall take in to account the following:
 - (i) A record or log book maintained by each student as practical records – 10 marks
 - (ii) Written test or observation and recording of the skill with which each student executes the practical – 40 marks

-
- (iii) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce) – 10 marks
 - (17) The marks of Internal Assessment as well as that of the annual practical examination shall be submitted to the Controller of Examinations.
 - (18) The student shall be given a maximum six preparatory holidays (inclusive of public holidays) before commencement of Annual Examinations.
 - (19) Both Internal Assessment and Annual Examinations shall be held on such dates, time and places as notified by the Dean and the University respectively. No re-examination shall be allowed in events of students strike, boycott, walkouts, medical grounds or what-so-ever may be the reason. The results of Annual Examinations shall be announced before the commencement of the next academic year.
 - (20) All examinations must be completed as per the schedule prepared by the University so that the results are announced before the commencement of the ensuing professional year.
 - (21) Unfair means during examinations: The Dean of the college shall be responsible for dealing with all cases of “Use of unfair means” in the various examinations. The phrase, “Use of unfair means” includes possession of any information or material by the student, talking to other students, copying from other students or printed or written material etc. The Invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student, the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The Invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned student, if any. The Dean, on receipt of the report, may give an opportunity to the concerned student to represent his case. Considering all the available evidence, the Dean shall take appropriate action immediately. The penalty shall be as indicated below:
 - (i) A student found using unfair means during the Internal Assessments and Annual Examinations shall be deemed to have failed in all the courses he / she has registered in that professional year and / or in such of those courses in which he / she appeared for Annual Examination in that year. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that academic year and shall be deemed to have attempted and failed in those

examinations. The Dean after passing orders shall report each case on above immediately to the University.

- (ii) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in the above Clause the Dean, besides treating the students as failed in all the courses, he / she registered in that professional year, may further debar the student for the succeeding professional year and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of the event together with all the material evidence, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case may debar the student for further period or permanently. The decision of the Vice-Chancellor shall be final.
- (iii) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there of.

- (22) The detailed guidelines for the conduct of examinations both Internal Assessments and Annual Examinations, award of marks, recording, preparation of mark lists, transcripts etc. circulated from time to time by the University shall be followed.

13. Teachers, Examiners and Paper Setters

- (1) The recruitment of teaching faculty shall be as per the prevailing norms of the University.
- (2) A person possessing qualification included in the First or Second Schedule to the Act shall be generally appointed as examiner or paper setter for the conduct of a professional examination for the Bachelor of Veterinary Science and Animal Husbandry course:

Provided that a person without the qualifications mentioned above may also be appointed as examiner in his / her concerned subject provided he / she possesses the doctorate degree in that subject and a minimum three years undergraduate teaching experience.

Provided, further that -

- (a) No such person shall be appointed as an external examiner unless he / she has at least three years teaching experience.
- (b) No person below the rank of Assistant Professor or equivalent shall be appointed as internal examiner.
- (c) No person shall be appointed as an external examiner in any para-clinical or clinical subject unless he / she possesses a

recognised veterinary qualification and holds a postgraduate degree and teaching experience in the subject concerned.

- (d) Persons working in Government or Semi-Government or similar organisations may also be considered for appointment as external examiners provided they possess qualification and experience as laid down above.
- (e) Local person(s) shall normally not be appointed as paper setter(s) or external examiner(s), provided, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like non-arrival of appointed examiner or non-receipt of question paper from paper setter etc.), the University may appoint any qualified person for the purpose to avoid postponement or cancellation of Annual Examination.
- (f) A paper setter shall be chosen by the University from among professionals who are not in the current teaching roles of the University and shall conform to the qualification suggested in these regulations. The paper setter shall be asked to prepare two sets of question papers each for Annual Examination and for Compartment Examination, if any, seal them in separate covers and affix his / her signature on each set. The university may appoint more than one paper setter.

14. **Attendance**

- (1) Every student shall ordinarily attend all classes in a course. However, a minimum prescribed attendance in a paper shall be 75%. The minimum limit of attendance shall be reckoned for theory and practicals separately for appearing in the Annual Examination.
- (2) Normally a student who fails to put in the minimum attendance separately in theory or practical shall not be eligible to appear for the Annual Examination and his / her registration for that course(s) shall be treated as cancelled. Such candidates shall be considered failed in that professional year and they have to fulfil all the requirements of that class course afresh. The Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Secretary, to represent the College/ University at various functions such as NSS, NCC, Sports and other co-curricular activities and the mandatory minimum attendance requirement may be reduced with the relaxation of twenty working days for NCC or NSS, Co-curricular activities and for the course of 0+1 credit, the relaxation shall be of only seven days provided the Dean is informed well ahead of time. A student who fails to put in a minimum requirement of 75% attendance because of sickness; the mandatory minimum may be reduced with the relaxation of twenty working days and for the course of 0+1 credit, the relaxation shall be of only seven days on the basis of medical certificate for

hospitalization obtained from a medical officer of government hospital or a registered medical practitioner.

- (3) The required condition of attendance shall not be deemed to have satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes, provided, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately with relaxation of twenty working days for NCC, NSS, Co-curricular activities and medical ground and for the course of 0+1 credit, the relaxation shall be of only seven days. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the head of the department. A certificate to this effect shall be sent to the University along with attendance percentage to issue hall ticket for Annual Examination. Hall ticket will be issued for Annual Examination by the Controller of Examinations based on the duly filled in prescribed application from the candidate along with payment of fees, supported by fee receipt and attendance certificate from the Dean. The attendance particulars should reach the Controller of Examinations at least 3 days prior to issue of hall tickets.
- (4) A student who fails to put in the minimum requirement of attendance either in theory or practical of a course shall not be eligible to appear for the Annual Examination and his / her registration for that course shall be treated as cancelled.
- (5) The students receiving any scholarship should put in minimum attendance as specified by the agency providing the scholarship amount for the particular year.
- (6) If a student admitted in the first year does not register a course or having registered and failed to put in 75% attendance for a paper for Annual Examination, his / her admission stands cancelled. If no prior permission is obtained from the Dean of the College, he / she shall forfeit the admission to the course. Where a student leaves the College for reasons beyond his / her control, he / she shall be permitted by the Dean under intimation to the University for re-admission to the appropriate year within one year on payment of readmission fee as decided by the University from time to time. Where the period of break exceeds one year, but does not exceed two years, a reference should be made to the University and the decision of the University shall be final. However, a student who registers for the first year but does not put in the required attendance after obtaining permission to rejoin the course in three consecutive years, the admission of the student shall be treated as cancelled, since the student cannot complete the B.V.Sc. & A.H. degree course within the stipulated period of nine professional

years. Once a student leaves the college after issue of Transfer Certificate, he / she shall not be eligible for re-admission.

- (7) Calculation of attendance for a course: The percentage of attendance of a student in a subject 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 the registration. Normally the numbers of classes conducted are calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable) to the last working day. However, for the students who take up compartmental examination owing to failure in the Annual Examination and are reverted back, the attendance shall be calculated from the date of declaration of result of the compartment examination to the last working day. However, the attendance for the first year shall be calculated from the date of registration.
- (i) Theory class: Number of theory classes conducted by course teacher from the first working day (i.e. the second day of registration week as per the time-table), to the last theory class of the year.
 - (ii) Practical class: Number of practical classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the time-table), to the last practical hours of the year.
 - (iii) No student shall be allowed to compensate his / her absence by attending classes along with other batches.
 - (iv) Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean's committee of the university concerned to condone the deficiency up to twenty working days.
 - (v) Mass absence of students from a class or examination: Absence of students *en masse* from a class or examination shall not be condoned. The Dean, in addition, may order suspension of the course, if deemed necessary.

15. Promotion

- (1) Promotion of a student in a professional year shall be decided only on the basis of aggregate marks of Internal Assessment and Annual Examinations of the subject.
- (2) A student shall be promoted to next higher professional class only if he / she has passed in all the subjects of his or her class

by obtaining at least 50% marks in theory (internal and external combined) and practical separately.

- (3) A student should secure OGPA of 5.000 out of 10.000 at the end of degree programme to be eligible to get B.V.Sc. & A.H. degree.
- (4) A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination, provided the provisional promotion shall be subject to clearance in the compartment examination of that or those subject(s) and shall be provisional and if the student fails in the compartment examination, he / she shall stand automatically reverted to the class from where he / she was allowed provisional promotion.
- (5) Failed students shall register again for the entire professional class they failed and such students shall have to fulfil all requirements of the class afresh.
- (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 (except fourth professional year).
- (7) In no case, a student shall be allowed to continue his / her B.V.Sc. & A.H. degree studies beyond nine professional years (excluding Internship) in a veterinary college.

16. Compartment Examination

- (1) A student failing in a maximum of two subjects only may be allowed to appear in compartment examination for those subject(s) and the compartment examination shall comprise of the annual component of both the theory and practical of the failed subject(s) which shall constitute 40 and 40 per cent weightage, respectively, and the marks obtained in Internal Assessment of theory shall be considered for the evaluation of compartment examination.
- (2) The compartment examination shall be conducted within twenty calendar days of subsequent professional year registration and if the student fails in the compartment examination, he / she shall be reverted back to the original class and the results of such compartment examination shall be declared within ten days after the examination is conducted.

17. Scrutiny of grades, answer books and rectification of errors:

- (1) A student may be allowed to get his / her theory answer book(s) scrutinised, for which the student shall have to apply to the Controller of Examinations within three working days after the declaration of results for scrutiny of the totalling of marks in the

Annual Examination (for both theory and practical) or calculation of grade points obtained by him / her advancing sufficient reasons for such a request.

- (2) The fee for such scrutiny shall be as decided by the University from time to time.
- (3) The Controller of Examinations shall arrange for the scrutiny of answer books by the screening committee.
- (4) Scrutiny shall be for re-totalling of marks and evaluation of unmarked questions if any.
- (5) In case, the total marks are found to be incorrect on scrutiny, the same shall be corrected and the results shall be revised accordingly (even if it is towards lower side) and if, 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. A photocopy of answer book shall be retained at the University while sending the original answer book to the examiner.
- (6) No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- (7) In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he / she may apply to the concerned authority to appear in the compartment examination on the announced scheduled date. However, the scheduled date of the compartment examination shall under no circumstances be changed on this account.

18. **Moderation**

- (1) The moderation of marks is as decided by the Board of Examination of the University.
- (2) The Controller 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 and the Committee shall review the results and recommend the moderation in the event of failure of more than 10% of the students actually appearing in that particular subject and any moderation suggested shall be uniformly applied to all students for that paper(s) without altering the merit of the passed candidates.
- (3) 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 subject and the provisions for moderation of results shall not apply to

Compartment Examinations and there shall be no provision for grace marks in any case.

19. Grading

- (1) 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 to 7.999	–	First Division
6.000 to 6.999	–	Second Division
5.000 to 5.999	–	Pass

20. Non-credit training programmes

- (1) The Remount Veterinary Squadron or National Cadet Corp or Equestrian or National Service Scheme or Sports and games as identified shall be non-credit (0+1) training programmes for B.V.Sc. & A.H. degree course.
- (2) Every student has to enrol any one of these programmes for all the professional years except fourth) for the award of B.V.Sc. & A.H. degree. Enrolling in any one of these programmes is compulsory for the award of B.V.Sc. & A.H. degree. The performance of the students in these training programmes shall be assessed and graded as 'Satisfactory' or 'Unsatisfactory' and student has to obtain 'Satisfactory' grading for successful completion of course requirements.
- (3) The method of its conduct, identification of faculty, evaluation, grading and other issues related to this shall be as provided by the Veterinary Council of India and the University from time to time.

21. Student responsibility

All under-graduates studying in this University are expected to know the requirements for the award of B.V.Sc. & A.H. degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their ward counsellors so that the latter may watch their progress and guide them along right lines. In no case will a regulation be waived or exemption made simply because a student pleads ignorance to it.

22. Record of courses

To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the students. A copy of the same shall be maintained by the Dean of the college concerned.

23. Authorities to approve results and issue pass certificates, transcripts, etc.:

The Vice-Chancellor shall approve the results on the recommendation of the Board of Examination and the Registrar shall issue the provisional degree certificate, transcript etc. to the candidate.

24. Award of degree

A degree under the seal of the University and duly signed by the Officers authorized on its behalf shall be presented at a Convocation to each candidate who has successfully completed the graduation requirements for the award of degree. The candidates who have successfully completed the graduation requirements for the award of degree and are admitted IN ABSENTIA to a degree at Convocation, the degree certificates shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc. The Bachelors degree in the faculty of Veterinary Science shall contain the OGPA obtained and the class in which he / she has been placed in addition to the particulars already mentioned in the regulations.

25. Amending or cancellation of results

If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, been a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the powers at any time, notwithstanding the award of a degree or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.

26. Transitory provision:

These regulations shall apply to the students who shall be admitted from the academic year 2017-2018 onwards. No regulation made by the Academic Council, governing the under-graduate courses of study shall be construed to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.V.Sc. & A.H. course in such manner as it may appear to be just and equitable.

- 31(b) Post-graduate Programme Regulations, 31(ba) TANUVAS Post-graduate Regulations and 31 (c) Additional Regulations for the Post-graduate students admitted from the academic year 1995-96 onwards - **Deleted**

31(bb) TANUVAS POST-GRADUATE REGULATIONS – 2009

1. Short title and commencement

- (1) These regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Post-graduate Regulations – 2009
- (2) This shall apply to the students admitted from the academic year 2010-2011 onwards.
- (3) In these regulations, unless the context otherwise requires the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

2. Definitions: In these regulations, unless the context otherwise requires,

- (1) **“Act”** means Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989)
- (2) **“Government”** means the State Government of Tamil Nadu.
- (3) **“Statutes”** means Tamil Nadu Veterinary and Animal Sciences University Statutes.
- (4) **“Academic Council”** means Academic Council of the University.
- (5) **“University”** means Tamil Nadu Veterinary and Animal Sciences University;
- (6) **“Degree”** means the course of post-graduate studies in Basic / Veterinary Sciences, namely M.V.Sc./ M.Sc. and Ph.D. They shall comprise of a course of study consisting of curriculum and syllabus provided by the University spread over a minimum of four semesters and a maximum of eight semesters for M.V.Sc. / M.S. and a minimum of six semesters and a maximum of twelve semesters for Ph.D. Dual Ph.D. shall be a course of post-graduate study in Basic / Veterinary Sciences and shall comprise of a course of study consisting of curriculum and syllabus provided by the University and a collaborating University spread over a minimum of ten semesters and a maximum of twenty semesters.
- (7) **“Academic year”** is a period during which a cycle of study is completed. It shall ordinarily start from 1st August and shall consist of two semesters covering 220 days of instruction including the days of examination.
- (8) **“Semester”** is an academic term consisting of not less than 110 instructional days including examination days.
- (9) **“Syllabus”** and **“Curriculum”** means the syllabus, and curriculum for courses of study as specified by the Indian Council of Agricultural Research (ICAR) and approved by the University;

-
- (10) **"Course"** is a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number, title and credits.
 - (11) **"Major course"** is a course taken by a student from the department in which he is majoring.
 - (12) **"Minor course"** is a course taken by a student from a related department. The list of related departments for every branch of PG programme shall be as decided by the University from time to time.
 - (13) **"Supporting course"** is a course taken by a student from an unrelated department. The list such courses for every branch of PG programme other than the course on biostatistics shall be as decided by the Advisory Committee of a student from time to time.
 - (14) **"Thesis"** is one that consists of report of the research activity taken by the student and it includes introduction, review of literature, materials and methods and results and discussion.
 - (15) **"Credit hours"** means the weekly unit of work. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two to three hours duration or a working period of four hours in the clinical ward per week shall count as one credit hour.
 - (16) **"Internal examination"** is an examination conducted between 55th and 70th day of the semester by the course teacher concerned for theory alone.
 - (17) **"Semester final examination"** is a University examination comprising of a theory and practical examinations separately conducted by the University at the end of each semester.
 - (18) **"Grade point of a course"** is a value obtained by dividing the total marks obtained in a course (X) by maximum marks allotted to that course (Y) and multiplied by 10 ($GP = X/Y * 10$).
 - (19) **"Credit point of course"** is the product of credit hours and grade point obtained by the student in a course.
 - (20) **"Grade point average"** is the quotient of the total credit points obtained by a student both in theory and practical of various courses including research credits at the end of each semester divided by the total credit hours taken by him / her in that semester. The grading is done on a ten-point scale.
 - (21) **"Overall grade point average"** is the quotient of cumulative credit points obtained by a student in all the courses including research credits both in theory and practical taken by him / her from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which he / she had completed up to the end of a specified semester from the first year. It determines the overall performance of a student in all courses taken during a period

covering more than an academic year. The OGPA shall be rounded to two decimals taking the third decimal alone in to consideration. Grade point / Credit point shall also be rounded to two decimals taking the third digit alone.

- (22) “**Advisory Committee**” means a committee of qualified staff to guide the student during the entire duration of study.
- (23) “**Transcript**” means a copy of the consolidated report of marks secured by the student and issued by the University.

3. Description

- (1) A post-graduate degree course of M.V.Sc. / M.Sc. shall comprise of a course of study consisting of curriculum and syllabus provided in these regulations spread over a minimum of two academic years including a compulsory submission of thesis.
- (2) A post-graduate degree course of Ph.D. shall comprise of a course of study consisting of curriculum and syllabus provided in these regulations spread over a minimum of three academic years including a compulsory submission of thesis.

- 4. **Admissions:** The admission to the post-graduate courses shall be made in the beginning of the first semester of the academic year and shall be in accordance with the regulations laid down from time to time by the University and State Government. For admission to Master’s degree programmes in Veterinary Science, a Bachelors’ degree in Veterinary Science from a recognised University is a must.

- 5. **Fees:** The fees for application, semester fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.

- 6. **Advisory system:** The students on their admission shall be put under an Advisory Committee and this committee is responsible for guiding the student in carrying out his / her academic programme.

- (1) **Composition:** The Advisory Committee for Master’s degree candidate shall comprise of a total of three Members including a Chairman. Out of them, two Members including the Chairman should be from the subject in which the student is majoring and one Member should be from the minor subjects. The Advisory Committee for the Ph.D. degree candidate shall comprise of four Members. Out of them, two Members including the Chairman should be from the subject in which the student is majoring and two Member should be from the minor / supporting subjects. For the Ph.D. students who are doing their degree in part-time basis under deputation, the Chairman shall be from the nearest college / farm / station. The Faculty from the farm / station where the student is working / doing research shall be made as one of the members of

the advisory committee. The Faculty from the farm / station where the student is working / doing research shall be made as one of the members of the advisory committee. In case where the head of the farm / stations is not from the major or minor field in which the student is studying, he / she shall be made as an additional member of the Advisory Committee. Hence, the additional member may be permitted for evaluation, final viva, etc. and to sign in the thesis copy.

- (2) **Formation of Advisory Committee:** The proposal for formation of Advisory Committee in the prescribed proforma should be submitted to the Faculty Dean within 90 days from the commencement of the first semester. The Head of the Department in consultation with the Dean of the college concerned will form the Advisory Committee and send it to the Faculty Dean for approval.
- (3) **Duties and responsibilities:** The Advisory Committee shall guide the student in the choice of courses in the minor and supporting subjects, in the selection of research problem for thesis and in all other matters relating to students academic activities. The Advisory Committee is also responsible for fixing the programme of course work, research work, evaluation of research credits, finalisation of thesis draft and conduct of comprehensive qualifying and final viva-voce examinations. However, the Chairman of the Advisory Committee is fully responsible for the academic performance of the candidate including selection of research topic. The Head of the Department will co-ordinate the academic activities and monitor the progress of the student to ensure the successful completion of the programme by the student.
- (4) **Change of Advisory Committee:** The Advisory Committee once formed shall not be changed normally till the student completes the programme. However, the change of Chairman and Members shall be permissible only on grounds of transfer, retirement, resignation or instances where continuous absence of the Chairman and Members exceeding six months. In such instances, the Head of the Department shall send the proposal for change of Advisory Committee clearly stating the reasons to the Faculty Dean for approval. In circumstances where the student require only a short duration for completion of the programme (i.e. less than one semester) and the Chairman / Member is retiring or on transfer and if the Chairman / Member expresses his / her willingness to continue as Chairman / Member, the same may be permitted by the Faculty Dean under intimation to the University. In such cases, the Head of the Department shall send necessary proposal. Under extraordinary circumstances in which the Chairman is not available and an imminent academic activity has to be carried out, the Dean of the college concerned can nominate the Head of the Department / any other Member in the Advisory Committee to act as Chairman under intimation to the University till the Advisory Committee

is reconstituted. In the event of the Head of the Department acting as Chairman and not available within this period, the Dean of the college concerned can act as Chairman and conduct evaluation.

- (5) **Eligibility for being Chairman / Member of advisory committee:** For being Chairman of Advisory Committee of Master's programme, he / she should be a recognised PG teacher by the University. For being the Chairman of Advisory Committee for Ph.D., he / she should be a PG guide recognised by the University and for being a Member, he / she should be either a PG guide recognised by the University or a PG teacher recognised by the University.
- (6) **Limit for being Chairman of Advisory Committee:** Normally no individual should be Chairman for more than three Advisory Committees at any point of time. However, under extraordinary circumstances, where sufficient numbers of PG teachers / PG guides are not available, the University with recommendation of the Faculty Dean may permit an individual to exceed the limit.
- (7) **Recognition of PG teacher / guide:** The concerned Faculty Dean normally recognizes PG teachers / guides for offering courses and for guiding research students. The recognized PG teachers shall offer courses as required by the concerned HoD. Normally such courses should be on their own field of specialization unless extraordinary circumstances demand offering other course. All the PG teachers are competent to guide Masters students in their research work in their own field of specialization. The PG teachers with Ph.D. degree alone are allowed to take courses for Ph.D. programme and be members in the advisory committee. However, only a recognized PG guide alone be the chairman of the advisory committee of Ph.D. student.

(a) Eligibility for PG guide:

Ph.D. degree holders with not less than three years of active experience in the field in the university / academic institution after completing their Ph.D. and preferably should have guided one Master's student to completion.

(b) Eligibility of PG teacher:

Professors, Associate Professors and Assistant Professors having

(i) **Ph.D. degree with three years of experience in the university / academic institution**

(ii) Masters Degree with 10 years of experience in the university / academic institution are eligible for PG teacher.

However on exceptional circumstances, faculty members not fulfilling the above criteria may be recognised as P.G. teacher / guide based on the recommendation of the concerned HoD and concerned Dean with full

justification

- (8) The Head of the Department should send necessary proposals for recognition of PG teacher / guide along with a letter of interest from the concerned individuals to be PG teacher / guide to the Faculty Dean through the Dean of the college concerned. All staff may be given the PG teacher / guide recognition once they satisfy the eligibility conditions. However, under extraordinary circumstances, the Faculty Dean may use his discretionary power to recognise individuals as PG teachers and PG guides on need basis. However, this is permissible only on situation where sufficient numbers of qualified teachers are not available to be recognised as PG teacher / PG guide.

7. Registration

- (1) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for registration from the Dean of the respective colleges. A registration programme will be conducted by the Dean of the college for the benefit of the students joining the University for the first time. Attendance in respect of fresh students for the first semester shall be reckoned from the first day of the commencement of registration. However only for the students who are registering late due to late admission, attendance, shall be reckoned from the date of the registration and this is only for the first semester of the first year PG programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.
- (2) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The students shall have to register for the set of courses and / or research credits with the guidance of the Advisory Committee.
- (3) The payment of fees and other arrears due to the college, Department, Hostel, Library, etc., shall precede the commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each semester within thirteen working days, the first two working days without fine and the remaining eleven working days with fine as decided by the University from time to time. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week) except for the first semester of the first year PG programme.
- (5) **Preparation of timetable:** The timetable for a semester should be prepared by the Head of the concerned department in consultation

with course teachers of the semester. The timetable should be get approved by the Dean of the college concerned before release.

- (6) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules should be drawn for a course by the course teacher and concerned Head of the Department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule

8. **Residential requirement:**

- (1) **Duration:** The minimum duration for the Master's programme shall be four semesters and maximum shall be eight semesters. The minimum duration for Ph.D. programme shall be six semesters and maximum shall be twelve semesters.

- (2) (a) **Temporary discontinuance:** All Master's and Ph.D. students are expected to complete the programme without any break. However, temporary discontinuance is permitted on extraordinary circumstances only after the student successfully completes the comprehensive qualifying examination. No student should temporarily discontinue the course without the prior permission of the Dean of the college. Students who have discontinued temporarily may be permitted by the University to rejoin within four semesters for Master's degree and six semesters in case of Ph.D. programme from the date of leaving the college. The students should send permission letter for rejoining well in advance through the Dean of the college concerned. However, the student should complete his / her graduation requirement within the maximum duration of eight semesters in case of Master's degree and twelve semesters in case of Ph.D. degree from the date of first admission. Any student who fails to complete graduation requirements within the maximum permissible period is not entitled for obtaining the degree. When a student leaves the college taking TC, he / she shall not be eligible for readmission.

(b) First year post-graduate students who are selected as Veterinary Assistant Surgeons are permitted to discontinue the course temporally before completion of comprehensive qualifying examination after completing the course work as a special case.

- (3) **Minimum credit requirement:** The minimum credit requirement shall be 60 and 75 for Master's and Doctoral programme respectively excluding non-credit compulsory courses for Veterinary and Animal Sciences programme. Whereas for M.Sc. programme, the minimum credit requirement shall be 55 excluding non-credit compulsory courses. The minimum credit requirement for M.V.Sc. / M.Sc. in Biostatistics programme shall be 61. This minimum limit can be exceeded by few credits at the maximum of four, but should not be lowered in any case. The increase in credit is applicable only for

course work. The distribution of credits into major, minor, supporting, masters/ doctoral seminar and Master's / Doctoral research is given below. The minor courses are to be taken from a related department. The list of such related departments for every majoring subject is as provided by the University from time to time. The supporting courses are to be taken from unrelated departments. Under the supporting courses a course on biostatistics is compulsory for all post-graduate students except for those majoring in Biostatistics. However, it need not be registered by Doctoral students if they have studied the course in Master's degree.

PGS 601 Library and Information Services, PGS 602 Technical Skills Writing and Communications, PGS 603 (e-course) Intellectual Property and Its Management in Agriculture and PGS 606 (e-course) Disaster Management are non-credit compulsory courses to be registered by all Master's students.

	Master's Programme	Doctoral programme
Course work		
Major	28 (20)[36]	17 (15)
Minor	06 (09) [9]	06 (08)
Supporting	05 (05) [5]	05 (05)
Master's / Doctoral seminar	01 (01) [1]	02 (02)
Sub-total	40(35) [51]	30 (30)
Thesis	20(20) [10]	45 (45)
Total	60(55) [61]	75 (75)

(Figures in bracket – for M.Sc. programme)(Figure in square bracket for M.V.Sc.. / M.Sc. in Biostatistics.

- (4) **Permissible workload for a semester:** The maximum permissible workload for any semester shall be 20 for both Master's and Doctoral programmes. It does not include non-credit compulsory courses. The permissible work load shall be exceeded by few credits at the maximum of two credits per semester. It is applicable only for course work. The maximum permissible research credits shall be 15 per semester. However, the maximum research credit a part-time Ph.D. student can register shall be 12. The permissible workload for each semester for a student shall be decided by the Advisory Committee. The part-time students should work for two hours extra on all working days when they are registering for research credits. A certificate, in this regard duly signed by the Chairman of the Advisory Committee and Head of the Department should be enclosed along with mark

sheet.

- (5) **Credit transfer:** Transfer of course and research credits earned at another University is permissible provided they have studied the same course with same credit load. However, a committee constituted by the University consisting of the Faculty Dean, Controller of Examinations and Head of the Department of the subject concerned may consider such requests and report to the University subject to following conditions.
- (a) The courses shall not have been studied earlier than three years from the date of admission of the student to the programme at this University.
 - (b) Credits to be transferred shall not however have been used for obtaining a degree / diploma elsewhere.
- (6) **Attendance requirements:** The Dean of the concerned college should ensure in ordinary circumstances that no student is officially deputed for University purposes so that he / she fails to secure the 75% attendance. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of medical certificate for hospitalisation obtained from a medical officer of government hospital or a private nursing home. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department and the certificate to this effect shall be sent to the University along with attendance in prescribed proforma sufficiently early, to issue hall ticket for semester final examination. Hall Ticket will be issued by the Controller of Examinations, based on the prescribed application from the candidate duly filled in and attendance certificate from the Dean of the concerned college. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of hall ticket.

Every student shall ordinarily attend all classes in a course. However a minimum prescribed attendance in a course shall be 80%. The minimum limit of attendance shall be reckoned for theory and practical separately, for a full period of one semester of study before he / she is eligible for appearing in the final semester examination. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the final semester examinations and his / her registration for that paper shall be treated as cancelled. Such of those courses should be re-registered by the student. Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as Sports, NSS, Medical

aid, etc. and the mandatory minimum requirement of attendance under these circumstances is 75% provided the Dean is informed well ahead of time at least two weeks earlier. However, under no circumstances, absence even on University business, students having less than 75% of attendance in theory and practical separately shall be permitted to take the examinations. Such of these students shall repeat the course and complete the same, when the course is offered in the subsequent semesters.

- (a) No student will be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of accounts of hostel administration.
 - (b) If a student admitted in the first year and does not register the course of first semester or having registered, failed to put in 80% attendance in all the courses, his / her admission stands cancelled and he / she shall forfeit the admission to the course. On seeking re-admission he / she has to undergo the normal admission procedure as a fresh candidate.
- (7) **How to calculate attendance for a course:** Normally the numbers of classes conducted are calculated by the course teacher from the first working day (i.e. the second day of registration week as per the time table) to the last working day.
 - (a) **Theory class:** Number of classes conducted by course teacher from the first working day i.e. the second day of registration week as per the timetable, to the last theory class of the semester.
 - (b) **Practical class:** Number of classes conducted by course teacher from the first working day i.e. the second day of registration week as per the time table, to the last practical class of the semester.
- 9. **Evaluation / Examination:** The detailed guidelines for the conduct of examination, internal and final evaluation, comprehensive qualifying examination, research credit evaluation, grading, recording, preparation of mark lists, transcripts etc. circulated from time to time by the University shall be followed. The schedule of examinations shall consist of internal and final examination in a semester for course work and a research credits evaluation while doing research.
 - (1) **Internal evaluation:** The internal evaluation would invariably be conducted on completion of at least 50% of the course. The examinations for the internal evaluation shall be conducted by the respective course teachers as per the guidelines issued by the Dean and University from time to time. It may be conducted only for theory with 40% objective and 60% subjective questions for duration of two hours for a total mark of 80, which may be converted to 20.
 - (2) **Final semester evaluation:** It shall be a University examination

comprising of theory and practical examinations separately conducted at the end of a semester. The theory examination shall be for duration of two hours with 40% objective and 60% subjective questions for 70 and practical examination shall be for 50 marks. The question paper for theory examination shall be set by the external examiner. The answer paper shall be evaluated separately by an external expert and an internal evaluator. Average marks of the two evaluations shall be considered for awarding the marks, provided the difference is not exceeding 15 percent of the highest marks awarded. If not, a third evaluation by an external examiner shall be carried out and the two closer evaluation marks shall be taken for calculation of final award of marks. The practical examination shall be conducted on the last practical class of the semester. The practical examination shall be conducted by the course teacher and one more teacher nominated by the Head of the Department concerned. The distribution of practical marks shall be as follows:

Record / Project work	-	10
Practical	-	30
Viva-voce	-	10

- (3) **Term paper:** A term paper may be given for each course and it may be evaluated for a maximum of 10 marks. The detailed guidelines for topic of term paper, evaluation and its presentation etc. circulated from time to time by the Dean and the University shall be followed.
- (4) **Distribution of marks for calculation of grade point of a course:** The distribution of marks for calculation of grade point of a course is as follows:

(a) Course with theory and practical

Internal evaluation	20
Final examination	70
Practical	50
Term paper	10
Total	150

(b) Course with theory alone

Internal evaluation	20
Final examination	70
Term paper	10
Total	100

(c) Course with practical alone

Record / Term paper / Project work	20
Practical	60
Viva-voce	20
Total	100

- (5) **Re-examination:** There shall be no supplementary examination for internal or semester final examinations for students absenting themselves due to any reason. The students who absent themselves for internal evaluation may be allowed to write final semester examination by foregoing 20 marks specified for internal evaluation.
- (6) **Comprehensive qualifying examination (CQE):** This is a mandatory examination to be taken by all masters and doctoral students after completion of 60% of major, minor and supporting courses separately.

After declaration of second semester results only, the CQE may be conducted for Masters students. Those who have not successfully completed 60% of major, minor and supporting courses, CQE may be conducted later after successfully completing 60% of major, minor and supporting courses.

CQE may be conducted for Doctoral students during the second semester after successfully completing 60% of major, minor and supporting courses. Normally it shall be conducted after second semester for Master's and during second semester for Doctoral students. The students should not be permitted to register for more than five research credits before successful completion of CQE. The results for CQE shall be graded as Satisfactory / unsatisfactory. In case of unsatisfactory performance, the students have to re-appear for the CQE after three months and such re-appearances are restricted to two. In total, the appearances are restricted to three. In such case, the student has to re-register for the programme.

The details of conduct of CQE, evaluation details and method of conduct of viva-voce shall be as per the guidelines issued by the Dean and University from time to time. The question paper for CQE for Master's and Doctoral programmes shall be set by the external examiner. However, the evaluation of answer books and conduct of viva-voce shall be by the Advisory Committee alone for Master's programme. In case of Ph.D. programme, the evaluation of answer books shall be by the Advisory Committee and viva-voce may be conducted by the external examiner. Under extraordinary circumstances, in which a Member of the Advisory Committee may not be available, necessary permission has to be obtained for conduct of CQE in the absence of one Member from the Dean of the college concerned. If more than one Member may not be available, permission has to be obtained from the University, appointing at least one Member as replacement temporarily

to conduct the examination only.

- (7) **Evaluation of Master's / Doctoral seminars:** The Master's / Doctoral seminar(s) is mandatory for all PG students with a credit load of 1+0 and 2+0 for Master's and Doctoral students respectively. The Advisory Committee should assign the seminar topics during the beginning of a semester. The students are expected to prepare a seminar paper after carefully reviewing the literatures and such other materials. The Advisory Committee shall evaluate the performance of the seminar credits registered by the students during the semester at the end of semester. The evaluation should be conducted during the last fortnight of the semester when all the Members of the Advisory Committee are available. Normally the students are not expected to absent themselves for seminar credit evaluation. Under extraordinary circumstances a late evaluation within 10 working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine as decided by the University from time to time. In circumstances, where a Member of the Advisory Committee may not be available necessary permission has to be obtained for conduct of evaluation in the absence of one Member from the Dean of the college concerned. If more than one Member may not be available permission has to be obtained from the University. In circumstances where the Chairman is not available for evaluation, late evaluation may be permitted by the Dean within 10 working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the Head of the Department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean can act as Chairman and conduct evaluation.

The performance of the student should be evaluated by the Advisory Committee as per the following norms:

Coverage of literature	-	40%
Presentation	-	30%
Use of AV aids	-	10%
Capacity to participate in the discussion	-	20%

A time schedule regarding the conduct of seminar has to be prepared by the Chairman and the same has to be communicated to the respective individuals and Advisory Committee well in advance. In case of failure with less than 60% marks, the student has to be awarded "F" Grade and in case of lack of attendance the student has to be awarded "E" grade (incomplete). In either case, the student

should re-register the credit(s) in the subsequent semester.

- (8) **Evaluation of research credits:** In case of unsatisfactory performance a grade of 'Incomplete' shall be awarded and the student has to re-register for the same block of research credit again in the subsequent semester. The student has to get the permission of Dean of the college concerned for re-registration of incomplete research credits. In case of re-registration of same block of research credit after second time, the matter may be referred to the Deans Committee and the University. Normally the students are not expected to absent themselves for research credit evaluation. Under extraordinary circumstances, a late evaluation within 10 working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine as decided by the University from time to time. However, it is the prerogative of the Dean to decide whether, the circumstances for late evaluation stated by the student really warrants it. In case of willful absence, the Advisory Committee in consultation with Dean of the college concerned may award incomplete grade. Normally all Members of the Advisory Committee should present themselves for evaluation of research credits. Under extraordinary circumstances, in which a Member of the Advisory Committee may not be available necessary permission has to be obtained for conduct of evaluation in the absence of one Member from the Dean of the college concerned. If more than one Member may not be available permission has to be obtained from the University. In circumstances where the Chairman is not available for evaluation, a late evaluation may be permitted by the Dean within 10 working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the Head of the Department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of the Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean can act as Chairman and conduct the evaluation. If a student has not got mandatory attendance limit of 80%, a grade of incomplete may be awarded and the student has to re-register for the same block of research credits again in the subsequent semester. The student has to get the permission of Dean of the college concerned for re-registration of incomplete research credits. In case of re-registration of same block of research credits after second time, the matter may be referred to the Dean's Committee and University.

The performance of the research credits registered by the students during the semester shall be evaluated by the Advisory Committee at the end of each semester preferably during the last week of semester by the Advisory Committee. The evaluation should be conducted by all Members of the Advisory Committee. Except the semester in which the student is submitting the thesis, the evaluation

of the research credits may be done by the Advisory Committee on a convenient day during last week of semester in which all Members are present on completion of mandatory attendance limit and 100 per cent completion of work committed to do at the beginning of the semester by the student. The research credit evaluation in the last semester shall be done after completion of mandatory attendance limit and research work and the student shall be allowed to submit the thesis anytime after the research credit evaluation.

- (9) **Final viva-voce examination:** On the basis of recommendation for acceptance of thesis, the University shall forward the reports of the external examiners to the Chairman of the Advisory Committee for conducting final viva-voce examination for the post-graduate students. The thesis shall be sent to one external examiner for Master's degree and two external examiners for Doctoral programme. Whereas for Doctoral programme, the final viva-voce shall be conducted by one of the external examiners decided by the University along with the Advisory Committee. The details and method of conduct of final viva-voce shall be as per the guidelines issued by the Dean and University from time to time. The date for final viva-voce should be fixed by the Chairman taking into account the availability of all Members of the Advisory Committee after verifying the fact regarding carrying out corrections and suggestions specified by the external examiners. Normally all the Members of the Advisory Committee should be present for final viva-voce. In case of extraordinary circumstances where a single Member may not be available, necessary permission has to be obtained from the Dean of the college concerned. If more than one Member may not be available, the final viva-voce examination has to be postponed. In circumstances, where the Chairman may not be available for a sufficiently longer duration for the conduct of final viva-voce, the Dean of the college concerned may nominate from a panel of three suitable persons from the discipline in which the student is majoring to the University and the person selected by the University may act as Chairman for the conduct of final viva-voce examination. During the final viva-voce, the candidate shall defend the thesis in front of Advisory Committee, invited staff, students and external expert. The degree shall be awarded on the unanimous recommendation of the examining committee in regard to the thesis itself and the performance of the student in the final viva-voce examination. The performance shall be evaluated as Satisfactory / Unsatisfactory. The opinion of the majority Members shall be taken into account. If difference of opinion arises between Members, in such case decision of the Chairman of the Advisory Committee shall be the final. In case of failure, the student has to re-appear for viva-voce examination after three months.

The final viva-voce shall be conducted by the Advisory Committee

alone with one external examiner identified by the University for Master's programme.

Students doing Ph.D. programme shall be allowed to take courses with 600 series from other departments if the Head of the Department / Advisory Committee recommends that such a course would be highly beneficial for the student's research programme. Such permission shall be given only when the research area of the students has been finalized.

- (10) **Unfair means during examinations:** The Dean of the college shall be responsible for dealing with all cases of "Use of unfair means" in the various examinations. The phrase, "Use of Unfair means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned student, if any. The Dean, on receipt of the report, may give an opportunity to the concerned student to represent his case. Considering all the available evidences, the Dean shall take appropriate action immediately. The penalty shall be as indicated below:
- (a) A student found using unfair means during an internal examination should be deemed to have failed in that course.
 - (b) A student found using unfair means during the semester final examination should be deemed to have failed that course. In such case, the student shall not be permitted to take the remaining examinations, if any, in that semester and shall also be deemed to have attempted and failed in the remaining examinations.
 - (c) The Dean shall report each case falling under (a) and (b) above immediately, after passing orders to the University.
 - (d) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in Clauses (a) and (b) above, the Dean, besides treating the student as failed in all the courses he / she registered in that semester, may further debar the student for the next semester and succeeding year and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of

each together with all the material evidences, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case, may debar the student for further period or permanently. The decision of the Vice-Chancellor is final.

- (e) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there for.

- (11) **Scrutiny of grades:** The student may apply to the Registrar through the Dean of the college concerned for revaluation of answer paper in the prescribed format not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.

