



# ACADEMIC RULES AND REGULATIONS

**ICAR-NATIONAL DAIRY RESEARCH INSTITUTE  
KARNAL-132001 (HARYANA)**





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## **CHAPTER-I**

### **THE UNIVERSITY**

#### **1.1 INTRODUCTION**

The National Dairy Research Institute (NDRI), a Deemed University, is a premier institution providing research and development support to the national Dairy Development Programme. Over the years, the Institute has established itself as a leading research organization of global repute. NDRI functions in close coordination with various national and international developmental agencies. The Institute's scientific achievements, development of human resources at multiple levels, and application of science across diverse sectors of the dairy industry constitute its core strengths. The Institute promotes effective interaction among scientists, students, farmers, and the dairy industry to facilitate the orderly and integrated development of the dairy sector.

#### **1.2 LOCATION AND CLIMATE**

The National Dairy Research Institute is situated on the northern outskirts of Karnal city in the State of Haryana, along National Highway No. 1, approximately 125 km from the National Capital Territory of Delhi. The Institute is well connected by road and rail, being located on the main trunk route linking Delhi with Amritsar and Chandigarh. Karnal is situated at an elevation of approximately 250 meters above mean sea level, at latitude 29.43° N and longitude 77.00° E. The climate of the region is characterized by hot summers and cold winters. The minimum temperature during winter months may fall close to the freezing point, while the maximum temperature during summer may rise up to 45°C. The average annual rainfall of the region is approximately 70 cm.

Southern Regional Station is located in the heart of sprawling Bengaluru city on the National Highway No.7 on Hosur Road. The institute is approximately 6.7 km away from the Bengaluru City Railway Station and 39.5 km from the Kempe Gowda International Airport. Bengaluru's elevation (~900 m above sea level) provides a nice and temperate like climate year-round. The city typically has a cool and mild winter season between December and February, with temperatures ranging from 14 to 28°C. Nights may be cool, especially in December and January. The city experiences a relatively mild

summer season from March to May, with temperatures ranging from 20 to 35°C. The weather is warm throughout the day but rarely excessive, and the evenings are often nice. Monsoon and post-monsoon seasons last from June to November, with moderate rainfall and temperatures ranging from 19°C to 29°C.

Eastern Regional Station, Kalyani is in the approximately 50-55 km north of Kolkata at the Nadia district of West Bengal, India. Kalyani is positioned within the Kolkata Metropolitan Area and it serves as the administrative headquarters of the Kalyani subdivision of Nadia district. The city is well connected by rails (Sealdah–Ranaghat railway line) and roads (Kalyani Express way). It is located about a distance of 48 km from Netaji Subhas International Airport, Dumdum, Kolkata. The weather of Kalyani is tropical (wet and dry), characterized by hot, humid summers, an intense monsoon season, and mild, dry winters. The highest temperature reaches during April and May. The city experiences significant humidity for most of the year. December- February is cooler and very pleasant. The most humid period, lasts from March to November.

### **1.3 HISTORICAL BACKGROUND**

The establishment of the Imperial Institute for Animal Husbandry and Dairying at Bangalore in 1923 marks the genesis of the National Dairy Research Institute. In 1936, the Institute was expanded and renamed as the Imperial Dairy Institute. In 1955, the Headquarters of the Institute were shifted to Karnal, at the site formerly known as the Central Cattle Breeding Farm. To consolidate the infrastructure developed at Bangalore, the unit was reorganized to function as the Southern Regional Station (SRS) of the Institute. Subsequently, Regional Stations were established at Kalyani in 1962 and at Bombay in 1964 to serve as the Eastern and Western Regional Stations (ERS and WRS), respectively. The Western Regional Station at Bombay was closed in 1984. The Southern and Eastern Regional Stations continue to provide region-specific research and development support for dairy development in accordance with the prevailing agro-climatic conditions of their respective regions. In April 1966, the management of the Institute was transferred from the Ministry of Agriculture to the Indian Council of Agricultural Research (ICAR) to provide greater operational autonomy in research management. In 1989, the Institute was conferred the status of a Deemed University to further strengthen its academic programmes and human resource development activities.

The Southern Regional Station of NDRI is the pioneering institution in Dairying and has undergone a series of changes during its history of more than 100 years. It had its origin in 1923 as the Imperial Institute of Animal Husbandry and Dairying, established as a centre for training and research in dairying in the country. This centre was the first to initiate training in artificial insemination in cattle in the country and also research in different fields of dairy production and processing in India. A two-year course leading to Indian Dairy Diploma (IDD) was started as back as in 1923. The Institute was reorganized in 1955 and renamed as the National Dairy Research Institute with its head quarter shifted to Karnal, Haryana. The establishment at Bangalore was re-designated as the Southern Regional Station of NDRI. The Campus is endowed with necessary infrastructure in terms of qualified staff, farmland, livestock research centre, laboratories, experimental dairy plant, library, staff dispensary, and students hostel and guest house facilities.

