

DIPLOMA IN ANIMAL HUSBANDRY & DAIRYING

UNDER SEMESTER SYSTEM

1.0 SCOPE

The Diploma in Animal Husbandry & Dairying programme offers intensive curriculum on different aspects of animal husbandry and dairying.

2.0 DURATION

The duration of the course for the Diploma in Animal Husbandry & Dairying shall be 3 years (6 semesters). The maximum period allowed for completion of Diploma in Animal Husbandry & Dairying shall be 6 years (12 semesters) failing which the student shall stand discontinued as an enrolled student of the University. The course for each year shall be divided into two semesters. Each semester shall be of 18 to 19 weeks of instruction work. The academic year shall start from 1st August. There shall be an inter-semester break of about 2 weeks between first and second semester and summer vacation of approximately five weeks at the end of the second semester (Academic session) till the commencement of the next academic session.

An enrolled student, in order to earn Diploma in Animal Husbandry & Dairying of the Institute shall creditably have completed the prescribed number of courses and contact hours and shall have earned an overall grades point average (OGPA) of 6.50 and above under 10.00.

3.0 MINIMUM QUALIFICATION FOR ADMISSION TO DIPLOMA IN ANIMAL HUNBANDRY & DAIRYING

Candidates for admission to this course should have passed 10th standard or its equivalent examination of a recognized Indian Board. The candidate should have passed the examination in Physics, Chemistry, Mathematics and English as a core subject.

Candidates must have passed the qualifying examination as enumerated above securing minimum 50% marks in aggregate for General, OBC and UPS candidates and 40% marks in aggregate for SC, ST and PH categories. Candidates with a compartment / supplementary in any of the subject will not be eligible.

The candidate must have completed the minimum 15 years of age before joining the session. The upper age limit is 21 years. No relaxation of age will be allowed to the candidates except for SC/ST/PH categories where upper age limit would be relaxable by 5 years..

4.0 ENTRANCE EXAMINATION

- a) Admission to Diploma in Dairy Technology programme shall be on the basis of merit in All India Entrance Examination conducted by NDRI, Karnal at the NDRI centers namely Karnal, Bangalore and Kalyani.
- b) The qualifying marks for the written examination will be 75 marks and 60 marks for SC, ST and PH categories out of 150 marks.

5.0 RESERVATION

Fifteen per cent of total seats are reserved for candidates belonging to Scheduled Castes, 7.5% for Scheduled Tribes, 27% for OBC as per Government of India directives applicable at the time of counseling and 3% for Physically Handicapped (having permanent disability of not less than 40%) provided the candidate is otherwise fit for admission. The reservation of seats is interchangeable amongst the SC/ST candidates depending upon the availability of such candidates. However, if such candidates are not available, the seats will be treated as unreserved.

Two per cent seats would be reserved for the candidates of the remote and **under privileged States**/Union Territories (UPS) namely Andaman and Nicobar Islands, Arunachal Pradesh, Dadra and Nagar Haveli, Daman & Diu, Goa, Lakshadweep, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura where educational facilities in Agriculture and allied Science Subjects do not exist. However these seats will be filled by merit amongst the qualified candidates from the state concerned those who qualify this examination. In case no qualified candidates are available in these categories, the vacant seats will be filled from general merit. Candidates from UPS will have to produce domicile certificate issued by the Competent Authority at the time of counseling.

6.0 REGISTRATION

6.1 A student selected for admission shall become an enrolled student of the Diploma in Animal Husbandry & Dairying programme only when he/she reports for registration on the due date, mentioned in the admission letter with following documents in original and on payment of prescribed fees.

- a) Mark sheets and certificates related to Class X.
- b) Three recent and clear passport size color photographs.
- c) Character Certificate from the Head of the Institution last attended.
- d) Certificate of physical fitness from Authorized Medical Attendant.
- e) Domicile Certificate.
- f) Transfer/School Leaving Certificate or such document for verification of date of birth.
- g) In case SC/ST candidates and non-creamy layer of OBC categories as per Central Govt. requirement and issued by the Competent Authority/ a certificate from Ist Class Magistrate of the District or any authorized person.
- h) Medical certificate in case of Physically Handicapped (PH) candidate issued by Medical Officer of any Govt. Hospital with description of the kind and the degree of disability.
- i) The fees payable by the students shall be such as prescribed by the Institute from time to time.
- j) Registration form for courses offered.
- k) The selected candidate will be required to produce migration certificate from the Board from which they have obtained the eligible qualifications within one month of joining the course.