The student may apply to the Registrar through the Dean of the College concerned for revaluation of answer paper both theory and practical in the prescribed format not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.

- (12) **Preparation of panel of external examiners:** For the purpose of identifying external examiner for CQE, thesis evaluation and conduct of final viva-voce for Ph.D., the Heads of the Departments having post-graduate programme shall send a panel of minimum of twenty experts in the discipline concerned in the beginning of every academic year. The University shall choose external examiner from the panel based on their experience. The rules regarding the preparation of the panel shall be as decided by the University from the time to time.

10. Thesis

- (1) The thesis should consist of five major sections namely introduction, review of literature, materials and methods, results and discussion. The thesis for the Master's degree should be of such a nature as to indicate the student's potentialities for conducting research. The thesis for the Ph.D. degree should be of the nature of definite contribution to the subject.
- (2) **Topic:** The thesis shall be on a topic falling within the field of the major subjects and shall be the result of the independent work of the students.
- (3) **Change of topic:** The topic once chosen and approved for research should not be normally changed. However, on extraordinary circumstances where such a change is warranted it should be done before completion of five research credits in case of M.V.Sc. / M.Sc. and 10 research credits in case of Ph.D. On the recommendation of the Advisory Committee, such changes can be approved by

the Faculty Dean. It is the prerogative of the Advisory Committee to decide on the proportionate retention within the registered / completed research credits. No changes in the area of the research will be approved once the student completes 5 and 10 research credits successfully for M.V.Sc. / M.Sc. and Ph.D. respectively. In such cases where a change in area of research is warranted after the completion of 5 and 10 research credits successfully for M.V.Sc. / M.Sc. and Ph.D. degree respectively, the student has to reregister for the entire block of research credits.

- (4) **Change of title:** The title given in the synopsis shall be taken as final title and title given at the time of approval of the programme of research shall be taken as tentative. However, change in the area of research and objectives are subject to modifications as specified in 10 (3).
- (5) **Synopsis:** The submission of thesis should be preceded by submission of synopsis to the University between 55th and 60th day of the semester. The synopsis should not exceed 10 pages and should consist of brief report of the work done. The approved programme of research work should be furnished along with the synopsis.
- (6) **Pages:** The number of pages for a M.V.Sc. / M.Sc. thesis should not exceed 125 and 250 for Ph.D. thesis. The page number includes pages containing plates, graphs and tables. The annexures need not be included in the page numbers.
- (7) **Submission:** The thesis should be submitted only on the last working day of the semester. Two copies of thesis for M.V.Sc. and three copies of thesis for Ph.D. should be submitted in paperback. After its final approval and after incorporating the suggestions of examiners if any, five copies (six copies for ICAR fellowship holders) of thesis should be hard bound and be submitted to the University. It should be hard bound only after completion of final viva-voce and carrying out the corrections suggested by the external experts.
- (8) **Late submission:** The students should submit the M.V.Sc. / Ph.D. thesis on the last working day of the final semester. The students who could not submit their thesis on the last working day should not be evaluated for the research credits. However, students failing to submit the thesis on the last working day shall submit the thesis during any time in the extended semester after paying a fee as decided by the University from time to time as late fee for thesis submission. In this case, a proposal should be sent by the Advisory Committee to University through Dean of the college concerned for permission for submission of thesis at any time during the extended semester. The provision of extended semester shall be given only once to the student. In circumstances where a student is not able to

submit even after the extended period, the grade “incomplete” may be given and the block of research credits has to be re-registered. However, in circumstances where the student is ready with the thesis but the Chairman or more than one Advisory Committee Members are not available on last day of the semester, the Dean of the college concerned may decide the date of submission and evaluation under intimation to the University.

- (9) **Publications:** The students are allowed to publish work even before submitting thesis. The copies of such publication should be enclosed with the thesis while submission. “The manuscripts of research papers should be submitted along with the thesis during final submission for masters students and for doctoral students one research paper should have been accepted in referred and second submitted or one patent filed.”

However, proof of the paper submission to the scientific journal has to be attached along with M.V.Sc. thesis submission. Whereas for Ph.Da copy of the published article from their research work has to be attached along with Ph.D. thesis submission.

- (10) **Rejection of M.V.Sc. thesis:** The M.V.Sc. / M.Sc. thesis rejected by one external expert may be sent to another external expert in the panel on the request of the Advisory Committee for an independent judgment. If the second expert also rejects the thesis, the thesis is considered as rejected and the student has to re-submit the thesis after a gap of one semester doing necessary work and corrections. In case of varied opinion, a committee constituted by the University shall decide on the merit of the thesis for award of degree. In case of rejection for the second time, the student has to re-register for the entire block of research credits.
- (11) **Rejection of Ph.D. thesis:** In case of a single dissenting note received from one of the two external experts to whom the thesis was sent, the University on recommendation of the Advisory Committee may send the thesis to third external expert in the panel for an independent judgment. If the third expert recommends the thesis for acceptance, then final viva-voce may be conducted for award of degree. If the third expert also rejects the thesis, the thesis is considered as rejected and the student has to re-submit the thesis after a gap of one semester doing necessary work and corrections. In case of rejection for the second time, the student has to re-register for the entire block of research credits.
- (12) **Final submission:** After the conduct of the final viva-voce, the Chairman of the Advisory Committee should forward the hard bound thesis along with a certificate for carrying out corrections suggested by the external experts for award of the degree.

11. Academic status and scholastic deficiencies

- (1) A student shall secure an OGPA of 6.5 to continue and to obtain degree. The minimum passing grade in a course shall be 6.0 separately in theory and practical.
- (2) The failed students shall re-appear for the failed courses as and when the examinations are conducted by the University.
- (3) Those candidates who have passed a course but fail to secure an OGPA of 6.5 shall appear for re-examination of course(s) in which he has scored less, as and when conducted by the University.

12. Year of standing: The year of standing of a student shall be determined solely on the basis of his / her completion of prescribed number of credit hours successfully.

13. Graduation requirements: The student shall satisfy minimum residential requirement as specified earlier with submission of a thesis.

14. Requirements for Master's and Doctoral degree

- (1) A student undergoing course of study leading to award of M.V.Sc. / M.Sc. and Ph.D. shall pass the course and complete the minimum number of credit hours prescribed therefor, by the Academic Council from time to time by obtaining a minimum OGPA of 6.5 in the 10 point scale along with a successful submission of thesis.
- (2) The University shall issue a provisional course completion certificate on passing all final semester examination with successful submission of thesis.

15. Student responsibility: All post-graduate students studying in this University are expected to know the requirements for the award of Master's / Doctoral degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their Advisory Committee so that the latter may watch their progress and guide them along right lines. In no case a regulation will be waived or exemption made simply because a student pleads ignorance to it.

16. Record of courses: To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the student. A copy of the same shall be maintained by the Dean of the college concerned.

17. Authorities to approve results and issues pass certificates, transcripts, etc: The Vice-Chancellor shall approve the results on the recommendation of the Board of Examination and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidate. A post-graduate student who registers for PG Diploma in Business Management in Animal and Fisheries Sciences (Part time - Evening course) while undergoing M.V.Sc. / Ph.D. programme shall be issued with only one TC and CC for the M.V.Sc. / Ph.D.

- programme even if the completion of PG Diploma in Business Management in Animal and Fisheries Sciences is earlier or later than M.V.Sc. / Ph.D. programme.
18. **Award of Degree:** A Degree under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at a Convocation to each candidate who has successfully completed the graduation requirements. The award of Degrees of the candidates, who have successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.
 19. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a diploma or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.
 20. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

31 (d) ACADEMIC REGULATIONS FOR B.Tech. (FPT) PROGRAMME - 2006**1. Short title and commencement**

- (1) These Regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Academic Regulations for B.Tech. (FPT) programme – 2006.
- (2) These shall apply to the students admitted from the academic year immediately after approval of the same by the University.
- (3) In these Regulations, unless the context otherwise requires the words and expressions used shall be interpreted to have the same meaning as in the Act, Statutes, Regulations and Rules of TANUVAS.

2. Definitions: In these regulations, unless the context otherwise requires,

- (1) “**Act**” means the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989).
- (2) “**University**” means the Tamil Nadu Veterinary and Animal Sciences University.
- (3) “**B.Tech. (FPT) degree**” means the course of study in Food Processing Technology. It shall comprise of a course of study consisting of curriculum and syllabus provided by the University spread over for four academic years including a compulsory in-plant training of one semester duration undertaken after completion of all credit hours provided in the syllabus.
- (4) “**Semester**” comprises of 105 working days including internal evaluations and excluding University semester examinations.
- (5) “**Internal evaluations**” are a series of examinations conducted for a course in a semester at various time points.
- (6) “**University semester examination**” is an examination conducted at the end of the semester by the University.
- (7) “**Class committee**” consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class.

All other words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in TANUVAS Act, Statutes, Regulations and Rules.

3. Description

- (1) The degree course of B.Tech. in Food Processing Technology comprises a course of study consisting of curriculum and syllabus provided along with these Regulations and spread over for four complete academic years including a compulsory in-plant training

of one semester duration undertaken after successful completion of all credit hours provided in the syllabus. During the course of study, there shall be industry trainings as a part of the course.

- (2) The medium for instruction and examination for this course shall be in English.
4. **Admission:** Admission to the B.Tech. (FPT) programme shall be made in the beginning of first semester of an academic year and shall be in accordance with the Regulations laid down from time to time by the University and Government.
5. **Fees:** The fees for admission, tuition fees, examination fees, special fees and such other fees shall be as prescribed by the University from time to time.
6. **Advisory system:** To help the students in planning the course of study and to advise on the academic programme, a Head of the Department nominated by the University shall attach certain number of students to a teacher of any department who shall function as ward counsellor to those students throughout their period of study. Such ward counsellor shall advise and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsels them periodically. If necessary, the ward counsellor may also discuss or inform the parents about the progress of the students under intimation to the Dean of the college.
7. **Class committee:** The class committee consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class. This committee shall be responsible for the overall improvement of the teaching and learning process. The composition, formation and functions of class committee shall be as per instructions issued by the University from time to time.
8. **Registration**
- (1) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective colleges. A registration and orientation programme will be conducted by the Dean of the college for the benefit of the students joining the University for the first time. The programme shall be for a minimum duration of three days. During this programme, the students shall be taken to the various departments and apprised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first semester shall be reckoned from the first

day after the completion of orientation programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.

- (2) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The list of courses to be registered for a semester shall be given by the UG Co-ordinator in consultation with the Dean. The student in each batch shall have to register for the set of courses offered *in toto* for the batch and fill in the registration cards. The advisor in turn will countersign and send them to the UG Co-ordinator who will forward it to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.
- (3) The payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from the hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each semester within seven working days, the first two working days without fine and the remaining five working days with a fine of Rs.30/-. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).
- (5) **Preparation of timetable:** The timetable for a semester should be prepared by the UG Co-ordinator in consultation with course teachers of the semester. The timetable should be released only after the approval of the Dean.
- (6) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules should be drawn for a course by the course teacher and concerned Head of the Department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule. 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.
- (7) The norms for eligibility to register for various semesters shall be governed by the rules of University at that time.

9. Residential requirement

- (1) **Duration:** The minimum duration shall be eight semesters and maximum shall be 14 semesters.

-
- (2) **Temporary discontinuance:** A student is not normally permitted to discontinue temporarily. However, if a candidate intends to temporarily discontinue the programme for valid reasons such as accident / hospitalization due to prolonged illness / ill health and to rejoin the programme in the later semesters, he / she shall apply to the Dean of the college in advance. The conditions for rejoining the programme after the break shall be governed by the Rules and Regulations in force at the time of re-joining. In such case, the total period for completion of the programme shall be reckoned from the commencement of first semester to which the candidate was admitted and shall not exceed the maximum period as specified in Clause 9 (1) irrespective of the period of break of study. If any student is detained for want of requisite attendance / progress / good conduct, the period stands in that semester shall not be considered as permitted break of study.
 - (3) **Minimum credit requirement:** The minimum credit requirement shall be 168 credits.
 - (4) **Permissible work load:** The permissible work load for a semester shall be 22 credits.
 - (5) **Credit transfer:** The transfer of course credits from other University into this programme shall be governed by the Rules and Regulations in force at that time.
10. **Attendance requirement:** Every student shall ordinarily attend all classes in a course. However, a minimum prescribed attendance in a paper shall be 80%. The minimum limit of attendance shall be reckoned for theory and practical separately on the basis of cumulative attendance of all the courses grouped for a paper for appearing in the University semester examination for B.Tech students. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that paper shall be treated as cancelled.
- (1) Normally a student who fails to put in the minimum attendance separately in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that course(s) shall be treated as cancelled. Such candidates shall be considered failed in that professional class and they have to fulfill all requirements of that class afresh. The Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as NSS, NCC, Sports and other co-curricular activities and the mandatory minimum requirement of attendance under these circumstance is 75% provided the Dean is informed well ahead of time. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of

medical certificate for hospitalization obtained from a medical officer of government hospital or a registered medical practitioner. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department. A certificate to this effect shall be sent to the University along with attendance percentage to issue hall ticket for University semester examination. Hall ticket will be issued for University semester examination by the Controller of Examinations based on the prescribed application from the candidate duly filled in along with payment of fees, supported by fee receipt and attendance certificate from the Dean. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of Hall tickets.

- (2) No student shall be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of hostel.
- (3) The students receiving any scholarship should put in a minimum of 80% attendance or the attendance specified by the agency to receive the scholarship amount for the particular semester.
- (4) If a student admitted in the first year does not register the course of first semester or having registered, failed to put in 80% attendance on the basis of cumulative attendance of all the courses grouped for University semester examination, his / her admission stands cancelled. If no prior permission is obtained from the Dean of the college, he / she shall forfeit the admission to the course. Where a student leaves the college after completion of first semester for reasons beyond his / her control, he / she shall be eligible for re-admission within one year by the Dean to the appropriate semester on payment of re-admission fee as decided by the University from time to time under intimation to the University. Where the period of break exceeds one year, but does not exceed two years, a reference should be made to the University and the decision of the University shall be final. However, a student who registers for the first semester but does not put in the required attendance even after obtaining permission to rejoin the course in three consecutive years, the admission of the student shall be treated as cancelled, since the student cannot complete the course within the stipulated period. Once a student leaves the college after issue of Transfer Certificate, he / she shall not be eligible for re-admission.
- (5) **How to calculate attendance for a course:** Normally the number of classes conducted is calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable) to the last working day. However, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be calculated from the date of declaration of result of the compartment examination to the last working day.

- (a) **Theory class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last theory class of the semester.
- (b) **Practical class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last practical class of the semester. No student shall be allowed to compensate his / her absence by attending classes along with other batches.
- (c) Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean of the college concerned to condone the deficiency.
- (d) **Mass absence of students from a class or examination:** Absence of students *en masse* from a class or examination shall not be condoned. The Dean, in addition, may order suspension of the course, if deemed necessary.
11. **Evaluation / Examination:** The detailed guidelines for conduct of examinations which include internal and final evaluation, in-plant training evaluation, grading / recording, preparation of mark lists, transcripts, unfair means during examination, scrutiny of grade and such other items issued from time to time by the University shall be followed:
- (1) **Internal evaluation:** For all theory and practical courses, a continuous assessment shall be applied for a maximum of 20 marks (consists of 15 marks for tests / experiments and 5 marks for attendance). For theory, the course teacher shall conduct three tests of two hours duration each carrying 100 marks during various time points in a semester. The total marks obtained in all the tests put together out of 300 shall be prepared and reduced to for 15 marks and rounded to nearest integer. For practical, every practical exercise shall be evaluated based on the performance of the same and records maintained and there shall be one mid-semester test. The criteria for internal assessment marks for practical shall be decided based on the recommendations of the Class Committee and shall be announced at the beginning of each semester. The remaining 5 marks shall be awarded for attendance as given below:
- | | | |
|-----------|---|---------|
| 80 - 85% | - | 2 marks |
| 86 - 90% | - | 3 marks |
| 91 - 95% | - | 4 marks |
| 96 - 100% | - | 5 marks |

The University shall decide the evaluation for tutorials for each course from time to time.

-
- (2) **Withdrawal of examination:** A candidate may for valid reasons be granted permission by the Dean to withdraw from examination in any course or courses of any semester examination. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made before the last date for submission of application form for University semester examination. Withdrawal shall not be considered for the appearance for eligibility of a candidate for first class with distinction. Withdrawal from examination is not a matter of right for the student and the reason is subject to verification by the Dean of the college.
- (3) **University semester examination:** The University semester examination for each theory and practical separately shall be for 80 marks. The guidelines for the conduct, evaluation of theory and practical papers, question paper setting, moderation and such other items issued by University from time to time shall be followed.
- (4) **Supplementary examination:** There shall be no supplementary examination for any internal evaluation or University semester examinations for whatsoever reasons including medical reasons.
- (5) **Scrutiny of grades:** The student may apply to the Registrar through the Dean of the college / faculty concerned for re-evaluation of answer paper in the prescribed format, not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.
12. **Academic status and scholastic deficiency:** A student shall secure 50% and above in theory and practical separately is considered to have passed in that course. If a candidate fails to secure a pass in particular course, it is mandatory that he / she shall re-appear in that course during the subsequent semesters when examination is conducted by the University for that course. He / she shall continue to re-appear for the examination until he / she secures a pass in that course. However, the internal evaluation marks obtained by the students in the first attempt shall be retained and considered valid for subsequent appearances.
13. **Year of standing:** The year of standing shall be determined solely on the basis of his / her passing the prescribed number of credit hours successfully.
14. **Graduation requirement:** The student shall satisfy the minimum residential requirement of eight semesters of study including compulsory in-plant training for a duration of one semester.
15. **Requirement for B.Tech. (FPT) degree:** A student shall be eligible for the award of B.Tech. (FPT) degree, provided he / she shall have passed the course and complete the minimum number of credit hours prescribed

thereof by the Academic Council from time to time by obtaining a minimum OGPA of 5 in a 10 point scale. The University shall issue a provisional course completion certificate after the student successfully completes all the credit requirements provided no disciplinary action is pending against the student. The student should have completed NCC / NSS / NSO programmes.

16. **Classification of degree awarded**

- (1) 8.01 and above: Pass with distinction – provided the student has passed in all the courses in first time and within the minimum prescribed period of eight semesters.
- (2) 6.51 to 8.00: Pass in first class – provided the student has secured a pass within the minimum prescribed period of study.
- (3) 5.00 to 6.50: Pass in second class.

17. **Student responsibility:** All B.Tech. (FPT) students studying in this University are expected to know the requirements for the award of the same and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their ward counselor so that the latter may watch their progress and guide them along right lines. In no case a Regulation will be waived or exemption made simply because a student pleads ignorance to it.

18. **Record of courses:** To ensure that a student has completed requirements for the award of the degree, the University shall keep a record of courses completed by the student. The Dean of the concerned college shall maintain a copy of the same.

19. **Authorities to approve results and issues pass certificates, transcripts, etc.:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examinations and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidate.

20. **Award of degree:** A degree under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements. The award of degree of the candidate, who has successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc. The type of gown to be worn by the candidates at convocation shall be as decided by the University.

21. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend

the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a degree or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.

22. **Transitory provision:** These Regulations shall apply to the B.Tech. (FPT) students who shall be admitted from the academic year immediately after the approval of the same by the University. No Regulation made by the Academic Council, governing the B.Tech. (FPT) study shall be construed, to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.Tech. (FPT) course in such a manner as it may appear to it to be just and equitable.
23. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these Regulations, the Vice-chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

31 (da) **ACADEMIC REGULATIONS FOR B.Tech. (FPT) PROGRAMME - 2010**

1. **Short title and commencement**

- (1) These Regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Academic Regulations for B.Tech. (FPT) programme – 2010.
- (2) These shall apply to the students admitted from the academic year immediately after approval of the same by the University.
- (3) In these Regulations, unless the context otherwise requires the words and expressions used shall be interpreted to have the same meaning as in the Act, Statutes, Regulations and Rules of TANUVAS.

2. **Definitions:** In these regulations, unless the context otherwise requires,

- (1) **“Act”** means the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989).
- (2) **“University”** means the Tamil Nadu Veterinary and Animal Sciences University.

- (3) **"B.Tech. (FPT) degree"** means the course of study in Food Processing Technology. It shall comprise of a course of study consisting of curriculum and syllabus provided by the University spread over for four academic years including a compulsory in-plant training of one semester duration undertaken after completion of all credit hours provided in the syllabus.
- (4) **"Semester"** comprises of 105 working days including internal evaluations and excluding University semester examinations.
- (5) **"Internal evaluations"** are a series of examinations conducted for a course in a semester at various time points.
- (6) **"University semester examination"** is an examination conducted at the end of the semester by the University.
- (7) **"Class committee"** consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class.

All other words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in TANUVAS Act, Statutes, Regulations and Rules.

3. Description

- (1) The degree course of B.Tech. in Food Processing Technology comprises a course of study consisting of curriculum and syllabus provided along with these Regulations and spread over for four complete academic years including a compulsory in-plant training of one semester duration undertaken after successful completion of all credit hours provided in the syllabus. During the course of study, there shall be industry trainings as a part of the course.
 - (2) The medium for instruction and examination for this course shall be in English.
4. **Admission:** Admission to the B.Tech. (FPT) programme shall be made in the beginning of first semester of an academic year and shall be in accordance with the Regulations laid down from time to time by the University and Government.
 5. **Fees:** The fees for admission, tuition fees, examination fees, special fees and such other fees shall be as prescribed by the University from time to time.
 6. **Advisory system:** To help the students in planning the course of study and to advise on the academic programme, a Head of the Department nominated by the University shall attach certain number of students to a teacher of any department who shall function as ward counsellor to those students throughout their period of study. Such ward counsellor shall advise and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsels

them periodically. If necessary, the ward counsellor may also discuss or inform the parents about the progress of the students under intimation to the Dean of the college.

7. **Class committee:** The class committee consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class. This committee shall be responsible for the overall improvement of the teaching and learning process. The composition, formation and functions of class committee shall be as per instructions issued by the University from time to time.

8. **Registration**

- (1) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective colleges. A registration and orientation programme will be conducted by the Dean of the college for the benefit of the students joining the University for the first time. The programme shall be for a minimum duration of three days. During this programme, the students shall be taken to the various departments and apprised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first semester shall be reckoned from the first day after the completion of orientation programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.
- (2) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The list of courses to be registered for a semester shall be given by the UG Co-ordinator in consultation with the Dean. The student in each batch shall have to register for the set of courses offered *in toto* for the batch and fill in the registration cards. The advisor in turn will countersign and send them to the UG Co-ordinator who will forward it to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.
- (3) The payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from the hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each semester within seven working days, the first two working days without fine and the remaining five

working days with a fine of Rs.30/-. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).

- (5) **Preparation of timetable:** The timetable for a semester should be prepared by the UG Co-ordinator in consultation with course teachers of the semester. The timetable should be released only after the approval of the Dean.
- (6) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules should be drawn for a course by the course teacher and concerned Head of the Department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule. 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.
- (7) The norms for eligibility to register for various semesters shall be governed by the rules of University at that time.

9. Residential requirement

- (1) **Duration:** The minimum duration shall be eight semesters and maximum shall be 14 semesters.
- (2) **Temporary discontinuance:** A student is not normally permitted to discontinue temporarily. However, if a candidate intends to temporarily discontinue the programme for valid reasons such as accident / hospitalization due to prolonged illness / ill health and to rejoin the programme in the later semesters, he / she shall apply to the Dean of the college in advance. The conditions for rejoining the programme after the break shall be governed by the Rules and Regulations in force at the time of re-joining. In such case, the total period for completion of the programme shall be reckoned from the commencement of first semester to which the candidate was admitted and shall not exceed the maximum period as specified in Clause 9 (1) irrespective of the period of break of study. If any student is detained for want of requisite attendance / progress / good conduct, the period stands in that semester shall not be considered as permitted break of study.
- (3) **Minimum credit requirement:** The minimum credit requirement shall be 168 credits.
- (4) **Permissible work load:** The permissible work load for a semester shall be 22 credits.
- (5) **Credit transfer:** The transfer of course credits from other University

into this programme shall be governed by the Rules and Regulations in force at that time.

10. **Attendance requirement:** Every student shall ordinarily attend all classes in a course. However, a minimum prescribed attendance in a paper shall be 80%. The minimum limit of attendance shall be reckoned for theory and practical separately on the basis of cumulative attendance of all the courses grouped for a paper for appearing in the University semester examination for B.Tech students. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that paper shall be treated as cancelled.
- (1) Normally a student who fails to put in the minimum attendance separately in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that course(s) shall be treated as cancelled. Such candidates shall be considered failed in that professional class and they have to fulfill all requirements of that class afresh. The Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as NSS, NCC, Sports and other co-curricular activities and the mandatory minimum requirement of attendance under these circumstance is 75% provided the Dean is informed well ahead of time. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of medical certificate for hospitalization obtained from a medical officer of government hospital or a registered medical practitioner. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department. A certificate to this effect shall be sent to the University along with attendance percentage to issue hall ticket for University semester examination. Hall ticket will be issued for University semester examination by the Controller of Examinations based on the prescribed application from the candidate duly filled in along with payment of fees, supported by fee receipt and attendance certificate from the Dean. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of Hall tickets.
 - (2) No student shall be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of hostel.
 - (3) The students receiving any scholarship should put in a minimum of 80% attendance or the attendance specified by the agency to receive the scholarship amount for the particular semester.

- (4) If a student admitted in the first year does not register the course of first semester or having registered, failed to put in 80% attendance on the basis of cumulative attendance of all the courses grouped for University semester examination, his / her admission stands cancelled. If no prior permission is obtained from the Dean of the college, he / she shall forfeit the admission to the course. Where a student leaves the college after completion of first semester for reasons beyond his / her control, he / she shall be eligible for re-admission within one year by the Dean to the appropriate semester on payment of re-admission fee as decided by the University from time to time under intimation to the University. Where the period of break exceeds one year, but does not exceed two years, a reference should be made to the University and the decision of the University shall be final. However, a student who registers for the first semester but does not put in the required attendance even after obtaining permission to rejoin the course in three consecutive years, the admission of the student shall be treated as cancelled, since the student cannot complete the course within the stipulated period. Once a student leaves the college after issue of Transfer Certificate, he / she shall not be eligible for re-admission.
- (5) **How to calculate attendance for a course:** Normally the number of classes conducted is calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable) to the last working day. However, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be calculated from the date of declaration of result of the compartment examination to the last working day.
- (a) **Theory class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last theory class of the semester.
- (b) **Practical class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last practical class of the semester. No student shall be allowed to compensate his / her absence by attending classes along with other batches.
- (c) Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean of the college concerned to condone the deficiency.
- (d) **Mass absence of students from a class or examination:**

Absence of students *en masse* from a class or examination shall not be condoned. The Dean, in addition, may order suspension of the course, if deemed necessary.

11. **Evaluation / Examination:** The detailed guidelines for conduct of examinations which include internal and final evaluation, in-plant training evaluation, grading / recording, preparation of mark lists, transcripts, unfair means during examination, scrutiny of grade and such other items issued from time to time by the University shall be followed:

- (1) **Internal evaluation:** For all theory and practical courses, a continuous assessment shall be applied for a maximum of 20 marks (consists of 15 marks for tests / experiments and 5 marks for attendance). For theory, the course teacher shall conduct three tests of two hours duration each carrying 100 marks during various time points in a semester. The total marks obtained in all the tests put together out of 300 shall be prepared and reduced to for 15 marks and rounded to nearest integer. For practical, every practical exercise shall be evaluated based on the performance of the same and records maintained and there shall be one mid-semester test. The criteria for internal assessment marks for practical shall be decided based on the recommendations of the Class Committee and shall be announced at the beginning of each semester. The remaining 5 marks shall be awarded for attendance as given below:

80 - 85%	-	2 marks
86 - 90%	-	3 marks
91 - 95%	-	4 marks
96 - 100%	-	5 marks

The University shall decide the evaluation for tutorials for each course from time to time.

- (2) **Withdrawal of examination:** A candidate may for valid reasons be granted permission by the Dean to withdraw from examination in any course or courses of any semester examination. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made before the last date for submission of application form for University semester examination. Withdrawal shall not be considered for the appearance for eligibility of a candidate for first class with distinction. Withdrawal from examination is not a matter of right for the student and the reason is subject to verification by the Dean of the college.

- (3) **University semester examination:** The University semester examination for each theory and practical separately shall be for 80 marks. The guidelines for the conduct, evaluation of theory and practical papers, question paper setting, moderation and such other items issued by University from time to time shall be followed.
- (4) **Supplementary examination:** There shall be no supplementary examination for any internal evaluation or University semester examinations for whatsoever reasons including medical reasons.
- (5) **Scrutiny of grades:** The student may apply to the Registrar through the Dean of the college / faculty concerned for re-evaluation of answer paper in the prescribed format, not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.
- (6) **In-plant training:** The in-plant training component (0+25) will be graded as satisfactory or unsatisfactory, and will not be counted for OGPA, while the Training Report Evaluation component (0+5) will be evaluated as follows and the marks obtained will be counted for OGPA.

Sl. No.	Details	Marks
Record and work diary		
1	In-plant training report and day-wise work done particulars	20
2	Written examinations about the in-plant training	30
3	Mini Project undertaken during the in-plant training	30
4	Presentation on a topic related to training undergone	10
Viva-voice		
5	Evaluation by the five Member committee about the in-plant training	10
Total		100

12. **Academic status and scholastic deficiency:** A student shall secure 50% and above in theory and practical separately is considered to have passed in that course. If a candidate fails to secure a pass in particular course, it is mandatory that he / she shall re-appear in that course during the subsequent semesters when examination is conducted by the University for that course. He / she shall continue to re-appear for the

- examination until he / she secures a pass in that course. However, the internal evaluation marks obtained by the students in the first attempt shall be retained and considered valid for subsequent appearances.
13. **Year of standing:** The year of standing shall be determined solely on the basis of his / her passing the prescribed number of credit hours successfully.
 14. **Graduation requirement:** The student shall satisfy the minimum residential requirement of eight semesters of study including compulsory in-plant training for a duration of one semester.
 15. **Requirement for B.Tech. (FPT) degree:** A student shall be eligible for the award of B.Tech. (FPT) degree, provided he / she shall have passed the course and complete the minimum number of credit hours prescribed thereof by the Academic Council from time to time by obtaining a minimum OGPA of 5 in a 10 point scale. The University shall issue a provisional course completion certificate after the student successfully completes all the credit requirements provided no disciplinary action is pending against the student. The student should have completed NCC / NSS / NSO programmes.
 16. **Classification of degree awarded**
 - (1) 8.01 and above: Pass with distinction – provided the student has passed in all the courses in first time and within the minimum prescribed period of eight semesters.
 - (2) 6.51 to 8.00: Pass in first class – provided the student has secured a pass within the minimum prescribed period of study.
 - (3) 5.00 to 6.50: Pass in second class.
 17. **Student responsibility:** All B.Tech. (FPT) students studying in this University are expected to know the requirements for the award of the same and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their ward counselor so that the latter may watch their progress and guide them along right lines. In no case a Regulation will be waived or exemption made simply because a student pleads ignorance to it.
 18. **Record of courses:** To ensure that a student has completed requirements for the award of the degree, the University shall keep a record of courses completed by the student. The Dean of the concerned college shall maintain a copy of the same.
 19. **Authorities to approve results and issues pass certificates, transcripts, etc.:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examinations and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidate.
 20. **Award of degree:** A degree under the seal of the University and duly

signed by the Officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements. The award of degree of the candidate, who has successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc. The type of gown to be worn by the candidates at convocation shall be as decided by the University.

21. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a degree or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.
22. **Transitory provision:** These Regulations shall apply to the B.Tech. (FPT) students who shall be admitted from the academic year immediately after the approval of the same by the University. No Regulation made by the Academic Council, governing the B.Tech. (FPT) study shall be construed, to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.Tech. (FPT) course in such a manner as it may appear to it to be just and equitable.
23. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these Regulations, the Vice-chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

31(dc) ACADEMIC REGULATIONS FOR B.Tech. (PPT) PROGRAMME - 2011**1. Short title and commencement**

- (1) These Regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Academic Regulations for B.Tech. (PPT) Programme - 2011.
- (2) These shall apply to the students admitted from the academic year immediately after approval of the same by the University.
- (3) In these Regulations, unless the context otherwise requires the words and expressions used shall be interpreted to have the same meaning as in the Act, Statutes, Regulations and Rules of TANUVAS.

2. Definitions: In these Regulations, unless the context otherwise requires,

- (1) **“Act”** means the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989).
- (2) **“University”** means the Tamil Nadu Veterinary and Animal Sciences University.
- (3) **“B.Tech. (PPT) degree”** means the course of study in Poultry Production Technology. It shall comprise of a course of study consisting of curriculum and syllabus provided by the University spread over for four academic years including a compulsory industrial training of one semester duration undertaken after completion of all credit hours provided in the syllabus.
- (4) **“Semester”** comprises of 105 working days including internal evaluations and excluding University semester examinations.
- (5) **“Internal evaluations”** are a series of examinations conducted for a course in a semester at various time points.
- (6) **“University semester examination”** is an examination conducted at the end of the semester by the University.
- (7) **“Class committee”** consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class.

All other words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in TANUVAS Act, Statutes, Regulations and Rules.

3. Description

- (1) The degree course of B.Tech. in Poultry Production Technology comprises a course of study consisting of curriculum and syllabus provided along with these Regulations and spread over for four complete academic years including a compulsory industrial training of one semester duration undertaken after successful completion of all credit hours provided in the syllabus.

-
- (2) The medium for instruction and examination for this course shall be in English.
4. **Admission:** Admission to the B.Tech. (PPT) programme shall be made in the beginning of first semester of an academic year and shall be in accordance with the Regulations laid down from time to time by the University and Government.
5. **Fees:** The fees for admission, tuition fees, examination fees, special fees and such other fees shall be as prescribed by the University from time to time.
6. **Advisory system:** To help the students in planning the course of study and to advise on the academic programme, a Head of the Department nominated by the University shall attach certain number of students to a teacher of any department who shall function as ward counsellor to those students throughout their period of study. Such ward counsellor shall advise and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsels them periodically. If necessary, the ward counsellor may also discuss or inform the parents about the progress of the students under intimation to the Dean of the college.
7. **Class committee:** The class committee consists of teachers of concerned class, student representatives and a chairperson who is not teaching the class. This committee shall be responsible for the overall improvement of the teaching and learning process. The composition, formation and functions of class committee shall be as per instructions issued by the University from time to time.
8. **Registration**
- (1) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for the registration from the Dean of the respective colleges. A registration and orientation programme will be conducted by the Dean of the college for the benefit of the students joining the University for the first time. The programme shall be for a minimum duration of three days. During this programme, the students shall be taken to the various departments and apprised of facilities available. They shall also be introduced to the course teachers, warden, deputy wardens and other staff members whom they should know. They may also be explained of various scholarships, and other assistantships available and methods of applying for them. Attendance in respect of fresh students for the first semester shall be reckoned from the first day after the completion of orientation programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.

- (2) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The list of courses to be registered for a semester shall be given by the UG Co-ordinator in consultation with the Dean. The student in each batch shall have to register for the set of courses offered *in toto* for the batch and fill in the registration cards. The advisor in turn will countersign and send them to the UG Co-ordinator who will forward it to the Dean. The Dean's office should prepare a list of students who have registered for each course and send them to the University.
- (3) The payment of fees and other arrears due to the College, Departments, Hostel, Library, etc., shall precede commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from the hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each semester within seven working days, the first two working days without fine and the remaining five working days with a fine of Rs.30/-. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).
- (5) **Preparation of timetable:** The timetable for a semester should be prepared by the UG Co-ordinator in consultation with course teachers of the semester. The timetable should be released only after the approval of the Dean.
- (6) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules should be drawn for a course by the course teacher and concerned Head of the Department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule. 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.
- (7) The norms for eligibility to register for various semesters shall be governed by the rules of University at that time.

9. Residential requirement

- (1) **Duration:** The minimum duration shall be eight semesters and maximum shall be 14 semesters.
- (2) **Temporary discontinuance:** A student is not normally permitted to discontinue temporarily. However, if a candidate intends to temporarily discontinue the programme for valid reasons such as accident / hospitalization due to prolonged illness / ill health and to

rejoin the programme in the later semesters, he / she shall apply to the Dean of the college in advance. The conditions for rejoining the programme after the break shall be governed by the Rules and Regulations in force at the time of re-joining. In such case, the total period for completion of the programme shall be reckoned from the commencement of first semester to which the candidate was admitted and shall not exceed the maximum period as specified in Clause 9 (1) irrespective of the period of break of study. If any student is detained for want of requisite attendance / progress / good conduct, the period stands in that semester shall not be considered as permitted break of study.

- (3) **Minimum credit requirement:** The minimum credit requirement shall be 180 credits.
 - (4) **Permissible work load:** The permissible work load for a semester shall be 22 credits.
 - (5) **Credit transfer:** The transfer of course credits from other University into this programme shall be governed by the Rules and Regulations in force at that time.
10. **Attendance requirement:** Every student shall ordinarily attend all classes in a course. However, a minimum prescribed attendance in a paper shall be 80%. The minimum limit of attendance shall be reckoned for theory and practical separately on the basis of cumulative attendance of all the courses grouped for a paper for appearing in the University semester examination for B.Tech students. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that paper shall be treated as cancelled.
- (1) Normally a student who fails to put in the minimum attendance separately in theory or practical shall not be permitted to appear for the University semester examination and his / her registration for that course(s) shall be treated as cancelled. Such candidates shall be considered failed in that professional class and they have to fulfill all requirements of that class afresh. The Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as NSS, NCC, Sports and other co-curricular activities and the mandatory minimum requirement of attendance under these circumstance is 75% provided the Dean is informed well ahead of time. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of medical certificate for hospitalization obtained from a medical officer of government hospital or a registered medical practitioner. The attendance should be

maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department. A certificate to this effect shall be sent to the University along with attendance percentage to issue hall ticket for University semester examination. Hall ticket will be issued for University semester examination by the Controller of Examinations based on the prescribed application from the candidate duly filled in along with payment of fees, supported by fee receipt and attendance certificate from the Dean. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of Hall tickets.

- (2) No student shall be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of hostel.
- (3) The students receiving any scholarship should put in a minimum of 80% attendance or the attendance specified by the agency to receive the scholarship amount for the particular semester.
- (4) If a student admitted in the first year does not register the course of first semester or having registered, failed to put in 80% attendance on the basis of cumulative attendance of all the courses grouped for University semester examination, his / her admission stands cancelled. If no prior permission is obtained from the Dean of the college, he / she shall forfeit the admission to the course. Where a student leaves the college after completion of first semester for reasons beyond his / her control, he / she shall be eligible for re-admission within one year by the Dean to the appropriate semester on payment of re-admission fee as decided by the University from time to time under intimation to the University. Where the period of break exceeds one year, but does not exceed two years, a reference should be made to the University and the decision of the University shall be final. However, a student who registers for the first semester but does not put in the required attendance even after obtaining permission to rejoin the course in three consecutive years, the admission of the student shall be treated as cancelled, since the student cannot complete the course within the stipulated period. Once a student leaves the college after issue of Transfer Certificate, he / she shall not be eligible for re-admission.
- (5) **Calculation attendance for a course:** Normally the number of classes conducted is calculated by the course teacher from the first working day (i.e. the second day of registration week as per the timetable) to the last working day. However, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be calculated from the date of declaration of result of the compartment examination to the last working day.

- (1) **Theory class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last theory class of the semester.
 - (2) **Practical class:** Number of classes conducted by the course teacher from the first working day (i.e. the second day of registration week as per the timetable), to the last practical class of the semester. No student shall be allowed to compensate his / her absence by attending classes along with other batches.
 - (3) Students absenting from classes by prior arrangements on official University business shall be given due consideration in completing the attendance requirements and may be permitted by the Dean of the college concerned to condone the deficiency.
 - (4) **Mass absence of students from a class or examination:** Absence of students *en masse* from a class or examination shall not be condoned. The Dean, in addition, may order suspension of the course, if deemed necessary.
11. **Evaluation / Examination:** The detailed guidelines for conduct of examinations which include internal and final evaluation, in-plant training evaluation, grading / recording, preparation of mark lists, transcripts, unfair means during examination, scrutiny of grade and such other items issued from time to time by the University shall be followed:
- (1) **Internal evaluation:** For all theory and practical courses, a continuous assessment shall be applied for a maximum of 20 marks (consists of 15 marks for tests / experiments and 5 marks for attendance). For theory, the course teacher shall conduct three tests of two hours duration each carrying 100 marks during various time points in a semester. The total marks obtained in all the tests put together out of 120 shall be prepared and reduced to for 15 marks and rounded to nearest integer. For practical, every practical exercise shall be evaluated based on the performance of the same and records maintained and there shall be one mid-semester test. The criteria for internal assessment marks for practical shall be decided based on the recommendations of the Class Committee and shall be announced at the beginning of each semester. The remaining 5 marks shall be awarded for attendance as given below:

80 - 85%	-	2 marks
86 - 90%	-	3 marks
91 - 95%	-	4 marks
96 - 100%	-	5 marks
 - (2) **Withdrawal of examination:** A candidate may for valid reasons be granted permission by the Dean to withdraw from examination in any course or courses of any semester

examination. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made before the last date for submission of application form for University semester examination. Withdrawal shall not be considered for the appearance for eligibility of a candidate for first class with distinction. Withdrawal from examination is not a matter of right for the student and the reason is subject to verification by the Dean of the college.