The Eastern Regional Station (ERS) was established to pinpoint key challenges in dairy production across Eastern and North-Eastern India, delivering solutions through targeted research and extension efforts. It serves as a vital link between the NDRI, Karnal and the far-flung areas of the eastern and north eastern regions of the country for transfer of technology developed at the institute and gather field feedback to refine innovations. Research at the station emphasizes strategic and applied studies aimed at enhancing the socio-economic status of local dairy and other livestock farmers. The Eastern Regional Station was established at the Central Dairy in Calcutta. in 1964 and was shifted during 1966 to Kalyani, Nadia district; about 50 km north of Calcutta and was located in the Administrative Building of Kalyani University. The Regional Animal Nutrition Research Centre of the I.C.A.R. till then located at Haringhata, West Bengal, was merged with the ERS of NDRI with effect from June 1, 1968. In 1978 the Government of West Bengal granted 100 acres of land at Kalyani where cattle sheds, forage unit, staff quarters etc. were gradually built up. The Station built its own laboratory building and the entire station started functioning within the same campus from May, 1987.

## **1.4 MISSION, GOAL AND OBJECTIVES**

### **1.4.1 Mission& Vision**

The mission of the National Dairy Research Institute (NDRI) is to advance the development of the dairy sector through the creation of quality human resources, development of appropriate and innovative technologies in the areas of production, processing, and marketing of milk and milk products, and the effective dissemination of these technologies to the dairy industry, farming community and the nation.

The vision of the National Dairy Research Institute is to emerge as a globally recognized centre of excellence in dairy research, education, and innovation, contributing to sustainable dairy development, food and nutritional security, and socio-economic advancement of farming communities. ICAR-National Dairy Research Institute (NDRI) is positioning itself as a global center of excellence in dairy science and technology through a combination of high-impact research, academic leadership and innovation that have both national and international relevance. State-of-the-art R&D infrastructure: The Institute houses advanced labs (e.g., National Referral Laboratory for Milk Quality & Safety, climate resilient livestock research, biotechnology and fermentation) and a large model dairy plant (60,000+ L/day) that support translational research, product scaling and international collaborations. Academic excellence & human resource development: As a Deemed University, NDRI offers rigorous B.Tech, M.Tech and Ph.D. programmes in dairy science and related fields, attracting scholars nationally and internationally and preparing globally competitive professionals.

### **1.4.2 Mandate**

- To organize and conduct under-graduate and post-graduate programmes through various branches of dairy science.
- To undertake basic and applied research in the area of dairying
- To develop dairy farming systems for different agro-climatic conditions and demonstrate models for transfer of technology.
- To organize short-term specialized training programmes and vocational courses.
- To collaborate for Dairy Research and Development with National and International agencies

- To provide consultancy.
- To act as a Referral Centre on Dairy Research.

### **1.4.3Goals**

The goal of the National Dairy Research Institute (NDRI) is to provide research and development support for the generation and dissemination of knowledge aimed at improving milch animal productivity, enhancing milk production, increasing the efficiency and competitiveness of the dairy industry, and strengthening management practices within the dairy profession. These efforts are directed towards achieving social, economic, and environmental benefits for the nation, along with sustained human resource development.

The goals and objectives of the Institute with respect to **Teaching, Research, and Extension** are as follows:

#### **Teaching**

- To make dairy education responsive to the evolving needs of society in general and to the aspirations of the milk-producing community in particular.
- To establish a dynamic system of dairy education for developing highly skilled and competent human resources capable of addressing emerging challenges in research, extension, and industrial development.

#### **Research**

- To develop end-use technologies to address challenges related to dairy production, processing, and management.
- To establish and maintain state-of-the-art infrastructure, including well-equipped laboratories, extensive farmland, and an effective research management system to ensure timely, efficient, and cost-effective implementation of research programmes.

To attract, retain, and support qualified and talented personnel for undertaking high-quality research.

## **Extension**

- To ensure that validated research findings and innovations are effectively disseminated to dairy farmers, industry stakeholders, and researchers, and to facilitate problem identification through systematic feedback mechanisms.
- To promote large-scale transfer of knowledge and technology to dairy farmers and the dairy industry through training of grassroots-level workers and officers of State Departments and allied agencies.