6.2 A candidate selected for admission may be allowed late registration by two days under special circumstances keeping in view the gravity of each case at the discretion of the

Head, ERS of NDRI, Kalyani/Joint Director/ Director. However, such candidate shall be required to pay the late registration fee at the prevailing rates. Further provided that in case a candidate fails to report for first registration till the stipulated date i.e. late by two days the admission of such a candidate shall stand cancelled and seat thus vacated shall be filled from the waiting list.

- 6.3** A student admitted to the diploma programme shall be allotted a Registration Number in seven digits at the time of joining the course. For this purpose, year of admission (in two digit), name of the Course (in one English alphabet) followed by the discipline of the course (in two alphabets) and the student's serial number at the time of admission (in two digits). For instance, a student who has taken admission to Diploma in Animal Husbandry & Dairying with three year programme in 2014 getting 01 as student serial number, will have Registration Number as 14-D-AH-01.

6.4 REGISTRATION PROCESS IN CASE OF CONTINUING STUDENTS

Registration in the case of continuing students will consist of the following steps to be completed within first week of the beginning of each semester.

- a) Payment of Fees in person.
- b) Registration of courses required to be completed within three working days, thereafter a fine of Rs. 10/- per day will be charged. All courses with credit have to be filled in course registration card & duly signed by teacher & advisor. The last date for registration in First semester will be 31st August and in Second semester it will be 31st January. No student will be allowed registration after last date in both the semesters.
- c) A student should be present in person on the date of registration. No registration in absentia will be allowed. The students will be permitted for late registration with valid reasons within three working days from the notified date shall be required to pay late registration fee at the prevailing rates i.e. Rs. 250/-. Thereafter a fine of Rs. 500/- per day will be charged. However, a student who is on medical/long leave or any other valid ground, and who is unable to register for a particular semester on the date duly notified for registration, the Head, ERS of NDRI, Kalyani/Joint Director (Academic) on the recommendations of Class In-charge may permit the registration in absentia on that day through the person authorized by the concerned student.
- d) The students will not be allowed to register in the respective semester if the students do not report for registration up to the last date of registration in the respective semester.
- e) On the day of registration, Course In-charges will be available at one place in lecture halls of the divisions for signature on the registration forms.
- f) All the existing students shall submit "No Dues Certificate" from Hostel Warden and sports coordinator at the time of registration, otherwise no registration will be allowed.

6.5 READMISSION

Re-admission in normal case is not permissible. A student who wants to withdraw from University for a semester may submit application at least 15 days before the commencement of semester end examination of that semester. The students who withdraw from the Institute or whose names have been struck off by the Institute (other than on disciplinary grounds) may be readmitted on genuine grounds such as natural calamity/defence posting/exceptional circumstances at the discretion of the Joint Director(Academic)/Director on admission of an application through the Head of the Station. However, on readmission of such students, the period of break shall be counted towards the maximum period allowed for the award of diploma. On readmission, the concerned student shall be required to pay all the dues from date of discontinuance up to the date of rejoining apart from readmission fee at the prescribed rates of Rs. 1000/- and also fine as per rule.

NOTE :

1. In case the request for readmission is not acceded to, the candidate shall have to seek fresh admission along with other candidates as per prevailing University Admission Rules.
2. The student seeking readmission shall have to produce an affidavit to the effect that (I) he/she was not in any employment elsewhere and (ii) he/she was not involved in any criminal offence during the period of absence.
3. If the student is in receipt of any scholarship/fellowship he/she shall not be entitled to receive the same for the period of absence. For its continuance, the matter shall be considered on merit of each case by the concerned Standing Committee.