- (3) **University semester examination:** The University semester examination for each theory and practical separately shall be for 80 marks. The guidelines for the conduct, evaluation of theory and practical papers, question paper setting, moderation and such other items issued by University from time to time shall be followed.
- (4) **Supplementary examination:** There shall be no supplementary examination for any internal evaluation or University semester examinations for whatsoever reasons including medical reasons.
- (5) **Scrutiny of grades:** The student may apply to the Registrar through the Dean of the college / faculty concerned for re-evaluation of answer paper in the prescribed format, not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.
- (6) **Industrial training:** The industrial training component (0+25) will be graded as satisfactory or unsatisfactory, and will not be counted for OGPA, while the Industrial Training Report Evaluation component (0+5) will be evaluated as follows and the marks obtained will be counted for OGPA.

Sl. No.	Details	Marks
Record and work diary		
1	Industrial training report and day-wise work done particulars	20
2	Written examinations about the in-plant training	30
3	Mini Project undertaken during the in-plant training	30
4	Presentation on a topic related to training undergone	10
Viva-voice		
5	Evaluation by the five Member committee about the industrial training	10
Total		100

12. **Academic status and scholastic deficiency:** A student shall secure 50% and above in theory and practical separately is considered to have passed in that course. If a candidate fails to secure a pass in particular course, it is mandatory that he / she shall re-appear in that course during the subsequent semesters when examination is conducted by the University for that course. He / she shall continue to re-appear for the examination until he / she secures a pass in that course. However, the internal evaluation marks obtained by the students in the first attempt shall be retained and considered valid for subsequent appearances.
13. **Year of standing:** The year of standing shall be determined solely on the basis of his / her passing the prescribed number of credit hours successfully.
14. **Graduation requirement:** The student shall satisfy the minimum residential requirement of eight semesters of study including compulsory industrial training for a duration of one semester.
15. **Requirement for B.Tech. (PPT) degree:** A student shall be eligible for the award of B.Tech. (PPT) degree, provided he / she shall have passed the course and complete the minimum number of credit hours prescribed thereof by the Academic Council from time to time by obtaining a minimum OGPA of 5 in a 10 point scale. The University shall issue a provisional course completion certificate after the student successfully completes all the credit requirements provided no disciplinary action is pending against the student. The student should have completed NCC / NSS / NSO programmes.
16. **Classification of degree awarded**
 - (1) 8.01 and above: Pass with distinction – provided the student has passed in all the courses in first time and within the minimum prescribed period of eight semesters.
 - (2) 6.51 to 8.00: Pass in first class – provided the student has secured a pass within the minimum prescribed period of study.
 - (3) 5.00 to 6.50: Pass in second class.
17. **Student responsibility:** All B.Tech. (PPT) students studying in this University are expected to know the requirements for the award of the same and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their ward counselor so that the latter may watch their progress and guide them along right lines. In no case a Regulation will be waived or exemption made simply because a student pleads ignorance to it.
18. **Record of courses:** To ensure that a student has completed requirements for the award of the degree, the University shall keep a record of courses completed by the student. The Dean of the concerned college shall maintain a copy of the same.

19. **Authorities to approve results and issues pass certificates, transcripts, etc.:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examinations and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidate.
20. **Award of degree:** A degree under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements. The award of degree of the candidate, who has successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc. The type of gown to be worn by the candidates at convocation shall be as decided by the University.
21. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a degree or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.
22. **Transitory provision:** These Regulations shall apply to the B.Tech. (PPT) students who shall be admitted from the academic year immediately after the approval of the same by the University. No Regulation made by the Academic Council, governing the B.Tech. (PPT) study shall be construed, to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of B.Tech. (PPT) course in such a manner as it may appear to it to be just and equitable.
23. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these Regulations, the Vice-chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

31(bc) ACADEMIC REGULATIONS FOR M.Tech. (FT) PROGRAMME – 2010**1. Short title and commencement**

- (1) These regulations shall be called Tamil Nadu Veterinary and Animal Sciences University Academic Regulations for M.Tech. (FT) programme - 2010
- (2) This shall apply to the students admitted from the academic year immediately after approval of the same by the University.
- (3) In these regulations, unless the context otherwise requires the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act.

2. Definitions: In these regulations, unless the context otherwise requires,

- (1) “**Act**” means Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989)
- (2) “**Government**” means the State Government of Tamil Nadu.
- (3) “**Statutes**” means Tamil Nadu Veterinary and Animal Sciences University Statutes.
- (4) “**Academic Council**” means Academic Council of the University.
- (5) “**University**” means Tamil Nadu Veterinary and Animal Sciences University;
- (6) “**Degree**” means the course of post-graduate studies in Food Technology, namely M.Tech. It shall comprise of a course of study consisting of curriculum and syllabus provided by the University spread over a minimum of four semesters and a maximum of eight semesters.
- (7) “**Academic year**” is a period during which a cycle of study is completed. It shall ordinarily start from 1st August and shall consist of two semesters covering 220 days of instruction including the days of examination.
- (8) “**Semester**” is an academic term consisting of not less than 110 instructional days including examination days.
- (9) “**Syllabus**” and “**Curriculum**” means the syllabus, and curriculum for courses of study as specified and approved by the University;
- (10) “**Course**” is a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number, title and credits.
- (11) “**Major course**” is a course from a set of courses specified and approved by the University, which are to be taken by a student mandatorily.

-
- (12) "**Minor course**" is a course taken by a student in a group of courses chosen by the student from among the four different groups of courses offered by the University from time to time.
 - (13) "**Supporting course**" is a course taken by a student from a department unrelated to Food Technology. The supporting course other than "Statistical Methods for Science" shall be as decided by the Advisory Committee of a student.
 - (14) "**Thesis**" is one that consists of report of the research activity taken by the student and it includes introduction, review of literature, materials and methods and results and discussion.
 - (15) "**Credit hours**" means the weekly unit of work. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two to three hours duration shall count as one credit hour.
 - (16) "**Internal examination**" is an examination conducted once around 55th day of the semester by the course teacher concerned for theory.
 - (17) "**Semester final examination**" is a University examination comprising of a theory and practical examinations separately conducted by the University at the end of each semester.
 - (18) "**Grade point of a course**" is a value obtained by dividing the total marks obtained in a course (X) by maximum marks allotted to that course (Y) and multiplied by 10 ($GP = X/Y * 10$).
 - (19) "**Credit point of course**" is the product of credit hours and grade point obtained by the student in a course.
 - (20) "**Grade point average**" is the quotient of the total credit points obtained by a student both in theory and practical of various courses including research credits at the end of each semester divided by the total credit hours taken by him / her in that semester. The grading is done on a ten-point scale.
 - (21) "**Overall grade point average**" is the quotient of cumulative credit points obtained by a student in all the courses including research credits both in theory and practical taken by him / her from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which he / she had completed up to the end of a specified semester from the first year. It determines the overall performance of a student in all courses taken during a period covering more than an academic year. The OGPA shall be rounded to two decimals taking the third decimal alone in to consideration. Grade point / Credit point shall also be rounded to two decimals taking the third digit alone
 - (22) "**Advisory Committee**" means a committee of qualified staff to guide the student during the entire duration of study.
 - (23) "**Transcript**" means a copy of the consolidated report of marks secured by the student and issued by the University.

3. Description

The degree course of M.Tech. (FT) shall comprise of a course of study consisting of curriculum and syllabus provided in these regulations spread over a minimum of two academic years including a compulsory four to six weeks training (preferably during semester break) in a reputed food industry / organization after completion of major courses and a compulsory submission of thesis.

4. **Admissions:** The admission to the M.Tech. degree course shall be made in the beginning of the first semester of the academic year and shall be in accordance with the regulations laid down from time to time by the University and State Government. For admission to the M.Tech. (FT) degree course, four years degree programme in Food Processing Technology / Food Technology / Food Engineering / Dairy Technology or equivalent Engineering or Technology course from a recognised University is a must.
5. **Fees:** The fees for application, semester fees, special fees, examination fees and other fees shall be as prescribed by the University from time to time.
6. **Advisory system:** The students on their admission shall be put under an Advisory Committee and this committee is responsible for guiding the student in carrying out his / her academic programme.
 - (1) **Composition:** The Advisory Committee for M.Tech. (FT) degree candidate shall comprise of a total of three Members including a Chairman. Out of them, two Members including the Chairman should be from the subject in which the student is majoring and one Member should be from the minor subjects.
 - (2) **Formation of Advisory Committee:** The proposal for formation of Advisory Committee in the prescribed proforma should be submitted to the Faculty Dean within 90 days from the commencement of the first semester. The Head of the Department in consultation with the Dean of the college concerned will form the Advisory Committee and send it to the Faculty Dean for approval.
 - (3) **Duties and responsibilities:** The Advisory Committee shall guide the student in the choice of courses in the minor and supporting subjects, in the selection of research problem for thesis and in all other matters relating to students academic activities. The Advisory Committee is also responsible for fixing the programme of course work, research work, evaluation of research credits, finalisation of thesis draft and conduct of comprehensive qualifying and final viva-voce examinations. However, the Chairman of the Advisory Committee is fully responsible for the academic performance of the candidate including selection of research topic. The Head of the Department will co-ordinate the academic activities and monitor the progress of the student to ensure the successful completion of the programme by the student.

-
- (4) **Change of Advisory Committee:** The Advisory Committee once formed shall not be changed normally till the student completes the programme. However, the change of Chairman and Members shall be permissible only on grounds of transfer, retirement, resignation or instances where continuous absence of the Chairman and Members exceeding six months. In such instances, the Head of the Department shall send the proposal for change of Advisory Committee clearly stating the reasons to the Faculty Dean for approval. In circumstances where the student require only a short duration for completion of the programme (i.e. less than one semester) and the Chairman / Member is retiring or on transfer and if the Chairman / Member expresses his / her willingness to continue as Chairman / Member, the same may be permitted by the Faculty Dean under intimation to the University. In such cases, the Head of the Department shall send necessary proposal. Under extraordinary circumstances in which the Chairman is not available and an imminent academic activity has to be carried out, the Dean of the college concerned can nominate the Head of the Department / any other Member in the Advisory Committee to act as Chairman under intimation to the University till the Advisory Committee is reconstituted. In the event of the Head of the Department acting as Chairman and not available within this period, the Dean of the college concerned can act as Chairman and conduct evaluation.
- (5) **Eligibility for being Chairman / Member of advisory committee:** For being Chairman of Advisory Committee for M.Tech. programme, he / she should be a recognised PG teacher by the University.
- (6) **Limit for being Chairman of Advisory Committee:** Normally no individual should be Chairman for more than three Advisory Committees at any point of time. However, under extraordinary circumstances, where sufficient numbers of PG teachers / PG guides are not available, the University with recommendation of the Faculty Dean may permit an individual to exceed the limit.
- (7) **Recognition of PG teacher / guide:** The concerned Faculty Dean normally recognises PG teachers for offering courses and for guiding research students. The recognised teachers shall offer courses as required by the concerned Head of the Department. Normally such courses should be in their own field of specialisation unless extraordinary circumstances demand offering other course. All the PG teachers are competent to guide M.Tech. students in their research work in their own field of specialisation.
- (a) **Eligibility for PG guide:** Ph.D. degree holders with not less than three years of active experience in the field after completing their Ph.D.

- (b) **Eligibility of PG teacher:** Professors, Associate Professors and Assistant Professors having Ph.D. and three years of service after acquiring Ph.D. or Master's degree and ten years of service are eligible for PG teacher.
- (8) The Head of the Department should send necessary proposals for recognition of PG teacher / guide along with a letter of interest from the concerned individuals to be PG teacher / guide to the Faculty Dean through the Dean of the college concerned. All staff may be given the PG teacher / guide recognition once they satisfy the eligibility conditions. However, under extraordinary circumstances, the Faculty Dean may use his discretionary power to recognise individuals as PG teachers and PG guides on need basis. However, this is permissible only on situation where sufficient numbers of qualified teachers are not available to be recognised as PG teacher / PG guide.

7. Registration

- (1) **Registration for the first time in the University:** Students who have received notification of admission from the University will receive on arrival guidelines for registration from the Dean of the respective colleges. A registration programme will be conducted by the Dean of the college for the benefit of the students joining the University for the first time. Attendance in respect of fresh students for the first semester shall be reckoned from the first day of the commencement of registration. However only for the students who are registering late due to late admission, attendance, shall be reckoned from the date of the registration and this is only for the first semester of the first year PG programme. The registration will be done in person and failure to register for the first semester before nominated date shall result in forfeiture of admission.
- (2) **Subsequent registration:** At the beginning of each semester there will be registration for various courses listed under a subject. The students shall have to register for the set of courses and / or research credits with the guidance of the Advisory Committee.
- (3) The payment of fees and other arrears due to the college, Department, Hostel, Library, etc., shall precede the commencement of each semester. The students shall be allowed to register for the semester only after payment of fees and production of clearance certificates from hostel, library and such other places.
- (4) The students including new entrants shall register the requisite courses in the beginning of each semester within thirteen working days, the first two working days without fine and the remaining eleven working days with fine as decided by the University from time to time. The attendance will however be reckoned from the day the instruction commences as per the academic calendar (i.e. second day of registration week).

- (5) **Preparation of timetable:** The timetable for a semester should be prepared by the Head of the concerned department in consultation with course teachers of the semester. The timetable should be get approved by the Dean of the college concerned before release.
- (6) **Lecture and practical schedules:** At the commencement of a semester, the lecture and practical schedules should be drawn for a course by the course teacher and concerned Head of the Department and circulated to the students with a copy to the Dean. The instruction should be strictly adhered to according to the schedule

8. **Residential requirement:**

- (1) **Duration:** The minimum duration for the Master's programme shall be four semesters and maximum shall be eight semesters.
- (2) **Temporary discontinuance:** All M.Tech. students are expected to complete the programme without any break. However, temporary discontinuance is permitted on extraordinary circumstances only after the student successfully completes the comprehensive qualifying examination. No student should temporarily discontinue the course without the prior permission of the Dean of the college. Students who have discontinued temporarily may be permitted by the University to re-join within four semesters from the date of leaving the college. The students should send permission letter for re-joining well in advance through the Dean of the college concerned. However, the student should complete his / her graduation requirement within the maximum duration of eight semesters from the date of first admission. Any student who fails to complete graduation requirements within the maximum permissible period is not entitled for obtaining the degree. When a student leaves the college taking TC, he / she shall not be eligible for readmission.
- (3) **Minimum credit requirement:** The minimum credit requirement shall be 55 excluding non-credit compulsory courses. This minimum limit can be exceeded by few credits at the maximum of four, but should not be lowered in any case. The increase in credit is applicable only for course work. The distribution of credits into major, minor, supporting, Master's seminar and Master's research is given below. The minor courses are to be taken from a related department. The list of such related departments for every majoring subject is as provided by the University from time to time. The supporting courses are to be taken from unrelated departments. Under the supporting courses a course on biostatistics is compulsory for all post-graduate students. All the non-credit compulsory courses need to be registered by all Master's students. The list of non-credit courses shall be identified by the University from time to time.

	M.Tech.
Course work	
Major	20
Minor	09
Supporting	05
Master's seminar	01
Sub-total	35
Thesis	20
Total	55

- (4) **Permissible workload for a semester:** The maximum permissible workload for any semester shall be 20. It does not include non-credit compulsory courses. The permissible work load shall be exceeded by few credits at the maximum of two credits per semester. It is applicable only for course work. The maximum permissible research credits shall be 15 per semester. The permissible workload for each semester for a student shall be decided by the Advisory Committee.
- (5) **Credit transfer:** Transfer of course and research credits earned at another University is permissible provided they have studied the same course with same credit load. However, a committee constituted by the University consisting of the Faculty Dean, Controller of Examinations and Head of the Department of the subject concerned may consider such requests and report to the University subject to following conditions.
- The courses shall not have been studied earlier than three years from the date of admission of the student to the programme at this University.
 - Credits to be transferred shall not however have been used for obtaining a degree / diploma elsewhere.
- (6) **Attendance requirements:** Every student shall ordinarily attend all classes in a course. However a minimum prescribed attendance in a course shall be 80%. The minimum limit of attendance shall be reckoned for theory and practical separately, for a full period of one semester of study before he / she is eligible for appearing in the final semester examination. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the final semester examinations and his / her registration for that paper shall be treated as cancelled. Such of those courses should be re-registered by the student. Dean may depute students on the recommendations of the Vice-President of Student Association / Sports Council Chairman, to represent the College / University at various functions such as Sports, NSS, Medical aid, etc. and the mandatory minimum requirement of attendance under these circumstances is 75% provided the Dean is informed well ahead of

time at least two weeks earlier. However, under no circumstances, absence even on University business, students having less than 75% of attendance in theory and practical separately shall be permitted to take the examinations. Such of these students shall repeat the course and complete the same, when the course is offered in the subsequent semesters. The Dean should ensure in ordinary circumstances that no student is officially deputed for University purposes so that he / she fails to secure the 75% attendance. A student who fails to put in a minimum requirement of 80% attendance because of sickness, the mandatory minimum may be reduced to 75% on the basis of medical certificate for hospitalisation obtained from a medical officer of government hospital or a private nursing home. The attendance should be maintained by the course teacher and the attendance register should be kept in safe custody by the Head of the Department and the certificate to this effect shall be sent to the University along with attendance in prescribed proforma sufficiently early, to issue hall ticket for semester final examination. Hall Ticket will be issued by the Controller of Examinations, based on the prescribed application from the candidate duly filled in and attendance certificate from the Dean of the concerned college. The attendance particulars should reach the Controller of Examinations at least three days prior to issue of hall ticket

- (a) No student will be issued with a hall ticket unless he / she produces clearance certificate from the competent authority of accounts of hostel administration.
 - (b) If a student admitted in the first year and does not register the course of first semester or having registered, failed to put in 80% attendance in all the courses, his / her admission stands cancelled and he / she shall forfeit the admission to the course. On seeking re-admission he / she has to undergo the normal admission procedure as a fresh candidate.
- (7) **Calculation of attendance for a course:** Normally the numbers of classes conducted are calculated by the course teacher from the first working day (i.e. the second day of registration week as per the time table) to the last working day.
- (a) **Theory class:** Number of classes conducted by course teacher from the first working day i.e. the second day of registration week as per the timetable, to the last theory class of the semester.
 - (b) **Practical class:** Number of classes conducted by course teacher from the first working day i.e. the second day of registration week as per the time table, to the last practical class of the semester.
9. **Evaluation / Examination:** The detailed guidelines for the conduct of examination, internal and final evaluation, comprehensive qualifying

examination, research credit evaluation, grading, recording, preparation of mark lists, transcripts etc. circulated from time to time by the University shall be followed. The schedule of examinations shall consist of internal and final examination in a semester for course work and a research credits evaluation while doing research.

- (1) **Internal evaluation:** Internal evaluation may be carried out only once for theory for a maximum of 20 marks.
- (2) **Final semester evaluation:** It shall be a University examination comprising of theory and practical examinations separately conducted at the end of a semester. The theory examination shall be for duration of two hours for 70 marks and practical examination shall be for 50 marks. The question paper for theory examination shall be set by the external examiner. The practical examination shall be conducted on the last practical class of the semester. The practical examination shall be conducted by the course teacher and one more teacher nominated by the Head of the Department concerned. The distribution of practical marks shall be as follows:

Record / Project work	-	10
Practical	-	30
Viva-voce	-	10

- (3) **Term paper:** A term paper may be given for each course and it may be evaluated for a maximum of 10 marks. The detailed guidelines for topic of term paper, evaluation and its presentation etc. circulated from time to time by the Dean and the University shall be followed.
- (4) **Distribution of marks for calculation of grade point of a course:** The distribution of marks for calculation of grade point of a course is as follows:

- (a) Course with theory and practical

Internal evaluation	20
Final examination	70
Practical	50
Term paper	10
Total	150

- (b) Course with theory alone

Internal evaluation	20
Final examination	70
Term paper	10
Total	100

(c) Course with practical alone

Record / Term paper / Project work	20
Practical	60
Viva-voce	20
Total	100

- (5) **Re-examination:** There shall be no supplementary examination for internal or semester final examinations for students absenting themselves due to any reason. The students who absent themselves for internal evaluation may be allowed to write final semester examination by foregoing 20 marks specified for internal evaluation.
- (6) **Withdrawal of examination:** A candidate may for valid reasons be granted permission by the Dean to withdraw from examination in any course or courses of any semester examination. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made before the last date for submission of application form for University semester examination. Withdrawal shall not be considered for the appearance for eligibility of a candidate for first class with distinction. Withdrawal from examination is not a matter of right for the student and the reason is subject to verification by the Dean of the college.
- (7) **Comprehensive qualifying examination (CQE):** This is a mandatory examination to be taken by all students after completion of 60% of major, minor and supporting courses separately. Normally it shall be conducted after second semester. The students should not be permitted to register for more than five research credits before successful completion of CQE. The details of conduct of CQE, evaluation details and method of conduct of viva-voce shall be as per the guidelines issued by the Dean and University from time to time. The question paper for CQE shall be set by the external examiner. However, the evaluation of answer books and conduct of viva-voce shall be by the Advisory Committee alone. The results for CQE shall be graded as Satisfactory / Unsatisfactory. The qualifying mark for "satisfactory" shall be 60%. In case of unsatisfactory performance, the students have to re-appear for the CQE after three months and such re-appearances are restricted to two. In total, the appearances are restricted to three. In such case, the student has to re-register for the programme.
- (8) **Evaluation of Master's seminar:** The Master's is mandatory for all students with a credit load of 1+0. The Advisory Committee should assign the seminar topics during the beginning of a semester. The students are expected to prepare a seminar paper after carefully reviewing the literatures and such other materials. The Advisory

Committee shall evaluate the performance of the seminar credits registered by the students during the semester at the end of semester. The evaluation should be conducted during the last fortnight of the semester when all the Members of the Advisory Committee are available. Normally the students are not expected to absent themselves for seminar credit evaluation. Under extraordinary circumstances a late evaluation within 10 working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine as decided by the University from time to time. In circumstances, where a Member of the Advisory Committee may not be available necessary permission has to be obtained for conduct of evaluation in the absence of one Member from the Dean of the college concerned. If more than one Member may not be available permission has to be obtained from the University. In circumstances where the Chairman is not available for evaluation, late evaluation may be permitted by the Dean within 10 working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the Head of the Department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean can act as Chairman and conduct evaluation.

The performance of the student should be evaluated by the Advisory Committee as per the following norms:

Coverage of literature	-	40%
Presentation	-	30%
Use of AV aids	-	10%
Capacity to participate in the discussion	-	20%

A time schedule regarding the conduct of seminar has to be prepared by the Chairman and the same has to be communicated to the respective individuals and Advisory Committee well in advance. In case of failure, the student has to re-register the credit in the subsequent semester.

- (9) **Evaluation of research credits:** The performance of the research credits registered by the students during the semester shall be evaluated by the Advisory Committee at the end of each semester preferably during the last week of semester by the Advisory Committee. The evaluation should be conducted by all Members of the Advisory Committee. Except the semester in which the student is submitting the thesis, the evaluation of the research credits may be done by the Advisory Committee on a convenient day during last

week of semester in which all Members are present on completion of mandatory attendance limit and 100 per cent completion of work committed to do at the beginning of the semester by the student. However, the research credit evaluation and submission of thesis in the last semester should be done on the last working day only. In case of unsatisfactory performance a grade of 'Incomplete' shall be awarded and the student has to re-register for the same block of research credit again in the subsequent semester. The student has to get the permission of Dean of the college concerned for re-registration of incomplete research credits. In case of re-registration of same block of research credit after second time, the matter may be referred to the Deans Committee and the University. Normally the students are not expected to absent themselves for research credit evaluation. Under extraordinary circumstances, a late evaluation within 10 working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine as decided by the University from time to time. However, it is the prerogative of the Dean to decide whether, the circumstances for late evaluation stated by the student really warrants it. In case of willful absence, the Advisory Committee in consultation with Dean of the college concerned may award incomplete grade. Normally all Members of the Advisory Committee should present themselves for evaluation of research credits. Under extraordinary circumstances, in which a Member of the Advisory Committee may not be available necessary permission has to be obtained for conduct of evaluation in the absence of one Member from the Dean of the college concerned. If more than one Member may not be available permission has to be obtained from the University. In circumstances where the Chairman is not available for evaluation, a late evaluation may be permitted by the Dean within 10 working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the Head of the Department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of the Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean can act as Chairman and conduct the evaluation. If a student has not got mandatory attendance limit of 80%, a grade of incomplete may be awarded and the student has to re-register for the same block of research credits again in the subsequent semester. The student has to get the permission of Dean of the college concerned for re-registration of incomplete research credits. In case of re-registration of same block of research credits after second time, the matter may be referred to the Dean's Committee and University.

- (10) **Final viva-voce examination:** On the basis of recommendation for

acceptance of thesis, the University shall forward the reports of the external examiners to the Chairman of the Advisory Committee for conducting final viva-voce examination for the post-graduate students. The thesis shall be sent to one external examiner. The final viva-voce shall be conducted by the Advisory Committee based on the report of the external examiner. The details and method of conduct of final viva-voce shall be as per the guidelines issued by the Dean and University from time to time. The date for final viva-voce should be fixed by the Chairman taking into account the availability of all Members of the Advisory Committee after verifying the fact regarding carrying out corrections and suggestions specified by the external examiner. Normally all the Members of the Advisory Committee should be present for final viva-voce. In case of extraordinary circumstances where a single Member may not be available, necessary permission has to be obtained from the Dean of the college concerned. If more than one Member may not be available, the final viva-voce examination has to be postponed. In circumstances, where the Chairman may not be available for a sufficiently longer duration for the conduct of final viva-voce, the Dean of the college concerned may nominate from a panel of three suitable persons from the discipline in which the student is majoring to the University and the person selected by the University may act as Chairman for the conduct of final viva-voce examination. During the final viva-voce, the candidate shall defend the thesis in front of Advisory Committee, invited staff, students and external expert. The degree shall be awarded on the unanimous recommendation of the examining committee in regard to the thesis itself and the performance of the student in the final viva-voce examination. The performance shall be evaluated as Satisfactory / Unsatisfactory. The opinion of the majority Members shall be taken into account. If difference of opinion arises between Members, in such case decision of the Chairman of the Advisory Committee shall be the final. In case of failure, the student has to re-appear for viva-voce examination after three months.

- (11) **Unfair means during examinations:** The Dean of the college shall be responsible for dealing with all cases of "Use of unfair means" in the various examinations. The phrase, "Use of Unfair means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of

the concerned student, if any. The Dean, on receipt of the report, may give an opportunity to the concerned student to represent his case. Considering all the available evidences, the Dean shall take appropriate action immediately. The penalty shall be as indicated below:

- (a) A student found using unfair means during an internal examination should be deemed to have failed in that course.
 - (b) A student found using unfair means during the semester final examination should be deemed to have failed that course. In such case, the student shall not be permitted to take the remaining examinations, if any, in that semester and shall also be deemed to have attempted and failed in the remaining examinations.
 - (c) The Dean shall report each case falling under (a) and (b) above immediately, after passing orders to the University.
 - (d) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in Clauses (a) and (b) above, the Dean, besides treating the student as failed in all the courses he / she registered in that semester, may further debar the student for the next semester and succeeding year and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of each together with all the material evidences, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case, may debar the student for further period or permanently. The decision of the Vice-Chancellor is final.
 - (e) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there for.
- (12) **Scrutiny of grades:** The student may apply to the Registrar through the Dean of the college concerned for revaluation of answer paper in the prescribed format not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be decided by the University from time to time.

10. Thesis

- (1) The thesis should consist of five major sections namely introduction, review of literature, materials and methods, results and discussion. The thesis for the Master's degree should be of such a nature as to

indicate the student's potentialities for conducting research.

- (2) **Topic:** The thesis shall be on a topic falling within the field of the major subjects and shall be the result of the independent work of the students.
- (3) **Change of topic:** The topic once chosen and approved for research should not be normally changed. However, on extraordinary circumstances where such a change is warranted it should be done before completion of five research credits. On the recommendation of the Advisory Committee, such changes can be approved by the Faculty Dean. It is the prerogative of the Advisory Committee to decide on the proportionate retention within the registered / completed research credits. No changes in the area of the research will be approved once the student completes 5 research credits. In such cases where a change in area of research is warranted after the completion of 5 research credits, the student has to reregister for the entire block of research credits.
- (4) **Change of title:** The title given in the synopsis shall be taken as final title and title given at the time of approval of the programme of research shall be taken as tentative. However, change in the area of research and objectives are subject to modifications as specified in 10 (3).
- (5) **Synopsis:** The submission of thesis should be preceded by submission of synopsis to the University between 55th and 60th day of the semester. The synopsis should not exceed 10 pages and should consist of brief report of the work done. The synopsis should be accompanied by a sealed cover containing a panel of five experts for the University to select external expert for evaluation. The approved programme of research work should be furnished along with the synopsis.
- (6) **Pages:** The number of pages for M.Tech. thesis should not exceed 125. The page number includes pages containing plates, graphs and tables. The annexures need not be included in the page numbers.
- (7) **Submission:** The thesis should be submitted only on the last working day of the semester. Two copies of thesis should be submitted in paperback. After its final approval and after incorporating the suggestions of examiners if any, five copies (six copies for ICAR fellowship holders) of thesis should be hard bound and be submitted to the University. It should be hard bound only after completion of final viva-voce and carrying out the corrections suggested by the external experts.
- (8) **Late submission:** The students should submit the thesis on the last working day of the final semester. The students who could not submit

their thesis on the last working day should not be evaluated for the research credits. However, students failing to submit the thesis on the last working day shall submit the thesis during any time in the extended semester after paying a fee as decided by the University from time to time as late fee for thesis submission. In this case, a proposal should be sent by the Advisory Committee to University through Dean of the college concerned for permission for submission of thesis at any time during the extended semester. In circumstances where a student is not able to submit even after the extended period, the grade "incomplete" may be given and the block of research credits has to be re-registered. However, in circumstances where the student is ready with the thesis but the Chairman or more than one Advisory Committee Members are not available on last day of the semester, the Dean of the college concerned may decide the date of submission and evaluation under intimation to the University.

- (9) **Publications:** The students are allowed to publish their work even before submitting the thesis. The copies of such publications should be enclosed with thesis while submission. The manuscripts of research papers should be submitted along with the thesis during final submission.
- (10) **Rejection of M.Tech. thesis:** The M.Tech. thesis rejected by one external expert may be sent to another external expert in the panel on the request of the Advisory Committee for an independent judgment. If the second expert also rejects the thesis, the thesis is considered as rejected and the student has to re-submit the thesis after a gap of one semester doing necessary work and corrections. In case of varied opinion, a committee constituted by the University shall decide on the merit of the thesis for award of degree. In case of rejection for the second time, the student has to re-register for the entire block of research credits.
- (11) **Final submission:** After the conduct of the final viva-voce, the Chairman of the Advisory Committee should forward the hard bound thesis along with a certificate for carrying out corrections suggested by the external experts for award of the degree.

11. Academic status and scholastic deficiencies

- (1) A student shall secure an OGPA of 6.5 to continue and to obtain degree. The minimum passing grade in a course shall be 6.0 separately in theory and practical.
- (2) The failed students shall re-appear for the failed courses as and when the examinations are conducted by the University.
- (3) Those candidates who have passed a course but fail to secure an

OGPA of 6.5 shall appear for re-examination of course(s) in which he has scored less, as and when conducted by the University.

12. **Year of standing:** The year of standing of a student shall be determined solely on the basis of his / her completion of prescribed number of credit hours successfully.
13. **Graduation requirements:** The student shall satisfy minimum residential requirement as specified earlier with submission of a thesis.
14. **Requirements for M.Tech. degree**
 - (1) A student undergoing course of study leading to award of M.Tech. shall pass the course and complete the minimum number of credit hours prescribed there for, by the Academic Council from time to time by obtaining a minimum OGPA of 6.5 in the 10 point scale along with a successful submission of thesis.
 - (2) The University shall issue a provisional course completion certificate on passing all final semester examination with successful submission of thesis.
15. **Student responsibility:** All M.Tech. students studying in this University are expected to know the requirements for the award of M.Tech. degree and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their Advisory Committee so that the latter may watch their progress and guide them along right lines. In no case a regulation will be waived or exemption made simply because a student pleads ignorance to it.
16. **Record of courses:** To ensure that requirements for the award of degree have been completed by a student, the University shall keep a record of courses completed by the student. A copy of the same shall be maintained by the Dean of the college concerned.
17. **Authorities to approve results and issues pass certificates, transcripts, etc:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examination and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidate.
18. **Award of Degree:** A Degree under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at a Convocation to each candidate who has successfully completed the graduation requirements. The award of Degrees of the candidates, who have successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.
19. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or

any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he / she has been benefited and that he / she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a diploma or a certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.

20. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty.

31 (e) ACADEMIC REGULATIONS FOR PG DIPLOMA PROGRAMMES - 2006**1. Short title and commencement**

- (1) These Regulations shall be called Tamil Nadu Veterinary and Animal Sciences University (TANUVAS) Academic Regulations for Post-graduate Diploma Programmes – 2006.
- (2) These shall apply to the students admitted from the academic year immediately after approval of the same by the University.
- (3) In these Regulations, unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meanings as they have in the Act, Statutes and Regulations of TANUAVS.

2. Definitions

- (1) **“Act”** means the Tamil Nadu Veterinary and Animal Sciences University Act 1989 (Tamil Nadu Act 42 of 1989)
- (2) **“University”** means the Tamil Nadu Veterinary and Animal Sciences University
- (3) **“Post-graduate Diploma”** means course of study in any subject in Veterinary and Animal Sciences or Basic Sciences as decided by the University from time to time for a duration of one academic year
- (4) **“Project report”** is the one that consists of a report of research activity / clinical or such other activity undertaken by the students of post-graduate diploma programme.
- (5) **“Contact class”** is one that comprises of instruction, practical, demonstration or such other things and offered only for programmes under distance education mode. The duration and place of conduct shall be as decided by the University from time to time*.

All the other words and expressions used but not defined in these Regulations shall have the meanings respectively assigned to them in TANUVAS Act, Statutes, Regulations and Rules.

3. **Description:** A PG Diploma course in any subject in Veterinary and Animal Sciences or Basic Sciences shall comprise a course of study consisting of curriculum and syllabus provided by the University and spread over for one academic year including a project work. During the course of study there shall be training in laboratories / teaching veterinary hospitals / farms as the case may be as part of the course. The courses shall be provided as a regular course or in distant education mode.
4. **Admission:** Admission to the PG Diploma programme shall be made in the beginning of first semester of an academic year and shall be in

accordance with Regulations laid down from time to time by the University and Government. For admission to the PG Diploma programmes in the Faculty of Veterinary and Animal Sciences except Bioinformatics, a Bachelor's degree in Veterinary Science and Animal Husbandry is essential (B.V.Sc. / B.V.Sc. & A.H.). For PG Diploma programmes in other faculties, the University shall decide the eligibility from time to time.

5. **Fees:** The fees for admission, tuition fees, special fees, examination fees and such other fees shall be as prescribed by the University from time to time.

6. **Advisory Committee**

- (1) **Composition:** The students on their admission shall be put under an Advisory Committee. The Advisory Committee for PG Diploma programme for a student shall comprise of three Members including a Chairman. Out of them two Members including Chairman shall be from the subject in which the student is majoring and one Member shall be from related subject.

Example: For a student planning to do project in Veterinary Microbiology, in PG Diploma in Veterinary Laboratory Diagnosis, the Chairman and one Member shall be from Veterinary Microbiology and another Member shall be from Veterinary Pathology / Veterinary Parasitology / Animal Biotechnology / Veterinary, Epidemiology & Preventive Medicine.

- (2) The Regulations for formation of Advisory Committee, duties and responsibilities, change of Advisory Committee, eligibility for being Chairman and recognition of PG teachers shall be as specified in TANUVAS PG Regulations.

- (3) **Limit for being Chairman of Advisory Committee:** Normally no individual shall be Chairman for more than three Advisory Committees at any point of time. However, under extraordinary circumstances, where sufficient numbers of PG teachers / guides are not available, the University with the recommendation of the Faculty Dean may permit an individual to exceed the limit. The limitation to be the Chairman of three Advisory Committees is exclusively for PG Diploma programme and it should not be included for M.V.Sc. / Ph.D.

7. **Registration:** Registration for the first time in the University, subsequent registrations, preparation of timetable, lecture and practical schedules shall be as specified in TANUVAS PG Regulations.

8. **Residential requirement**

- (1) **Duration:** The minimum duration for PG Diploma programme shall be two semesters and maximum shall be four semesters.

- (2) **Temporary discontinuance:** All PG Diploma students are expected to complete the programme without any break. However, temporary discontinuance is permitted on extraordinary circumstances only after the student completes one semester. No student shall temporarily discontinue the course without the prior permission of the Dean of the college. Students who have discontinued temporarily may be permitted by the University to re-join within two semesters from the date of leaving the college. The student should send permission letter for re-joining well in advance through the Dean of the college. However, the student should complete his or her studies within maximum duration of four semesters. Any student who fails to complete the studies within the maximum permissible period is not entitled for obtaining the diploma. When a student leaves the college taking transfer certificate he / she shall not be eligible for readmission.
 - (3) **Minimum credit requirement:** The minimum credit requirement shall be 36. However, for courses offered under distance education mode credits are not applicable.
 - (4) **Permissible workload:** The permissible workload for a semester shall be 21 credits. However, for courses offered under distance education mode credits are not applicable.
 - (5) **Credit transfer:** Transfer of course and project credits from TANUVAS or another University into this programme is not permitted.
 - (6) **Attendance requirement:** The Regulations for attendance requirement shall be as specified in TANUVAS PG Regulations. However, for courses offered under distance education mode attendance requirement is applicable only for contact classes.
9. **Evaluation and examination:** The detailed guidelines for conduct of examinations, which include internal and final evaluation, project credit evaluation, grading / recording, preparation of mark lists, transcripts, unfair means during examination, scrutiny of grades and such other items issued from time to time by the University shall be followed.
- (1) The Regulation for internal evaluation, final semester evaluation, distribution of marks for calculation of grade points, re-examination shall be as specified as in TANUVAS PG Regulations.
 - (2) **Evaluation of project and project credit:** The guidelines regarding selection of topic, change of topic, change of title, page limitation, submission, late submission, publication, carrying out major corrections, final submission and such other items issued from time to time by the University shall be followed.
 - (3) **Final viva-voce:** The guidelines for conduct of final viva-voce issued from time to time by the University shall be followed.

10. **Academic status and scholastic deficiency:** The student shall secure a cumulative grade point of 6 in a course and is considered to have passed the course. The failed candidates shall re-appear for the failed courses as and when the University conducts the examination.
11. **Year of standing:** It shall be as specified in TANUVAS PG Regulations.
12. **Graduation requirement:** The student shall satisfy minimum residential requirement as specified earlier with submission of project report.
13. **Requirement of PG Diploma:** A student undergoing course of study leading to award of PG Diploma shall pass the course and complete the minimum number of credit hours prescribed there for by the Academic Council from time to time by obtaining a minimum OGPA of 6 in 10 point scale along with successful submission of project report. The University shall issue a provisional course completion certificate on passing all examinations with submission of project report.
14. **Student responsibility:** All PG Diploma students studying in this University are expected to know the requirements for the award of PG Diploma and general academic requirements and assume full responsibility for meeting them. They are expected to keep constantly in touch with their Advisory Committee so that the latter may watch their progress and guide them along right lines. In no case a regulation will be waived or exemption made simply because a student pleads ignorance to it.
15. **Record of courses:** To ensure that a student has completed requirements for the award of diploma, the University shall keep a record of courses completed by the student. The Dean of the concerned college shall maintain a copy of the same.
16. **Authorities to approve results and issues pass certificates, transcripts, etc.:** The Vice-Chancellor shall approve the results on the recommendation of the Board of Examinations and Registrar shall issue the provisional pass certificates, transcripts etc. to the candidates.
17. **Award of Diploma:** A Diploma under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements. The award of Diploma of the candidate, who has successfully completed the graduation requirements for the award at convocation *in absentia*, shall be sent by post. The Diploma shall set forth the name of the candidate, father's name, diploma, month and year of successful completion of the graduation requirements, etc. The type of gown to be worn by the candidates at convocation shall be as decided by the University.
18. **Amending or cancellation of results:** If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or

any other reasons, the Vice-Chancellor shall have the powers to amend the result in such a manner as to accord with the true position, and to make such declaration as the Vice-Chancellor may deem necessary in that behalf. If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct where by he/she has been benefited and that he/she has in the opinion of the Vice-Chancellor, be a party to or conceived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of a Diploma or a Certificate or prize or a scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice-Chancellor may decide.