### **1.4.4 Specific Objectives**

- To provide an education system that is contemporary and meets needs of the changing dairy sector.
- To make dairy education responsive to the needs of dairy sector and widen the knowledge base by providing vocational training in dairy sciences to the rural youth from all strata of the farming community.
- To start courses of current and future relevance to build a strong academic foundation for the scientific and technical manpower generated by the university.
- To develop technology in a proactive manner that solves the immediate problems of the producers on priority and enhances the productivity of dairy sector, reduces the cost of production and increases production in a sustainable manner.
- To document problems that requires immediate attention and those that need long-term attention and address them in mission mode and strategic mode, respectively.
- To create the necessary infrastructure for carrying out research in the cutting edge of science and technology.
- To facilitate effective transfer of technology to the farmers/dairy industry in an effective manner.
- To educate producers, government officials and trainers on the new developments in the field of dairying for wider dissemination.

- To develop extension techniques that are best suited for the transfer of technology and overall development of farmers' knowledge base.
- To commission the services of experts to solve the insurmountable problems of the farmers/dairy industry from time to time.
- To put in place an effective feedback mechanism from the grassroots on the performance of technology released and on emerging problems for the benefit of researchers and teachers.
- To identify thrust areas of immediate relevance and for future and initiate work so that emerging problems can be spotted and research directed towards their solution.

## **1.5 MANAGEMENT OF ACADEMIC AFFAIRS**

The academic component of the Institute is managed by the Joint Director (Academic) & Dean as the Head/Principal Executive of the University. He is supported by Registrar, Academic Coordinator and Controller of Examinations. The Director of the Institute is the Vice Chancellor of the NDRI Deemed University and is the executive head as defined under the powers of the Director at 2.1.3.

## **1.6 DEFINITIONS**

In this Act and all the Statutes and Regulations made there under, unless the context otherwise requires:

- 1) “Academic Council” means the Academic Council of the NDRI Deemed University.
- 2) “Authority” means any authority of the NDRI Deemed University as specified in this document.
- 3) “Board” means Board of Management of the NDRI Deemed University.
- 4) “Board of Studies” means academic affairs committee at faculty level;
- 5) “Director” means Director of the NDRI Deemed University;
- 6) “Institute” means National Dairy Research Institute.
- 7) “Joint Director (Academic)” means Joint Director of NDRI Deemed University;
- 8) “Joint Director (Research)” means Joint Director of Research, NDRI Deemed University.

- 9) “Controller of Examinations” means Controller of Examinations of NDRI Deemed University.
- 10) “Faculty” means Faculty of NDRI Deemed University.
- 11) “Head” means, Head of the concerned Division of NDRI Deemed University.
- 12) “Hostel” means a place of residence for students of NDRI Deemed University.
- 13) “Officer” means an officer of the NDRI Deemed University or other person(s) in the employment of the institute declared as Officer.
- 14) “Registrar” means Registrar of the University;
- 15) “Academic Coordinator” means an officer of the NDRI Deemed University dealing with academic matters of the University.
- 16) “Regulations” means any regulations made by the NDRI Deemed University.
- 17) “Research Council” means Research Council of the NDRI Deemed University.
- 18) “Extension Council” means Extension Education Council of the University;
- 19) “Student” means the person enrolled in the NDRI Deemed University for taking a course of study for a degree, diploma or other academic distinction duly instituted;
- 20) “Teacher” means a person not below the rank of Scientist appointed or recognized by the NDRI Deemed University for the purpose of imparting instructions and/or conducting and guiding research and/or extension education programme, and may include any other person who may be declared to be a teacher;
- 21) “Prescribed” means provision as set forth in the statutes of the University;
- 22) “University” means NDRI Deemed University.
- 23) “Regional Stations” means Eastern and Southern Campuses of the NDRI Deemed University.
- 24) “Major Advisor” means the teacher nominated by Board of Studies to supervise the research of the student.
- 25) “Vice-Chancellor” means Vice-Chancellor of the University;

## **1.7 EMBLEM**

The NDRI Deemed University Emblem comprises of a wheel, a cow, plant-sticks, milk bottle and Ashok Stoop. The wheel represents the industry which is the ultimate end-user of the technologies developed at the institute. The cow is the symbol of milk production and animal health care. The plant-sticks indicate the production of fodder crops for the milch animals. The milk bottle which is full of milk represents the importance of processing and hygienic care of milk for human health care. The

initial association of the Institute Management with the Ministry of Agriculture, Govt. of India is represented by the Lion Capital of Ashoka.