7. FEES

The fee for the application form, entrance examination, tuition fee, examination fee and other charges shall be as prescribed by the institute from time to time.

The examination fee paid by a candidate is not refundable under any circumstances.

8. ACADEMIC REQUIREMENTS

- 8.1** An enrolled student, in order to earn Diploma in Animal Husbandry & Dairying of the Institute shall creditably have completed the prescribed number of courses and contact hours and shall have earned an overall grades point average (OGPA) of 6.5 and above under 10.00 evaluation system.
- 8.2** The distribution of courses and contact hours and credit hours for each semester is given in the syllabus.

8.3 NUMBER OF CREDITS IN A COURSE

- (a) Credit Definition: One lecture/tutorial of theory per week per semester will be equivalent to one credit and 2-3 hours of lab work per week for practical will be equal to one credit.**

Minimum credits requirement

There shall be 15-25 credits requirement per semester for the Diploma students. The students will also register and undergo Physical Education Course/NCC/NSS (0+1).

- 8.4 The student shall offer a course in Hindi (if not studied up to Matric / Xth standard) in the first semester of first year and pass it satisfactorily. However, 75 per cent attendance will be compulsory.
- 8.5 The students who have not cleared 90% of the courses of first year will not be allowed to register the courses for the third year unless and until he/she has completed all the courses for which an opportunity could be provided during the second year.

However, concession as above will not be available to the students who do not have 75% attendance in the concerned course failing which they would have to attend such courses again and complete the 75% requisite attendance and then only they can register for the third year Diploma in Animal Husbandry & Dairying and undergo training.

9. SYSTEM OF EVALUATION & EXAMINATION PROCEDURE

- 9.1 The evaluation of student's achievements in a course (Theory and Practical) shall be based on his/her performance in mid-term examination, semester-end final examination, seminars and practical exercises. The relative weight-age to be given to mid-term examination will be 20% marks and final semester-end examination 80% marks.
- 9.2 Every instructor shall prepare his/her course outline for his/ her teaching and shall submit it to the Joint Director (Academic) through the Head of his/her Division.
- 9.3 During the 8th week of each semester, there shall be a mid-term examination in each course lasting for at least one hour. The mid-term examination shall be scheduled by the Controller of Examination during each semester.
- 9.4 For the students who did not appear for the said examination due to genuine reasons like illness etc. a 'make-up' examination will be conducted within 7 days of completion of mid-term examination. The student requesting for make-up examination shall have genuine reasons. He/She may produce a medical certificate signed by Medical Officer of the Institute or competent Medical Officer if he/she falls sick.
- 9.5 The answer books of the semester-end final examination shall be shown to students on request within 7 days after commencement of the next semester and kept with teacher till the end of next semester. There shall be no reevaluation of the answer books. However, the re-totalling of the marks will be allowed.
- 9.6 The distribution of marks for examination of Theory and Practical examination in a given course shall be in proportion to the number of credit hours for theory and practical.

- 9.7 The minimum marks required to pass a course shall be 60% separately in theory and practical.
- 9.8 Instructor of practical class shall evaluate each exercise and record the same on the practical notebook and this would carry weight-age of 25% of total marks assigned to a course.
- 9.9 If a student fails to obtain the 60% pass marks in theory and practical separately in a course, she shall be declared '**FAIL**' in the course.
- 9.10 A Supplementary Examination shall be conducted by the Controller of Examinations for the students who fail in a course, within 20 days of the declaration of results. The supplementary examination will carry 100 marks. He/she will appear in theory or in practical examination in which he/she has failed/ If he/she is failed in both i.e. in theory and practical, then he/she will appear in both.
- 9.11 If a student was found ineligible for appearing in semester-end examination due to shortage of attendance or if a student who does not appear in semester-end examination for any reason he/she shall not be allowed to appear in supplementary examination and shall have to attend the classes in subsequent semester, when the course is normally offered.
- 9.12 If a student fails in the Supplementary Examination, he has to attend the classes for that course in the semester in which that course is normally offered. If a student fails in the semester-end examination but does not appear in the Supplementary Examination, he shall be treated at par with the student failing in the Supplementary Examination and shall have to attend the regular classes of the course.
- 9.13 When a student fails in a course he/she will be awarded "F" grade in that course and "Zero" Grade points. Whenever, a student repeats a course, the earlier grade point is ignored and the grade point average is computed on the basis of the grade obtained after repetition.
- 9.14 The evaluation of answer sheets of semester examination must be completed within 6 days after the conduct of examination and Head of Division must keep an eye on the same to ensure timely submission of marks to COE office in one lot.