19. **Transitory provision:** These Regulations shall apply to the PG Diploma students who shall be admitted from the academic year immediately after the approval of the same by the University. No Regulation made by the Academic Council, governing the post-graduate diploma courses of study shall be construed, to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of post-graduate diploma courses in such manner as it may appear to it to be just and equitable.
20. **Removal of doubt:** In case of any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor as per Statute 29 on recommendation of Academic Council may pass such orders as are necessary for the purpose of removing the difficulty,
21. **TANUVAS Regulations for PG Diploma in Bioinformatics not to apply:** On approval of these Regulations by the University the TANUVAS Regulations for PG Diploma in Bioinformatics shall cease to apply and such cesser shall not affect the previous operation of the said Regulations.

**31(f) ACADEMIC REGULATIONS FOR M.Phil. IN BIOTECHNOLOGY
(UNDER SEMESTER PATTERN)****1. Requirements**

- (1) **Residential:** minimum of two semesters for M.Phil. course in Biotechnology including writing and submission of dissertation. However, a maximum of four semesters may be allowed under special circumstances from date of admission. If any student leaves the college with the prior permission from the Faculty Dean, after completing one semester of study for reasons beyond his / her control, he / she shall be permitted to re-join within 3rd or 4th semester after obtaining prior approval of the University. However, the student shall complete his / her degree requirement within a maximum duration of four semesters.
- (2) **Temporary discontinuance:** No student should temporarily discontinue the course without the prior permission of the Dean of the college. Students who have discontinued temporarily may be permitted by the University to re-join within two semesters from the date of leaving the college. The students should send permission letter for re-joining well in advance through the Dean of the college concerned. However, the student should complete his / her graduation requirement within four semesters. Any student who fails to complete graduation requirements within the maximum permissible period is not entitled for obtaining the degree. When a student leaves the college taking TC, he / she shall not be eligible for readmission.
- (3) **Credit:** A student enrolled for M.Phil. course shall be required to complete 36 credits inclusive of 20 of credits of course work and 15 credits for the dissertating work and one credit for seminar to earn eligibility for the M.Phil. degree. The candidate should also satisfactorily complete the final viva-voce examination covering course work and dissertation with minimum cumulative grade point average of 6.5 on a 10 point scale, i.e. the overall GPA (OGPA) should be equal to or above 6.5 out of 10.0.

2. Attendance

- (1) Every student shall ordinarily attend all the classes in a course. However, a minimum attendance prescribed in a course shall be 80% for theory and practical separately. Those who have absented because of illness/ academic purpose / extra-curricular activities / deputation shall apply for condonation of shortage of attendance up to a maximum of 10% to the Faculty Dean. Such of those students not satisfying the attendance shall repeat the course and complete the same as and when offered.

- (2) A student admitted to the first semester when fails to register for the courses or having registered but failed to put in the minimum attendance requirement for M.Phil. course shall forfeit his / her admission, provided no prior permission is obtained from the Faculty Dean of the college. However, on seeking readmission he / she has to undergo the normal admission procedure as a fresh.

3. **Advisory committee**

- (1) Each M.Phil. course student shall have an Advisory Committee to guide the student in carrying out his / her programme. The Head of the Department shall constitute the Advisory Committee and get the approval from the Faculty Dean. The Advisory Committee shall consist of two Members including the Chairman. The Member shall be from within or outside the Department. The Advisory Committee shall guide the student in the selection of research problem and all other matters related to academic activities. The Chairman of Advisory Committee is responsible for the academic programme of the candidate including selection of the topic for dissertation work. However, the Head of the Department will coordinate for the successful completion of the Programme.
- (2) Proposal for the formation of Advisory Committee in the proforma shall be submitted to the Faculty Dean within 45 days from the date of commencement of first semester. After the approval of the Advisory Committee, the programme of course work and programme of research in the proforma prescribed shall be submitted before the end of the first semester.
- (3) A recongnized PG teacher shall be permitted to be a Chairman / Member in not more than three Advisory Committees of M.Phil. students at any one time. This would be over and above the M.V.Sc. / Ph.D. guidance / Member limit of students at any one time prescribed by the University.
- (4) The Advisory Committee shall discharge the following duties in addition to 3 (1):
 - (a) To draw out the programme of studies for the students
 - (b) Evaluation of research credits.
 - (c) Conduct of final viva-voce examination.
- (5) Whenever the Chairman or a Member of the Advisory Committee happens to be away from his / her duties for more than one semester due to deputation / retirement / other reasons, the Head of the Department should report the fact immediately to the Faculty Dean for substitute arrangement. The newly assigned Chairman / Member shall continue even after the return of the previous Chairman / Member. The revision of the Advisory Committee shall be vested with the Faculty Dean based on the recommendations of the concerned Head of the Department.

- (6) The Head of the Department is required to update the list of PG teachers and guides, as and when the staff acquires the minimum qualification to become the PG teacher and guides.

4. Permissible credit load

- (1) Maximum permissible work load per semester is 20 for course credits and 16 for seminar and research credits.
- (2) There is no part-time in M.Phil. (Biotechnology) programme. Under special circumstances student shall be permitted to have one or two extra credits. In such case, the total credit registered will be taken into account to calculate OGPA.

5. Examination and evaluation

All students shall abide by the Regulations of the University prescribed from time to time for evaluating their performance under the semester system of education

(1) Semester examination

During the semester, the course teacher shall assign specific work and conduct test for internal evaluation (Midterm and Term paper). The test conducted for internal evaluation shall include objective and subjective type of questions. The midterm examination shall be of two hours duration and question paper pattern may include:

(i) Define / Explain	10x2 =	20
(ii) Write short notes on any four	4x5 =	20
(iii) Essay on any two	2x20 =	40
Total		= 80 marks

The total marks secured by the student in the midterm examination will be converted into 20 and included in the final grade.

The distribution of marks for the examination shall be as follows:

Maximum Marks		
Theory 100	(i) Mid term test	20
	(ii) Term Paper	10
	(iii) Final exam	70
Practical 50	(i) Record	05
	(ii) Viva-voce	15
	(iii) Practical	30

- (a) A M.Phil. student shall secure a minimum of 60% in theory and practical separately for a pass. While calculating the GPA the marks obtained for 150 shall be converted to 100 and divided by 10 for getting the grade point.
- (b) The course with theory alone shall have a maximum of 100 marks with similar distribution as given above. For courses having only practical, the distribution of marks shall be double for each category total being 100.
- (c) The mid-term test for internal evaluation shall be conducted by the course teacher. The final written examination shall be University examination and will be conducted in a common examination hall. The evaluation shall be carried out centrally by the examiners appointed by the University from among the subject teachers of the University. The practical examination shall be conducted locally by the course teacher.
- (d) Distribution of marks for final theory examination of 2 hours duration.
- | | |
|------------------------------|----|
| (i) Explanation / Definition | 10 |
| (ii) Short notes | 20 |
| (iii) Essay type | 40 |
- (e) it shall be the responsibility of the Head of the Department for the conduct of the examination in all the courses conducted by the Department. The Dean / Heads of Departments shall constantly exercise their responsibilities in that, the syllabus listed under each course is adequately covered and the assessment of the student is done strictly in accordance with the rules and regulations.
- (f) Students registering a particular course shall take all examinations conducted during the course duration, both in theory and practical.
- (g) No condonation for the absence shall be given for any examinations under any circumstances. Students not taking examination for internal evaluation may take the final theory and practical and qualify for a pass if successful in satisfying the Regulations (1) and (2).
- (h) M.Phil. students getting a grade less than 6.0 in any course shall be deemed to have failed in that course. The failed students may be permitted to improve the grade by appearing a separate examination conducted along with regular semester examination of the subsequent semester by paying the fee of Rs.200/- per subject. The mark awarded for internal examination shall be carried over.

(2) **Evaluation of credit seminar**

The evaluation should be conducted during the last fortnight of the semester when all the Members of the Advisory Committee

are available. Normally the students are not expected to absent themselves for seminar credit evaluation. Under extraordinary circumstances a late evaluation within ten working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine of Rs.150/- in circumstances, the Member may not be available permission has to be obtained from the Dean concerned. In circumstances where the Chairman is not available for evaluation, late evaluation may be permitted by the Dean within ten working days from the last working day. In extraordinary circumstances, where the Chairman may not be available even within this period, the head of department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean from the Heads of allied departments of the college concerned can act as Chairman and conduct evaluation. The performance of the student should be evaluated by the Advisory Committee as per the following norms.

Coverage of Literature	-	40%
Presentations	-	30%
Use of AV aids	-	10%
Capacity to participate in discussion	-	20%

(3) **Evaluation of research credits**

Under extraordinary circumstances, a late evaluation within 10 working days from the last working day of the semester may be permitted by the Dean of the college concerned on payment of a fine of Rs.150/- under extraordinary circumstances in which the Member may not be available, permission has to be obtained from the Dean concerned, in circumstances where the Chairman is not available for evaluation, a late evaluation may be permitted by the Dean within 10 working days from the last working day. In extraordinary circumstances where the Chairman may not be available even within this period, the Head of the Department can act as Chairman after obtaining permission from the Dean of the college concerned. In the event of Head of the Department acting as Chairman and not available within this period, the Dean / nominee of the Dean from the Heads of allied departments of the college concerned can act as Chairman and conduct evaluation.

If a student has not got mandatory attendance limit of 80%, a grade of incomplete may be awarded and the student has to re-register for the same block of research credits again in the subsequent semester. The student has to get the permission of Dean of the

college concerned for re-registration of same block of research credits after second time, the matter may be referred to the Dean's Committee and University.

(4) Unfair means during examination

The Dean of the college shall be responsible for dealing with all cases of "Use of unfair means" in the various examinations. The phrase, "Use of Unfair Means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student, the student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the Dean immediately with full details of the incident, answer scripts, the available evidence and explanation of the student concerned, if any. The Dean, on receipt of the report, may give an opportunity to the student concerned to represent his case. Considering all the available evidences, the Dean shall take appropriate action immediately. The penalty shall be as indicated below:

- (1) A student found using unfair means during an internal examination should be deemed to have failed in that course.
- (2) A student found using unfair means during the semester final examination should be deemed to have failed that course. In such case, the student shall not be permitted to take the remaining examinations, if any, in that semester and shall also be deemed to have attempted and failed in the remaining examinations.
- (3) The Dean shall report each case falling under (a) and (b) above immediately, after passing orders to the University.
- (4) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (a) and (b) above, the Dean, besides treating the students as failed in all the courses he registered in that semester, may further debar the student for the next semester and succeeding year and the fact informed to the University. If further or more severe punishment is felt necessary, the Dean shall immediately inform the University about the full details of each together with all the material evidence, if any, and his recommendation.

- (5) The explanation of representation of student, if any, may also be sent. The Vice-Chancellor after examining the case may debar the student for further period or permanently. The decision of the Vice-Chancellor is final.
- (6) The parent of the guardian of the student concerned shall be informed of a punishment awarded to the student and the reason therefor.

(5) **Scrutiny of grades**

The student may apply to the Registrar through the Dean of the college concerned for revaluation of answer paper in the prescribed format not later than 10 working days after declaration of the results / issue of report cards to the students. The fee for the same shall be as decided by the University from time to time.

(6) **Viva-voce**

The Chairman of the Advisory Committee shall send a list of three experts to the University for selecting external examiner. The dissertation would be sent to the identified external expert by the University and report obtained. The Chairman of the Advisory Committee shall act as Chairman of the examination committee also. The performance of the candidate may be evaluated as successful / unsuccessful. The results of the examination shall be communicated by the Chairman to the University through the Faculty Dean after getting approval from all the Members of the committee. The final viva-voce would be conducted by the Advisory Committee taking into account the external expert's comments / corrections / suggestions, etc.

6. **Dissertation**

- (1) The total pages for dissertation are to be restricted to a maximum of 60 pages exclusive of annexure etc. The dissertation should be of such a nature as to indicate the student's potentialities for conducting research. The research shall be on a topic falling within the field of the major subjects and shall be the result of the independent work of the student.
- (2) The topic chosen and approved for the dissertation shall not be normally changed. However, under extraordinary circumstance the dissertation topic may be changed before completing 30 working days after registration of dissertation work credits on the recommendation of the Advisory Committee and approval of the Faculty Dean.
- (3) **Submission of the dissertation:** The student shall submit the dissertation initially two soft bound copies on the last week of the final semester. Five copies of hardbound dissertation copies

should be submitted after the final viva-voce examination. However, under extraordinary circumstances the students will be permitted to submit the dissertation by paying late fee of Rs.500/- and submit any time during the next semester.

- (4) Under extraordinary circumstance where a change is warranted it should be done with the recommendation of the Advisory Committee before the semester evaluation. In such cases, the student has to register the extended semester after paying a fee of Rs.500/- as late fee. In this case, a proposal should be sent by the Advisory Committee to the University through the Dean of the college concerned for permission of submission of dissertation at any time during the extended semester. In circumstances where a student is not able to submit even after the extended period, the grade "incomplete" may be given and the block of research credit has to be re-registered. However, in circumstances where the student is ready with the dissertation but the Chairman or the Advisory Committee Member is not available on last day of the semester, the Dean of the college concerned may decide the date of submission and evaluation under intimation to the University.
- (5) **Page restrictions:** The number of pages for a dissertation should not exceed 60. The page number includes pages containing plates, graphs and tables. The annexure need not be included in the page numbers.
- (6) **Publications:** The students are allowed to publish their research work even before submitting the dissertation. The copies of such publication should be enclosed with dissertation while submission.
- (7) **Rejection of dissertation:** The dissertation rejected by one external expert may be sent to another external expert in the panel on the request of the Advisory Committee for an independent judgment. If the second expert also rejects the dissertation, the dissertation is considered as rejected and the student has to re-submit the dissertation after a gap of one semester for doing necessary work and corrections. In case of varied opinion, a committee constituted by the University shall decide on the merit of the dissertation for award of degree. In case of rejection for the second time the student has to re-register for the entire block of research credits.

7. Evaluation

- (1) Normally the final viva-voce examination shall have to be conducted by the Advisory Committee with all its Members. However, under extraordinary circumstance, in the absence of one Member, the same may be conducted by the Head of the Department / Staff nominated by the Head of the Department provided necessary prior permission is obtained from the Dean of the Faculty. In case,

if the Chairman is not available due to official / personal reason, the Dean of Faculty can conduct the viva-voce examination along with other Members.

- (2) A report regarding the performance of the student in the final viva-voce examination on the dissertation in the form prescribed shall duly be signed by the Members of the Advisory Committee present and submitted to the University.
- (3) In case of external examiner suggesting major modifications to be made in the dissertation, the same shall be communicated to the Chairman of the Advisory Committee who shall arrange for the revision of the dissertation and re-submission within a period of 15 days. A candidate shall not be permitted to submit his / her dissertation for the M.Phil. more than two occasions and if the dissertation is not approved on the second occasion, the candidate shall not be awarded the M.Phil. degree.

8. **Declaration of results**

The award of M.Phil. degree for all the successful candidates will be based on the following guidelines:

OGPA from	6.5 to 8.4	-	Second Class
	8.5 to 9.4	-	First Class
	9.5 & above	-	Distinction

9. **Final Viva-Voce** : Final Viva-voce examination for Master of Philosophy in Biotechnology Degree students: The final viva-voce shall be conducted by the Advisory Committee along with one external examiner identified by the University for Masters Programme.
10. **Declaration of Results**: A student undergoing course of study leading to award of **M.Phil Biotechnology** shall pass the course and complete the minimum number of credit hours prescribed thereof, by the Academic Council from time to time by obtaining a minimum OGPA of 6.5 in the scale of 10 point scale along with successful submission of dissertation.

31 (g) REGULATIONS FOR PG DIPLOMA PROGRAMME (DISTANCE MODE)

In exercise of powers conferred under Section 37 of the Tamil Nadu Veterinary and Animal Sciences University Act 42 of 1989 (TANUVAS Act 42 of 1989) read with Clause 56 of the Tamil Nadu Veterinary and Animal Sciences University Statutes, the Vice-Chancellor of Tamil Nadu Veterinary and Animal Sciences University, hereby make the following rules for Post-graduate Diploma programmes under distance mode. These rules are subject to modifications from time to time by the Vice-Chancellor / Authorities of the University / State Government, subject to the provision that the rules are not inconsistent with the Tamil Nadu Veterinary and Animal Sciences University Act, Statutes and Regulations.

1. Short title and commencement

- i) These rules shall be called “The Academic Rules for Post Graduate Diploma Programmes under distance education.
- ii) These rules shall come into force from 04.10.2011, for the students admitted for the PG diploma programme (distance education mode) from the academic year 2011-12.
- iii) Unless the context otherwise requires, the words and expressions used in these regulations shall be interpreted to have the same meanings as they have in the Act, Statutes and Regulations.

2. Definitions

- 1.) (a) **“The Act”** means the Tamil Nadu Veterinary and Animal Sciences University Act 1989 (Tamil Nadu Act 42 of 1989)
 - (b) **“UNIVERSITY”** means Tamil Nadu Veterinary and Animal Sciences University,
 - (c) **“Postgraduate Diploma”** means course of study in any subject in **Veterinary and Animal Sciences, Basic Sciences or Food Science** as decided by the University from time to time for a duration of one academic year.
 - (d) **“Course”** is a unit of instruction or a segment of subject matter to be covered in a semester. It has a specific number and title.
- 2.) All the other words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in TANUVAS Act Statutes Regulations and Rules.

3. Registration

1. **Registration for PG Diploma Distance Mode Course:** Students who have received notification of admission from the University will receive

guidelines for registration from the Director of Distance Education. A registration / **orientation** programme will be conducted by **the Director of Distance Education (DDE)** for the benefit of the students joining the **PG Diploma course**. Preferably, registration will be done in person and for any exemption, approval of DDE is necessary. Failure to register for the first semester before **specified** date shall result in forfeiture of admission. **Candidates shall pay the course fee in one lump sum for both First & Second Semester at the time of joining the course.**

2. The students shall be allowed to register for the semester only after payment of fees. The students shall register **all** the courses in the beginning of semester within thirteen working days, the first two working days without fine and the remaining eleven working days with fine as decided by the university from time to time.
3. **Unit Schedule:** At the commencement of a semester, the **academic** schedule for completion of units in a course shall be drawn by **the DDE**, course coordinator and concerned course director/ head of the department and circulated to the students. The students shall strictly adhere to the schedule.

4. Conduct of Contact Class Programme

1. The contact programme shall be held in such a place identified for the purpose by the University.
2. The duration of the **class programme shall be for ten days in one spell each in the first semester and two spells (5 days + 5 days) in the second semester each semester.**
3. The contents to be covered and method of coverage shall be decided by the course director and coordinator in consultation with the content developers.
4. Attendance is compulsory for the contact programme and **absence will necessitate repetition of the contact class programme.**
5. Providing one more additional chance to attend contact class of First and Second Semester on genuine grounds and with discretion of DDE.
6. ***Optional Contact Classes may be conducted for a period of 10 days during the second semester especially for clinical courses on dates provided by the Course Directors.***

5. Evaluation

- (1) The evaluation of distance education programmes shall be held as “Unit based assessment (UBA)”, Comprehensive course assignment (CCA)”, “Final theory examination (FTE)” and “Comprehensive skill evaluation (CSE)”.

- (2) The UBA, CCA and FTE Shall be conducted for every course, whereas the CSE held for all the courses in a semester together in a comprehensive manner.
- (3) The distribution of marks for UBA and CCA for every course shall be as follows;
 - (a) Unit based assessment-70%
 - (b) Comprehensive course assignment-20%
 - (c) Promptness in submitting unit based assessment-10%
- (4) The distribution of marks for FTE shall be as follows;
 - (a) Definitions -20%
 - (b) Short answers-40%
 - (c) Long answers-40%
- (5) The distribution of marks for CSE shall be as follows;
 - (a) Practical skill assessment through conduct of experiments/viva-voce/any other suitable means-40%
 - (b) Log book/Record-10%

6. Unit Based Assessment (UBA)

- a) Every course is divided into Units and for every unit there shall be UBA.
- b) For every course the time for studying each unit shall be as per the following formula –Total number of working
Days / Total number of units.
- c) At the beginning of the PG Diploma programme, when course materials are being handed over or within ten days after the commencement of the semester, the question paper for UBA shall be provided to the candidates.
- d) The following shall be the pattern of question paper.
 - i) Simple questions to test the knowledge acquired (Definitions and short answers)-10 marks
 - ii) Analytical questions (Why ,How and Reasoning out type questions)-40 marks
 - iii) Practical problem solving type questions (minimum of two per unit)-20 marks
- e) The question papers shall be set by content developers and thoroughly reviewed by the course director/HOD.
- f) Sufficient space shall be provided in the question paper for writing the answer.
- g) Within ten days from the last day for studying the Unit, the completed answer sheets shall reach the course coordinator. For this purpose at the beginning of every semester, the course coordinator shall provide

a time table providing the last date for completing every unit. It is the responsibility of the candidates to ensure that their response sheets reach well ahead of time. For the last unit, the candidates shall bring the response sheets with them when they come for the contact programme.

- h) The response sheets for every unit shall be evaluated by the content developer or any other person identified by the course coordinator. In the latter case it shall be done only when the content developer is transferred or on leave for a long time. The evaluation shall be completed within ten working days and the marks communicated to the course coordinator. The response sheets shall be shown to the candidates when they come for contact programme. Correction of marks already awarded shall be done only on extraordinary circumstances with the knowledge of the course coordinator, course director and Director of Distance Education clearly citing the reason for the same.
- i) Only handwritten answer sheets shall be allowed. Photocopies / typewritten/any other form are not allowed.

7. Comprehensive course assignment (CCA)

- a) There shall be a comprehensive course assignment for every course. The topic for the same shall be identified by the course coordinator at the beginning of the semester and provided to the students.
- b) Every student shall have individual topics.
- c) The assignments shall be handwritten not exceeding 10 pages with every page having 20-25 lines.
- d) Students shall submit the assignments immediately on arrival for the contact programme and late submission is not allowed for whatsoever the reason may be.
- e) The course coordinator shall correct the assignments by taking the help of content developers and the corrected copies shall be shown to the students three days before the closure of the contact programme.
- f) The distribution of marks for the CCA shall be as follows;
 - (i) Coverage of literature 5 marks
 - (ii) Presentation 7 marks
 - (iii) Analysis 5 marks
 - (iv) Power point slides 3 marks

If possible candidates may be asked to make a short presentation of CCA. However, it is not compulsory

8. Final Theory Examination (FTE)

- a) The schedule for the final theory examination shall be decided by the DDE and communicated to the students 30 days before the scheduled closure of the semester.
- b) It shall be conducted for all the courses of the semester when the students report for the contact **class** programme at each semester. Normally it shall be held in the **afternoon** during the contact **class** programme in a common place for all the PG diploma programmes, for which the contact classes are in progress in the particular campus.
- c) For every course there shall be theory examination for a duration of three hours. The pattern of question paper shall be as follows;
 - 1. Definitions (10 X 2 marks) =20
 - 2. Short answers (8 X 5 marks) =40
 - 3. Long answers (4 X 10marks) =40(10% choice shall be provided under each type)
- d) The question paper shall be set by external examiner identified for the purpose by the Controller of Examinations.
- e) Evaluation of the answer scripts shall be done by a faculty identified by the Controller of Examinations and he shall not be the course coordinator.
Re-evaluation of answer scripts shall be permitted as per the prevailing PG regulations in force.
- f) The Controller of Examinations shall arrange for result declaration, issue of provisional certificate and diploma certificate (*in-absentia*) in the convocation.
- g) **Maximum attempts a candidate can take up for his / her final theory arrear examination within a period of three years from the date of registration to the programme**

9. Comprehensive Skill Evaluation (CSE)

- a. The CSE evaluation shall be held for all the courses in a semester during the last three days of the contact programme.
- b. The evaluation shall be conducted in a detailed manner.
- c. The evaluation shall comprise of conduct of certain experiments / presentation of cases and discussion / seminars. Viva-voce is compulsory.
- d. At the beginning of every semester, the candidates shall be asked to maintain a log book / record for every course. The details of writing shall be provided by the course teacher at the beginning of the semester. The same shall be submitted immediately on arrival for the contact programme. No late submission is permitted for whatsoever the reason may be.

- e. The log book / records shall be corrected by the course teacher and shown to the candidates three days before the completion of the contact programme.

10. Evaluation of Project Work

- a) Student registering for the P.G.Diploma courses will be distributed among the faculty of concerned departments that are involved in the conduct of that course. The topic for the project shall be decided in the first semester and topic once decided shall not be changed for any reason.
- b) The programme of project shall be submitted to the DDE who in turn approves it on the recommendation of Advisory committee of the student.
- c) **The project shall comprise of 4 sections:**
 - i. **Exhaustive Literature Review of the problem**
 - ii. **Scientific / Technical data wherever possible**
 - iii. **In-depth discussion of the problem including solutions in the context of the current scenario**
 - iv. **Conclusion**
- d) Along with these **four** sections, there shall be an abstract, summary, reference and acknowledgement and sections. The maximum page limit for project report shall be 50 (inclusive of tables and photos). The project report should be submitted on the first day of the contact class in the second semester, which in turn will be evaluated by the Advisory Committee along with a nominee of the DDE. The suggestions provided by the Committee should be carried out by the student before final Viva-Voce.
- e) The final Viva-Voce shall be conducted by the Advisory Committee and it shall be evaluated as satisfactory / unsatisfactory. In case of unsatisfactory performance, the final Viva-Voce shall be conducted again after a gap of one month after the student has carried out all the suggestions of advisory committee. If a student obtains unsatisfactory grade for the second time, he/she has to register the project work again. Such re-registration will be permitted only once.
- f) Late submission of project work: The students who did not submit the project work on the specified dates can avail a grace period of three months by paying a fine of Rs.2000/-

11. Unfair Means During Examinations

- a) The DDE shall be responsible for dealing with all cases of "Use of unfair means" in the FTE and CSE. The phrase, "Use of Unfair means" includes possession of any information or material by the student, talking to other students, copying from other students or from printed or written material etc. The invigilator / teacher concerned on finding the use of unfair means by any student shall take the answer scripts of the student and the

material evidence, if any, and the written explanation from the student. The student shall be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means directly to the DDE immediately with full details of the incident, answer scripts, the available evidence if any and written explanation of the concerned student. The DDE on receipt of the report may give an opportunity to the concerned student to represent his case. Considering all the available evidence, the DDE shall take appropriate action immediately. The penalty shall be as indicated below.

- i. A student found using unfair means during an FTE shall deem to have failed in that course.
 - ii. A student found unfair means during CSE shall be asked to reregister for all the courses in the semester again.
 - iii. The DDE shall report each case falling under (i) and (ii) above immediately, after passing orders to the University.
- b) For using Unfair means of a serious nature such as ignoring the repeated instructions of invigilator or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (i) and (ii) above, the DDE, besides treating the students as failed in all the courses he/she has registered in that semester, may further debar the student for the next semester and succeeding year and the fact informed to the University. If further or more severe punishment is felt necessary, the DDE shall immediately inform the University about the full details of each together with all the material evidence, if any, and his recommendation. The explanation or representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case may debar the student for further period or permanently. The decision of the Vice-Chancellor is final.

12. Mark List And Transcript

Preparation of mark list and transcript shall be done by the DDE and approved by the University.

13. Academic Status

1. For pass in a course, every candidate shall get a minimum of 60% in every UBA and FTE in a course.
2. Besides, a minimum of 60% is required in CCA and CSE.
3. Candidates securing less than the prescribed mark limit in UBA, FTE and CCA shall be considered failed in the evaluation concerned in that particular course and candidates should reappear for the same as and when conducted by the University. Candidates failing in CSE should also reappear for the same as and when conducted by the University.

Candidates may be permitted to resubmit / repeat the UBA/CSE/CCA in the course in which candidates secured less than 60% marks after paying Rs.250/- per course as fees.

4. The successful candidates after completion of diploma requirements shall be graded as under based on overall percentage of marks obtained in all the courses of the diploma programme:
 - a. 60-74%: Second Class
 - b. 75-89%: First Class
 - c. 90%&above: Distinction (Applicable to those candidates who complete the diploma programme without recording "F" in any course)
5. Successful candidates may apply for getting the diploma during the convocation, "*in absentia*".

14. Removal of Doubt

The Director of Distance Education, with the approval of the University shall pass necessary orders to remove any difficulty that arise during the execution of the above rules not inconsistent with the provisions of the Acts, Statutes, Regulations and Rules of the University.

15. Others-Temporary Discontinuance

Candidates who have discontinued the diploma course temporarily with permission from the DDE shall be permitted to rejoin the course within the overall period of three years from the initial date of joining with a rejoining fees of Rs.2000/-

32 Deputation for higher studies

- (a) The University may depute any of its employees for higher studies in India or abroad leading to a Certificate, Diploma or Degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Board.
- (b) The employee selected for deputation for higher studies shall be paid his / her full salary during the period of deputation, the travelling expenses and suitable maintenance allowance.
- (c) The employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and / or the degree programme for which he / she is to be deputed, failing which he / she should pay to the University a stipulated sum of money together with interest thereon. He / she should also execute in the same bond an undertaking to serve the University for a stipulated period, on a post assigned to him / her, on return from deputation.
- (d) The detailed Rules for selection and deputation and for execution of bond are given in Tamil Nadu Veterinary and Animal Sciences University Rules.

CHAPTER - VI

CONVOCATION

33 Convocation for conferring degrees

- (1) The convocation of the University shall be held to confer degree either in person or *in absentia* ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor and the Chancellor.
- (2) The candidates for degrees shall submit to the Registrar their application for admission to the convocation on or before the last date prescribed. The form of application and the fee payable for admission to convocation, either in person or *in absentia*, shall be as prescribed. However, all the candidates who are eligible to receive the degree at the next convocation shall be admitted irrespective of the fact whether the candidates have applied for the convocation or not and a penal fee for belated applications for convocation shall be levied.
- (3) The date of convocation shall be duly notified at least 30 days before the date of convocation. The last date for the receipt of application by the Registrar shall be at least 15 days before the date of convocation. The fee for the convocation shall be in person Rs.1000/- and *in absentia* Rs.1500/-.
- (4) In addition to the above application cost, the search charges prescribed for issue of degree certificates after the convocation is as follows:
 - (i) The candidates who apply for Convocation in person but fail to turn up OR the candidates who wish to receive the degree directly/by post from the Registrar's Office, Tamil Nadu Veterinary and Animal Sciences University and do not apply for Convocation –
Rs.1000/- from 6th to 10th Year.
Rs.1100/- from 10th to 15th Years and
Rs.1200/-from 16th year onwards
To be calculated from the date of Convocation.
- (5) The Chancellor, Pro-Chancellor, Vice-Chancellor and Deans of Faculties and Colleges, Directors and Members of the Board and Academic Council shall wear the academic robes prescribed for the purpose.
- (6) In the absence of the Chancellor, the Pro-Chancellor shall preside over the convocation. In his absence, the Vice-Chancellor shall preside.

- (7) The presentation of the persons at the convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Deans in the concerned faculty nominated by the Vice-Chancellor.
- (8) The detailed proceedings of the convocation ceremony shall be as given in Appendix-XII.
- (9) The Chief Guest of the convocation shall deliver the convocation address.
- (10) Academic robes shall be as prescribed below:

Chancellor	:	A dark blue velvet gown made like an Oxford Proctor's dress gown, with two inch gold lace down the fronts and round the bottom of the sleeves outside.
Pro-Chancellor	:	A dark blue velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way.
Vice-Chancellor	:	A scarlet velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way with silver lace.
Chief Guest	:	A cherry red velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, with silver lace.
Registrar	:	A dark green velvet gown or stuff with black velvet lace.
Members of the BoM and AC	:	A dark green gown of silk or stuff and a scarf of white silk or stuff, four inches wide with a fringe of the same colour three inches deep.

Graduates

The men candidates shall wear white trousers, dark coloured coat, with stiff collar and tie and black cloth academic robe and cap, as prescribed.

The women candidates shall wear the Indian dress of choice and the same academic robe and cap as men.

The specific academic robes for persons taking different degrees at the convocation as prescribed here under.-

- (i) **Bachelor of Veterinary Science and Animal Husbandry:**
A gown made of Golden Yellow silk or stuff cut like that of Cambridge B.A., gown. A hood made of golden yellow silk of stuff edged with maroon.

-
- (ii) **Master of Veterinary Science:** A gown made of Golden Yellow silk or stuff cut like that of Cambridge M.A., gown. A hood made of white yellow silk of stuff.
 - (iii) **Doctor of Philosophy (Veterinary and Animal Sciences):** A gown made of white silk or stuff cut like that of Cambridge M.A., gown. A hood made of white silk of stuff lined with Maroon silk of stuff.
 - (iv) **Bachelor of Technology (Food Technology):** A gown made of Golden Yellow silk or stuff cut like that of Cambridge B.A., gown. A hood made of golden yellow silk of stuff edged with Green.
 - (v) **Bachelor of Technology (Poultry Technology):** A gown made of Golden Yellow silk or stuff cut like that of Cambridge B.A., gown. A hood made of golden yellow silk of stuff edged with Red.
 - (vi) **Bachelor of Technology (Dairy Technology):** A gown made of Golden Yellow silk or stuff cut like that of Cambridge B.A., gown. A hood made of golden yellow silk of stuff edged with White.
 - (vii) **Master of Technology (Food Technology):** A gown made of Golden Yellow silk or stuff cut like that of Cambridge M.A., gown. A hood made of golden yellow silk of stuff edged with Pink.
 - (viii) **Doctor of Philosophy (Food Technology):** A gown made of white silk or stuff cut like that of Cambridge M.A., gown. A hood made of white silk of stuff lined with Purple silk of stuff.
 - (ix) **M.Sc. Bioinformatics:** A gown made of Golden Yellow silk or stuff cut like that of Cambridge M.A., gown. A hood made of golden yellow silk of stuff edged with Turquoise blue.
 - (x) The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the Convocation shall be as approved from time to time.
- (11) The academic robes for the persons on whom the Honorary Degree or other academic distinction is conferred shall be in the form of a scarlet velvet or stuff with lacings of golden yellow silk and a black cap like that of Chancellor with gold lining and tassel.

CHAPTER - VII

STAFF HOUSING AND STUDENTS HOSTEL

34 Staff housing

- (1)
 - (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.
 - (b) The Estate Officer in the University main campus and the Dean and other Heads of Institutions in outside campuses shall be responsible for proper allotment of the quarters and recovery of rent, following the rules there for.
 - (c) Normally, the rent for the University quarters shall be collected at the rates collected for the Government quarters by the Government from time to time.
 - (d) The Estate Officer shall be responsible for annual repairs and upkeep of all the residential quarters in the University.
- (2) All the civic amenities such as hospital, dispensary, schools, clubs, shopping centre, guest house, etc., shall be maintained by the Estate Officer in respect of the main campus and by the Heads of Institutions / Stations / Centres in outside campuses. The rules for management, utilization and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

35 Students hostel and games facilities

- (1)
 - (a) The University shall maintain separate hostels for men and women students, and such accommodation for the convenience of day scholars in the University. It shall also maintain hostels for teachers and working women in the University and Farmers' home. Hostel for in-service trainees of different categories shall also be provided for and maintained by the University.
 - (b) The Dean assisted by full time or part-time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause (a) above and the messes, canteen and cafeteria attached to them.
 - (c) The Dean, nominated by Vice-Chancellor, assisted by Physical Directors shall be responsible for providing the required facilities and for conduct of Physical education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasia, stadia, field tracks and courts, etc.

- (d) The Dean, nominated by Vice-Chancellor, assisted by the wardens, Physical Director and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities.
- (2) The Dean, nominated by Vice-Chancellor or his assistants in the respective academic campuses shall be responsible for the maintenance of students' hostel, student discipline and all other students' welfare activities.

CHAPTER - VIII

SCHOLARSHIP AND MEDALS

36 Scholarships and loan funds

- (1) (a) The University shall establish and maintain scholarship funds, utilizing either the grants made available by the State or Central Government and other agencies and from its own contributions with the prior approval of the Board. From the scholarship funds, grants may be made to enroll students in the form of
 - (i) Full scholarship
 - (ii) Half scholarship
 - (iii) Free-studentship and
 - (iv) Half-free studentship
- (b) The University shall establish a Student Loan Fund, either utilising the grants made available by the State or Central Government or other agencies and from its own funds. From the Student Loan Fund such loans as to enable the enrolled students of the University coming from economically backward families to undertake studies leading to Master's or Doctoral degree shall be made available after getting a joint undertaking from the student concerned and his parent/guardian to repay the sum on easy installment on completion of the studies. The rules pertaining to the award of scholarships, loans and other benefits to students shall be as approved by the Vice-Chancellor and reported to the Academic Council and to the Board of Management for information.

37 Medals

- (1) (a) At the end of each academic year, a medal shall be awarded to the best graduating student in each college and in each of the degree programme, the basis for such an award shall be the overall grade point average obtained by the student in the degree programme.
- (b) No student who has questionable conduct shall be eligible for the award.
- (c) The medal shall be presented to the candidates at the annual convocation.
- (d) The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

CHAPTER - IX

FINANCE

38 University funds

- (1) The Finance Officer shall receive all money on behalf of the University and shall deposit it in the State Bank of India / Nationalised Bank / Scheduled Bank and Co-operative Bank. He will invest unspent money if any when considered possible for short term deposit in any Nationalised or Scheduled Bank or Co-operative Bank with the approval of the Vice-Chancellor.
- (2) He shall from time to time make available by transfer necessary funds required by the University Officers, Head of Institutions including research stations and other units.
- (3) The Finance Officer shall maintain overall accounts for the University. All the units who operate bank accounts as per clause (2) of the Regulation shall render necessary monthly accounts to the Finance Officer.
- (4) The Finance Officer shall maintain accounts for all repayable advances, provident fund, endowment funds and other funds.
- (5) The Finance Officer shall authorize payment of pay and allowances of all University Officers and shall maintain detailed records therefor. The University Officers shall authorize payments of pay and allowances to the Heads of Stations / Centres under their control and shall maintain the detailed records therefor.
- (6) The Finance Officer shall arrange for the maintenance of separate accounts for various amounts that do not pertain to the University, viz., scholarships received from outside authorities, funds relating to extra curricular activities of the students, etc. He shall, with the approval of the Vice-Chancellor, authorize any employee of the University to maintain the said accounts.

39 Accounts

- (1) The Finance Officer shall be responsible for maintaining the accounts under the following broad heads:
 - (a) Separate Heads for each scheme or expenditure which is eligible for a block grant or a matching grant from Government or other bodies.
 - (b) Separate Heads for each Department or Unit.
 - (c) For such other units as shall be decided by the Finance Officer in consultation with the bodies / employees concerned.
 - (d) The Finance Officer shall issue standing orders for the manner in which the accounts are to be rendered by the various offices and on other matters relating to maintenance of accounts.

40 Receipts

- (1) All receipts due to the University shall be caused to be remitted direct into the State Bank of India / Nationalised Bank / Scheduled Bank and Co-operative Bank under the respective heads of accounts of the University.
- (2) The Finance Officer shall authorize any employee of the University to collect the revenue or fees wherever the remittance in the State Bank of India / Nationalised Bank / Scheduled Bank / Co-operative Bank is not feasible due to specific reasons. In such cases, the authorized employee shall remit the collections of the day, into the State Bank of India / Nationalised Bank / Scheduled Bank / Co-operative Bank on the following working day. Wherever the bank is not located in the headquarters, remittances shall be made on the last working day of the week or whenever the collection exceeds Rs.500/- whichever is earlier.
- (3) Grants to the University from the State and Central Governments, Indian Council of Agricultural Research and other agencies shall be received by the Finance Officer and credited into the bank account.
- (4) Tuition, examination and other fees due from the students shall be collected by the respective institutions under the authority of the Head of the Institutions concerned and remitted into the bank under intimation to the Finance Officer in the monthly accounts.