## 1.8 SIGNATURE OF NDRI

The signature of NDRI represents the running flow of achievements of National Dairy Research Institute which is the premier organization that provides R&D support for dairy development programmes of the Nation. The Red Bindion the forehead of NDRI is the symbol of prosperity, prestige and growth orchestrating dairy development process in a harmonious manner. The signature of NDRI is used in addition to the emblem/insignia.



## CHAPTER-II

### CONSTITUTION OF NDRI DEEMED UNIVERSITY

#### 2.1 ADMINISTRATION AND FACULTY

**2.1.1** The National Dairy Research Institute is a constituent unit of the Indian Council of Agricultural Research, which is a Society registered under the Societies Registration Act (Act XXI of 1860). The Vice-Chancellor (Director) is the principal executive officer of the Institute. The Joint Director (Academic) is responsible for the overall supervision of the teaching and training programmes at the Institute.

**2.1.2** With conferment of the “Deemed to be a University Status” the institute has five main bodies which are responsible for broad policy matters and decision-making in the fields of research, education and training, extension education and administration. They are:

- i) Board of Management
- ii) Executive Council
- iii) Academic Council
- iv) Research Council
- v) Extension Council

The highest policy making body is the Board of Management of the institute. The Executive Council is the main task implementing body on administrative matters. The Academic Council is responsible for all matters relating to the education and training.

The Academic Council is supported by

- (i) A number of Standing Committees;
- (ii) The Postgraduate Faculty, and
- (iii) The Board of Studies in the respective disciplines. The Research Council is responsible for all round progress of research and its application. The Extension Council is responsible for extension programmes. The details regarding the composition and allied aspects of these bodies are given below.

#### 2.1.3 Powers and Duties of the Vice-Chancellor

- i) The Vice-Chancellor shall be the Principal Executive Officer of the University and ex-officio Chairman of the Board, Academic Council and other authorities and shall in the absence of the Chancellor, preside at the Convocation of the University and confer degrees on persons entitled to receive them.

- ii) The Vice-Chancellor shall exercise overall control over the affairs of the University and shall be responsible for due maintenance of discipline in the University.
- iii) The Vice-Chancellor shall convene meetings of the Board of Management, Academic Council, Research Council and Extension Council.
- iv) The Vice-Chancellor shall ensure faithful observance of the provisions of this Act and Statutes and Regulations.
- v) The Vice-Chancellor may take any action in any emergency which in his opinion calls for immediate action.
- vi) The Vice-Chancellor shall be responsible for the presentation of the annual financial estimates and the annual accounts to the Board of Management.
- vii) The Vice-Chancellor shall be responsible for the proper administration of the affairs of the University and for a close co-ordination and integration of teaching, research and extension.

#### **2.1.4 Powers and Duties of the Joint Director (Academic)**

- i) The Joint Director shall be responsible for planning and academic coordination for teaching, quality of education, policy matters and system regarding resident instruction, overseeing the examination and evaluation, development and enforcement of curricula, development of educational technology and teachers' training programme(s), HRD of faculty, etc.
- ii) The Joint Director shall function as Vice Chairman of the Academic Council.

## **2.2 BOARD OF MANAGEMENT**

### **2.2.1 Membership**

- |  |          |
|--|----------|
| i) Vice-Chancellor NDRI, Deemed University   | Chairman |
| ii) Joint Director (Academic)  | Member   |
| iii) Two members of the Governing Body- to be Nominated by the President, ICAR   | Member   |
| iv) Heads of Division/Senior Professors of Related groups of disciplines and Project Coordinators-to be nominated by the President, ICAR by rotation for a period of 2 years Total number not to exceed 8. | Member   |
| v) Joint Director (Research)   | Member   |
| vi) Joint Director (Extension)/Head, Dairy Extension   | Member   |
| vii) A Vice-Chancellor of an Agricultural University To be nominated by the President of ICAR  | Member   |

viii)	One representative from the ICAR-to be Nominated by the Director General, ICAR	Member
ix)	Director IARI/IVRI-to be nominated by rotation For a period of two years by the Director General of ICAR	Member
x)	Chairman, NDDB or Joint Commissioner (Dairying) Department of Agriculture, Govt. of India	Member
xi)	One Eminent Scientist in the field of Research done in the Institute but not employed by ICAR-to be nominated by the President ICAR for a period of two years	Member
xii)	One Eminent Agricultural educationist concerned with the Research work of the Institute, but not employed by ICAR - to be nominated by the President of ICAR for a period of two years	Member
xiii)	Two Managing Directors of State Cooperative Dairy Federations/Private Dairy Industry - To be nominated by the President, ICAR for a period of two years	Member
xiv)	Financial Advisor, ICAR or his nominee	Member
xv)	Joint Director (Admn.) & Sr. Registrar, NDRI, Karnal	Member Secretary

**Note:**

- a. Divisions of the Institute may be grouped into Processing, Production and Management; and nominations at S.No. (iv) will be made from each of the group.
- b. The President of ICAR may in the interest of efficient and smooth functioning of the Institute alter the number of members of the Board.