9.15 **Evaluation of Performance**

The performance of the students will be evaluated in terms of two indices, viz., 'Semester Grade Point Average (SGPA)' which is the grade point average for the semester and the 'Cumulative Grade Point Average (CGPA)' which is the Grade Point Average for all the semesters.

$$\text{GPA} = \frac{\Sigma (\text{Credits} \times \text{Grade Point})}{\Sigma \text{Credit}}$$

A student shall have to attain the Overall Grade Point Average of 6.5 for the Degree. Students failing to obtain the OGPA shall not qualify for the degree.

The overall performance of the students will be classified on the basis of OGPA as given below.

OGPA	PERFORMANCE
Less than 6.5	Fail
6.5 to 6.99	Second Class
7.0 to 8.49	First Class
8.5 And above	Distinction

9.16 The grading of students shall be done on a 10 point scale. The students will be awarded grade point on the basis of their performance in each course. The grade point when multiplied by 10 will give the equivalent marks in percentage. The grade point obtained in a course will be rounded off to two decimal place. The minimum grade point to be secured for the successful completion of a course will be 6.0.

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9.17 All non credit courses, viz, Hindi, Physical Education/NCC, Educational tour will be awarded Satisfactory(S) / Unsatisfactory (US) grade.

9.18 Marks for the Internal Assessment which shall be recorded by the COE in a Register.

9.19 Every candidate shall be examined in each course he had attended during the semester according to the syllabus approved by the Academic Council.

9.20 The medium of instruction and examinations shall be English.

9.21 As soon as possible after termination of each Semester Examination, the Controller of Examination shall publish the result of all candidates.

9.22 The examination in Ist and 2nd semester of each year shall ordinarily be held in the second week of December and third week of May respectively on such dates as may be fixed by the Joint Director (Academic).

9.23 Every student will be issued Grade Cards for each semester end examination with a certificate of having passed a semester examination shall be granted only after a student has passed in all the courses of the Semester concerned and also those of the previous semester.

9.24 The transcripts in the existing format shall be issued to all the diploma students passing out from NDRI Deemed University at the end of completion of the programme and Transcript Fee @ 100/- shall be charged at the time of admission.

10.0 ACADEMIC PROBATION

10.1 A student who fails to clear one or more courses in a semester, i.e. a student who secures less than 6.0 grades in one or more courses in a semester, shall be placed on

academic probation provided the number of such courses is less than 50 per cent of total courses. A warning will be issued to such students.

10.2 If the student has not cleared 50% courses of the first year, he/she will be automatically dropped from University. If the student has not cleared up to 70% courses, he/she will be retained in previous class.

10.3 The student may be allowed to go for farm training in case he/she has cleared **100% of the course** work of first five semesters.

11.0 IN FARM TRAINING

11.1 The students will undergo field Training after completion of 5th semester of 3rd year to give them exposure on Dairy Husbandry practices. The student will write a comprehensive report at the end of the training programme and submit to the faculty/Head, ERS of NDRI, Kalyani for evaluation.

11.2 During the 6th semester of Diploma in Animal Husbandry & Dairying, the students will be allowed for In-farm training at NDRI-ERS Dairy Farm at Kalyani & State Govt Farms/IVRI Farms.

11.3 This will consist of intensive practical in farm training including in farm training on Poultry Farming, On Piggy, Goat and Sheep farming. The students will be required to work with their own hands under the supervision and guidance of the faculty or teacher-in-charge. This in-farm training will enable the students to develop work culture as well as acquire technical professional competence.