41 Budget

- (1) The Finance Officer shall prepare the budget estimate for the University and place it before the Vice-Chancellor for getting the approval of the Board. The procedure for collecting the required data and for finalization of the budget proposals shall be as prescribed from time to time. Particulars about the receipts in respect of fees, rent from buildings and farm receipts shall be shown separately in the budget of the University.
- (2) If an occasion arises to incur an expenditure not authorized in the annual financial estimate as approved by the Board, the Vice-Chancellor shall authorize the incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and then to the Board for ratification.
- (3) After the close of the financial year, the Finance Officer shall prepare a statement of excess expenditure and/or savings for placing before the Board by the Vice-Chancellor for getting the ratification of the Board.
- (4) If an excess expenditure under one head can be met from the savings under another head, the Vice-Chancellor shall permit re-appropriation of funds, on the recommendation of the Finance Officer.

- (5) For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year, the Finance Officer shall prepare a supplementary statement showing the estimated amount of expenditure to be placed before the Finance Committee and the Board for consideration.

However, the initial expenditure on Indian Council of Agricultural Research schemes and other schemes financed by outside agencies will be met from the University funds. Wherever the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs.3.00 lakhs each as matching share of the University be implemented by re-appropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs.3.00 lakhs each be placed before the Board for necessary sanction.

42 Drawal of money

- (1) The authorized employee shall draw bills required for his office establishment, contingencies, etc., in the manner prescribed by the University. The following employees shall be authorized to draw bills for their respective offices:
 - (a) Registrar
 - (b) Finance Officer
 - (c) Deans
 - (d) Directors
 - (e) Estate Officer
 - (f) Heads of Departments
 - (g) Heads of Research Stations and
 - (h) Such others authorized from time to time.
- (2) All the Officers authorized as per Regulation 42 (1) to draw bills shall operate the bank accounts.
- (3) All bills relating to pay, allowances, contingencies, etc., shall be passed by the authorized employee and cheques issued. The authorized employee shall disburse the amount and maintain proper accounts and acquittances. The authorized employees at other centres shall draw bills and issue cheques. All authorized employees shall take such safeguards and checks to ensure that the money drawn is on proper bills supported by proper sanctions.
- (4) All authorized employees shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.
- (5) All amounts shall be drawn only after the supplies are received or services rendered. In exceptional cases where the amount is required

to be paid in advance, the concurrence of the Finance Officer should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.

It shall not apply in respect of the following items:

- (i) Payment of quarterly tax on University vehicles where cash has to be remitted in treasury.
 - (ii) Purchase of hydrogen / nitrogen / fuel / gas / oxygen, etc., where the companies insist payment in advance.
 - (iii) Clearance of parcels from Railways or transport companies.
 - (iv) Purchase of feed.
 - (v) Purchase of stamps.
 - (vi) Purchase of medicine through common pool.
 - (vii) V.P. Parcels from post office.
 - (viii) Purchase of fruits and other ingredients.
 - (ix) Purchase of rare chemicals.
 - (x) Repairs of calculators, typewriters and other laboratory equipments.
 - (xi) Fuel charges for vehicles for approved tour by road.
 - (xii) Purchase of tyres and tubes for carts.
 - (xiii) Advance for the deposits to Government / Quasi Government Department or organization.
- (6) Every authorized employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Finance Officer.
- (7) The Finance Officer shall issue standing orders regarding preparation of bills, furnishing of certificates and other procedural matters.

43 Delegation of financial powers

- (1) The officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix-XIV and XV subject to the general control of immediate superior and the Vice-Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power or shall exercise the powers with such modification as he considers necessary.
- (2) The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.
- (3) The Vice-Chancellor may delegate such powers to an Officer or employee and may withdraw the powers so delegated from any such officer or employee as he deems necessary.

CHAPTER - X**CIVIL WORKS****44 Execution of civil works**

- (1) The Estate Officer shall be responsible for initiation of action on execution of civil works in the University. He may take the counsel of other Officers of the University and Heads of Departments in assessing the need for initiating such action. All proposals to execute civil works costing Rs.50,000/- and above at a time shall be placed before the Vice-Chancellor for consideration, who shall, when convinced, sanction such items of work costing not more than Rs.50.00 lakhs at a time and place all other items before the Finance Committee for consideration. Such items of work recommended by the Finance Committee shall be placed before the Board for approval.
- (2) When once the work is approved by the competent authority, the Estate Officer shall take necessary steps to prepare detailed plans and estimates taking the help of private or Government architects who shall be paid remuneration as per prescribed rates for the work done. The University may employ one or more consulting Architects for constructing major works.

The following procedure shall be adopted in selecting the Architects and the execution of works.-

- (a) For every year for different regions Architects can be fixed from a Panel of Architects approved by the University to prepare scheme drawings, detailed working drawings including all internal services and structural designs along with bar bending schedule. For particular works after preparation of detailed plans etc., by the Architects, the engineering wing of the University prepare the detailed estimate, check the structural designs, take action to invite tenders, execute agreement, carryout the work, measure, check measure bills and make payment.
- (b) The architects fees shall be as follows:-
 - (i) Preparation of preliminary drawings at ½% and preparation of detailed drawings 1% of the Estimated cost including all internal services.
 - (ii) Preparation of Estimates at 1½% and preparation of structural designs for load bearing structure at 1% and structural design for framed structural at 2% of the estimated cost.
 - (iii) (a) The fees should be calculated on the value of the estimated cost prepared by the University and a lump sum paid. The architects will not be entitled for any increase in fees due to increased cost of completion of work. As regards to the payment for their inspection, Rs.100/- per

-
- day to be paid towards incidental and other charges with actual first class train fare.
- (b) For complicated actual designs, if necessary, the University can get the designs checked by the Structural Research Centres, Guindy, or the Public Works Department.
 - (c) After the detailed drawings and structural designs are received from the Architects and after the detailed estimates are prepared by the Engineering wing for works over Rs.1.00 lakh, the Vice-Chancellor will discuss with the Heads of Department concerned and Estate Officer at site and finalise the same.
- (3) The technical sanction amount shall under no circumstances exceed the administrative sanction amount.
 - (4) The Estate Officer shall then call for tenders, open or closed depending upon the type of work and cost estimates and decide on the contractors to entrust the work. Normally the best contractor should be entrusted with the work, irrespective of the tender rates, but proper justification for such decision should be given by the Estate Officer. Wherever necessary, he may consult Architects or Government engineers before making recommendations in this regard to the Vice-Chancellor.
 - (5) The Estate Officer shall obtain the approval of the Vice-Chancellor for entrusting the works to any tenderer, whose tender cost exceeds Rs.50,000/- and also in all cases where the tender rate is more than 10 percent of the estimate rates.
 - (6) The Vice-Chancellor shall authorize acceptance of tender rates up to 20 per cent above the estimated rates. All other tenders which exceed 20 per cent of the estimates should be rejected in the normal course and the work re-tendered. In case the rate tendered in response to re-tender exceeds 20 percent of the cost estimates, the University may nominate a contractor to execute the work within 20 per cent in excess of the cost estimate and place the matter to the Board for ratification.
 - (7) All works costing above Rs.1.00 lakh shall be tendered and constructed as per the above procedure. All others shall be constructed departmentally or through local limited tenders, as decided by the Vice-Chancellor in consultation with the Estate Officer and other concerned person.
 - (8) The detailed procedures for tendering and for the proforma for preparing tender documents, entering into agreement with the architects, contractors, etc., shall be the same as those prescribed by the Public Works Department of the State Government with suitable modifications.

CHAPTER - XI

MISCELLANEOUS

45 Purchase of stores

- (1) The University shall, acquire purchase and procure stores required for the proper functioning of the University.
- (2) The terms relating to stores may be in the nature of:
 - (a) Livestock
 - (b) Deadstock
 - (c) Laboratory chemicals including glassware and hardware
 - (d) Furniture and other such items
 - (e) Stationery
 - (f) Electrical goods
 - (g) Costly laboratory equipment
 - (h) Heavy machineries for farm, civil and other operations
 - (i) Light and heavy vehicles including jeep, car, lorry, bus and farm vehicles
 - (j) Pesticides, fertilizers and other related items
 - (k) Feeds
 - (l) Such other items
- (3) The financial powers for purchase and procurement of the various items listed above are detailed in Appendix-XIV.
- (4) The Officers or other employees of the University empowered to purchase or acquire the stores articles shall be responsible for acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilization of the items in the best interest of the University.
- (5) The detailed procedure for purchase of equipment livestock, dead stock and consumable stores shall be as per the rules prescribed from time to time by the authorities concerned with the approval of the Vice-Chancellor.
- (6) The expenditure on payment of renewal fee for driving license in respect of drivers working in the University shall be met by the University. Photo charges shall also be met by the University on production of voucher as per the rates prescribed by the Government from time to time.

46 Patent rights

- (1) Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly in the name of the University and the sponsoring agency, as may be decided by the Vice-Chancellor, whose decision shall be final.
- (2) All rights in respect of any investigations carried out by the University and patents obtained therefor excepting those referred above shall vest in and be the absolute property of the University. The Board may transfer by way of sale, exchange or otherwise deal with the rights of the University in any such investigation and patents as it deems fit.
- (3) All applications for patents in respect of such investigations shall be filed by the Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained on the results of their investigations.
- (4) The Board, on the recommendations of the Dean of the College and the Vice-Chancellor, shall grant a suitable award for outstanding investigation by an individual or a team of research workers, which attracts patent rights and other financial benefits to the University.

47 Removal of difficulties

In case any difficulty arises in giving effect to the provisions of these Regulations, the Board or Academic Council may pass such orders as are necessary for the purpose of removing the difficulty, provided, such orders are not repugnant to the provisions of the Act and the Statutes.

ANNEXURE
APPENDIX - I A

RECRUITMENT OF STAFF FOR APPOINTMENT IN THE UNIVERSITY

Sl. No.	Name of the Post & Scale of Pay	Qualification prescribed	Constitution of selection committee	Appointing authority
1.	Registrar Rs. 37400-67000 + AGP Rs. 10000	<p>(1) (i) An academican in the field of Veterinary and Animal Sciences not lower in rank than that of an University Professor (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable.</u> (i) Post-doctoral research outputs as added advantage (ii) With awards / honours /and recognitions (iii) Additional research degrees; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p> <p>(or) (2) Qualification for an Officer of the Government not lower in rank of Deputy Secretary to Government</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	Vice-Chancellor with the approval of the Board of Management

Sl. No.	Name of the Post & Scale of Pay	Qualification prescribed	Constitution of selection committee	Appointing authority
2.	Finance Officer Rs.37400-67000+ GP Rs. 8800	(1) Selection out of a panel of three names recommended by Government or (2) (a) B.Com. or equivalent degree (b) Experience as Chartered Accountant or Cost and Works Accountant of India or should have passed subordinate accounts service examination of any State or Central Government of an equivalent or higher examination and have had experience or service in Government or Quasi Government of any other reputed organization for a minimum of ten years	<i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) Secretary to the Government of Tamil Nadu Finance Department (b) One Expert from outside the University nominated by the Board from a panel of not less than three names prepared by the Vice-Chancellor	Vice-Chancellor with the approval of the Board of Management

3	<p>Dean Rs. 37400-67000 + AGP Rs. 10000</p>	<p>(1) For Veterinary and Animal Sciences / Basic Sciences Faculties</p> <p>(i) Ph.D. Degree</p> <p>(ii) 20 years of total service inclusive of 5 years of experience as Professor in the University with basic degree of B.V.Sc. / B.V.Sc. & A.H. for Veterinary and Animal Sciences / Basic Sciences Faculties</p> <p>(2) For Food Sciences Faculty</p> <p>(i) Ph.D. in Food Processing / Food Processing Technology / Food Engineering / Animal Nutrition / Dairy Science / Meat Science and Technology / Livestock Production and Management / Poultry Science / Veterinary Microbiology.</p> <p>(ii) 20 years of total service inclusive of 5 years of experience as Professor in the University with basic degree of B.V.Sc. / B.V.Sc. & A.H. / B. Tech. in Food Processing / Food Processing Technology / Food Engineering.</p> <p>(3) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage</p> <p>(ii) With awards / honours / recognitions</p> <p>(iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p> <p>(iv) Any contribution to educational innovation, like design of new curricula and courses, and technology – mediated teaching learning process</p>	<p>Chairman</p> <p>(a) Vice-Chancellor</p> <p>Members</p> <p>(a) A representative from the ICAR nominated by the ICAR</p> <p>(b) A representative from the State Govt. nominated by the Government</p> <p>(c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	<p>Vice-Chancellor with the approval of the Board of Management</p>
---	--------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

4.	Director of Research Rs. 37400-67000 + AGP Rs. 10000	(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University in any one of the Faculty with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University <u>Desirable</u> (i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.	Chairman (a) Vice-Chancellor Members (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor	Vice-Chancellor with the approval of the Board of Management
----	-------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

5.	<p>Director of Extension Education Rs. 37400-67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University in any one of the Faculty with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	Vice-Chancellor with the approval of the Board of Management
----	---------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

5(a)	<p>Controller of Examinations Rs. 37400-67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University in any one of the Faculty with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University Desirable (i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology (iv) Any contribution to educational innovation, like design of new curricula and courses, and technology - mediated teaching learning process.</p>	<p>Chairman (a) Vice-Chancellor Members (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	<p>Vice-Chancellor with the approval of the Board of Management</p>
------	------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

6.	Estate Officer Rs.37400- 67000 + GP Rs. 8700	<p>(1) (a) A minimum second class degree in Civil Engineering</p> <p>(b) Post-graduate degree in Civil or Structural Engineering desirable</p> <p>(c) Experience in construction of large building costing not less than Rs. one crore is essential</p> <p>(d) Experience in the organisation and management of residential colonies in a large educational industrial or other undertakings, is desirable</p> <p>or</p> <p>(2) Deputation from State Government.</p>	<p>Chairman</p> <p>(a) Vice-Chancellor</p> <p>Members</p> <p>(a) One of the <i>Ex-officio</i> Members of the Board nominated by the Board</p> <p>(b) Two experts from outside the University in the concerned field of not below the rank of Chief Engineer of Central or State Govt. nominated by the Board from a panel of not less than four names prepared by Vice-Chancellor</p>	Vice-Chancellor with the approval of the Board of Management
----	--------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

7.	<p>Director, Centre for Animal Production Studies Rs. 37400-67000+ AGP Rs.10000</p>	<p>(i) Ph.D. Degree</p> <p>(i) 20 years of total service inclusive of 5 years of experience as Professor in the University from the field of Animal Genetics and Breeding, Animal Nutrition, Dairy Science, Poultry Science, Livestock Production and Management and Meat Science and Technology with basic degree of B.V.Sc. / B.V.Sc. & A.H.</p> <p>(ii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage</p> <p>(iii) With awards / honours / recognitions</p> <p>(iv) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p>	<p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) A representative from the ICAR nominated by the ICAR</p> <p>(b) A representative from the State Govt. nominated by the Government</p> <p>(c) A representative from the other Veterinary University</p> <p>Vice-Chancellor nominated by Vice-Chancellor</p>	<p>Vice-Chancellor with the approval of the Board of Management</p>
----	----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

8.	<p>Director, Centre for Animal Health Studies Rs. 37400-67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University from the field of Veterinary Parasitology, Veterinary Microbiology, Veterinary Pathology, Veterinary Preventive Medicine, Veterinary Public Health and Epidemiology, Veterinary Pharmacology and Toxicology and Animal Biotechnology with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage (iv) With awards / honours / recognitions (v) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p>	<p>Chairman (a) Vice-Chancellor Members (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	<p>Vice-Chancellor with the approval of the Board of Management</p>
----	--------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

9.	Director of Clinics Rs. 37400-67000 + AGP Rs.10000	(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University from the field of Clinics, Veterinary Surgery and Radiology, Veterinary Clinical Medicine, Veterinary Gynaecology and Obstetrics with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University <u>Desirable</u> (i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology	Chairman (a) Vice-Chancellor Members (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor	Vice-Chancellor with the approval of the Board of Management
----	-----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

9(a)	<p>Director of Distance Education Rs. 37400-67000+ AGP Rs.10000</p>	<p>(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University in any one of the Faculty with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage (i) With awards / honours / recognitions (ii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	Vice-Chancellor with the approval of the Board of Management
------	------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

9(b)	<p>Dean, College of Poultry Production and Management Rs. 37400-67000+ AGP Rs. 10000</p>	<p>(i) Ph.D. Degree (ii) 20 years of total service inclusive of 5 years of experience as Professor in the University from the field of Animal Genetics and Breeding, Animal Nutrition, Poultry Science, Livestock Production and Management with basic degree of B.V.Sc. / B.V.Sc. & A.H. (iii) Administrative experience in senior level responsible position in the University / Colleges / other units of the University</p> <p><u>Desirable</u> (i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology</p>	<p>Chairman (a) Vice-Chancellor <i>Members</i> (a) A representative from the ICAR nominated by the ICAR (b) A representative from the State Govt. nominated by the Government (c) A representative from the other Veterinary University Vice-Chancellor nominated by Vice-Chancellor</p>	<p>Vice-Chancellor with the approval of the Board of Management</p>
------	---------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

10	<p>Higher Grade Professor (Stage VI) Rs. 67000 (3% annual increment) – 79000</p>	<p>(i) An eminent scholar with Ph.D. qualification in the concerned / allied / relevant discipline and published work of high quality actively engaged in research / teaching / extension with evidence of published work with a minimum of 10 publications as books / research / policy papers</p> <p>(ii) A minimum of ten years of teaching / research / extension experience as professor in the University / College, and / or equivalent experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process</p> <p>(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix – IA, Tables I to IV)</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage</p> <p>(ii) With awards / honours / recognitions</p> <p>(iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.</p> <p>(iv) Published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books or research / policy papers.</p>	<p>The selection is to be conducted by the University by receiving duly filled in PBAS proforma from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an expert committee evaluation of all credentials submitted as stipulated in Regulations for teachers in University departments. No separate interview needs to be conducted for this category. Selection by a review process by an expert committee constituted by the Vice Chancellor</p>	Vice-Chancellor
----	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

10(i)	<p>Professor Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. Degree with ten years of experience in the teaching / research / extension in the concerned subject. (ii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix – IA, Tables I to IV)</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage (ii) With awards / honours / recognitions (iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology. (iv) Any contribution to educational innovation, like design of new curricula and courses, and technology - mediated teaching learning process. (v) Published work of high quality, actively engaged in research / extension with evidence of published work with a minimum of 10 publications as books or research/policy papers.</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. (At least four members, including two outside subject experts, shall constitute the quorum)</p>	Vice-Chancellor
-------	---------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

10(ii)	<p>Professor, Animal Husbandry Statistics and Computer Applications Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. in Computer Science or Ph.D., in the disciplines of Livestock Production Studies or Animal Husbandry Statistics/ Maths / Statistics/ Animal Husbandry Economics with specialisation in Computer applications.</p> <p>(ii) Experience for 10 years in the field of Computer Science Management, Operation and Programme Development with special reference to Animal Husbandry</p> <p>(iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix – IA, Tables I to IV)</p> <p><u>Desirable</u></p> <p>(i) Post-doctoral research outputs as added advantage</p> <p>(ii) With awards / honours / recognitions</p> <p>(iii) Additional research degrees, patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.</p> <p>(iv) Any contribution to educational innovation, like design of new curricula and courses, and technology - mediated teaching learning process.</p> <p>(v) Published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books / research / policy papers</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
--------	--------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

10(iii)	<p>Career Advancement of Associate Professor as Professor (Engineering and Technology) (Stage V) Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>Associate Professor completing three years of experience in the teaching / research / extension in the concerned subject as Associate Professor in the AGP of Rs. 9,000/- and possessing Ph.D. degree in the relevant discipline with minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix – IA, Tables I to IV)</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
---------	---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

10 (iv)	<p>Professor (Engineering / Technology) Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>(i) Qualifications as for the post of Associate Professor</p> <p>(ii) Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor (or) Minimum of 13 years experience in teaching and / or Research and/or Industry.</p> <p>(iii) In case of research experience, good academic record, books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>(iv) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation of the University</p>	<p>Chairman (a) Vice-Chancellor Members (a) Two external experts nominated by the Vice-Chancellor among the panel of external experts approved by the Board of Management of the University (b) Faculty Dean (c) A University Officer <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
---------	----------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

11.	Associate Professor Rs.37400 – 67000 + AGP Rs. 9000	<p>(i) Good academic record with a Ph.D. degree in the concerned discipline</p> <p>(ii) A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(i) A minimum of eight years of experience of teaching / research / extension in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books / research / policy papers.</p> <p>(iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p> <p>(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix – IA, Tables I to IV)</p>	<p>Chairman</p> <p>(a) Vice-Chancellor</p> <p>Members</p> <p>(a) An academican who is the nominee of the Vice-Chancellor</p> <p>(b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University</p> <p>(c) The Dean of the Faculty / Director concerned</p> <p>(d) Head of the Department</p> <p>(e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
-----	---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

11(i)	<p>Career Advancement of Assistant Professor as Associate Professor (Stage IV) Rs. 37400 – 67000 + AGP Rs. 9000</p>	<p>Assistant Professors completing three years of experience in teaching / research / extension in third grade (Stage III) shall be eligible, with qualifying conditions and the API based PBAS requirements prescribed, in the Rules of the University (Appendix-IA, Tables I to IV), to move to the next higher grade (Stage IV) and to be designated as Associate Professor</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. (At least four members, including two outside subject experts, shall constitute the quorum)</p>	Vice-Chancellor
-------	------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

11(ii)	<p>Associate Professor (Molecular Biology) Rs.37400 - 67000 + AGP Rs. 9000.</p>	<p>(i) Good academic record with a Ph.D. degree in the concerned / allied / relevant discipline</p> <p>(ii) A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>(iii) A minimum of eight years of experience in teaching / research / extension in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.</p> <p>(iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p> <p>(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix- IA, Tables I to IV)</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. (At least four members, including two outside subject experts, shall constitute the quorum)</p>	Vice-Chancellor
--------	--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

11 (iii)	<p>Career Advancement of Assistant Professor as Associate Professor (Engineering and Technology) (Stage IV) Rs. 37400 - 67000 + AGP Rs. 9000</p>	<p>Assistant Professors completing three years of experience in teaching / research / extension in third grade (Stage III) shall be eligible, with qualifying conditions and the API based PBAS requirements prescribed, in the Rules of the University (Appendix-IA, Tables I to IV), to move to the next higher grade (Stage IV) and to be designated as Associate Professor</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

11(iv)	<p>Associate Professor (Engineering / Technology) Rs.37400 - 67000 + AGP Rs. 9000</p>	<p>(i) Qualification as for the post of Assistant Professor, as applicable and Ph.D. from a recognized University or equivalent, in appropriate discipline (Equivalence for Ph.D. is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.)</p> <p>(ii) Minimum of 5 years experience in teaching / research / industry after obtaining M.E. / M. Tech. of which 2 years post Ph.D. experience is desirable (or) B.E. / B. Tech. and M.E. /M. Tech. or equivalent in the appropriate branch of Engineering / Technology with First Class either in Bachelor's or in Master's degree with a minimum experience of 8 years after obtaining B.E. / B. Tech.</p> <p>(iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation of the University</p> <p>(iv) Post Ph.D. publications and guiding Ph.D. student is highly desirable.</p>	<p>Chairman (a) Vice-Chancellor Members (a) Two external experts nominated by the Vice-Chancellor among the panel of external experts approved by the Board of Management of the University (b) Faculty Dean (c) A University Officer (d) Head of the Department <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
--------	----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

12.	<p>Assistant Professor (Stage I) Rs. 15600 + 39100 + AGP Rs. 6000</p>	<p>(i) Good academic record as defined by the University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level in a relevant / concerned subject, or an equivalent degree from an accredited foreign university. A minimum of OGPA of 2.25 / 4.00 or 6.50 / 10.00 or its equivalent is essential.</p> <p>(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the ASRB, UGC, CSIR or similar test accredited by the UGC like SLET / SET.</p> <p>(iii) NET / SLET / SET shall not be required for such Master's programmes in disciplines for which NET / SLET / SET is not conducted</p> <p>Percentage equivalence of grade points for a seven points scale: It is hereby clarified that where the University / College / Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:</p> <table border="1"> <thead> <tr> <th>Grade</th><th>Grade Point (7 point)</th><th>Grade Point (10 point)</th><th>Grade Point (4 point)</th><th>% Equivalent</th></tr> </thead> <tbody> <tr> <td>'O' (Outstanding)</td><td>6.3 and above</td><td>9 and above</td><td>3.75 and above</td><td>90 and above</td></tr> <tr> <td>'A' (Very Good)</td><td>5.6-6.2</td><td>8.0-8.9</td><td>3.25-3.74</td><td>80-89</td></tr> <tr> <td>'B' (Good)</td><td>4.9 – 5.5</td><td>7.0-7.9</td><td>2.75-3.24</td><td>70-79</td></tr> <tr> <td>'C' (Average)</td><td>3.5-4.8</td><td>6.5-6.9</td><td>2.25-2.74</td><td>55-69</td></tr> <tr> <td>'D' (Below Average)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td>'E' (Poor)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td>'F' (Fail)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table>	Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	% Equivalent	'O' (Outstanding)	6.3 and above	9 and above	3.75 and above	90 and above	'A' (Very Good)	5.6-6.2	8.0-8.9	3.25-3.74	80-89	'B' (Good)	4.9 – 5.5	7.0-7.9	2.75-3.24	70-79	'C' (Average)	3.5-4.8	6.5-6.9	2.25-2.74	55-69	'D' (Below Average)	-	-	-	-	'E' (Poor)	-	-	-	-	'F' (Fail)	-	-	-	-	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of categories representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. (At least four members, including two outside subject experts, shall constitute the quorum)</p>	Vice-Chancellor
Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	% Equivalent																																								
'O' (Outstanding)	6.3 and above	9 and above	3.75 and above	90 and above																																								
'A' (Very Good)	5.6-6.2	8.0-8.9	3.25-3.74	80-89																																								
'B' (Good)	4.9 – 5.5	7.0-7.9	2.75-3.24	70-79																																								
'C' (Average)	3.5-4.8	6.5-6.9	2.25-2.74	55-69																																								
'D' (Below Average)	-	-	-	-																																								
'E' (Poor)	-	-	-	-																																								
'F' (Fail)	-	-	-	-																																								

12 (i)	<p>Career Advancement of Assistant Professor to Stage II Rs. 15600 - 39100 + AGP Rs. 7000</p>	<p>(i) An entry level Assistant Professor, possessing Ph.D. degree in the relevant discipline shall be eligible, for moving to the next higher grade (Stage II) after completion of four years service as Assistant Professor</p> <p>(ii) An entry level Assistant Professor possessing M.Phil. degree or post-graduate degree in professional course shall be eligible for moving to the next higher grade (Stage II) after completion of five years service as Assistant Professor</p> <p>(iii) An entry level Assistant Professor who does not have Ph.D. or M.Phil. or a Master's degree in the relevant professional course, shall be eligible for moving to the next higher grade (Stage II) after completion of six years service as Assistant Professor</p> <p>(iv) The upward movement from the entry level grade (Stage I) to the next higher grade (Stage II) for all Assistant Professors shall be subject to their satisfying the API based on PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables I to IV)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
--------	------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

12(ii)	<p>Career Advancement of Assistant Professor to Stage III</p> <p>Rs. 15600 - 39100 + AGP Rs. 8000</p>	<p>Assistant Professor who have completed five years of service in Stage II shall be eligible, subject to meeting the API based PBAS requirements laid down in the Rules of the University (Appendix- IA, Tables I to IV), to move up to next higher grade (Stage III)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
--------	------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

12(iii)	<p>Assistant Professor (Engineering and Technology) (Stage I) Rs. 15600 - 39100 + AGP Rs. 6000</p>	<p>Bachelor's degree (B.E. / B.Tech.) and Master's degree (M.E. / M.Tech.) in the relevant branch such as (Food Technology / Food Processing / Dairy Technology / Dairy Chemistry / Dairy Microbiology / Food and Nutrition / Biotechnology / Agricultural Engineering) with first class or equivalent either in B.E / B.Tech. or M.E. / M.Tech.</p> <p>If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks as below:</p> <table><tr><th>Grade Point</th><th>Equivalent Percentage</th></tr><tr><td>6.25</td><td>55</td></tr><tr><td>6.75</td><td>60</td></tr><tr><td>7.25</td><td>65</td></tr><tr><td>7.75</td><td>70</td></tr><tr><td>8.25</td><td>75</td></tr></table>	Grade Point	Equivalent Percentage	6.25	55	6.75	60	7.25	65	7.75	70	8.25	75	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor.
Grade Point	Equivalent Percentage															
6.25	55															
6.75	60															
7.25	65															
7.75	70															
8.25	75															

12(iv)	<p>Career Advancement of Assistant Professor (Engineering and Technology) to Stage II Rs. 15600 - 39100 + AGP 7000</p>	<p>(i) An entry level Assistant Professor, possessing Ph.D. degree in the relevant discipline shall be eligible, for moving to the next higher grade (Stage II) after completion of four years service as Assistant Professor</p> <p>(ii) An entry level Assistant Professor possessing M.Phil. degree or post-graduate degree in professional course shall be eligible for moving to the next higher grade (Stage II) after completion of five years service as Assistant Professor</p> <p>(iii) An entry level Assistant Professor who does not have Ph.D. or M.Phil. or a Master's degree in the relevant professional course, shall be eligible for moving to the next higher grade (Stage II) after completion of six years service as Assistant Professor</p> <p>(iv) The upward movement from the entry level grade (Stage I) to the next higher grade (Stage II) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables I to IV)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
--------	------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

12(v)	<p>Career Advancement of Assistant Professor (Engineering and Technology) to Stage III</p> <p>Rs. 15600 - 39100 + AGP Rs. 8000</p>	<p>Assistant Professor who have completed five years of service in Stage II shall be eligible, subject to meeting the API based PBAS requirements laid down in the Rules of the University (Appendix-IA, Tables I to IV), to move up to next higher grade (Stage III)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
-------	-----------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

13.	<p>Librarian Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>(i) Master's degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade and consistently good academic record set out in the Regulations</p> <p>(ii) At least 13 years as a Deputy Librarian in a University Library or 18 years experience as a College Librarian</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p><u>Desirable</u></p> <p>(i) M.Phil. / Ph.D. degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping</p> <p>(ii) The incumbent Deputy Librarian completing service of three years in the AGP of Rs. 9000/- and otherwise eligible as per the conditions prescribed in the Regulations of the University with a Ph.D. qualification shall also be eligible for appointment to the post of Librarian through open recruitment.</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
-----	-----------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

14.	<p>Deputy Librarian Rs. 15600 – 39100 + AGP Rs. 8000</p>	<p>(i) Master's degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade and a consistently good academic record</p> <p>(ii) Five years experience as an Assistant University Librarian / College Librarian</p> <p>(i) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p> <p><u>Desirable</u></p> <p>(i) M.Phil. / Ph.D. degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping / Computerization of Library</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
-----	-----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

14(i)	<p>Deputy Librarian Rs. 37400 - 67000 + AGP Rs. 9000</p>	<p>Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 - 39100 with AGP Rs.8000/-. They shall move to the Pay Band of Rs.37400-67000 with AGP Rs.9,000/- after completing three years of service in the AGP Rs. 8000/- subject to fulfilling other conditions of eligibility as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII)</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
-------	-------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

15.	Assistant Librarian (Stage I) Rs. 15600 – 39100 + AGP Rs. 6000	<p>(i) Master's degree in Library Science / Information Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Librarian</p>	<p>Chairman</p> <p>(a) Vice-Chancellor</p> <p>Members</p> <p>(a) An academican who is the nominee of the Vice-Chancellor</p> <p>(b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University</p> <p>(c) The Dean of the Faculty / Director concerned</p> <p>(d) Head of the Department</p> <p>(e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
-----	-----------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

15(i)	<p>Career Advancement of Assistant Librarian to Stage II</p> <p>Rs. 15600 – 39100 + AGP Rs. 7000</p>	<p>(i) Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII), shall be eligible to move to the higher grade (Stage II)</p> <p>(ii) Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII), shall become eligible to move to the next higher grade (Stage II)</p> <p>(iii) Assistant Librarian / College Librarian in the entry level grade, without Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII), shall become eligible to move to the next higher grade (Stage II)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
-------	---------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

15(ii)	<p>Career Advancement of Incumbent Assistant Librarian (Senior Scale) Rs. 15600 – 39100 + AGP Rs. 8000</p>	<p>Assistant Librarians (Senior Scale) in the University in the AGP of Rs.7000/- not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the University shall be eligible for being placed in the AGP of Rs.8000/-.</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) The Dean of the concerned Faculty (b) The Head of the Department of the subject (c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
15(iii)	<p>Career Advancement of Assistant Librarian to Stage III Rs. 15600 – 39100 + AGP Rs. 8000 (Designated as Deputy Librarian)</p>	<p>On completion of service of five years, Assistant Librarian (Sr. Scale) Stage II / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian / equivalent posts and being placed in the next higher grade (Stage III) subject to their fulfilling other conditions of eligibility (such as Ph.D. degree, etc. for Deputy Librarian) as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII). They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) The Dean of the concerned Faculty (b) The Head of the Department of the subject (c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor

15(iv)	<p>Career Advancement of Assistant Librarian to Stage IV Rs. 37400 - 67000 + AGP Rs. 9000 (Designated as Deputy Librarian)</p>	<p>After completing three years in the above grade (Stage III), Deputy Librarians / equivalent positions shall move to the next higher grade (Stage IV) subject to fulfilling other conditions of eligibility as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables IX to XII)</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>At least four members, including two outside subject experts, shall constitute the quorum</i></p>	Vice-Chancellor
--------	-------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

16	<p>Director of Physical Education Rs.37400 – 67000 + AGP Rs. 10000</p> <p>Shall be filled through direct recruitment only</p>	<p>(i) Ph.D. in Physical Education or additional five years experience as DPE</p> <p>(ii) Experience of at least ten years as University Deputy DPE or fifteen years as University Assistant DPE / College (Selection Grade)</p> <p>(iii) Participation in at least two national / international seminars / conferences</p> <p>(iv) Consistently good appraisal reports</p> <p>(v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration</p> <p>(vi) Evidence of having produced good performance teams / athletes for competitions like state / national / inter-university / combined university, etc.</p>	<p>Chairman (a) Vice-Chancellor</p> <p>Members (a) An academician who is the nominee of the Vice-Chancellor</p> <p>(b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University</p> <p>(c) The Dean of the Faculty / Director concerned</p> <p>(d) Head of the Department</p> <p>(e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
----	----------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

16 (i)	<p>Deputy Director of Physical Education (in the cadre of Assistant Professor) Rs. 15600 - 39100 + AGP Rs. 8000</p>	<p>(i) Ph.D. in Physical Education or 5 years additional experience as Assistant DPE. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level</p> <p>(ii) Eight years experience as University Assistant DPE / College DPE, with a benefit of two years and one year for Ph.D. and M.Phil. degree holders</p> <p>(iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration</p> <p>(iv) Evidence of having produced good performance teams / athletes for competitions like state / national / inter-university / combined university, etc.</p> <p>(v) Passed the physical fitness test in accordance with these Regulations</p> <p>(vi) Consistently good appraisal reports</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
--------	------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

16 (ii)	<p>Deputy Director of Physical Education (in the cadre of Associate Professor) Rs. 37400 – 67000 + AGP Rs. 9000</p>	<p>Pay in regard to the directly recruited Deputy DPE shall be initially fixed in Pay Band Rs. 15,600-39100 with AGP of Rs.8000/-. They shall move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000/- after completing three years of service in the AGP of Rs.8000/- subject to fulfilling other conditions of eligibility as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII)</p>	<p><i>Chairman</i> (a) Vice-Chancellor <i>Members</i> (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category. <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
---------	--------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

17.	<p>Assistant Director of Physical Education Rs. 15600 – 39100 + AGP Rs. 6000</p>	<p>(i) Master's degree in Physical Education or Master's degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record</p> <p>(ii) Record of having represented the university / college at the inter-university / inter-collegiate competitions or the State and / or national championships</p> <p>(iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC</p> <p>(iv) Passed the physical fitness test conducted in accordance with these Regulations</p> <p>(v) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET / SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports</p> <p>Physical fitness test norms</p> <p>(i) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he / she is medically fit before undertaking such tests</p> <p>(ii) On production of such certificate mentioned in sub-clause (i) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:</p> <table><tr><th colspan="3">Norms for men</th></tr><tr><th colspan="3">12 minutes run / walk test</th></tr><tr><td>Up to 30 years</td><td>Up to 40 years</td><td>Up to 50 years</td></tr><tr><td>1800 metres</td><td>1500 metres</td><td>1200 metres</td></tr><tr><td colspan="3">Norms for women</td></tr><tr><th colspan="3">8 minutes run / walk test</th></tr><tr><td>Up to 30 years</td><td>Up to 40 years</td><td>Up to 45 years</td></tr><tr><td>1000 metres</td><td>800 metres</td><td>600 metres</td></tr><tr><td></td><td></td><td>400 metres</td></tr></table>	Norms for men			12 minutes run / walk test			Up to 30 years	Up to 40 years	Up to 50 years	1800 metres	1500 metres	1200 metres	Norms for women			8 minutes run / walk test			Up to 30 years	Up to 40 years	Up to 45 years	1000 metres	800 metres	600 metres			400 metres	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
Norms for men																															
12 minutes run / walk test																															
Up to 30 years	Up to 40 years	Up to 50 years																													
1800 metres	1500 metres	1200 metres																													
Norms for women																															
8 minutes run / walk test																															
Up to 30 years	Up to 40 years	Up to 45 years																													
1000 metres	800 metres	600 metres																													
		400 metres																													

17(i)	<p>Career Advancement of Assistant Director of Physical Education to Stage II Rs. 15600 – 39100 + AGP Rs. 7000</p>	<p>(i) Assistant DPE in the entry level grade / College DPE at the entry level grade, possessing Ph.D. in Physical Education, after completing service of four years in the entry level stage (Stage I), and if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII), shall become eligible to move to the next higher grade (Stage II)</p> <p>(ii) Assistant DPE / College DPE in the entry level grade, possessing M.Phil. in Physical Education, after completing service of the five years in the entry level stage (Stage I), and if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII), shall become eligible to move to the next higher grade (Stage II)</p> <p>(iii) Assistant DPE / College DPE in the entry level grade, without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant DPE / College DPE in the entry level stage, and if otherwise eligible as per API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII), shall become eligible to move to the next higher grade (Stage II)</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
-------	-------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

17(ii)	<p>Career Advancement of Assistant Director of Physical Education to Stage III Rs. 15600 – 39100 + AGP Rs. 8000</p> <p>(Designated as Deputy Director of Physical Education)</p>	<p>(i) After completing service of five years in the Stage II of Pay Band 15600-39100 with AGP of Rs. 7000/- and subject to satisfying API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII), Assistant DPE (Senior Scale) / College DPE (Senior scale) shall be promoted to the next higher grade (Stage III) with AGP of Rs. 8000/- in the Pay Band of Rs.15600-39100. They shall be designated as Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade), as the case may be</p>	<p>Only by screening cum evaluation process for recommending for promotion.</p> <p><i>Chairman</i></p> <p>(a) Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) The Dean of the concerned Faculty</p> <p>(b) The Head of the Department of the subject</p> <p>(c) One expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts</p>	Vice-Chancellor
--------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

17(iii)	<p>Career Advancement of Deputy Director of Physical Education to Stage IV Rs. 37400 - 67000 + AGP Rs. 9000</p> <p>(Designated as Deputy Director of Physical Education)</p>	<p>(i) After competing service of three years in the Pay Band of Rs.15600-39100 with AGP of Rs. 8000/- and subject to satisfying API based PBAS conditions laid down in the Rules of the University (Appendix-IA, Tables V to VIII), Deputy DPE / Assistant DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with AGP of Rs. 9000/-. They shall continue to be designated as Deputy DPE / Assistant DPE (Selection Grade).</p>	<p>Chairman</p> <p>(a) Vice-Chancellor</p> <p>Members</p> <p>(a) An academician who is the nominee of the Vice-Chancellor</p> <p>(b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University</p> <p>(c) The Dean of the Faculty / Director concerned</p> <p>(d) Head of the Department</p> <p>(e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
---------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

18	<p>Head of Computer Centre Rs. 37400 – 67000 + AGP Rs. 10000</p>	<p>(i) Ph.D. in Computer Science / Applied Electronics (or) (ii) Ph.D. in the disciplines of Livestock Production Studies / Animal Husbandry Statistics / Maths / Statistics with specialisation in Computer Application (or) (iii) Master of Engineering in Animal Husbandry Engineering with PG Diploma in Computer Application / Specialisation in Computer Science (iv) Knowledge in the area of computer applications to various real life problems with special reference to animal husbandry (v) A total of ten years experience in computer management, operation and programme development of which three years should be as System Analyst (vi) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix - I A, Tables I to IV) (vii) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned / allied /relevant discipline, to be substantiated by credentials</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
----	---------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