**2.2.2 Powers and Functions of the Board of Management**

The Powers and Functions of the Board of Management shall be:

- (i) To consider the proposals for Five Year Plan and Annual Plan of the Institute and submit the same to the ICAR.
- (ii) To make periodic review of progress of development schemes of the Institute.

- (iii) To consider proposals for the annual budget of the Institute, and to allocate funds to various Divisions/Projects of the Institute.
- (iv) To consider policy issues relating to the affairs of the Institute including the rights and obligations of the staff.
- (v) To consider the items of expenditure, which are beyond the powers of the Vice Chancellor (Director) of the Deemed University.
- (vi) To consider the action taken on the recommendations of the Grievance Cell and Institute Joint Council.
- (vii) To appoint such Committees as may be deemed necessary for proper functioning of the Institute.
- (viii) To conduct periodical reviews and assessment of the primary activities of the Institute and to give directions in these behalf.
- (ix) To consider any other items as may be desired by the Vice Chancellor or other members of the Board or as may be required to be considered as per delegation of powers as per directives of the Governing Body whether contained in any manual orders issued, resolutions passed or other instructions approved by the Governing Body of ICAR.

### **2.2.3 Termination of Ex-Officio Membership**

Where a person is a member of the Board by virtue of the office or appointment which he holds, his membership of the Board shall terminate when he ceases to hold that office or appointment.

### **2.2.4 Termination of Membership of Officers**

Membership of the Board shall be terminated on the happening of any of the following events

- i) On the expiry of the period of membership for which nominated.
- ii) Death, resignation, lunacy or conviction for a criminal offence involving moral turpitude.
- iii) When a member himself declines to serve on the board or his employer refuses to grant him permission to serve on the Board.
- iv) When a member does not attend three consecutive meetings of the Board without proper leave from the Chairman.
- v) The President of the ICAR may at any time terminate membership of anyone or more of the members or at one and the same time terminate the membership of all members.
- vi) If a casual vacancy arises during the term of the member, such vacancy shall be filled in like manner as the original vacancy and the person

nominated/appointed to fill the vacancy shall hold office for the remaining portion of the term.

**2.2.5** When a member desires to resign his membership of the Board, he shall forward his letter of resignation to the Member-Secretary who shall forthwith submit the same for the consideration of the Chairman, Board of Management. The resignation shall take effect from the date of its acceptance by the Board of Management.

#### **2.2.6 Quorum**

Six members of the Board of Management shall constitute the quorum.

**2.2.7** The Board of Management shall meet as often as necessary and in any event at least once in each quarter of the year, the year for this purpose being the financial year commencing on the first date of April and ending on the 31<sup>st</sup> March of the following calendar year.

#### **2.2.8 Date, Time and Place of Meeting**

The Board of Management meetings shall be held on such date, time and place as may be determined by the Chairman of the Board of Management.

#### **2.2.9 Notice for Meeting and its Service**

- i) All meetings of the Board of Management shall be called by notice in writing by and under the hand of the Member Secretary.
- ii) Every notice calling the meeting of The Board of Management shall state the date, time and place of the meeting and shall be served upon every member of the Board of Management not less than 10 clear days before the day appointed for the meeting.

#### **2.2.10 Validation of Proceeding of Meetings**

Any inadvertent omission to give notice, to or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

#### **2.2.11 Action on Proceedings**

- i) The proceedings of The Board of Management shall be forwarded to the Director General ICAR immediately.
- ii) The Director-General shall have the power to review/cause to be reviewed any decision of the Board of Management when he considers the same is not in consonance with the rules, general policy, practice or the priorities of the Council, provided that any order on the basis of such review shall be passed within a period to be specified by the Governing Body.
- iii) In case the Director of Institute has reasons to differ from the views of the Board of Management having regard to his accountability as the Head of the Institute,

he should after recording the reasons in writing, forward the same with the proceedings of the meeting of the Board of Management to the Director General, ICAR for his decision. Till such time a final decision on such matters is taken by the Director General, ICAR and communicated to the Director, the recommendations of the Board of Management shall not be operative or acted upon.