11.4 The students will be required to submit periodic reports as may be decided by the faculty/Training Coordinator. Upon conclusion of a prescribed course program for a given section/work area, the students will be required to submit a consolidated work report as well as critical appraisal of the management aspects for attaining higher efficiency. At the end of the training, the students will submit a final consolidated report typed and bound to the Head of station through Training Coordinator for evaluation. A certificate of satisfactory completion of the training has to be obtained by each student from the faculty and submit along with the In-farm training report.

11.5 The attendance requirement is 100% during the In-farm training period failing which the students will have to repeat the entire training and for any disciplinary action, Head, ERS of NDRI will consult Joint Director (Academic). The faculty will maintain a record of the student's attendance on monthly basis.

11.6 In case any student is unable to attend due to sickness, injury or any other form of temporary disability or unforeseen contingency, the faculty shall refer the matter to Head, ERS of NDRI, Kalyani with observations / recommendations for taking a decision.

11.7 The conduct of students during In-Farm Training shall be governed by the rules and regulations prescribed below:

11.7.1 These Rules are in addition to the Disciplinary Rules for students of the NDRI

Deemed University. These rules shall be called “Rules for Conduct of the Diploma in Animal Husbandry & Dairying students during In-plant training courses.

11.7.2 During the training period the administrative control will be with Head, ERS of NDRI, Kalyani and technical control of faculty/Training Coordinators. Students shall abide by any special or general rules made applicable by the NDRI authorities in regard to their conduct within the premises of the Farm at which they undergo In-farm Training and in hostel/residential accommodation provided to them during their in-plant training.

11.7.3 It is always expected that guardians of the students shall agree that their wards shall comply with these rules. Failure to comply with these rules shall make the concerned student (trainee) liable for punishment as decided by the Joint Director/Director, NDRI, Karnal.

11.7.4 The following shall constitute the acts of indiscipline/misbehavior or misconduct on the part of the student(s),

- a) Not comply with the rules and regulations in force at the time of their in-farm training in the farms.
- b) Disobedience of the order/instruction of the teacher in-charge/Section Officer and/or his superior as the case may be.
- c) Negligence in any form in performing assigned duties.
- d) Abstaining from in-farm training without prior permission.
- e) Abusing in any form to students or farm employees.
- f) Use of violence.
- g) Stealing/theft of any kind.
- h) Disturbing fellow students/employees in their studies/working.
- i) Intentional activity resulting in damage/loss of machinery/property/farms.
- j) Any act which may bring disrepute to NDRI Deemed University and the State Govt. farms at which they have to undergo In-farm Training.
- k) Causing hindrances in any manner in smooth functioning of the In-farm training programme.

11.7.5 The Joint Director(Academic)/Director when notified by the teacher In-charge and/or any other authorities, may impose one or more of the following punishments based on the report of Standing Committee on Faculty, Students Problems and Discipline.

- a) Non-payment of stipend for a part or full terms of field Training.
- b) Repeat of In-farm Training for a part or full term of In-plant Training at the end of Diploma in Animal Husbandry & Dairying course or as may be decided by the Joint. Director / Director.
- c) Debarring the student from In-farm Training and to discontinue his registration for one year.

12.0 **CLASS ATTENDANCE**

12.1 A teacher shall maintain a record of the student’s attendance in each course taught from first day. The marking of attendance will be by number, only absent will be

marked as “A”. The long absence of the students must be reported immediately to the University office/Head of regional station.

12.2 A student shall be required to maintain a minimum of 75 percent attendance separately for theory and practical in each course. It shall be the responsibility of the student to ensure that his/her attendance requirement does not fall short of the minimum fixed. A candidate who has not obtained the percentage of lectures / practical etc., as prescribed and the deficiency thereof has not been condoned by the Joint Director(Academic)/Head of Regional Station, shall not be eligible to appear in the examination

12.2.1 When owing to an epidemic, the college is closed for more than a fortnight or a student is suffering from some contagious disease and is not allowed to sit in the classes, the Joint Director may give full credit of number of lectures etc. A student might have attended had the college not been closed or had he not been debarred from attending the classes.