19	<p>System Analyst Rs. 37400 – 67000 + AGP Rs. 9000</p>	<p>(i) Ph.D. in Computer Science (or) Ph.D. in the disciplines of Livestock Production Studies or Animal Husbandry Statistics / Maths / Statistics / Animal Husbandry Economics with specialisation in Computer Application</p> <p>(ii) Experience for 5 years in the field of computer management, operation and programme development with special reference to animal husbandry</p> <p>(iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Rules of the University (Appendix - I A, Tables I to IV).</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academician who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academician representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
----	-----------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

20	<p>Programmer Rs. 15600 – 39100 + AGP Rs. 6000</p>	<p>(i) M.Sc. in Computer Science / Applied Electronics (or) M.V.Sc. in the disciplines of Livestock Production Studies or its equivalent (or) M.Sc. Statistics / Animal Husbandry Statistics / Maths with specialisation in computer application with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(ii) Two years experience in programme development and operation of computers</p> <p>(iii) Knowledge of different computer languages</p> <p>(iv) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET / SET</p> <p>(v) NET / SLET / SET shall also not be required for such Master's programmes in disciplines for which NET / SLET / SET is not conducted</p> <p>Percentage equivalence of grade points for a seven points scale</p> <p>It is hereby clarified that where the University / College / Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:</p> <table><tr><th>Grade</th><th>Grade Point (7 point)</th><th>Grade Point (10 point)</th><th>Grade Point (4 point)</th><th>% Equiva-lent</th></tr><tr><td>'O' (Outstanding)</td><td>6.3 and above</td><td>9 and above</td><td>3.75 and above</td><td>90 and above</td></tr><tr><td>'A' (Very Good)</td><td>5.6-6.2</td><td>8.0-8.9</td><td>3.25-3.74</td><td>80-89</td></tr><tr><td>'B' (Good)</td><td>4.9 – 5.5</td><td>7.0-7.9</td><td>2.75-3.24</td><td>70-79</td></tr><tr><td>'C' (Average)</td><td>3.5-4.8</td><td>6.5-6.9</td><td>2.25-2.74</td><td>55-69</td></tr><tr><td>'D' (Below Average)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>'E' (Poor)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>'F' (Fail)</td><td>-</td><td>-</td><td>-</td><td>-</td></tr></table>	Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	% Equiva-lent	'O' (Outstanding)	6.3 and above	9 and above	3.75 and above	90 and above	'A' (Very Good)	5.6-6.2	8.0-8.9	3.25-3.74	80-89	'B' (Good)	4.9 – 5.5	7.0-7.9	2.75-3.24	70-79	'C' (Average)	3.5-4.8	6.5-6.9	2.25-2.74	55-69	'D' (Below Average)	-	-	-	-	'E' (Poor)	-	-	-	-	'F' (Fail)	-	-	-	-	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category</p> <p><i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor
Grade	Grade Point (7 point)	Grade Point (10 point)	Grade Point (4 point)	% Equiva-lent																																								
'O' (Outstanding)	6.3 and above	9 and above	3.75 and above	90 and above																																								
'A' (Very Good)	5.6-6.2	8.0-8.9	3.25-3.74	80-89																																								
'B' (Good)	4.9 – 5.5	7.0-7.9	2.75-3.24	70-79																																								
'C' (Average)	3.5-4.8	6.5-6.9	2.25-2.74	55-69																																								
'D' (Below Average)	-	-	-	-																																								
'E' (Poor)	-	-	-	-																																								
'F' (Fail)	-	-	-	-																																								

21	<p>Medical Officer Rs. 15600 - 39100 + GP Rs. 5400 in Pay Band 3.</p>	<p>(i) A degree in Medical Science of a recognised University (ii) Experience as a Registered Medical Practitioner for a period of not less than five years (iii) Experience of working in an educational institution for a period of not less than three years shall be preferential qualification</p>	<p>Chairman (a) Vice-Chancellor Members (a) An academican who is the nominee of the Vice-Chancellor (b) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management of the University (c) The Dean of the Faculty / Director concerned (d) Head of the Department (e) An academican representing SC / ST / OBC / minority / women / differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category <i>(At least four members, including two outside subject experts, shall constitute the quorum)</i></p>	Vice-Chancellor.
----	----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

REGISTRAR

APPENDIX - I B

RECRUITMENT OF STAFF FOR APPOINTMENT IN THE UNIVERSITY

Sl. No.	Name of the post and Scale of Pay	Qualification prescribed	Method of selection	Constitution of selection committee	Appointing authority
1(a)	Administrative Officer Rs.56900 – 180500 (PM Level-23)	(1) Minimum General Educational qualification (2) According to seniority in the cadre of Managers / Assistant Accounts Officer with ATS Part II in the cadre of Superintendent	By promotion from among the Managers with ATS Part II / Assistant Accounts Officers according to seniority in the cadre of Superintendent	...	Registrar with the approval of the Vice-Chancellor
1(b)	Assistant Registrar (Exams) Rs.56900 – 180500 (PM Level-23)	(1) Minimum General Educational qualification (2) According to seniority in the cadre of Managers / Assistant Accounts Officer with ATS Part II in the cadre of Superintendent	By promotion from among the Managers with ATS Part II / Assistant Accounts Officers according to seniority in the cadre of Superintendent	...	Registrar with the approval of the Vice-Chancellor
2	Accounts Officer Rs.56900 – 180500 (PM Level-23)	(1) Minimum General Educational qualification (2) According to seniority in the cadre of Assistant Accounts Officer / Manager with the qualification of B.Com. or Accountancy Lower grade with Account Test for Subordinate Officers Part II in the cadre of Superintendent	By promotion from among the Assistant Accounts Officer / Manager with the qualification of B.Com. or Accountancy Lower grade with Account Test for Subordinate Officers Part II in the cadre of Superintendent	...	Registrar with the approval of the Vice-Chancellor

3	Assistant Accounts Officer Rs.56100 – 177500 (PM Level-22)	(1) Minimum General Educational Qualification (2) According to Seniority in the cadre of Superintendent with minimum of five years of service in the post of Superintendent and with B.Com or Accountancy Lower Grade with ATS Part II	By promotion from among the Superintendents	--	Registrar with the approval of the Vice-Chancellor
3a	Manager Rs.56100 – 177500 (PM Level-22)	(1) The Minimum General Educational Qualification (2) Experience for a period of not less than five years in the post of Superintendent (3) ATS Part I	By promotion from among the Superintendents as per seniority	--	Registrar with the approval of the Vice-Chancellor
4	Assistant Law Officer Rs.37200 – 117600 (PM Level-19)	(1) A Law degree of a recognised University (B.L., L.L.B., B.G.L., or B.A.L.) (2) Knowledge in Typewriting and Shorthand (3) Experience in handling legal cases and must possess good capacity in drafting court documents (4) Knowledge of labour laws and matters connected with labour and employment (5) Possess antecedents of good conduct and character	By promotion from among the Assistants / Superintendents	--	Registrar with the approval of the Vice-Chancellor
5	Superintendent / Senior Accountant Rs.36900 – 116600 (PM Level-18)	(1) Minimum General Educational Qualification (2) According to seniority in the cadre of Assistant	By promotion from among the Assistants	--	Registrar

6	Assistant Rs.20600 – 65500 (PM Level - 10)	<p>(1) Minimum General Educational Qualification</p> <p>(2) ATS Part I</p> <p>(3) According to seniority in the cadre of Junior Assistant / Typist / Steno-typist</p>	By promotion from among the Junior Assistants / Typists / Steno-typists	...	Registrar
7	Junior Assistant Rs.19500 – 62000 (PM Level - 8)	<p>(1) Pass in PUC / HSC or any other qualification recognised equivalent thereto. Preference will be given to degree holders</p> <p>(2) Certificate Course in "Computer on Office Automation" awarded by the Directorate of Technical Education</p> <p>Note-1: Candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate Course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services.</p> <p>Note-2: Those who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed	<p><i>Chairman</i></p> <p>(a) Registrar <i>Members</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

8	Steno-Typist Grade I Rs.36900 – 116600 (PM Level -18)	...	By promotion from among the Steno- Typists Grade II	...	Registrar
8(a)	Steno-Typist Grade II Rs.35400 - 112400 (PM Level -11)	...	By promotion from among the Steno- Typists Grade III	...	Registrar

8(b)	<p>Steno-Typist Grade III Rs.20600 - 65500 (PM Level - 10)</p>	<p>(1) Minimum General Educational Qualification. Preference will be given to degree holders</p> <p>(2) (a) Typewriting English and Tamil Higher and Short hand English and Tamil Higher (or) (b) Typewriting English and Tamil Higher and Short hand English Lower and Tamil Higher (or) (c) Typewriting English and Tamil Higher and Short hand English Higher and Tamil Lower</p> <p>Explanation Item (b) will be recruited if item (a) is not available and item (c) will be recruited if item (a) and (b) are not available</p> <p>(3) Certificate Course in "Computer on Office Automation" awarded by the Directorate of Technical Education</p> <p>Note-1: Candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate Course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services.</p> <p>Note-2: Those who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed</p>	<p>Chairman (a) Registrar Members (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
------	-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

9(a)	Typist Grade I Rs. 20600 - 65500 (PM Level - 10)	...	By promotion from among the Typists as per seniority who have put in a total of 18 years of service and opted to remain in the Typist post	...	Registrar
9(b)	Typist Rs. 19500 – 62000 (PM Level - 8) with special pay as prescribed for Tamil Nadu Government Employees	<p>(1) Minimum General Educational Qualification. Preference will be given to degree holders</p> <p>(2) (a) Typewriting English and Tamil Higher (or) (b) Typewriting English Lower and Tamil Higher (or) (c) Typewriting English Higher and Tamil Lower</p> <p>Explanation Item (b) will be recruited if item (a) is not available and item (c) will be recruited if item (a) and (b) are not available</p> <p>(3) Certificate Course in "Computer on Office Automation" awarded by the Directorate of Technical Education</p> <p>Note-1: "Candidates who do not possess the said qualification awarded by Technical Education Department may also be sponsored. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate services".</p> <p>Note-2: Those who possess Degree or Diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education or an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	<p>By recruitment among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

10(a)	Telephone Senior Supervisor Rs.35400 - 112400 (PM Level-11)	According to seniority in the cadre of Telephone Supervisor with minimum of seven years of service in the post of Telephone Supervisor.	By promotion from among the Telephone Supervisors.	---	Registrar
10(b)	Telephone Supervisor Rs.20600 - 65500 (PM Level-10)	(1) Minimum General Educational Qualification (2) Pass in the Telephone Operator's training recognized / issued by the Government of India / Tamil Nadu	(i) By promotion from among the Telephone Operators (or) (ii) By recruitment	<i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor	Registrar
10 (c)	Telephone Operator Rs.19500 – 62000 (PM Level -8)	(1) Minimum General Educational Qualification (2) Pass in the Telephone Operator's training recognized / issued by the Government of India / Tamil Nadu	By recruitment among eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor	Registrar

11	Record Clerk Rs. 15900 – 50400 (PM Level -2)	(1) Must have completed S.S.L.C. (X Std.)	By recruitment among eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
12	(a) Office Assistant / Duffadars Rs. 15700 – 50000 (PM Level-1)	(1) Pass in III Form or VIII Standard (2) Good Physique (3) Must know cycling (4) Experience in office work such as entry of tapals, stitching of bills, despatch of tapals and other office work etc.	By recruitment among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p><i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

	(b) Attendant Rs.15700 – 50000 (PM Level-1)	<p>(1) Pass in III Form or VIII Standard</p> <p>(2) Good Physique</p> <p>(3) Must know cycling</p> <p>(4) Experience of attending on Animals or Laboratory</p>	<p>By recruitment among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Head of Department / Station</p> <p>(b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
	(c) Other Basic Servants (such as Scavenger, Sweeper, Watchman, Sanitary Workers, Time Scale Mazdoor, Gardener, Jamadar etc.) Rs.15700 – 50000 (PM Level-1)	<p>(1) To other Basic Servants as vogue in Government</p> <p>(2) To read and write Tamil.</p>	<p>By recruitment among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Head of Department / Station</p> <p>(b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar

13	Junior Agricultural Officer Rs.37200 -117600 (PM Level – 19)	(1) A Pass in S.S.L.C. (2) Successful completion of one month in-service training conducted by Tamil Nadu Veterinary and Animal Sciences University. (3) According to seniority in the cadre of Agricultural Supervisor	By promotion from among the Agricultural Supervisors.	...	Registrar with the approval of the Vice-Chancellor
14	Agricultural Supervisor Rs.36700 – 116200 (PM Level-17)	(1) Minimum general educational qualification (2) According to seniority in the cadre of Agricultural Assistant.	By promotion from among the Agricultural Assistants who have completed 18 years of regular service.	...	Registrar
15	Agricultural Assistant Rs.20600 – 65500 (PM Level - 10)	(1) Pass in H.S.C. or any other course recognized / as equivalent thereto (2) Pass in two years Diploma Course in Agriculture conducted by the Institutions recognised by Government of Tamil Nadu / Tamil Nadu Veterinary and Animal Sciences University	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<i>Chairman</i> (a) One Dean or Director nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar.

16	Laboratory Technician Rs.35400 - 112400 (PM Level -11)	(1) Passed VIII Standard (2) Must have worked as Laboratory Assistant for not less than 10 years with laboratory experience.	By promotion according to seniority in the post of Laboratory Assistant after successful completion of six months practical in-service training conducted by Tamil Nadu Veterinary and Animal Sciences University.	...	Registrar
17 (a)	Senior Laboratory Assistant Rs.20600 – 65500 (PM Level - 10)	(1) Pass in S.S.L.C. or other course recognised as equivalent thereto. (2) Must have worked as Laboratory Assistant with three months University training.	By promotion from among the Laboratory Assistants who have completed five years of service in that post	<i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of the Department nominated by Vice-Chancellor	Registrar
17 (b)	Laboratory Assistant Rs.19500 – 62000 (PM Level - 8)	(1) Pass in S.S.L.C. or other course recognised as equivalent thereto. (2) S.S.L.C. failed.	By promotion from among the Attenders / Lab Attenders / Counter / Shepherds.	--	Registrar

18	Vehicle Supervisor (Person oriented) Rs.19500-62000 (PM Level - 8)	(1) A pass in S.S.L.C. or other course as equivalent thereto (2) According to seniority in the cadre of Driver. (3) Five years of service as drivers in Tamil Nadu Veterinary and Animal Sciences University (4) A current driving License to drive heavy motor vehicles.	By promotion from among the drivers of Tamil Nadu Veterinary and Animal Sciences University.	...	Registrar
19	Driver Rs.19500 – 62000 (PM Level - 8)	(1) A current driving License to drive light motor vehicles and practical experience in driving a light motor vehicle for a period of not less than two years. (2) To read and write regional language Explanation: Bus or Lorry drivers shall possess a current License to drive heavy vehicles in addition to other qualifications prescribed for drivers. They will be paid a special pay as prescribed by Government of Tamil Nadu.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar

20	Senior Tractor Driver Rs. 19000 – 60300 (PM Level – 7)	(1) A current tractor driving License (2) Practical experience in driving tractor for a period of not less than four years; (3) Knowledge in the mechanism of tractors; (4) Must have a strong physique; (5) Must know to read and write regional language.	By promotion from among the Junior Tractor Drivers	...	Registrar
21	Junior Tractor Driver Rs. 18500 – 58600 (PM Level - 6)	(1) A current tractor driving License issued by the competent authority under the Government of Tamil Nadu. (2) Practical experience in driving tractor for a period of not less than two years (3) Strong physique.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar

22	<p>Cleaner / Gas Cleaner Rs.15700 – – 50000 (PM Level 1)</p>	<p>(1) Must possess good physique. (2) Must possess general knowledge of work connected with cleaning, greasing and oiling any machinery.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
23(a)	<p>Superintendent (Library) Rs.36000 - 114000 (PM Level -14)</p>	<p>(1) Must be in possession of a Certificate in Librarianship issued by the University of Madras or any other recognized organization (2) Must have a good handwriting (3) According to seniority in the cadre of Library Assistant</p>	<p>By promotion from among the Library Assistants</p>	...	Registrar

23(b)	Library Assistant Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must be in possession of a certificate in Librarianship issued by the University of Madras or any other recognized organization</p> <p>(2) Must have a good handwriting.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
24	Library Attendant Rs.15700 – 50000 (PM Level -1)	<p>(1) Minimum general educational qualification.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar

25	<p>Senior Artist-cum-Photographer Rs.35400 – 112400 (PM Level -11)</p>	<p>(1) Must have worked as Artist, Artist-cum-photographer for a minimum period of five years.</p> <p>(2) According to seniority from among the Artist-cum- photographer in Tamil Nadu Veterinary and Animal Sciences University.</p> <p>(3) Preference will be given to candidates possessing training in colour processing slide making, printing etc.</p>	<p>By promotion from among the Artist-cum-Photographers</p>	<p>...</p>	Registrar
26	<p>Artist-cum-Photographer Rs.20000 – 63600 (PM Level - 9)</p>	<p>(1) Must have been declared fit for promotion from 9th Standard to 10th Standard in a school approved / recognised under the Tamil Nadu Educational Rules.</p> <p>(2) Must have passed either the Government technical examination in free hand outline drawing and painting by the higher grade or have obtained the diploma of the Government School of Arts and Crafts in these two subjects</p> <p>(3) Must possess a certificate of proficiency in advanced photography and artist work granted by a reputed photo-graphic firm under whom he has worked for a period of not less than two years</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar

27	Cine Operator / Projector Operator Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must have passed VIII Standard.</p> <p>(2) Must have obtained Cinema Operator Certificate issued by the Government of Tamil Nadu</p> <p>(3) Must have practical experience for a period of not less than three years in a cinema theatre after obtaining the Cinema Operator Certificate.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman</p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p>Members</p> <p>(a) One Head of Department / Station</p> <p>(b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
28	Museum Curator	Deleted with effect from 01.04.2013 (USO.No.20339 / 14166 / A1 / 2012-2013, dated.29.07.2013)			

29	Refrigeration Operator	Deleted with effect from 01.04.2013 (USO.No.20339 / 14166 / A1 / 2012-2013, dated 29.07.2013)			
30	Offset Machine Operator Rs.20000 – 63600 (PM Level – 9)	(1) A pass in S.S.L.C (2) Should possess the appropriate technical trade certificate from the institutions approved / recognised by Government. (3) Three years experience in operating the offset printing machines is a desirable qualification.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar

31	Machine Operator/ Machine Man Rs.19000 – 60300 (PM Level - 7)	(1) A Pass in S.S.L.C (2) Should possess the appropriate technical trade certificate from the institutions approved / recognised by the Government. (3) Three years experience in operating the printing machines.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar
32	Compositor Rs.19500 – 62000 (PM Level -8)	(1) A pass in S.S.L.C. or equivalent exam. (2) I.T.I. Certificate (Composing and proof Reading.) (3) three years experience.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar

33	Binder Grade-I Rs.20000 – 63600 (PM Level – 9)	...	By promotion from among the eligible Grade-II Binders	...	Registrar
34	Binder Grade-II Rs.19500 – 62000 (PM Level -8)	(1) A Pass in S.S.L.C. or equivalent examinations (2) A pass in Higher Grade Book Binding Technical Examination conducted by Government of Tamil Nadu / National Trade Certificate in Book Binding awarded by the National Council for Training in Vocational Trades / Training in book binding for three years or trade test in I.T.I. for one year in binding or undergone apprenticeship training for 3 years in binding with 5 years experience in book binding	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar

35	Offset Assistant / Cameraman-cum- Plate maker Rs.18200 – 57900 (PM Level -5)	(1) A pass in VIII Standard (2) Practical experience of two years in handling offset camera and plate making using aluminium plates in a private reputed and standard offset presses. Preference will be given to those who have acquired special qualification in the above art in any Government approved institutions.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor	Registrar
36	Offset Cameraman-cum-Plate maker Rs.35400 – 112400 (PM Level -11)	(1) A pass in VIII Standard. (2) Practical experience of five years in handling offset camera and plate making using aluminium plates in a private reputed and standard offset presses. Preference will be given to those who have acquired special qualification in the above art in any Government approved institutions.	By promotion from among the Offset Assistant / Cameraman -cum - Plate makers	Registrar

37	<p>Video Cameraman Rs.35900 – 113500 (PM Level – 13)</p>	<p>(1) (a) A Diploma in Cinematography awarded by the Tamil Nadu Board of Technical Education and Training, Chennai (b) Practical experience as independent Chief Cameraman for a period of not less than 3 years in the production of feature films or documentary films or news-reel films (or)</p> <p>(2) (a) Minimum general educational qualification (b) Practical experience as cameraman for a period of not less than seven years</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar with the approval of the Vice-Chancellor
38	<p>Dark-Room Attendant Rs.18500 – 58600 (PM Level - 6)</p>	<p>(1) A pass in S.S.L.C. or equivalent examination. (2) At least two years experience in film processing.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar

39	Executive Engineer (Civil / Mechanical / Electrical) Rs.59300 – 187700 (PM Level – 25)	(1) B.E. or equivalent examination approved by any University (2) Five years experience in the cadre of Assistant Executive Engineer	By promotion from among the eligible Assistant Executive Engineers with the existing qualification as per State Govt. rules.	...	Registrar with approval of the Vice-Chancellor
40	Assistant Executive Engineer (Civil / Mechanical / Electrical) Rs.56100 – 177500 (PM Level – 22)	(1) B.E or equivalent examination approved by any University. (2) Five years of experience in the cadre of Assistant Engineer (or) Diploma in Engineering with not less than 10 years of service in the post of Junior Engineer.	By promotion from among the Assistant Engineers (or) By recruitment by transfer from among the Junior Engineers in the ratio of 3:1	...	Registrar with approval of the Vice-Chancellor
41	Assistant Engineer (Civil / Mechanical / Electrical) Rs.37700 – 119500 (PM Level – 20)	(1) B.E. or its equivalent examination approved by any University.	By promotion from among the Junior Engineers / High Tension Operators with five years of service (or) direct recruitment.	<i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Estate Officer (b) One Head of the Department nominated by Vice-Chancellor	Registrar with the approval of the Vice-Chancellor

42	<p>Junior Engineer (Civil / Mechanical / Electrical) Rs.35900 – 113500 (PM Level – 13)</p>	<p>(1) Diploma in Engineering with not less than two years field experience.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Estate Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
----	-----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

43	<p>Draughting Officer Grade I / Senior Draughting Officer (Civil / Mechanical) Rs.36400 – 115700 (PM Level – 16)</p>	<p>(1) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government Technical Examination (or)</p> <p>(2) A pass in the D.C.E. or D.M.E. conducted by the State Board of Technical Education and Training, Tamil Nadu (or)</p> <p>(3) A Certificate granted by the I.T.I. Government of Tamil Nadu for the completion of course of Industrial Training in the trade Draughtsman (Civil or Mechanical) (or)</p> <p>(4) Diploma awarded in Draughtsman (Civil or Mechanical) trade by the Director General, Resettlement and Employment (now Director General of Employment and Training), Government of India (or)</p> <p>(5) National Trade Certificate in Draughtsman (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Government of India.</p>	<p>By promotion from among the eligible Draughtsman Grade-II</p>	Registrar with approval of the Vice-Chancellor
----	-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------	------	------------------------------------------------

44	<p>Draughting Officer Grade II (Civil / Mechanical) Rs.35900 – 113500 (PM Level – 13)</p>	<p>(1) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government technical examination (or)</p> <p>(2) A pass in the D.C.E. or D.M.E. conducted by the State Board of Technical Education and Training, Tamil Nadu (or)</p> <p>(3) A Certificate granted by the I.T.I. Government of Tamil Nadu for the completion of course of Industrial Training in the trade Draughtsman (Civil or Mechanical) (or)</p> <p>(4) Diploma awarded in Draughtsman (Civil or Mechanical) trade by the Director General, Resettlement and Employment (now Director General of Employment and Training), Government of India (or)</p> <p>(5) National Trade Certificate in Draughtsman (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Govt. of India.</p>	<p>By promotion from among the eligible Draughtsman Grade-III</p>	<p>....</p>	Registrar
----	--------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------	-------------	-----------

45	<p>Draughting Officer Grade -III / Junior Draughting Officer</p> <p>(Civil / Mechanical / Electrical)</p> <p>Rs. 35400 – 112400 (PM Level -11)</p>	<p>(1) A pass in the special examination for Group Certificate in building drawing which has been prescribed for draughtsman in the Government technical examination (or)</p> <p>(2) A pass in the D.C.E or D.M.E. conducted by the State Board of technical Education and Training, Tamil Nadu (or)</p> <p>(3) A Certificate granted by the I.T.I. Government of Tamil Nadu for the completion of the course of Industrial Training in the trade of Draughtsman (Civil or Mechanical) (or)</p> <p>(4) Diploma awarded in Draughtsman (Civil or Mechanical) trade by the Director General, Resettlement and Employment (now Director General of Employment and Training), Government of India (or)</p> <p>(5) National Trade Certificate in Draughtsman (Civil or Mechanical trade) awarded by the National Council for Training Vocational Trades, Government of India.</p>	<p>By promotion from among the eligible Assistant Draughtsman who have put in service for a period of not less than five years in that category. (or) By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) Estate Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

46	Assistant Draughtsman (Civil / Mechanical / Electrical) Rs.19500 – 62000 (PM Level - 8)	(1) Certificate Course in Draughtsmanship (or) (2) Diploma in Mechanical Engineering / Electrical / Civil with machine hand drawing as major subjects	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor	Registrar
47	Blue Print Operator Rs.19500 – 62000 (PM Level - 8)	(1) Should have passed VII Std. (2) Should possess I.T.I. Certificate in respective trade (3) Experience in the type of work not less than one year; preferably in a factory or workshop.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor	Registrar

48	Agricultural Engineering Maistry Rs.18000 – 56900 (PM Level - 4)	<p>(1) Must be able to read and write regional language.</p> <p>(2) Must have practical experience in skilled work in Government workshop or in an engineering firm for a period of not less than three years</p> <p>(3) Preference will be given to persons who have passed in civil engineering subjects in the Government examinations.</p>	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p>Chairman (a) One University Officer nominated by Vice-Chancellor</p> <p>Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
49	Lascar Rs.15700 – 50000 (PM Level 1)	<p>(1) Must have studied up to VIII Std.</p> <p>(2) At least two years experience in the concerned engineering wing.</p>	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p>Chairman (a) One University Officer nominated by Vice-Chancellor</p> <p>Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

50	Mason Rs.18200 – 57900 (PM Level -5)	<p>(1) Must be able to read and write regional language.</p> <p>(2) Must have practical experience in masonry work for not less than three years.</p> <p>(3) Preference will be given for I.T.I. candidates.</p> <p>(4) Age below 40 years in general; however, age may be taken into account for OC / BC / MBC / SC / ST as per Government orders. If suitable person with the required age is not available, the maximum age of 40 years may be for all community.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
51	Agricultural Engineering Foreman Rs.20000 – 63600 (PM Level – 9)	<p>(1) Diploma in Mechanical Engineering or Agricultural Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu with one year practical experience in a workshop after obtaining the diploma (or)</p> <p>(2) Practical experience in tractor works operations and in the running of internal combustion engine for a period of not less than 10 years with a minimum educational qualification of a pass in the III Form (or)</p> <p>(3) VIII Std. or must hold a certificate in the appropriate trade issued by the Government ITI with one year practical experience.</p>	<p>By promotion from among the Mechanic Grade-II according to seniority</p>	Registrar

52	Mechanic Grade-II Rs.19500 – 62000 (PM Level - 8)	(1) A Certificate in Mechanical Engineering of the Chengalvaraya Nayakar's Technical Institute, Chennai / any other institute approved / recognised by the Government of Tamil Nadu for a Certificate in the appropriate trade of the I.T.I. (2) Practical experience in a workshop or a factory for a period of not less than three years and experience in repairs and maintenance of tractors, pump units and agricultural machinery.	By recruitment from the Employment Exchange	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor	Registrar
53	Mechanic Grade-I Rs.20000 – 63600 (PM Level – 9)	...	By promotion from among the eligible Mechanic Grade-II according to seniority.	...	Registrar
54	Artisans Grade-I Rs.20000 – 63600 (PM Level – 9)	...	By promotion from among the eligible Artisans Grade-II according to seniority.	--	Registrar

54a	Artisans Grade-II Rs.19500 – 62000 (PM Level - 8) (Fitter, Turner, Welder Miller, Blacksmith, Coppersmith, Tinsmith, Machinist, Machine Attendant, Tinker Carpenter, Moulder, Plumber, Sheet Metalworker and Hammer man)	(1) Working knowledge of the regional language with ability to read and write (2) Must have an experience of not less than three years in the respective field or a Certificate in the appropriate trade issued by the I.T.I.	By recruitment from the Employment Exchange.	Chairman (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice- Chancellor	Registrar
55	Electrical Foreman Rs.35900 – 113500 (PM Level – 13)	(1) A Diploma in Electrical Engineering; or (2) A pass in III Form with 12 years experience in this type of work.	By promotion from among the eligible Electricians and Wireman according to seniority	--	Registrar

56	<p>Electrician Grade-II Rs.19500 – 62000 (PM Level - 8)</p>	<p>(1) ITI Certificate in the concerned trade. (2) Must have ability to read and write the regional language. (3) Must have previous experience in any electrical undertaking or engineering firm for a period of three years (4) Must have a thorough knowledge of all electrical appliances with special reference to motor testing, battery repairing, armature winding, attending to the installations like electric motors giving connections to motors and starters etc.</p> <p>Explanation : Preference will be given to persons holding Certificates in Electrical Engineering issued by private institutes like Chengalvaraya Technical Institute & Government I.T.I etc.</p>	<p>By recruitment from among eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through Employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
----	------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

57	Lineman Rs.18000 – 56900 (PM Level - 4)	<p>(1) A Diploma in Electrical Engineering or equivalent qualification (or)</p> <p>(2) Practical experience in electrical operation and maintenance including HT lines and transformers for a period of not less than three years.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
58	Wireman Grade-II Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must have ability to read and write the regional language</p> <p>(2) I.T.I. Certificate in the concerned trade.</p> <p>(3) Must have previous experience as a Wireman in any engineering workshop or firm for a period of not less than three years</p> <p>(4) Must have practical knowledge in maintenance work of low tension distributive power line transformer, house wiring etc.</p> <p>(5) Must be able to attend to minor repairs of electrical equipment.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

59	Helper to Wireman Rs.15900 – 50400 (PM Level -2)	<p>(1) Must have passed IV Std. in a school approved / recognized by the Director of Public Instructions, Chennai, under Madras Educational Rules.</p> <p>(2) Must have practical experience in electrical operation and maintenance for a period of not less than one year.</p> <p>(3) Must have practical experience of not less than one year in household wiring.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman</p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p>Members</p> <p>(a) One Senior Engineer</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
60	Gasman Pump Attendant Rs.16600 – 52400 (PM Level – 3)	<p>(1) Must be able to read and write the regional language.</p> <p>(2) Must have previous experience in handling electrical motors and pump sets for a period of not less than one year.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman</p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p>Members</p> <p>(a) One Senior Engineer</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

61	Motor Pump Attendant	Deleted with effect from 01.04.2013 (USO.No.20339 / 14166 / A1 / 2012-2013, dated.29.07.2013)			
62	Pumpset Driver / Fitter Rs.16600 – 52400 (PM Level – 3)	(1) A Certificate of Competence for driving engines and the knowledge of general mechanism of all types of engines. (2) Practical experience for a period of not less than six months. (or) Practical experience as an engine driver and working of oil engines and pumps for a period of not less than three years.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor	Registrar

63	<p>Male / Female Nursing Assistant Rs.15700 – 50000 (PM Level 1)</p>	<p>(1) Must have passed III Form or VIII Std. in a recognised school.</p> <p>(2) Must have passed the Nursing Assistant Training Course examination conducted by the Government Medical College Hospital of Tamil Nadu or other institution recognised by Govt. of Tamil Nadu.</p> <p>(3) Experience as male / female nursing assistant in a Government hospital or in a hospital of repute for a period of not less than one year.</p>	<p>By recruitment through the Employment Exchange.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Medical Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
64	<p>Sanitary Inspector Rs.35400 – 112400 (PM Level -11)</p>	<p>(1) Sanitary Inspector certificate granted by the Additional Director of Health and Family Planning, Tamil Nadu as the <i>Chairman</i> of the Board of Examiners constituted in this behalf by the Government (or)</p> <p>(2) The LMP Diploma (or)</p> <p>(3) A pass in the Sanitary Inspector Examination in the state of Tamil Nadu or Quinquennial Training and pass in the examination prescribed for Health and Sanitary Inspectors in the State of Tamil Nadu (or)</p> <p>(4) Sanitary Inspector certificate issued on behalf of the National Council of Rural Higher Education, New Delhi at the end of the course at Rural Institute, Gandhigram.</p>	<p>By recruitment through the Employment Exchange.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Medical Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

65	<p>Staff Nurse Rs.35400 – 112400 (PM Level -11)</p>	<p>(1) A successful training for a period of not less than three years in General Sick Nursing in an institution approved by the Tamil Nadu Government and declared as a registered nurse.</p> <p>(2) Passing the examination for Midwife conducted by the institution approved by the Government of Tamil Nadu and declared as a registered Midwife.</p> <p>(3) Must have practical experience for a period of not less than two years in a Government Hospital or a Hospital of repute as a nurse.</p> <p>(4) Must have passed Tamil in S.L.C.or equivalent examination.</p> <p>(5) Training in Obstetrics and Gynaecology.</p>	<p>By recruitment through the Employment Exchange.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Senior Medical Officer</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
----	------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

66	Pharmacist Rs.35400 – 112400 (PM Level -11)	<p>(1) Minimum General educational qualification,</p> <p>(2) Other things being equal, persons who have passed in the Intermediate or PUC examination in Arts and Sciences of any University or any other examinations recognised as equivalent with physics, chemistry and natural science as optional subjects</p> <p>(3) A Diploma in Pharmacy and</p> <p>(4) Practical experience in the working of a pharmacy approved by the State Pharmacy Council for a period of not less than five years.</p>	By recruitment through the Employment Exchange.	<p>Chairman (a) One University Officer nominated by Vice-Chancellor</p> <p>Members (a) One Senior Medical Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
67	Malaria Field Assistant Rs.16600 – 52400 (PM Level – 3)	<p>(1) Must have passed III Form or VIII Std.</p> <p>(2) Must have a good physique, good vision and capacity for outdoor work</p> <p>(3) Must have undergone a preliminary training for a period of not less than one month in the regional malaria organisation at Thanjavur, Coimbatore, or in the Central Malaria Laboratory, attached to the Director of Public Health, Chennai.</p>	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p>Chairman (a) One University Officer nominated by Vice-Chancellor</p> <p>Members (a) One Senior Medical Officer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

68	<p>Marker</p> <p>Rs.15700 – 50000 (PM Level 1)</p>	<p>(1) A pass in VIII Std.</p> <p>(2) Must have good physique.</p> <p>(3) Experience as Marker in any private Sports Club or Government or Quasi-government organisations with knowledge in indoor and outdoor games is desirable.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Physical Director</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
69	<p>System Programmer</p> <p>Rs.56100 – 177500 (PM Level -22)</p>	<p>(1) MCA / M.Sc. (IT / Computer Science) / M.Sc. (Statistics. Maths with PGDCA) / M.E. (Computer Science)</p> <p>(2) Experience as Computer Operator for not less than eight years</p> <p>(3) Knowledge in computer language</p>	<p>By promotion from among the eligible Computer Operators (or)</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed</p>	<p>...</p> <p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Senior Engineer</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar with approval of the Vice-Chancellor

69 (a)	Computer Operator Rs.35900 – 113500 (PM Level – 13)	<p>(1) B.Sc. (Computer Science) / B.C.A. with one year Post-Graduate Diploma in Computer Applications</p> <p>(or)</p> <p>B.E. (Computer Science)</p> <p>(2) Five years experience in computer operation</p> <p>(3) Knowledge in computer languages</p>	<p>By promotion from among the eligible Data Entry Operators.</p> <p>(or)</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar with approval of the Vice-Chancellor
70	Data Entry Operator Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must possess a Degree</p> <p>(2) A certificate Course in data entry operation.</p> <p>(3) Typewriting English Higher and Tamil Lower</p> <p>(4) One year experience in data entry operation.</p> <p>(5) Knowledge in computer languages.</p>	<p>By promotion from among the eligible Junior Data Entry Operators with eight years of service in that category.</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	...	Registrar
71 (Bosun)	Deleted with effect from 01.04.2013 (USO.No.20339 / 14166 / A1 / 2012-2013, dated.29.07.2013)				
72 (Engine Driver)	Deleted with effect from 01.04.2013 (UO.No.60049/5402/R./BOM-87/2-8/2017, dated.22.05.2017)				

73	Refrigerator Mechanic Rs.20000 - 63600 (PM Level - 9)	<p>(1) ITI Certificate in Mechanical or Refrigeration and Air-Conditioning Mechanism.</p> <p>(2) Experience in handling refrigeration equipment plant and machinery maintenance or repair of not less than three years in any workshop or factory after obtaining ITI certificate and must have passed VIII Std.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) One Senior Engineer</p> <p>(b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
74	(Deckhand) Deleted with effect from 01.04.2013 (USO.No.20339/14166/A1/2012-2013, dated.29.07.2013)				
75	(a) (Sub Inspector Fisheries) Deleted with effect from 01.04.2013 (USO.No.20339/14166/A1/2012-2013, dated.29.07.2013)				
75	(b) (Fishery Assistant) Deleted with effect from 01.04.2013 (USO.No.20339/14166/A1/2012-2013, dated.29.07.2013)				
76	Ice man (Gr.II) Deleted with effect from 01.04.2013 (UO.No.60049/5402/R.I/BOM-87/2-8/2017, dated.22.05.2017)				
77	(Seaman) Deleted with effect from 01.04.2013 (USO.No.20339 / 14166 / A1 / 2012-2013, dated.29.07.2013)				

78	<p>Livestock Inspector Grade-I Rs.35400 – 112400 (PM Level -11)</p>	<p>(1) Should have completed S.S.L.C and passed the final examination of the Veterinary Livestock Inspector Course</p>	<p>By promotion from among the eligible Livestock Inspectors Grades-II who have completed eight years of Service as Livestock Assistant Grade II of the Tamil Nadu Animal Husbandry Subordinate Service.</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>.....</p> <p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Senior Professors nominated by Vice-Chancellor</p>	Registrar
79	<p>Livestock Inspector Grade-II Rs.19500 – 62000 (PM Level - 8)</p>	<p>(1) Must have passed the final examination of Stockmen Course conducted by M.V.C. or other recognised institutions.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Senior Professors nominated by Vice-Chancellor</p>	Registrar

80	Technician Grade-II Rs.35400 – 112400 (PM Level -11)	<p>(1) A graduate in Biological and Life Sciences.</p> <p>(2) Preference shall be given to persons having experience in Lab. like “Medical Lab / Feed analysis / Microbiology” etc.</p>	By recruitment through Employment Exchange	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) Two Senior Professors nominated by Vice-Chancellor</p> <p>....</p>	Registrar
81	Biometric Sub-Assistant Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must have passed Government Technical Examination in Typewriting Higher Grade and Short Hand Lower Grade</p> <p>(2) Must have put in at least five years of total service in the Tamil Nadu Ministerial Service.</p> <p>(3) No person shall be eligible for the appointment to the post unless he / she has successfully undergone the training in the maintenance of breeding records and processing of data on economic traits in the subjects of Biometric for a period of three months in the Department of Animal Genetics of MVC. The period of training will count for probation and increment in the post from which he is deputed for undergoing training and during the period of training, he will draw pay in the scale applicable to the post he is holding before deputation for training.</p>	By promotion from among the eligible Junior Assistants in the Tamil Nadu Ministerial Service.		Registrar

82	Machine Punchcard Operator Rs.19500 – 62000 (PM Level - 8)	<p>(1) Minimum general educational qualification</p> <p>(2) A pass in the Government Technical Examination in English Typewriting Higher.</p> <p>(3) Must have under gone the training in the working of the International Business Machine or similar machine for a period of not less than three months</p> <p>(4) Must have worked as Typist in any institution for a period of not less than two years.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) Two Heads of Departments (One Maths Head) nominated by Vice-Chancellor</p>	Registrar
83	Mill Operator Rs.19500 – 62000 (PM Level - 8)	<p>(1) Minimum general educational qualification</p> <p>(2) Certificate from I.T.I. in the trade of Machinist / Fitter / Turner or Mechanic or equivalent qualification.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