**2.2.12** The Board of Management will be Serviced and Supported by four Councils as under:

### **2.3. EXECUTIVE COUNCIL**

**2.3.1 The composition of the Executive Council shall be as under:**

- |      |  |                  |
|------|--|------------------|
| i)   | Vice-Chancellor NDRI, Deemed University  | Chairman         |
| ii)  | Joint Director (Academic)  | Member           |
| iii) | Eight Scientists in Research Management position (Project Coordinator/ Project Directors/ Head of Divisions/Sr. Professors) – at least one from each of the three groups viz. a) Dairy Production; b) Dairy Processing; c) Dairy Management (To be nominated by the BOM for a period of two years. | Members          |
| iv)  | Joint Director (Res.)/Sr. Scientist  | Member           |
| v)   | Joint Director (Extension)/Sr. Scientist   | Member           |
| vi)  | One representative from the Regional Research station (to be nominated by the BOM for a period of two years)   | Member           |
| vii) | Joint Director (Admn.) & Sr. Registrar NDRI, Karnal  | Member-Secretary |

### **2.3.2 Functions of Executive Council**

The Executive Council shall be the main task implementing body on administrative matters. The powers and functions of this Council shall be those as may be delegated by the Board of Management. The membership of the Executive Council shall be regulated mutatis mutandis in accordance with the provisions of Rules 2.2.3 to 2.2.11 above.

## 2.4. ACADEMIC COUNCIL

### 2.4.1 The composition of the Academic Council will be:

- |  |                  |
|--|------------------|
| i) Vice-Chancellor NDRI, Deemed University   | Chairman         |
| ii) Joint Director (Academic)  | Vice-Chairman    |
| iii) Joint Director (Research)   | Member           |
| iv) Four Eminent Scientists from outside of NDRI distinguished in the field of education including Dairy Science Education | Members          |
| v) DDG (Edn) or his nominee  | Member           |
| vi) One Senior Scientist from each Division  | Member           |
| vii) Two Representatives from the PG Faculty   | Member           |
| viii) Representative from UGC  | Member           |
| ix) Academic Coordinator, NDRI, Deemed University  | Member           |
| x) Two Students Representatives  | Members          |
| xi) Joint Director (Admn.) & Sr. Registrar, NDRI, Karnal   | Member Secretary |

2.4.2 The four eminent Scientists mentioned at item (iv) above shall be nominated by the Chairman of the Academic Council for tenure of 2 years, the first two of them retiring through drawl of lots at the end of the first year.

2.4.3 The two representatives from the PG Faculty mentioned at item (vii) shall be nominated by the Director by rotation according to seniority from amongst the faculty members other than those designated ex-officio as members of either the Board of Management or the Academic Council.

2.4.4 The Second Year Ph.D. student who obtains maximum marks in course work in his first year at NDRI, Second Year M.Sc. student who obtains maximum marks in the First Year at NDRI. The tenure of the student representatives shall be one year.

2.4.5 Any item suggested for inclusion in the agenda should reach the University Office at least 15 days in advance of the proposed date of the meeting of the Academic Council and no paper should be circulated at the last minute.

2.4.6 Agenda note for the meeting of the Academic Council shall normally be in the hand of the members at least one week in advance of the meeting. If a member has to

make some clarification on the agenda items, this may be made at the time of the meeting. In case the member is not in a position to attend the meeting a written note expressing his views may be sent to the Chairman for consideration.

- 2.4.7 Members of the Council who are not in a position to attend the meeting of the Council for unavoidable and exceptional reason should formally seek prior leave of absence from the Chairman of the Council.
- 2.4.8 The membership of the Academic Council is personal as the Council discharges certain statutory functions. The members will not be substituted unless alternative arrangements have been duly notified to be University office by the competent authority.
- 2.4.9 Membership of the Council shall stand terminated on the happening of any of the following events:
- a) On the expiry of the period of membership for which nominated.
  - b) Death, resignation, lunacy or conviction for a criminal offence involving moral turpitude.
  - c) When a member himself declines to serve on the Council or his employer refuses to grant him permission to serve on the Council.
  - d) When a member does not attend three consecutive meetings of the Council without proper leave of the Chairman.
- 2.4.10 The Council shall meet as often as necessary and in any event at least once in each semester/of the year, the year for this purpose being the Academic Year commencing from August and ending by July, end.
- 2.4.11 The Academic Council meeting shall be held on such date, time and place as may be determined by the Chairman.
- 2.4.12 All meetings of the Academic Council shall be called by notice in writing by and under the hand of the Member-Secretary.
- 2.4.13 Every notice calling the meeting of the Academic Council shall state the date, time and place of the meeting and shall be served upon every member of the Council not less than 10 clear days before the day appointed for the meeting.
- 2.4.14 Any inadvertent omission to give notice, to or non-receipt of late receipt of notice by any member shall not invalidate the proceedings of the meeting.
- 2.4.15 The draft proceedings of the meeting of the Academic Council will be circulated to all the members of the Academic Council for comments which should be communicated to the Member Secretary within a period of 10 days of such

circulation. The comments, if any, will be placed for discussion at the next meeting of the Academic Council.