12.3 Lectures shall be counted up to the last working day of the semester. Under special circumstances Viz. illness, the student may be granted condonation of attendance by the Joint Director maximum up to 5%. No further condonation even of medical grounds or otherwise shall be granted to a student under any circumstances.

Certificate of illness must be produced only from Medical Officer of SRS, Bangalore or Medical Officer at any hospital referred by the Medical Officer, SRS, Bangalore. If a candidate falls sick at a place other than Bangalore, he/she should produce medical certificate in support of his illness from AMA.

12.4 If, the Joint Director (Academic) is not satisfied with the reasons for the shortage of attendance as given by the student, it is not obligatory on his part to condone the shortage. The decision of the Joint Director (Academic) will be final.

12.5 A candidate who has not obtained required percentage of attendance in theory and practical's etc. will not be eligible to appear in the semester end examination on that course. All teachers are required to send the report of shortage of attendance to the Head of the station. The Head of station will be responsible for bringing the notice of shortage of attendance in all courses after mid-term examination to the student and the teacher.

12.6 Unless otherwise provided in any other ordinance, if the percentage of attendance is deficient on account of:

- a) participation in Inter- University, University or Inter-Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Joint Director, or
- b) attendance at the N.C.C. Camp, Mountaineering Courses, or University Educational Excursions or other co-curricular activities, certified by the Joint Director, or
- c) Voluntary donation of blood, certified by a Govt. Doctor of Gazetted rank, or NDRI Medical Officer.

The Joint Director (Academic)/Head of Station will relax shortage of attendance up to a maximum period of 15 days in a semester. The Head of Division will arrange the missed classes of students.

13. Provision of temporary relief from studies to Diploma in Animal Husbandry & Dairying students in Academic Rules and Regulations:

Temporary relief during a semester will be allowed on the following grounds:

- Illness of self (to be supported by medical certificate).
- Death of parent/guardian or, in the case of married student, the spouse.
- Such relief shall be permitted with the prior permission of the Joint Director (Academic).
- The request for relief shall be recommended by the Head of the station.
- The request should accompany the “No Dues Certificate” from all concerned.
- The relief shall be permitted subject to the condition that the student shall complete the programme of studies within the maximum period prescribed for completion of studies.
- The semester during which such temporary withdrawal is taken, will be counted a full semester.
- Temporary relief will be restricted to one semester only

14.0 GENERAL

1. Notwithstanding the integrated nature of the course which is spread over more than one academic year, the regulations in force at the time a student joins the course shall hold good only for the examinations held during or at the end of the academic year and nothing in these regulations shall be deemed to debar the institute from amending these regulation and the amended regulation (s), if any, shall apply to all students whether old or new.
2. Subject to such advice as may be given the Board of Management or the Academic Council the Decision of the Director/Joint Director (A) shall be final and no suit, application, petition, revision or appeal shall lie in a court of law or in any authority outside the University/Institute in respect of interpretation of these regulations.

15.0 ELIGIBILITY FOR DIPLOMA

A student is deemed to have completed the requirements for Diploma and is eligible for the award of Diploma in Animal Husbandry & Dairying if:-

- a) He/She has satisfied all the rules of evaluation as prescribed by the Academic Council from time to time.
- b) He/She has undertaken all the courses as required in each semester and he/she has obtained requisite grades in those courses/semesters including In-plant Training.
- c) He/She has cleared satisfactorily the Dissertation/Industrial report.
- d) He/She has paid all fees due to the Institute.
- e) There is no case of indiscipline pending against him/her.
- (f) A student will have to obtain in overall not less than 65% marks for the award of a Diploma..

16.0 ONE ALL INDIA EDUCATIONAL TOUR:

One All India Educational Tour is compulsory to Animal Husbandry & Dairying students during summer vacation after second year. The planning of tour will be made by the Class In-charge in advance. The tour Coordinator will be designated for each year. This will be non-credit course. The tour coordinator will award the grade (S/US) on the basis of detailed tour reports submitted by tour students. The maximum duration for the tour will be of 10 days.