84	Master Flayer Rs.18000 – 56900 (PM Level - 4)	(1) Practical experience in flaying for five years in a Government or Municipal Slaughter House where not less than 15 cattle and 500 sheep and goats are slaughtered daily.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
85	Master Packer Rs.18000 – 56900 (PM Level - 4)	(1) Completed S.S.L.C. (2) Must have five years experience in running or working in mutton shop. (3) Must have two years experience in slaughter of animals dressing and jointing of carcasses.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

86	Boiler Man (Grade-II) Rs.19500 – 62000 (PM Level - 8)	(1) A Pass in S.S.L.C. or equivalent examination (2) Should possess III Grade Certificate issued by Chief Inspector of Boiler. Two years experience in maintenance and operation of electrically operated or oil fired boilers and water treatment plants.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar
87	Special Attender Rs.16600 – 52400 (PM Level – 3)	(1) Appointment by transfer from the category of Attender. (2) Pass in the III Form / VIII Std. or an Army I Class Certificate (3) Should not have completed 40 years of age. (4) Should put in not less than five years of experience in the post of Attender	By promotion from among the eligible Lab Assistants / Attenders	...	Registrar

88	Counter Rs.16600 – 52400 (PM Level – 3)	(1) VIII Std. passed. (2) Must have experience in sheep and cattle sections for at least three years.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<i>Chairman</i> (a) One University Officer nominated by Vice- Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar
89	Flockman Rs.16600 – 52400 (PM Level – 3)	(1) Must read and write regional language (2) At least three years experience in cattle and sheep and poultry farms.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	<i>Chairman</i> (a) One University Officer nominated by Vice- Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar

90	Chick Sexer Rs.16600 – 52400 (PM Level – 3)	<p>(1) A pass in S.S.L.C. examination or equivalent examination.</p> <p>(2) Should have undergone practical training at least for a period of six months in a recognised institution in the hatchery in the work of chick sexing.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
91	Shepherd Rs.15900 – 50400 (PM Level -2)	<p>(1) VIII Std. passed</p> <p>(2) Must have experience in attending sheep and lambs for a minimum period of five years.</p> <p>(3) Must have put in not less than three years experience as Attendant in the Clinical Department / Animal Nutrition / Dairy Science / Sheep Farm.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

92	<p>Sheep Shearer Rs.15900 – 50400 (PM Level -2)</p>	<p>(1) Must be able to read and write regional language. (2) Two years experience in sheep shearing.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
93	<p>Chowkidar Rs.15900 – 50400 (PM Level -2)</p>	<p>(1) VIII Std. passed. (2) Good physique and should know cycling. (3) Ex-servicemen shall be given preference.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

94	<p>Silk Screen Designer Rs. 35600 – 112800 (PM Level -12)</p>	<p>(1) Must have undergone training in silk screen printing for a period of not less than three months in the Agricultural Information Service Unit attached to the Department of Agriculture, Chennai.</p> <p>(2) Must have served as an Artist and Photographer for a period of not less than 5 years.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
95	<p>Statistical Assistant Rs. 35900 – 113500 (PM Level -13)</p>	<p>(1) Must have previous experience in the maintenance of pedigree and breeding records and five years of experience in the ministerial service as Assistant with exceptional merit and ability. Must possess the minimum general educational qualification.</p> <p>(or)</p> <p>(1) Must possess a degree of any University or institution recognised by the University Grants Commission for the purpose of its grant with Statistics or Mathematics as the main subject.</p>	<p>By promotion from among the eligible Assistants according to seniority</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

96	Radiographer Rs.35400 -112400 (PM Level – 11)	(1) Must have passed the Certified Radiologist Assistant Examination. (2) Preference shall be given to a candidate who in addition possesses a degree of B.A. / B.Sc. / M.Sc. / M.A. of the recognised University with Physics as the main subject.	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>
97	Attender Rs.15900 – 50400 (PM Level -2)	(1) Must have passed VIII Std. / III Form (or) must possess an Army first class Certificate of Education (2) Must have completed S.S.L.C. if recruited directly.	<p>By promotion from among the eligible Group D employees according to seniority</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>....</p> <p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>

98	Lift Operator Rs. 15900 – 50400 (PM Level -2)	<p>(1) Practical experience for a period of not less than one year in lift operations, its repairs, and maintenance.</p> <p>(2) Preference shall be given to candidates who have passed VIII Std. / III Form (or) who possess the Indian Army III Class English Certificate.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
99	Farrier Rs. 16600 – 52400 (PM Level – 3)	<p>(1) Must possess sufficient physical ability and be able to do any kind of manual work in any section of the colleges in TANUVAS.</p> <p>(2) Must have practical experience for a period of not less than one year in the concerned field of work as Farrier or Hammerman or Doorman.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i></p> <p>(a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

100	Doorman Rs.15900– 50400 (PM Level -2)	(1) Must possess sufficient physical ability and be able to do any kind of manual work in any section of the Colleges in TANUVAS. (2) Must have practical experience for a period of not less than one year in the concerned field of work as Farrier or Hammerman or Doorman.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	<i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar
101	Maistry Rs.16600– 52400 (PM Level – 3)	(1) Must have practical knowledge and experience in Agriculture or Management of cattle or sheep or poultry to the satisfaction of the appointing authority.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.	<i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor	Registrar
102	Technician Grade-I deleted with effect from 01.01.1996 (U.O.No.60109/R./99,dated 17.08.1999)				

103	<p>Fieldman Rs.18000–56900 (PM Level - 4)</p>	<p>(1) Must have passed VIII Std. / III Form (or) (1) Must read and write regional language (2) Must possess farm experience for a period of not less than three years in the Government Livestock or Dairy or Poultry Farm or places where similar training is possible. (3) Preference shall be given to candidates those who had studied VIII Std. / III Form</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p>Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
-----	--------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

104	<p>Gas Mechanic Grade-II Rs.19500-62000 (PM Level -8)</p>	<p>(1) Must have passed III Form / VIII Std.</p> <p>(2) Must hold the Certificate of Mechanical Engineering of Chengalvaraya Technical Institute at Chennai or the certificate of the completion of the Mechanical Engineering or Mechanical course in a Government Industrial Trade school.</p> <p>(3) Must have practical experience in a workshop or a factory of the Government department or a Non- Government organisation for a period of not less than one year</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government.</p> <p>If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar
-----	--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

105(a)	<p>Public Relations Officer Rs.56100–177500 (PM Level – 22) Assistant Director (Public Relations)- Person oriented Rs.56900-180500 (PM Level – 23)</p>	<p>(1) A Degree in Arts / Science / Commerce (2) Service as Assistant Public Relations Officer for a period of not less than three years (or) as Superintendent for a period not less than four years in TANUVAS. (or) (1) A Degree in Arts / Science / Commerce (2) Experience in Journalism work or Public Relations for a period of not less than two years in a Dept. / Organisation / Firm.</p>	<p>By promotion from among the eligible Assistant Public Relations Officer or Superintendents according to seniority</p> <p>By recruitment through the Employment Exchange</p>	<p>....</p> <p><i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of Dept. nominated by Vice-Chancellor</p>	<p>Registrar with approval of the Vice-Chancellor</p>
--------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------

105(b)	<p>Assistant Public Relations Officer Rs.36200 – 114800 (PM Level – 15)</p>	<p>(1) A Degree (2) Experience in Public Relations for a period of not less than three years (3) Preference will be given to persons who possess a Diploma in Journalism or Communication or Public Relations.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of Dept. nominated by Vice-Chancellor</p>	Registrar
106	<p>Junior Data Entry Operator Rs.19000 – 60300 (PM Level - 7)</p>	<p>(1) Must possess a Degree (2) A Certificate Course in Data Entry Operation. (3) Typewriting English Higher and Tamil Lower. (4) One year experience in data entry operation.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector/ Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar

107	Photographer Grade-III Rs.18500 – 58600 (PM Level -6)	(1) Experience in the field of photography.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice- Chancellor	Registrar
108	Public Relations Assistant Grade-II Rs.19500 – 62000 (PM Level - 8)	(1) A degree (2) Experience in public relations work for a period of one year. (3) Provided other things being equal, special preference shall be given to those who possess a Diploma in Journalism or Communication or Public Relations.	By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice- Chancellor	Registrar
109	(Skipper) Deleted with effect from 01.04.2013 (UO.No.60049/5402/R.I/BOM-87/2-8/2017, dated.22.05.2017				

110	<p>Information Assistant Rs.19500 – 62000 (PM Level - 8)</p>	<p>(1) Degree in Library Science (2) Preference: In addition to the above essential qualification, knowledge in typing including electronic typing, working knowledge in Library, knowledge in application of computer.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Head of Department / Station (b) One Senior Scientist nominated by Vice-Chancellor</p>	Registrar
111	<p>Technical Assistant (Civil / Electrical / Mechanical) Rs.35400 -112400 (PM Level – 11)</p>	<p>(1) Must have passed SSLC with bifurcated Engineering course (2) Practical experience for a period of not less than two years. (3) Must have put in ten years of Service in the post of Work Inspector Grade-I (1) Must have passed DCE / DME / DEE awarded by the Technological Diploma Examination Board, Chennai (or) (2) Similar Diploma awarded by the University (or) institutions recognised by University Grants Commission for the purposes of its grant</p>	<p>By promotion from among the eligible candidates from other technical categories (or) from the category of Work Inspector, Grade-I without Diploma. By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

112	Work Inspector (Civil) Grade-I Rs.19500 – 62000 (PM Level - 8)	<p>(1) Must have passed SSLC with bifurcated Engineering course and</p> <p>(2) Practical experience in building / design works for a period of not less than two years.</p>	<p>By promotion from among the eligible Work Inspectors Grade-II</p> <p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed.</p>	<p>...</p> <p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar
113	Work Inspector (Civil) Grade-II Rs.18200 – 57900 (PM Level -5)	<p>(1) Must have passed SSLC with bifurcated Engineering course.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through Employment Exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor</p> <p><i>Members</i> (a) One Senior Engineer (b) One Head of the Department nominated by Vice-Chancellor</p>	Registrar

114	High Tension Operator Rs.35400 – 112400 (PM Level -11)	(1) Diploma in Electrical Engineering (2) Electrical Supervisor certificate ('C' certificate issued by the Electrical Licensing Board of Government of Tamil Nadu).	By recruitment from among the eligible candidates of Tamil Nadu veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available, the Collector / Employment Exchange shall be addressed.	Chairman (a) One University Officer nominated by Vice-Chancellor Members (a) Estate Officer (b) One Head of the Department nominated by Vice-Chancellor	Registrar
115	Information Officer Rs.56100 – 177500 (PM Level – 22)	(1) B.E. in Computer Science or Electronics and Instrumentation (or) (2) Master's degree in Arts or Science along with a degree or Post-graduate degree in Library and Information Science.	By recruitment from among eligible candidates of TANUVAS who were recruited originally through Employment Exchange or other agencies approved by the Govt. if suitable candidates are not available, recruitment shall be done through open advertisement.	Chairman (a) Registrar Members (a) One University Officer nominated by Vice-Chancellor (b) One Head of Dept. nominated by Vice-Chancellor (c) Professor and Head and Project Co-ordinator of the Bio-informatics Centre	Registrar with the approval of the Vice-Chancellor.

116	Farm Manager Rs.35900 – 113500 (PM Level – 13)	(1) B.Sc. Degree in Agriculture / Horticulture / Home Science or B.V.Sc. & AH in Veterinary and Animal Sciences with OGPA of 3.00 / 4.00 or 7.00 / 10.00 or its equivalent is essential	By recruitment through the Employment Exchange. If suitable candidates are not available, recruitment shall be made through advertisement.	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice- Chancellor</p> <p><i>Members</i></p> <p>(a) One Head of Department / Station</p> <p>(b) One Senior Scientist nominated by Vice- Chancellor</p> <p>(c) One representative of the Division of Agricultural Extension, ICAR</p>	Registrar
117	Technical Assistant / Programme Assistant Rs.35900 – 113500 (PM Level – 13)	(1) B.Sc. degree in Agriculture / Horticulture / Home Science or B.V.Sc. & AH in Veterinary and Animal Sciences with OGPA of 3.00 / 4.00 or 7.00 / 10.00 or its equivalent is essential.	By recruitment through the Employment Exchange. If suitable candidates are not available, recruitment shall be made through advertisement.	<p><i>Chairman</i></p> <p>(a) One University Officer nominated by Vice- Chancellor</p> <p><i>Members</i></p> <p>(a) One Head of Department / Station</p> <p>(b) One Senior Scientist nominated by Vice- Chancellor</p> <p>(c) One representative of the Division of Agricultural Extension, ICAR</p>	Registrar

118	Milk Recorder Rs.18500 – 58600 (PM Level -6)	<p>(1) Must possess the minimum general educational qualifications prescribed in the schedule I to the General Rules for the Tamil Nadu State and Subordinate Service Rules.</p> <p>(2) If other thing being equal, preference shall be given to those who possess practical experience in milk recording working in any Government Department / University farms or on private sector undertakings.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available the Collector / Employment Exchange shall be addressed.</p> <p>(or)</p> <p>By recruitment by transfer from any other service</p> <p>(or)</p> <p>By transfer from any other class</p>	<p><i>Chairman</i> (a) Registrar <i>Members</i> (a) One University Officer nominated by Vice-Chancellor (b) One Head of Dept. nominated by Vice-Chancellor</p>	Registrar
119	Video Editor Rs.36200 –114800 (PM Level-15)	<p>(1) Diploma in Film Technology (Film Editing) awarded by the State Board of Technical Education and Training, Tamil Nadu or Diploma in film Editing, awarded by the Film and TV Institute of Pune and two years relevant experience (or)</p> <p>(2) (a) Minimum General Educational Qualifications (b) Experience for a period of not less than five years as professional Video Editor.</p>	<p>By recruitment from among the eligible candidates of Tamil Nadu Veterinary and Animal Sciences University who were recruited originally through employment exchange or other agencies approved by the Government. If suitable candidates are not available in TANUVAS, Collector / Employment Exchange shall be addressed.</p>	<p><i>Chairman</i> (a) One University Officer nominated by Vice-Chancellor <i>Members</i> (a) Two Heads of Departments nominated by Vice-Chancellor</p>	Registrar

Appendix - II

APPLICATION FORM

TAMIL NADU VETERINARY AND ANIMAL SCIENCES
UNIVERSITY

APPLICATION FORM

(For Technical Posts Only)

Application Number

--	--	--	--

(For Office)

Use Only)
Advertisement Number :

--	--

Date :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Application Fee details:

DD No. :
Date :
Bank :
Amount (Rs.) :

Affix a recent passport size (5 x 3.5" cm) colour photo. Do not staple.

Application for the Post of _____

In the discipline of _____

1	Name of the Applicant (In BLOCK LETTERS)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																						
2	Father's Name Mother's Name Spouse Name	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																						
3	Date of Birth Age (as on cutoff date) Enclose Attested Proof	<table border="1"><tr><td>D</td><td>D</td><td></td><td></td><td>M</td><td>M</td><td></td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> <table border="1"><tr><td></td><td></td><td>Years</td><td></td><td></td><td>Months</td><td></td><td></td><td>Days</td></tr></table>	D	D			M	M			Y	Y	Y	Y			Years			Months			Days																																	
D	D			M	M			Y	Y	Y	Y																																													
		Years			Months			Days																																																
4	Place of Birth and Nativity (District and State): Enclose Attested Proof																																																							
5	Gender (✓ mark)	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																																																						
6	Nationality	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																						
7	Community (✓ mark) Caste	<table border="1"><tr><td><input type="checkbox"/> OC</td><td><input type="checkbox"/> BC</td><td><input type="checkbox"/> BCM</td><td><input type="checkbox"/> MBC</td><td><input type="checkbox"/> DNC</td><td><input type="checkbox"/> SC</td><td><input type="checkbox"/> SC</td><td><input type="checkbox"/> ST</td></tr><tr><td colspan="8"><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr></table>	<input type="checkbox"/> OC	<input type="checkbox"/> BC	<input type="checkbox"/> BCM	<input type="checkbox"/> MBC	<input type="checkbox"/> DNC	<input type="checkbox"/> SC	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																													
<input type="checkbox"/> OC	<input type="checkbox"/> BC	<input type="checkbox"/> BCM	<input type="checkbox"/> MBC	<input type="checkbox"/> DNC	<input type="checkbox"/> SC	<input type="checkbox"/> SC	<input type="checkbox"/> ST																																																	
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																								
8	Marital Status (✓ mark)	<input type="checkbox"/> Married <input type="checkbox"/> Single																																																						

9	Permanent Address (Door No., Street Name, Village / Town, District, State, Pin Code)												
10	Address for Correspondence (Door No., Street Name, Village / Town, District, State, Pin Code)												
	E-mail Address												
	Mobile Number												
11	Mother Tongue												
12	Vernacular Language in School/College												
13	Other Languages Known												
	To Read												
	To Write												
	To Speak												
14	Name of the Qualification / Examination												
	Name of the qualifying examination	Name of School/ College/ University	Period of Study		Part Time / Full time	Degree/ Diploma Received	OGPA/ Marks/ Percent	Specialization					
			From	To									
	X or SSLC												
	XII or HSC												
	UG Degree												
	PG Degree												
	Ph.D. Degree												
Note: Attach attested copies of certificates in support of each degree or diploma received.													

15	Details of NET passed (Attach Evidence) (✓ mark) Yes <input type="checkbox"/> No <input type="checkbox"/>	Subject												
		Year of Pass												
16	Membership in Veterinary Council (Attach Evidence)	State in which Registered:												
		Registration No.												
		Valid up to	D	D		M	M		Y	Y	Y	Y		
17	Details of previous and present employment													

If employed,
a. Present designation

b. Name and designation of the present employer

Employer	Post Held	Pay Drawn	Period		Duration			Reason for leaving
			From	To	Y	M	D	

Note: Period spent on study for Master's / Ph.D. degree should not be included except the part time study period. Use a separate sheet if required

18 Experience regarding Teaching / Research / Extension / Administration

Experience in	Post Held	Place of Work	Period		Duration		
			From	To	Y	M	D
Teaching							
Research							
Extension							
Administration							

Note: Use a separate sheet if required

19	Publication Details			
a	Research Paper	First Author	Co-Author	
Foreign Journal	Thesis	<input type="text"/>	<input type="text"/>	
	Research Report / Lab / Field Research	<input type="text"/>	<input type="text"/>	
Indian journal	Thesis	<input type="text"/>	<input type="text"/>	
	Research Report / Lab / Field Research	<input type="text"/>	<input type="text"/>	
b	Clinical Article/ Short Communication	<input type="text"/>	<input type="text"/>	
c	Abstracts			
	Research	<input type="text"/>	<input type="text"/>	
	Clinical	<input type="text"/>	<input type="text"/>	

d	Popular articles, published in Journal/Magazine/Newspaper				<input type="text"/>	<input type="text"/>
	Booklet, Pamphlets, etc. prepared				<input type="text"/>	<input type="text"/>
e	List of Books / Manuals published					
	Title	Year	Author	Co-Author	Publisher	

Note: Furnish only the number published for a to d, Enclose the list of publications with Author(s) / Year / Title / Journal separately and Use a separate sheet if required.

20	Workshop/Seminar/Symposia/Summer Institute/Refresher Course Attended and Conducted				
Title		Attended		Conducted	
		From	To	From	To
National					
International					

Note: Use a separate sheet if required

21	Training Attended and Conducted				
Title		Attended		Conducted	
		From	To	From	To
National					
International					

Note: Use a separate sheet if required

22	Guidance of research scholars as Chairman of the Advisory Committee (Enclose Certificate page of Thesis)			
Degree		Awarded	Submitted	In-progress
Ph.D.				
Masters (M.V.Sc., M.F.Sc., M.Sc., M.Tech., M.Phil)				
Others				

23	Medals/Awards won			
Name of the award (Indicate)		Year	Award given by (Organization)	Award given for (Purpose of award)
International				
National				
State				
University				
Society				
Others				

Note: Use a separate sheet if required

24	Funds mobilized			
Position	Name of the Research Scheme	Funding agency	Duration	Amount
PI				
Co-PI				
Others				

25	Patent / Innovation / Technology Transferred			
Name of the patent / innovation / technology		Year	Beneficiary	Utility

26	Extracurricular Achievements (NCC / NSS / Sports and Games)			
Activity		Period		Level
		From	To	

Note: Use a separate sheet if required

27	Details of Passing ASRR Examination: (For TANUVAS candidates)		
28	Special Additional Assignments undertaken a. Co-operative Stores, Cafeteria, Warden, Deputy Warden, NCC, NSS, etc. b. College / University Committees (Complete details to be furnished)		
29	Scale of Pay in the Present Post and Basic pay drawn		
30	Are you willing to accept the basic pay in the scale applicable for the post? If No, what is the minimum pay you request for? Give reasons in support of the request.		
31	Is there any commitment to serve any organization? Yes / No If yes, furnish details.		
32	Countries visited, if any and the duration and purpose of visit		
	Country visited	Duration	Purpose of visit

Note: Use a separate sheet if required

33	List three referees known to you who can certify your professional competency		
	Name	Address with Phone number	

Note: Testimonial from referees to be produced at the time of interview

34	Any other information regarding experience, etc., in support of satisfying the eligibility conditions prescribed for the post now applied for.
	Note: Use a separate sheet if required

35	List of Professional Societies in which you are member and position, if any	
	Professional Society	Position

Note: Evidence to be produced at the time of interview

36. DECLARATION

- I solemnly and sincerely affirm that all information furnished in the application are true and correct to the best of my knowledge and belief.
- Should there be any incorrect or false information having been furnished that may come to light in due course, I bind myself for such action as the University may decide.
- I understand that I am liable for criminal prosecution and the University has the right to cancel my candidature/selection as the case may be and I would forego my selection and the application fee.
- I further undertake to submit all the required originals at the time of interview process, as per the Tamil Nadu Veterinary and Animal Sciences University rules, failing which I would forego my interview.

Place:

Date:

Signature of the candidate

**TERMS AND CONDITIONS OF APPOINTMENT AND OTHER
INSTRUCTIONS TO CANDIDATES****INFORMATION**

- (1) Candidates must be Indian Nationals.
- (2) Candidates who are in abroad may apply together with an International Money Order to cover the Registration fee of Rs. 500/-.
- (3) Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for an Interview at their own cost.
- (4) Candidates may be called for interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he / she with others may be suitable for the post and conveys no assurance whatsoever that he / she will be recommended or selected or his / her conditions specified in the application will be accepted.
- (5) It will be open to the University not to fill up any of the posts now advertised.
- (6) The University reserves the right to fill up larger number of posts than the number advertised.
- (7) Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
- (8) All technical posts of equivalent pay scales are interchangeable, within the broad disciplines / departments, at the discretion of the University.
- (9) The Service conditions and other terms of appointment in the University shall be subject to the approval of the Board of Management of the Tamil Nadu Veterinary and Animal Sciences University.
- (10) Candidates selected for the posts including University Officers post shall be liable for transfer to any other post in that category within the jurisdiction of the University.
- (11) Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
- (12) The age of retirement is sixty years.
- (13) The age of retirement in the post of Registrar is fifty-eight years.

INSTRUCTIONS

- (1) The application form, PBAS (Performance Based Appraisal System) proforma etc. shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.

- (2) The application form and PBAS proforma fully filled in, along with a crossed Demand Draft for Rs. 500/- and in the case of SC / ST Rs.250/- drawn in favour of the Finance Officer, Tamil Nadu Veterinary and Animal Sciences University, Chennai should be sent so as to reach the Registrar of the University before the prescribed time and date. Application unaccompanied by the Demand Draft will be rejected. TANUVAS employees are exempted from payment of Registration fees.
- (3) Persons who are already working in State or Central Government or any other organization should send their applications through proper channel / Employer. Any delay in sending the application through proper channel / Employer is not the responsibility of this University. Advance copies of the applications reaching Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai - 600 051, within the prescribed time limit shall be entertained. However, in such cases the candidates called for interview shall have to produce no objection certificate or original application duly forwarded by the competent authority, failing which he / she shall not be allowed to appear before the selection committee.
- (4) Candidates may send copies of testimonials from persons intimately acquainted with his / her work and character and must also give name and address of three persons to whom references can be made. If he / she has been in employment he should either give his present or more recent employer or immediate superior as a referee or submit a recent testimonial from him. He / she should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate and attested copies of his / her Degree Certificate or / and Diploma testimonials.
- (5) If a candidate desires to name as a referee any person residing outside India he / she should write to that person asking him to send direct to the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 600 051, Tamil Nadu, India, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.
- (6) Evidence of Degree / Diploma Certificates and testimonials should be brought in original only at the time of interview.
- (7) Separate application with separate Registration fee is required for each post.
- (8) Applications should reach the Office of the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai - 600 051, before the time and date fixed. Applications received after the last date shall stand rejected automatically.
- (9) Candidates who apply for teaching posts in Basic Science and Veterinary Faculty for which B.V.Sc. / B.V.Sc. & A.H. is a mandatory qualification

should produce the "Certification of Registration" of Veterinary Council in original at the time of interview.

- (10) Candidates who apply for Engineering / Technology posts, the eligibility criteria shall be as per AICTE and UGC from time to time.
- (11) Eligible candidates will be informed about the date and place of interview through intimation. However, university does not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
- (12) Applicants for the post of Assistant Professor and equivalent should indicate clearly whether they have qualified the NET.
- (13) Period mentioned in the columns viz. Teaching / Research / Extension / Administration should tally with the total period of experience committed.

APPENDIX-III**TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY****Application for the post of _____**

- (1) Name of the candidate (in BLOCK LETTERS)
- (2) Father's name
- (3) Present office address
- (4) Sex
- (5) Date of birth (Supported by certified evidence)
- (6) Age as on date
- (7) Nationality
- (8) Religion/Caste
- (9) Community OC/BC/MBC/SC/ST (Latest Community Certificate to be enclosed)
- (10) Second language in the school
- (11) Native district
- (12) Tests passed (Copy of the Certificate to be enclosed)
- (13) Technical examinations passed
- (14) Experience

Post held	Office	From	To	Service	Regular service	Total service

- (15) Any other information

Signature**RECOMMENDATION OF THE HEAD OF THE
DEPARTMENT / OFFICE**

Transmitted to the Registrar

The particulars furnished were verified with Service Register and found correct.

Head of the Department / Office

Explanation: While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as "FOR SELECTION TO THE POST OF"

APPENDIX-IV**CERTIFICATE OF PHYSICAL FITNESS****Name and rank of Medical Officer granting the certificate:**

I do hereby certify that I have examined (full name), a candidate for employment under the Tamil Nadu Veterinary and Animal Sciences University for the post ofand cannot discover that he / she has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his / her weight is in excess of / below the standard prescribed, are except.

I do / do not consider this a disqualification for the employment he / she seeks.

I do further certify that in my opinion his / her general physical condition is such as to enable him / her to perform efficiently the active duties of executive services.

His / Her age is according to his / her own statement years and by appearance aboutyears.

I also certify that he / she has marks of small pox / vaccination. Chest measurement in centimeters on full inspiration / full expiration.

Difference (expansion)..... in centimeters

Weight in kilograms

His / Her vision is normal.....

Hypermetropic () (here enter the degree of defect and the strength of correction glasses).

Myopic () (here enter the degree of defect and the strength of correction glasses).

Astigmatic (simple or mixed) () (here enter the degree of defect and strength of correction glasses).

Hearing is normal, defective (much or slight).

Urine -Does chemical examination show (i) albumen, (ii) sugar state specific gravity

Personal marks (at least two should be mentioned).

- 1.
- 2.

Station :
Date :

Signature
Rank and Designation

APPENDIX -V**TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY FORM
FOR AGREEMENT****(To be executed by University employee)**

Agreement made this day of
..... Two thousand and
between the Tamil Nadu Veterinary and Animal Sciences University (hereinafter
known as University) of the one part and Dr. / Thiru. /Thirumathi. /Selvi.
.....of the other part.

Whereas the University have agreed to engage the said person to
serve in the Tamil Nadu Veterinary and Animal Sciences University on the salary
hereinafter mentioned for a period of three years;

Now these present witness and the parties hereto do hereby agree as follows:

1. That the University shall employ the said person
..... and the said person shall serve the University as
..... in the University from the date of his taking charge
of such appointment until such employment shall be determined as hereinafter
provided.

2. That the said person shall be on probation for a period of two years
from the date of taking charge of his / her appointment, but the University may
before the expiry of the period, extend his / her probation for such period as may
be deemed fit.

3. That the said person shall employ himself / herself / honestly, efficiently,
obediently and diligently under the orders and instructions of the Vice-Chancellor
or other superior of the said University, under whom he / she shall from time to
time be placed in the said University, in which capacity he / she discharge all such
duties pertaining to that office and do all things which may be required of him /
her or which are necessary to be done in his / her capacity as aforesaid and shall
require of him / her.

4. That the said person shall not normally or on any pretence absent
himself / herself from his / her duties without first having obtained the permission
of his / her superior authorities authorised in this behalf or in case of sickness or
inevitable accident without forwarding where necessary a satisfactory Medical
Certificate as may be required by the leave rules which may be in force in the said
University.

5. That the said person shall devote his / her whole time to the duties of
the said employment and shall not on his / her own account or otherwise either
directly or indirectly carry on or be concerned in any trade, business, canvassing
work, private tuition or the like.

6. That the said person shall confirm to all provisions in the Act, Statutes,
Regulations and Rules in force and as may be amended in future in the said

University and obey all lawful orders and directions as he/she shall from time to time receive from any authorised superior of the said University.

7. (i) That the University shall have the powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University.

(ii) That the said person shall be entitled to have his / her services terminated by remitting an amount of Rs.30,000/- (Rupees thirty thousand only) if he / she wants to leave the organisation before the expiry of the agreement period. The obligatory period of three years has to be fulfilled in full. In the event of his / her decision to resign the post in the meantime he / she should remit the amount of Rs.30,000/- (Rupees thirty thousand only) irrespective of the period he / she had already served. The claim of executor to remit the amount in proportion to the unexpired portion of bond period will not be entertained. The agreement period will not include the period spent by him / her on extraordinary leave, suspension, etc. In the event of expulsion of him / her on disciplinary grounds also, the amount should be remitted by him / her or by sureties.

(iii) During the obligatory period of service, the University shall not forward any application of the executor for employment outside.

8. That the said person shall be paid, for such time as he / she shall be in service of the said University, monthly salary in the Scale of Pay of Rs..... starting on an initial salary of Rs..... with effect from (date) and the additional allowances admissible from time to time.

9. That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise he / she shall be paid such salary only as shall be determined by the rules in force from time to time in the said University.

Inwitnesswhereof.....and.....
have hereunto set their hands.

Signed by the above named
of the University and or on behalf of the University in the presence of

Signature

Witness.....

Signed by the above named party of second part in the presence of

Witness.....

Signature

DRAFT BOND TO BE EXECUTED BY THE SURETIES

KNOW ALL MEN by these presents that I / We, (i) Thiru.....
S/o.Thiru.....
 and (ii) Thiru..... S/o. Thiru
hereby held and firmly bound unto the
 Tamil Nadu Veterinary and Animal Sciences University, Chennai, in the
 sum of Rs.....(Rupees
Only) of lawful good money to be paid to the University
 (hereinafter called the employer). We bind ourselves and also our respective
 heirs, executors, administrators and representatives and execute this surety
 bond.

WHEREAS, the above named Tamil Nadu veterinary
 and Animal Sciences University have agreed to provide a job to
 Thiru. S/o.Thiru.....
 and for that purpose appointed him as per the Service Rules of the
 University and on his executing a personal bond for Rs.....
 (Rupees.....only) and on
 agreement to serve the University for a period of three years as per the terms
 and conditions contained in the said agreement and upon the said employees
 and the above (we) sureties entering into this bond in favour of the University for
 the amount and terms hereunder contained;

Now this conditions of the above written bond or obligation is such that if
 the said employee while in employment whether in original or in any promotion or
 transferred post under the University shall duly and faithfully devote to and serve,
 perform and discharge all the duties of his office without causing any injury, loss
 or damage by reason of any act, default, negligence or error.

We the sureties mentioned above hereby indemnify and keep indemnified
 the University against any loss or damage or default in service of the said employee
 Thiru..... then and in such event of his failure to perform
 duties as per agreement, the above said bond shall be enforced against us and
 the University shall recover such losses or damages that may be caused by the
 default or negligence or otherwise by the said employee from us. This bond shall
 remain in force until such time the employee remains in service of the University
 as per the terms and conditions of the agreement entered into between the
 employee and the University. In token of our knowledge of the contents of the
 agreement between the employee and the university, we have also attested the
 said agreement on the date of his execution of the agreement.

Inwitnesswhereof, wehavesignedthisbondonthedayof.....20.....
at Chennai.

Surety (1)

Address

Surety (2)

Address

Witness

(1) Name
Address
Occupation

(2) Name
Address
Occupation

APPENDIX-VI

PERSONAL FILE FOR GROUP A AND B OFFICER'S ASSESSMENT OF WORK

PART-I

PERFORMANCE ASSESSMENT REPORT OF GROUP A AND B OFFICER

FOR THE PERIOD FROM TO

1. Name and designation of the Officer reported on :
2. Grade pay and present pay :
3. Date of Birth :
4. Date of Entry into service :
5. Date of Appointment/Promotion to the present post (Grade) :
6. Length of service under the reporting Officer (from.....to)
7. QUALIFICATION:
 - a) Educational Qualification :
 - b) Special Qualification :
 - c) Training undergone :
8. Physical capacity :
9. Knowledge of rules and regulations :
10. Capacity for noting and drafting :
11. Promptness :
12. Productivity in terms of volume of work :
13. Capacity for control and supervision, tact, initiative and drive :
14. Relation with Colleagues, Superiors and Public :

-
15. (a) Brief description of the duties of the Officer :
- (b) His promptness in disposing of :
disciplinary cases if, any, handled
during the period
- (c) His impartiality :
- (d) His method of approach of Public needs :
- *16. Effectiveness in the Development :
and protection of Scheduled Castes
and Scheduled Tribes
- (a) Attitude towards Scheduled Castes and/ or :
Scheduled Tribes.
- (b) Sensitivity to Social Justice :
- (c) Ability to take quick and effective action :
to prevent and quell atrocities and ensure
justice to Scheduled Castes and./ or
Scheduled Tribes
- (d) Effectiveness in bringing above the :
development of Scheduled Castes and/ or
Scheduled Tribes:
- * (Applicable in case of Officers dealing with the development and
protection of Scheduled Castes/and/or Scheduled Tribes.)
17. (a) Whether the Officer has been punished during
the period under report and if so, whether a copy
of the orders of punishment has been kept in the
Personal Files (Specify the details of punishments)
- (b) If the Officer has received any commendations,
a copy of the commendation should be added to
the Personal File (Specify the details)
18. General narrative report with reference to the nature
to work turned out, special responsibilities, extenuating
or aggravating circumstances etc.

19. Overall rating

- i) Outstanding
- ii) Very Good
- iii) Good
- iv) Satisfactory
- v) Satisfactory with some shortcomings
- vi) Not really satisfactory.

(Please put a ring round the appropriate grading and strike out other gradings)

SIGNATURE OF THE
REPORTING OFFICER:
NAME IN BLOCK LETTERS:
DESIGNATION:
DATE:

Remarks of Scrutinising Officer:

State clearly whether the scrutinising Officer fully Agrees with the remarks of the reporting Officer recorded in Part-I of the Proforma. If any modification is made by him on the remarks of the Reporting Officer, the reasons for such modification shall be indicated.

SIGNATURE OF THE
SCRUTINISING OFFICER:
NAME IN BLOCK LETTERS:
DESIGNATION:
DATE:

Acknowledgment for having seen the report for the period from to

SIGNATURE:
NAME IN BLOCK LETTERS:
DESIGNATION:
DATE:

Note: The narrative report should contain general comments on the performance of the officer, his strength and weakness.

PART – II**POTENTIAL ASSESSMENT REPORT FOR THE PERIOD****FROM TO.....**

1. Name and Designation of the :
reported Officer
2. Personality and bearing :
3. Dependability (compliance of :
instructions)
4. Effectiveness and acceptance of :
responsibility
5. Special talents and future potential :
of the Officer and how they can be
best utilised by the Department
6. Conduct and Character :
7. Fitness for promotion out of turn :
8. General remarks :

**SIGNATURE OF THE :
REPORTING OFFICER**

NAME IN BLOCK LETTERS :

DESIGNATION :

DATE :

Remarks of Scrutinising Officer:

1. Length of service under the :
Scrutinising officer
2. State clearly whether the scrutinising :
Officer fully agrees with the remarks of
the Reporting Officer recorded in
Part-II of the Proforma. If he does
not agree with any adverse remarks of
the Reporting Officer, those remarks
should be specifically mentioned for
expunction or modification.
3. Is he specially suited for particular job, :
if so, the nature of placement should
be suggested
4. Attitude and potential of the Officer :
and suggestion for possible lines of
growth and development as also for
training.

SIGNATURE OF THE :
SCRUTINISING OFFICER

NAME IN BLOCK LETTERS :

DESIGNATION :

DATE :

Note:

1. In writing this part of the report, both favourable and adverse remarks should be supported by a few instances.
2. Remarks on the integrity of the Officer should be supported by dependable facts and not based on mere here-say.

FORM OF RECORD SHEET
(Non-teaching)

..... Department

a) Name :

b) Designation :

c) Date of Birth :

d) Date of joining Government service :

Date of Entry	Post held	Punishment	Authority No. date of order issued	Signature of Officer
(1)	(2)	(3)	(4)	(5)

Note : Record Sheets should be maintained for all employees (except last grade employees and for those Personal Files are not maintained) by the Officers under whom they are working.

APPENDIX-VII**OFFICERS EMPOWERED TO WRITE, SCRUTINISE
AND MAINTAIN PERSONAL FILES**

Sl. No.	Designation / Class of the employee	Authority to write personal file	Authority to scrutinise and countersign the personal file and to communicate the adverse remarks	Authority to maintain the personal file
1	University Officers	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2	Heads of the Departments	Dean / Director	Vice-Chancellor	Dean / Director
2(a)	Professors	Heads of the Departments / Director / Dean concerned	Dean / Director / Registrar	Heads of the Departments / Director / Dean concerned
3	Associate Professors	Head of the Departments / Director / Dean concerned	Dean / Director / Registrar	Head of the Departments / Director / Dean concerned
4	Assistant Professors	Associate Professor / Professor / Director / Dean	Head of the Department / Station / Dean / Director	Head of the Department / Station / Dean / Director
5	Librarian, Medical Officer, Director of Students Welfare	Dean	Vice-Chancellor	Dean
6	Assistant Registrar, Accounts Officer / Assistant Accounts Officer, Administrative Officer	Registrar / Finance Officer / Dean / Director / Estate Officer	Vice-Chancellor	Registrar / Finance Officer Dean / Director / Estate Officer

7	Personal Assistant to the Vice-Chancellor	Vice-Chancellor	----	Vice-Chancellor
8	Executive Engineer	Estate Officer	Vice-Chancellor	Estate Officer
9	Assistant Executive Engineer	Head of Office	Dean / Director / Estate Officer	Head of Office
10	Physical Director	Dean	Registrar / Vice-Chancellor	Dean
11	Assistant Librarian, Library Assistant and other staff working in the Library	Librarian / Dean	Dean / Vice-Chancellor / Director	Librarian / Dean
12	Other Grade Employees	Immediate Superior	Vice-Chancellor / Registrar / Finance Officer / Dean / Director / Estate Officer / Head of offices as the case may be	Head of Office

Explanation: (1) The Heads of Research Stations / Centres concerned are empowered to write and maintain the Personal Files / Record Sheets to all the staff working under the Station / Centres. The Director concerned will scrutinise and countersign the personal files

APPENDIX-VIII**CODE OF CONDUCT OF THE EMPLOYEES**

1. Every employee of the Tamil Nadu Veterinary and Animal Sciences University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University employee is at the disposal of the University which pays him and he may be employed in any manner required by the proper authority without claim for additional remuneration.
2. Every employee shall abide by and comply with the Act, Statutes, Regulations and Rules framed there under and as amended from time to time and all orders and directions of the superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. Every employee shall endeavour to promote the interests of the University and shall not act any manner prejudicial thereto.
5. No employee shall be a member of any political organisation or take active part in any political activity.
6. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
7. No employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn. The rules and conditions for granting of recognition to Service Association in the University are given in Chapter XX of Tamil Nadu Veterinary and Animal Sciences University Rules and also amended from time to time by the Board of Management.
8. No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee of any other person to whom he is not authorised to communicate such documents or information.
9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

10. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his case to the University.
11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the University.
12. No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
13. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift.