2.4.16 Proceedings of the meeting of the Academic Council shall be circulated to all the members of the Academic Council and the Project Directors and Heads of Divisions.

2.4.17 The proceedings of the Council shall be immediately forwarded to the Board of Management.

2.4.18 It is the responsibility of each of the representative of the various Divisions to consult regularly with the Head of the Division and with the post-graduate faculty of the Division, to keep them fully informed of actions of the Council and of matters under discussion by the Council. They are expected to bring to the attention of the Council important views of the Divisions with respect to matters under discussion.

**2.4.19 The powers and functions of the Academic Council shall be:**

- a) The Academic Council shall be the main consultative, deliberative and task implementing body in the field of education and training.
- b) The Academic Council shall be responsible for broad policy matters, on academic issues without dealing with individual cases.
- c) The Academic Council shall have the control and general regulatory powers on matters relating to education and training.
- d) The Academic Council shall be responsible for the maintenance of standard of instruction, education and examination within and shall exercise such other powers and duties as are conferred on it.
- e) The Academic Council shall be responsible for the determination of equivalence of degrees of candidates applying for admission from other universities, and shall be the final authority to make selection out of the applicants for admission.
- f) The Academic Council shall perform in relation to academic matters, all such duties, as may be necessary, for the conduct of the programmes of education.

2.4.20 The membership of the Academic Council shall be regulated mutatis mutandis in accordance with the provision of rules 2.2.3 to 2.2.11 above.

## **2.5. STANDING COMMITTEES**

The Academic Council is empowered to constitute various Standing Committees or other ad-hoc committees from time to time for examining issues relating to education and training. The Standing Committees shall dispose off individual cases if they are within the framework of the rules and regulations in force. Cases of policy nature and which involve financial/administrative implications shall be recommended and put up to the Academic Council with specific suggestions after examination from the financial and administrative angles. The recommendations of the Standing Committees shall be reported to the Academic Council.

The following Standing Committees will be constituted for the time being to deal with the various subjects mentioned against them.

### **i) Standing Committee on Courses, Curricula and Academic Affairs**

- a) Review of academic standards including syllabi, examinations, etc.
- b) Matters regarding admissions to Ph.D., M.Sc. and B.Tech courses.
- c) Matters relating to examinations, evaluation, teaching technique, etc.
- d) Criteria for formulation of new courses for the approval of the Academic Council.
- e) Academic workload of Faculty Members.
- f) Matters regarding major fields of specialization and subject of which a degree may be awarded.
- g) Rules regarding the award of degrees, medals, etc.

### **ii) Standing Committee on Faculty, Students' Problems and Discipline**

- a) Formulation of guidelines regarding admission of faculty members, their duties, obligations and other related faculty matters.
- b) Guidelines regarding the composition and functions of the Board of Studies and, Faculty in each discipline.
- c) To deal with representations from individual faculty members regarding allotment of students, constitution of advisory committee, teaching of courses, representation in Board of Studies, grant of laboratory and other facilities.
- d) Representations from students regarding the constitution of Advisory Committees, dropping/ adding of courses, relief from N.D.R.I., maximum period of absence on leave, striking off names from the rolls etc.
- e) Use of Institute facilities in terms of equipment, chemicals etc. by students.
- f) Cases relating to student's discipline.

### **iii) Standing Committee on Scholarships, Financial Assistance & Academic Progress**

- a) Procedure for reviewing the academic progress of students.
- b) Individual cases of students regarding extension of time limit for submission of thesis and
- c) Also cases of poor academic progress.
- d) Formulation of terms and conditions for the award of various scholarships and fellowships.
- e) Award of various scholarships-both within and outside the NDRI.
- f) Procedure for assistance from Student's Welfare Fund.

### **iv) Standing Committee on Student's Welfare Board and Residence:**

- a) Review of amenities in the hostels including food services.
- b) Organization of co-curricular and extracurricular activities.
- c) Rules regarding hostels including guests, overstay etc.
- d) Placement of students for employment.
- e) Medical attendance.

### **v) Standing Committee on Inter-Disciplinary Facilities and Instructions:**

- a) Coordination of teaching with the concerned Divisions in respect of the multi-disciplinary units.
- b) Allotment of students and organization of course relating to the multi-disciplinary units in the parent discipline.
- c) Use of facilities available in the multi-disciplinary units.