Explanation: The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University. (1) A casual meal or other social hospitality shall not be deemed to be gift. (2) A University employee shall avoid accepting lavish/frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms / organisations etc.

14. (i) No employee, shall except with the previous permission of the Vice-Chancellor, own wholly or in part or conduct participate in the editing or managing of any newspaper or other periodical publication other than University publication.
 - (ii) No employee shall, except with the previous permission of the officers of the University concerned; in respect of the officers of the University, the Vice-Chancellor, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast or such contribution if or a purely literary, artistic, scientific, educational or cultural character.
15. (i) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

- (ii) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and were any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.
16. (i) No employee shall, except with the previous permission of the Vice-Chancellor, give evidence before any public committee
- (ii) Nothing in this rule shall apply to: (a) evidence given before a Committee which has power to compel the attendance of witnesses or the production of documents (or) (b) evidence given before an authority holding before any judicial or any inquiry Committee.
17. It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude to intimate the fact of his arrest and the circumstances connected therewith to the Vice-Chancellor promptly in writing even though he might, have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.
18. Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of the conviction alone without following the procedure laid down for departmental enquiries.
- 19 (i) No University employee shall, except with the previous knowledge of the Vice-Chancellor, acquire or dispose off any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale gift or otherwise in his own name or in the name of any member of his family.

Explanation: The above rules apply only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

- (ii) The Board of Management may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and

immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired;

- (iii) Provided that the Vice-Chancellor or the Officers of the University shall exercise the powers to call for the property statements under this sub-rule, when a specific vigilance enquiry calls for it.
 - (iv) The University employees are prohibited from the possession and consumption of liquor or any intoxicative drink/drugs. The University employees are also prohibited from possession of liquor permits.
20. All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.
21. The Vice-Chancellor may direct by general or special order that any power exercisable by him or any other officer or employee of the University under these regulations shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

APPENDIX-IX**PROCEDURE RELATING TO DISCIPLINE AND CONTROL
AMONG THE UNIVERSITY STAFF**

1. The authority which may impose the penalties mentioned in the Regulations are as detailed in Appendix-X.
2.
 - (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation, a lower authority shall have no jurisdiction to proceed under this Regulation in respect of the same case.
 - (b) The fact that a lower authority has imposed or declined to impose penalty in any case shall not debar higher authority from exercising his jurisdiction under this Regulation in respect of the same case.
 - (c) The order of a higher authority imposing or declining to impose in any case a penalty under this Regulation shall supercede any order passed by a lower authority in respect of the same case.
 - (d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.
3. In every case where it is proposed to impose on an employee any of the minor penalties shall be given a reasonable opportunity of making any representation that he may desire to make and such representation if any, shall be taken into consideration before the order imposing the penalty is passed.
4.
 - (a)
 - (i) In every case where it is proposed to impose on an employee of the University any of the major penalties the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person. An oral inquiry shall be directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no inquiry is held and if he had desired to be heard in person a personal

hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in Clause (i) has been completed and after the authority competent to impose the penalty mentioned in that Clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the persons charged shall be taken into consideration before final orders are passed, provided that such representation shall be based on the evidence adduced during the inquiry.

Explanation: An opportunity to show cause against the imposition of any of the penalties referred to in this regulation shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty.

- (b) (i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of service any of the minor penalties on the basis of fact which have led to his conviction in criminal court whether or not he has been sentenced at once by such court to any punishment; but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
- (ii) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the major penalties on the basis of facts which have led to his conviction by a court-martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.
- (c) (i) All or any of the provisions of Clauses 4 and 5 may in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-clauses and those requirements can be waived without injustice to the person charged.
- (ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause (a) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be shall be final.

(d) (i) An employee may be placed under suspension from service, where (i) an enquiry into grave charges against him is contemplated, or is pending (or) (ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

(ii) A University employee who is detained in custody whether on a criminal charge or otherwise for a period longer than forty eight hours shall be deemed to have been suspended under this rule.

(iii) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.

(iv) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

APPEAL

5. Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him by any of the penalties specified in the Regulations, to the next higher authority. The Vice-Chancellor shall have powers to dispose off the final appeal petitions on service matters in respect of Group C and D employees.
6. (i) In the case of an appeal against an order imposing any penalty specified in the Regulations, the appellate authority shall consider:
 - (a) Whether the facts on which the order was based have been established;

-
- (b) Whether the facts established afford sufficient ground for taking action; and
 - (c) Whether the penalty is excessive adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.
 - (ii) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.
7. In the case of an appeal the appellate authority shall pass such orders as appears to it just and equitable, having regard to all the circumstances of the case.
 8. Every person preferring an appeal shall do separately and in his own name.
 9. Every appeal preferred under the Regulation shall contain all material statement and arguments relied on by the appellant shall contain no disrespectful, defamatory or improper language and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority from whose order the appeal is preferred and through usual official channel.
 10. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if-
 - (i) It is an appeal in case in which under this Regulation no appeal lies; or
 - (ii) It is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or
 - (iii) It is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or it is addressed to an authority to which no appeal lies under the Regulation;

Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

11. No appeal shall lie against withholding of an appeal by a competent authority.
12. The authority by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases where no appeal is preferred to the appellate authority or any higher authority.
13. Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority from whose order the appeal is preferred with an expression of opinion.

14. An appellate authority may call for any appeal admissible under this Regulation which has been withheld by a subordinate authority and may pass such order thereon as it considers fit.
15. Nothing contained in this Regulation shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representation from University employees against the orders of the punishing authority or appeal authority.
- 16 (a) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay;

Provided that where the period of suspension exceeds twelve months, the authority who made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence amount for any period subsequent to the period of the first twelve months as follows;

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;
 - (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee;
 - (b) No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.
 - (c) A suspended person shall not be entitled to any leave for the period of suspension. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of dismissal or removal from service with retrospective effect no recovery shall be made of the subsistence allowance already paid to him.
17. The rules 1 to 16 prescribed above in this Appendix shall also be applicable to the transferred employees for their misdeeds committed during their service under Government and the University is competent to impose the appropriate punishment on them.

APPENDIX-X
COMPETENT AUTHORITY TO IMPOSE PENALTIES

Sl. No.	Designation of the University employee	Censure	Fine (in the case of Class IV employee only)	Withholding increment	Reduction in rank including reduction to a lower post or time scale to a lower stage in same scale	Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal from service	Dismissal from service
1	University Officers	Vice-Chancellor	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Board	Board	Board
2	Heads of Depts and Professors	Vice-Chancellor	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean / Director	Board	Board	Board
3	Associate Professors	Dean / Director	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean / Director / Registrar / HoD	Board	Board	Board
4	Assistant Professor/ Librarian	Dean / Director	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean / Director / Registrar / HoD	Board	Board	Board
5	Medical Officer, Director of Student Welfare	Vice-Chancellor	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean	Board	Board	Board
6	Administrative Officer / Accounts Officer / Assistant Accounts Officers	Registrar / Finance Officer / Estate Officer / Dean / Director / HoD	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Registrar / Finance Officer / Estate Officer / Dean / Director / HoD	Board	Board	Board

Sl. No.	Designation of the University employee	Censure	Fine (in the case of Class IV employee only)	Withholding increment	Reduction in rank including reduction to a lower post or time scale to a lower stage in same scale	Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders	Suspension	Compulsory retirement	Removal from service	Dismissal from service
7	Personal Assistant to Vice-Chancellor	Vice-Chancellor	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Board	Board
8	Executive Engineer	Vice-Chancellor	...	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Estate Officer	Board	Board	Board
9	Assistant Executive Engineer	Estate Officer / HoD	...	Estate Officer / HoD	Vice-Chancellor	Estate Officer / HoD	Estate Officer / HoD	Board	Board	Board
10	Physical Director	Dean	...	Dean	Registrar	Dean	Dean	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
11	Assistant Librarian / Library Assistant & Other staff working in the Library	Librarian / Dean	...	Dean	Registrar	Dean	Dean	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
12	Other Group B & C employees	Immediate Superior	...	Immediate Superior	Concerned University Officer	Immediate Superior	Concerned University Officer	Registrar	Registrar	Registrar
13	Group D employees	Immediate Superior	Immediate Superior	Immediate Superior	Concerned University Officer	Immediate Superior	Immediate Superior	Concerned University Officer	Concerned University Officer	Concerned University Officer

APPENDIX-XI
HISTORY OF SERVICE AS ON _____

1. Name of the employee
2. Name of the post now held
3. Community (SC / ST / MBC / BC / OC)
4. Father's name
5. Native district
6. Mother tongue
7. Date of birth
8. Qualification
9. Date from which continuously employed in the University
10. Date of regular appointment
11. Date of completion of probation
12. Date of confirmation
13. Special training undergone Period: From To
Name of the course
14. Medals and other awards obtained
15. Teaching experience
16. Research experience
17. Other special qualifications/particulars if any

I certify that the information furnished above are true and correct.

Place: _____ Signature

Date: _____ Designation

APPENDIX-XII
PROCEEDINGS OF THE CONVOCATION CEREMONY
CONVOCATION

Date:**Month:****Year:****1. Arrival of the Chancellor**

Guard of Honour: NCC Cadets

Reception by

The Pro-Chancellor

The Vice-Chancellor

The Members of the Board of Management and

The Members of the Academic Council

2. Robing**3. Group Photograph**

After the group photograph, the procession will form itself in front of the robing room

4. Procession

(i) Registrar

(ii) Members of the Board of Management and Academic Council

(iii) Vice-Chancellor

(iv) Honorary Degree Awardee

(v) Chief Guest

(vi) Pro-Chancellor

(vii) Chancellor

As the procession moves towards the dais the band plays the march.

5. As the procession enters the Convocation Hall all the graduates and the invitees in the Hall will rise and keep standing.

6. At the foot of the dais, the Registrar will stand to the right of the central steps facing the procession.

7. The Members of the Academic Council and the Board of Management will part near the central steps, when Members on the right go up on the dais by the steps to the right and the *Members* on the left by the steps to the left.

8. The Vice-Chancellor and the Pro-Chancellor will ascend the dais by the Central steps and proceed to the right and left respectively.

9. Special Guests will ascend the dais by the central steps and proceed to the right and left respectively.
10. Chief Guest will proceed to his seat on the dais by the Central steps.
11. The Chancellor will proceed to his seat on the dais by the Central steps.
12. The Registrar follows the CHANCELLOR by the Central steps and proceeds to his seat.
13. After the Special Guests, the Chief Guest and the Chancellor take their seats, all others in the Hall will resume their seats and the band stops.

14. **Invocation**

The Chancellor shall announce "Invocation" (*THAMIZH THAI VAZHTHU*)

15. **Welcome address and report by the vice-chancellor**

The Chancellor shall announce "Welcome address and report by the Vice-Chancellor"

The Vice-Chancellor thereupon will give the Welcome Address and present the report.

16. **Declaring the convocation open**

The Chancellor shall say:

"This convocation of the Tamil Nadu Veterinary and Animal Sciences University has been called on to confer the degrees / diplomas of veterinary and animal sciences, basic sciences and food sciences upon candidates who in the examination recently held for the purpose have been certified to be worthy of the same"

16 (a) **Presentation of candidates for honorary degree**

The Chancellor shall say:

"I invite the Vice-Chancellor to read the citation and present Mr. 'X' for the candidature of the Honorary degree of Doctor of Science"

The Vice-Chancellor will read the citation and present Mr. 'X' for the award of the Honorary degree of Doctor of Science. Mr. 'X' will receive the degree certificate from the Chancellor.

17. **Delivery of Convocation Address**

The Chancellor shall say:

"I invite the chief guest to address the candidates"

18. **Institution of Prizes and Endowments**

The Pro-Chancellor will announce the Institution of University Prizes and Endowments for academic achievements.

19. Presentation of candidates

The Chancellor shall say:

“Let the candidates be now presented”

PRESENTATION OF CANDIDATES FOR THE AWARD OF DEGREES / DIPLOMAS IN PERSON

The candidates for the award of Degrees / Diplomas will be presented by the respective faculty Deans.

Note: When the candidates are so presented they will proceed to the chancellor in the order in which the Dean announces their names one by one, receive the diploma, bow to the Chancellor and return to their seats.

Dean, Faculty of Veterinary and Animal Sciences

Mr. Chancellor

“I present unto you the candidates from the Faculty of Veterinary and Animal Sciences who have been certified after examination to be duly qualified to receive the Degree of Doctor of Philosophy (Veterinary and Animal Sciences), Master of Veterinary Science, Master of Science (Bioinformatics), Post-Graduate Diploma in Bioinformatics, Post-Graduate Diploma in Veterinary Laboratory Diagnosis, Post-Graduate Diploma in Companion Animal Practice, Post-Graduate Diploma in Wild Animal Disease Management and Bachelor of Veterinary Science and Animal Husbandry of this University.”

The names of the candidates will be read one by one.

Dean, Faculty of Basic Sciences

Mr. Chancellor

“I present unto you the candidates from the Faculty of Basic Sciences who have been certified after examination to be duly qualified to receive the Degree of Doctor of Philosophy (Veterinary and Animal Sciences), Master of Veterinary Science, Master of Philosophy in Biotechnology and P.G. Diploma in Business Management in Animal and Fisheries Science of this University”.

The names of the candidates will be read one by one.

Dean, Faculty of Food Sciences

Mr. Chancellor

“I present unto you the candidates from the Faculty of Food Sciences who have been certified after examination to be duly qualified to receive the Degree of Bachelor of Technology (Food Technology) and Master of Technology (Food Technology) of this University”.

The names of the candidates will be read one by one.

PRESENTATION OF CANDIDATES FOR THE AWARD OF DEGREE/ DIPLOMAS *IN ABSENTIA*

The candidates for the award of degrees / diplomas will be presented by the concerned Deans

Dean, Faculty of Veterinary and Animal Sciences

Mr. Chancellor

“Under the laws of the University, I present unto you *IN ABSENTIA* the candidates for the Degree of Doctor of Philosophy (Veterinary and Animal Sciences), Master of Veterinary Science, Master of Science (Bioinformatics), Post-Graduate Diploma in Bioinformatics, Post-Graduate Diploma in Veterinary Laboratory Diagnosis, Post-Graduate Diploma in Companion Animal Practice, Post-Graduate Diploma in Wild Animal Disease Management and Bachelor of Veterinary Science and Animal Husbandry who have been certified after examination to be duly qualified to receive the degrees of this University.”

Dean, Faculty of Basic Sciences

Mr. Chancellor

“Under the laws of the University, I present unto you *IN ABSENTIA* the candidates for the degree of Doctor of Philosophy (Veterinary and Animal Sciences), Master of Veterinary Science, Master of Philosophy in Biotechnology and PG Diploma in Business Management in Animal and Fisheries Science, who have been certified after examination to be duly qualified to receive the degrees / diploma of this University”.

Dean, Faculty of Food Sciences

Mr. Chancellor

“Under the laws of the University, I present unto you *IN ABSENTIA* the candidates for the Degree of Bachelor of Technology (Food Technology) and Master of Technology (Food Technology) who have been certified after examination to be duly qualified to receive the Degrees / Diploma of this University”.

PRESENTATION OF CANDIDATES FOR THE AWARD OF PRIZES AND MEDALS

The candidates for the award of prizes and medals will be presented by the Registrar.

The prizes and medals will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar.

Note: The prize winners and medalists will proceed to the Chancellor by the Central steps, receive the prizes and medals, bow to the Chancellor and return to their seats by the steps to the right of the dais.

The names of the prize winners and medalists will be read one by one.

20. Administration of the Pledge by the Chancellor

All candidates will stand up for the pledge.

The CHANCELLOR will read out the following pledge and candidates will repeat the same:

“We shall, in thought, word and deed, ever endeavour to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and the honour of our Country. We shall uphold and advance social order and the well being of our fellow *Members* and shall devote all our energy to promote the Unity and Integrity and the secular ideal of our Country”.

21. Conferment of the Degrees / Diplomas

All Candidates will remain standing and the Chancellor shall say to them:

“By virtue of the authority, vested in me as Chancellor of the Tamil Nadu Veterinary and Animal Sciences University, I admit you to the Degrees / Diplomas of the faculties of Veterinary and Animal Sciences, Basic Sciences and Food Sciences and for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees / Diplomas, and I authorise you to wear the robes ordained, as the *INSIGNIA* of your degrees”.

All candidates will resume their seats as the conferment is given and the Chancellor resumes his seat.

22. Signing the Register of Graduates

The Chancellor shall sign the Record of Degrees conferred.

23. Dissolution of the Convocation

As the proceedings conclude, the Chancellor, the Chief Guest, the special Guests, the Pro-Chancellor, the Vice-Chancellor, the Members of the Board of Management, the Members of Academic Council and the Registrar shall rise up and the Chancellor shall say:

“I dissolve this convocation”.

24. National Anthem

The Chancellor then say:

“National Anthem”

National Anthem will be played and all will stand up.

25. Procession back to the Robing Room

The Procession will be in the following order:

-
- (i) Chancellor
 - (ii) Pro-Chancellor
 - (iii) Chief Guest
 - (iv) Honorary Degree Awardee
 - (v) Vice-Chancellor
 - (vi) *Members* of the Board of Management
 - (vii) *Members* of the Academic Council
 - (viii) Registrar

All the graduates and Guests will stand up, the procession leaves the Convocation Hall.

26. The Procession will lead to the meeting hall where a Joint meeting of the Board of Management and the Academic Council is held under the Chairmanship of the CHANCELLOR when the PRO-CHANCELLOR proposes vote of thanks to the CHANCELLOR and the CHIEF GUEST and SPECIAL GUESTS in the following words:

- (a) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the Chancellor for presiding over the convocation".
- (b) "The Board of Management and the Academic Council of the University place on record their grateful thanks to the CHIEF GUESTS of the Convocation for the valuable address given to the graduates".
- (c) "The Board of Management and the Academic Council of the University also place on record their grateful thanks to the SPECIAL GUESTS of the Convocation for having received the honorary degrees of D.Sc. and for their valuable acceptance speeches".

27. Following this, the meeting will come to an end.

APPENDIX-XIII ADMINISTRATIVE POWERS OF THE COMPETENT AUTHORITIES

Sl. No.	Name of the post	Posting and Transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of Probation	Acceptance of Resignation	Deputation within State to attend Conference	Deputation outside the State to attend Conference	Deputation for Refresher Course / Summer Institute / Training / Deputation other bodies	Permission to accept Examiner-ship and to receive remuneration
1.	University Officer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Board	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2.	Heads of Depts. and Professors	Vice-Chancellor	Vice-Chancellor	Dean / Director	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Dean / Director
3.	Associate Professor	Vice-Chancellor	Vice-Chancellor	Dean / Director	Vice-Chancellor	Vice-Chancellor	Dean / Director	Vice-Chancellor	Vice-Chancellor	Dean / Director
4.	Assistant Professor	Vice-Chancellor	Vice-Chancellor	Dean / Director / Registrar	Registrar	Vice-Chancellor	Dean / Director / Registrar	Vice-Chancellor	Vice-Chancellor	Dean / Director
5.	Librarian / Medical Officer	Vice-Chancellor	Vice-Chancellor	Dean	Vice-Chancellor	Vice-Chancellor	Dean	Vice-Chancellor	Vice-Chancellor	Dean / Director
6.	Assistant Registrar / Administrative Officer / Accounts Officer / Assistant Accounts Officer	Vice-Chancellor	Vice-Chancellor	Head of Office	Vice-Chancellor	Vice-Chancellor	Registrar	Vice-Chancellor	Vice-Chancellor	Dean / Director / Registrar

7.	Personal Assistant to Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
8.	Executive Engineer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Registrar	Registrar	Vice-Chancellor	Vice-Chancellor	...
9.	Assistant Executive Engineer / Assistant Engineer	Vice-Chancellor	Vice-Chancellor	Head of Offices	Registrar	Registrar	Registrar	Vice-Chancellor	Vice-Chancellor	...
10.	Physical Director	Vice-Chancellor	Vice-Chancellor	Dean	Dean	Vice-Chancellor	Dean	Vice-Chancellor	Vice-Chancellor	Dean
11.	Other Group B employees	Vice-Chancellor	Vice-Chancellor	Registrar / Director / Dean / Head of Office	Registrar / Director / Dean / Head of Office	Registrar	Registrar	Vice-Chancellor
12.	Group C & D employees	Registrar / Dean / Director	Vice-Chancellor	Immediate Superior	Registrar / Director / Dean / Head of Office	Registrar

Note: The Heads of Research Stations / Centres / Farms shall grant leave without substitute to all the staff Members under their control

APPENDIX-XIV

FINANCIAL POWERS

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
1	Purchase of books, periodicals, maps, diskettes, microfilms, etc. (academic, technical and office reference)	Full Powers	Up to Rs.20,000 at a time	(a) Dean – No limit (b) Directors - up to Rs.20,000 at a time (c) Professors as Heads of Research Station up to Rs.20,000 p.a.	Rs.10000 p.a.	Up to Rs.4,000 p.a.	Up to Rs. 4000 p.a.	Up to Rs. 4,000 p.a.
2	Purchase of stationery for office use	Full Powers	Up to Rs.1.00 lakh at a time	(a) Director of Research Rs.40,000 p.a. (b) DCAHS / DC / DEE / DCAPS / DDE Rs.60,000 p.a. (c) Faculty Dean (Veterinary) Rs.30,000 p.a. (d) Dean, MVC Rs.80,000 p.a. (e) Dean, Basic Sciences / VCRI, / Food Science Rs.40,000 p.a. (f) Professor and Head of Research Stations Rs.20,000 p.a.	Up to Rs.10,000 p.a.	Up to Rs.6,000 p.a.	Up to Rs.20000 p.a.	Up to Rs.20000 p.a.

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
3	Printing Works.	Full Powers	Up to Rs.25,000 at a time	Up to Rs.40,000 p.a.	Up to Rs.10,000 p.a.	Up to Rs.10,000 p.a.	Up to Rs.20,000 p.a.	Up to Rs.5,000 p.a.
4	To rent or lease building or land for University.	Full Powers	Up to Rs.10,000 p.m. in each case	Up to Rs.10,000 p.m. in each case
5	(a) Purchase of apparatus, Lab equipments, electric and electronic instruments, farm machinery and other stores including aprons, Laboratory towels and repairs to equipments and machinery	(a) Rs.30 lakhs at a time (b) No monetary limit in case of schemes financed by NARP / ICAR / GOI and other agencies	Rs.1.00 lakh at a time	(a) Up to Rs.1.00 lakh at a time for Deans and Directors (b) Up to Rs.50,000 for Professors as Heads of Research Stations (c) Up to Rs.1.00 lakh at a time for Deans only in respect of ICAR Development Grant	Up to Rs.50,000 at a time	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time
	(b) Materials for Printing Press (i) Special paper	Full Powers	Up to Rs.1.00 lakh at a time	Up to Rs.1.00 lakh at a time
	(ii) Other materials like type block making ink and spare parts	Full Powers	Up to Rs.50,000 at a time	Up to Rs.50,000 at a time
	(c) Purchase of CD, DVD, Pen Drive, Computer Software accessories, repairs and maintenance of office equipments	Full Powers	Up to Rs.10,000 at a time	Up to Rs.20,000 at a time	Up to Rs.5,000 p.a.	Up to Rs.5,000 p.a.	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
6	Lab or Agro Chemicals, Medicines / Surgical instruments, drugs, specimens etc.	Full Powers	Up to Rs.20,000 at a time	(a) Up to Rs.50,000 at a time for Deans, Directors (b) Up to Rs.25,000 at a time for Professor (c) Up to Rs.1.00 lakh at a time for Deans only in respect of ICAR Development Grants.	Up to Rs.25,000 at a time	Up to Rs.5,000 at a time
7	(a) Purchase and repairs of furniture for office and lab. use (b) Repairs of furniture of office, lab, rest house	Full Powers
8	Construction / Petty Construction and repairs for original works and repairs to buildings, roads, electrical installations, fencing and other works	(a) Up to Rs.50.00 lakhs at a time (b) No monetary limit in case of schemes financed by GOI / ICAR and other agencies	Up to Rs.25,000 at a time Up to Rs.5.00 lakhs at a time	Up to Rs.25,000 at a time Up to Rs.2.00 lakhs at a time	Up to Rs.5,000 at a time ---	Up to Rs.5,000 at a time Up to Rs.25,000/- at a time	Up to Rs.5,000 at a time Up to Rs.1.00 lakh at a time	Up to Rs.5,000 at a time Up to Rs.1.00 lakh at a time

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
9	Conduct of Exhibition and Fairs and participation, including purchases of materials for purposes of exhibition etc	Full Powers	Up to Rs.50,000 at a time	(a) Up to Rs.25,000 at a time for Deans and Directors only (b) Heads of Stations Rs.10,000 at a time	Up to Rs.5,000 at a time	Up to Rs.5,000 at a time
10	Free supply of seeds and specimens to institutions	Full Powers	Up to Rs.20,000 p.a.	Up to Rs.10,000 p.a.	Up to Rs.5000 p.a.	Up to Rs.5000 p.a.
11	Purchase of Computers, Xerox copier machine, Laser printer, multifunctional copier / printer , Fax machine etc.,	Full Powers	Rs.1. 00 lakh at a time	(a) Up to Rs.1.00 lakh* at a time for Deans and Directors. (b) Up to Rs.50,000* for Professors as Heads of Research Stations (c) Up to Rs.1.00 lakh* at a time for Deans only in respect of ICAR Development Grant
12	To sanction expenditure on entertainments, University functions etc.	Full Powers	Up to Rs.25,000 at a time	(a) Up to Rs.25,000 p.a. for Deans and Directors. (b) Rs.10,000 p.a. for Professors as Heads of Research Stations
13	To sanction over time allowance to Ministerial and supporting staff and conveyance charges.	Full Powers	Up to Rs.20,000 p.a.
14	Purchase of motor vehicle with special accessories extra fittings for University use.	Rs.25 lakhs at a time

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
15	Maintenance, running charges, repairs and replacement charges, insurance on University vehicles	Full Powers	Up to Rs.10,000 at a time	Up to Rs. 10,000 at a time	Up to Rs.5,000 at a time	Up to Rs.5,000 at a time	Up to Rs.10,000 at a time
16	Photographic charges including purchase of photographic materials	Full powers	Full powers	Full powers	Up to Rs.3000 at a time	Up to Rs.3000 at a time	----	Up to Rs.3,000 at a time
17	Advertisement charges	Full Powers	Full Powers	Full Powers for Deans and Directors only
18	Purchase of electrical goods and bulbs	Full Powers	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time	Up to Rs.2,000 at a time	Up to Rs.1,000 at a time	Up to Rs.20,000 at a time
19	Electric current consumption charges	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
25	Wages payable to security personnel, sanitary workers engaged through private agencies etc	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
26	Experimental cultivation charges	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
27	Employment of menials paid from contingencies including Casual Labour	Full Powers
28	Games, Sports and Physical exercise provision, maintenance of games courts and athletic fields	Full Powers	Up to Rs. 1.00 lakh p.a.	Up to Rs. 1.00 lakh p.a. Deans only
29	Hostel - Purchase of furniture, cooking, crockery TV etc. and repairs	Up to Rs.15 lakhs at a time	Up to Rs. 1.00 lakh p.a. for Deans only
	(a) Repairs of broken window etc	Full Powers	Up to Rs.10,000 at a time	Rs.10,000 at a time for Warden

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
30	Rest House – Purchase of furniture, crockery and other furnishing materials (*subject to specific allocation of funds)	Up to Rs.15 lakhs at a time	Rs.50,000 at a time	* Rs.50,000 p.a.	* Up to Rs.10,000 p.a.	* Up to Rs.50,000 p.a.
31	Refreshment charges, supply of light refreshment during meetings, seminars, conferences and visit of VIPs working lunch and other such charges	Full Powers	Up to Rs.25,000 p.a.	(a) Rs.25,000 p.a. for Deans and Directors (b) Rs.6,000 p.a. for Professors as Heads of Research Stations	Rs.5,000 p.a.	Rs.5,000 p.a.	Rs.5,000 p.a.	Rs.5,000 p.a.
32	Dispensary – Hospital furnishing, pharmaceuticals, medicines, surgical and other allied instruments, diet articles	Full Powers	Rs.1.00 lakh p.a.	Rs.1.00 lakh p.a.
33	To sanction payment of demurrage warpage charges etc.	Full Powers	Full Powers	Full Powers	Rs.2,000 p.a.	Rs.2,000 p.a.	Rs.2,000 p.a.	Rs.2,000 p.a.
34	Tour expenses including bata to students	Full Powers	Full Powers	Full Powers

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
35	Write-off: (a) Irrecoverable value of stores or public money lost through negligence or other causes and unprofitable outlay on work	Up to Rs.1.50 lakh at a time	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time	Up to Rs.10,000 at a time	Up to Rs.500 at a time	Up to Rs.1000 at a time	Up to Rs.10,000 at a time
	(b) (i) Dead stock including, stationery, furniture lost or become unserviceable	Up to Rs.6 lakhs at a time	Rs.10,000 at a time	Up to Rs.10,000 at a time	Up to Rs.1000 at a time	Up to Rs.1000 at a time	Up to Rs.10,000 at a time
	(b) (ii) Livestock value of birds, animals culled or lost or dead	Up to Rs.15 lakhs at a time	Rs.50,000 at a time for Deans and Directors Rs.30,000 at a time for Professors as Heads of Research Stations
	(c) Book value of animals / birds sold out	Limited to purchase powers
	d) Cost of articles become unserviceable due to fair, wear and tear	Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited to purchase power
	(e) Negative differences of seeds, fertilizers, pesticides, chemicals, insecticides, manures, fire-wood, oils and lubricants due to dry age, wastage, spillage etc.	Full Powers	Rs.10,000 at a time	Rs.10,000 at a time	Rs.1000 at a time

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
35	(f) The value of books and publications of the Library found lost, damaged, unaccounted for or found short during stock verification	Up to Rs. 1.00 lakh p.a	Up to Rs. 10,000 p.a.	Up to Rs. 10,000 p.a.
	(g) Cost of obsolete publications	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
	(h) Cost of Glassware articles due to breakages by students and staff	Full Powers	Full Powers	Full Powers for Deans and Directors only	Rs. 4,000 p.a.	Rs. 4,000 p.a.
	(i) Conversion of seed into grain and to write off the value of negative difference	Full Powers

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
36	Limited tender system for purchase of special apparatus, equipments, chemicals etc.	Up to Rs.10.00 lakhs at a time	Up to Rs.5.00 lakh at a time	Up to Rs.5.00 lakh for Deans and Directors at a time
37	To dispense with earnest or security deposit when plant and machinery implements or spare parts etc., supplied and erected by the firm.	Full Powers
38	Refund of revenue collected from students and others including refund of excess recovery from staff members.	Full Powers	Full Powers	Full Powers
39	Refund of deposits, E.M.D. and C.M.D.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
40	Expenses in connection with law charges	Full Powers	Up to Rs.10,000 at a time
41	Waiving of audit recoveries	Full Powers	Up to Rs. 5,000 at a time	Dean and Director : Up to Rs.5,000 at a time Professor : Up to Rs.5,000 at a time	Up to Rs. 5,000 at a time	----
42	To sanction the purchase of prizes and awards to students	Full Powers	Full Powers	Full Powers to Deans only

Sl. No.	Nature of Power	Vice-Chancellor	Registrar	Deans, Directors and Professors as Heads of Research Stations	Heads of Departments	Heads of Centres	Finance Officer	Estate Officer
49	To sanction hiring of furniture	Full Powers	Rs. 15,000 p.a.	Rs. 10,000 p.a. for Deans and Directors only	Rs. 10,000 p.a.
50	To sanction of expenditure on Insurance premium on insured items (equipment, electronic instruments, farm machinery etc.)	Full Powers	Rs. 10,000 at a time
51	Payment of subscription / Membership fee to any institution / payment of donation co-sponsoring an event in another University / Organization / Foreign Associations	Full Powers
54	Electricity Board New connection charges	Full Powers	Full Powers	Full Powers for Director and Deans only

* The existing financial powers delegated to the Officers of the University under Appendix XIV of the Regulations for delegation of 50% of financial powers exercised by HODs/Research Stations / Units to Principal Investigators of externally funded projects shall be included under Appendix XIV of the Regulations.

REGISTRAR

APPENDIX-XV

POWERS TO SANCTION ADVANCES

Sl. No.	Nature of Power	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
1.	Sanction of temporary advance, part final withdrawal from Provident Fund	(a) Vice-Chancellor	Officers subordinate to him	Full Powers
		(b) Deans / Directors	Drawing Officer and all employees in their offices under them, authorised persons in out station coming under their control	Full Powers
		(c) Head of Dept. / Research Stations / Centre and authorised other officers including Registrar, Finance Officer and Estate Officer	All employees other than those mentioned at (b) above working under them.	Full Powers
2.	Counter signature of Travelling Allowance Bills	(a) Officers of the University and <i>Members</i> of Board of Management	...	No counter signature is necessary
		(b) Dean, Director	Drawing officers under them and all employees in their offices	
		(c) Heads of Dept. and authorised persons	Employees working under them	
		(d) Registrar, Finance Officer, Estate Officer, Librarian	Employees working under them	

Sl. No.	Nature of Power	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
3.	(a) Festival Advance (b) Advance for the purchase of handloom cloth (c) Advance for the purchase of Khadi cloth (d) Advance for the purchase of mosquito net (e) Advance for travelling allowance for tour and transfer (f) Advance for pay on transfer (g) Advance for the purchase of warm clothing	All authorised employees as per Regulation 42	...	Full powers
<i>Explanation: Officers who draw their own salary shall obtain sanction from the controlling authority</i>				
4.	(a) Advance for the purchase of motor car, scooter, motor cycle, moped and personal computer.	Vice-Chancellor	All officers and employees	Full powers
	(b) Advance for the purchase of Bicycle	Registrar	All employees	Full powers
	(c) House Building Advance	Vice-Chancellor	All officers and employees	Full powers
	(d) Marriage advance	Finance Officer	All officers and employees	Full powers

Sl. No.	Nature of Power	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
	(e) Deposits (i) Postal (ii) Telephone (iii) Electricity (iv) LPG Cylinder (v) Water and any other deposits payable to Government / Quasi Government / Central Government for the service received by the TANUVAS	Deans / Directors / Heads of Department / Research Stations	...	Full powers
	(vi) other deposits	Finance Officer	...	Full powers
	(f) Education Advance	All University Officers	All officers and employees working under them	Full powers
5.	Sanction of periodical increments	(a) Vice-Chancellor	All officers working directly under him	...
		(b) Deans / Directors	Professors and Heads of Research Stations under them	...
		(c) Registrar, Finance Officer, Estate Officer, Librarian, Director of Students' Welfare	Employees working under them	...
		(d) Authorised employees	Employees working under them	...
		(e) Head of Research Stations concerned	All staff working in Research Stations	...

Sl. No.	Nature of Power	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
	(a) Authorisation for travel by University employees within State of Tamil Nadu and Pondicherry Union Territory	(a) Vice-Chancellor	Officers subordinate to him	Full powers
		(b) Deans / Directors	Heads of Departments, Professors, Heads of Research Stations and other employees working directly under them	...
		(c) Registrar, Finance Officer, Estate Officer, Librarian, Director of Student Welfare, Heads of Departments and other authorised employees	All Employees working under their respective control	...
	(b) Authorisation for travel by University employees outside State except Pondicherry Union Territory	Vice-Chancellor	Officers subordinate to him	...

Explanation : Interest at the rate of 2 1/2 per cent over and above the prescribed rate of interest shall be collected for the tour- advance pending more than 3 months from the date of payment

Annexure

Part II - Section 2

**Notification or orders of interest to a section of the public issued by
Secretariat Departments**

**NOTIFICATIONS BY GOVERNMENT ANIMAL HUSBANDRY AND
FISHERIES DEPARTMENT**

**DATE OF COMING INTO FORCE OF CERTAIN SECTIONS OF TAMIL NADU
VETERINARY AND ANIMAL SCIENCES UNIVERSITY ACT, 1989**

**(G.O.Ms.No.580, Animal Husbandry and Fisheries (A.H.VI) 5th December
1989 No.II(2) /AHF1/7034(j)/89**

In exercise of the powers conferred by sub-section (4) of section 1 of the Tamil Nadu Veterinary and Animal Sciences University Act, 1989, (Tamil Nadu Act 42 of 1989), the Governor of Tamil Nadu hereby appoints the 5th day of December 1989 as the date on which sections 7, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 34, 35, 36, 37, 38, 39, 40, 45, 50, 51, 52, 54, 55, 56, 57 of the said Act shall come into force.

GOVERNMENT OF TAMIL NADU**ABSTRACT**

Tamil Nadu Veterinary and Animal Sciences University – Statutes and Regulations of the Tamil Nadu Veterinary and Animal Sciences University approved by the Chancellor - Published.

ANIMAL HUSBANDRY AND FISHERIES (AH.VI) DEPARTMENT
G.O. Ms.No.493, dated 19.9.1990

Read :

From the Registrar, Tamil Nadu Veterinary and Animal Sciences University, letter No.17197/R1/89, dated 5.3.1990, 16.5.1990, 17.7.1990, 28.8.1990, 29.8.1990 and 1.9.1990.

ORDER :

The following Notifications shall be published in an Extra ordinary Issue of the Tamil Nadu Government Gazette.

NOTIFICATION - 1

In exercise of the powers conferred by sub-section (4) of Section 48 read in the section 38 of the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989), the first Vice-Chancellor of the Tamil Nadu Veterinary and Animal Sciences University hereby makes the following Statutes of the Tamil Nadu Veterinary and Animal Sciences University with the approval of the Chancellor as shown in the Appendix I.

It shall take effect from the 19th September, 1990.

NOTIFICATION II

In exercise of the powers conferred by sub-section (4) of Section 48 read with sub-section (1) of Section 40 of the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamilnadu Act 42 of 1989) the first Vice-Chancellor of the Tamilnadu Veterinary and Animal Sciences University hereby makes the Regulations of the Tamil Nadu Veterinary and Animal Sciences University with the approval of the Chancellor as shown in Appendix II.

It shall take effect from the 19th September, 1990

2. The Director of Stationary and Printing is request to print the notification immediately and send 350 copies of the Gazette to the Government.

(BY ORDER OF THE GOVERNOR)

GOVERNMENT OF TAMIL NADU

ABSTRACT

**Animal Husbandry - Education - Tamil Nadu Veterinary and
Animal Sciences University - Constitution of authorities of
University - Extension of time upto
19.9.1990 - Notification - issued.**

**ANIMAL HUSBANDRY AND FISHERIES (AH.VI) DEPARTMENT G.O.Ms.
No.145 dated : 20.03.1990**

Read :

From the Vice-Chancellor of Tamil Nadu Veterinary and Animal
Sciences University, ref.No.5220/A/90 dated 20.2.1990.

ORDER :

The following notification will be published in an extra-ordinary issue of
the Tamil Nadu Government Gazette dated the 20th March, 1990.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 48 of
Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu
Act 42 of 1989), the Governor of Tamil Nadu hereby allows the period upto the
19th September, 1990 for the constitution of the authorities of the Tamil Nadu
Veterinary and Animal Sciences University.

(BY ORDER OF THE GOVERNOR)

GOVERNMENT OF TAMIL NADU**ABSTRACT**

Animal Husbandry and Fisheries - Tamil Nadu Veterinary and Animal Sciences University - Provident fund Rules - Publication of Notification.

ANIMAL HUSBANDRY & FISHERIES (AH. 6) DEPARTMENT
G.O.Ms.No.162, dated 3.5.1991

Read :

From the Registrar, Tamil Nadu Veterinary & Animal Sciences University Lr.No.16142/R1/90, dated 25.9.90.

ORDER :

The Registrar, Tamil Nadu Veterinary & Animal Sciences University has requested Government to issue a notification under section 8 of the General Provident Fund Act, 1925 read with section 36(2) of Tamil Nadu Veterinary and Animal Sciences University Act, 1989 that the provisions of the Provident Fund Act, 1925 will apply to Tamil Nadu Veterinary & Animal Sciences University Provident Fund.

2. Government accept the proposal. The appended notification will be published in the Tamil Nadu Government Gazette. The Director of Stationery and Printing is requested to send two copies of the notification as published in the Gazette to the Government in the Animal Husbandry (AH.6) Department for reference and record.

APPENDIX**NOTIFICATION**

Under sub-section (2) of section 36 of the Tamil Nadu Veterinary and Animal Sciences University Act, 1989 (Tamil Nadu Act 42 of 1989), the Governor of Tamil nadu hereby declares that the provisions of the Provident Funds Act, 1925 (Central Act XIX of 1925) shall apply to the Tamil Nadu Veterinary and Animal Sciences University Provident Fund as if the University were a local authority and the fund a Government Provident Fund, with effect from 20th September, 1989.

(BY ORDER OF THE GOVERNOR)