## **2.6 POST-GRADUATE FACULTY**

### **2.6.1 The Post-Graduate Faculty consists of the following**

- |      |                 |                       |        |            |               |
|------|-----------------|-----------------------|--------|------------|---------------|
| i)   | Vice-Chancellor | NDRI,                 | Deemed | University | Chairman      |
|      |                 | Chairman (ex-officio) |        |            |               |
| ii)  | Joint           |                       |        | Director   | Vice Chairman |
|      |                 | Member (ex-officio)   |        |            |               |
| iii) | All             | Heads                 | of     | Divisions  | Members       |
|      |                 | Members (ex-officio)  |        |            |               |
| iv)  | All             |                       |        | Professors | Members       |
|      |                 | Member (ex-officio)   |        |            |               |

- v) Such other officers of the Institute as are specifically approved Members for inclusion in the post-graduate faculty as per norms prescribed in this regard
- vi) Joint Director (Admn.) & Sr. Registrar Member Secretary  
Member-Secretary  
(ex-officio)

2.6.2 The Faculty may consider or report on any matter referred to it by the Academic Council, the Board of Management or the members of the Faculty.

2.6.3 The meetings of the post-graduate Faculty are generally held 2 to 3 times in a year or as often as necessary.

2.6.4 All visiting Professors will automatically be recognized as members of the Faculty provided their curriculum vitae are forwarded to the Joint Director (Academic) sufficiently in advance of the date of arrival.

2.6.5 The Academic Council may in special cases, second distinguished scientists to the Post-Graduate Faculty.

#### **2.6.6 Nomination to the Post-Graduate Faculty**

The procedure for nomination of staff members to the Faculty shall be as under:-

- i) All Scientists including those working at Regional Stations of NDRI and who satisfy the following qualifications are eligible to be considered for membership of faculty.
    - a) Scientists having a Ph.D. degree and after completion of mandatory training.
    - b) Scientists having Masters Degree must have post graduate research, teaching or extension experience of at least 3 years in Scientists or equivalent capacity.
  - ii) The scientist must have published at least two research papers in NAAS (>6.0). In case of **Social science disciplines** including Agricultural Economics & Agricultural Extension Education the paper shall be published in a journal having NAAS rating >4.0 as the first author.
  - iii) The particulars of the eligible scientists shall be considered by the Divisional Board of Studies and its recommendations sent for consideration of the concerned Standing Committee and approval of the Academic Council.
  - iv) A Faculty member should normally be allowed to guide a Ph.D. student only after he has guided at least 2 Masters Students.
- 2.6.7 A Faculty member shall ordinarily function as the Chairman of the Advisory Committee of not more than 3 students and in any case not more than 5 students, including full time, part-time departmental and students registered with outside universities for higher degrees.

2.6.8 A Faculty member shall function as a member of the Advisory Committee of not more than 10 students. This shall be inclusive of the limit of 3 students mentioned in Para 2.6.7.

2.6.9 No Faculty Member shall function as guide for any candidate registered with another university unless the University has a collaborative arrangement with NDRI in Post-graduate Programme. The Faculty members located at Regional Stations also may be allowed to guide the students if they full fill the above stipulations and also subject to the following conditions; the Faculty Member certifies that he can undertake the guidance work without prejudice, in any way, to his approved research programme at the Regional Station; he obtains the prior permission of the Vice Chancellor, NDRI through the University office before communicating his consent for, or undertaking, guidance of any such student without any financial commitments; and the student undertakes to acknowledge the facilities extended by the NDRI in his/her thesis.

#### **2.6.10 Faculty Guidelines**

The following guidelines have been prescribed with a view to ensuring smooth and uninterrupted high level programme of teaching and guidance of post-graduate students:

- i) As the research and post-graduate teaching functions are integrated at NDRI, all the Faculty members will give equal importance to research work and teaching and guidance of post-graduate students.
- ii) The Head of the Division/Project Director/Project Coordinator should carefully examine the commitments of the Faculty member with regard to the guiding of students and teaching of course before sanctioning tour programmes, leave, deputation abroad or relieving him for accepting other jobs etc. The permission of the Director/Joint Director may be sought for any absence exceeding three months. While seeking this permission the commitments involved and the alternative arrangements made should be indicated.
- iii) All the members of the Advisory Committee of the students should refrain from going on long tours during the period when the students are expected to finalise their theses, if such tours are likely to delay the finalization of the theses. Short unavoidable tours may be undertaken in such a way that the submission of theses is not delayed.
- iv) Except for minor adjustments, a course instructor should not drop or suspend any class as per the approved time-table on account of meetings, workshops, selection committees etc. in NDRI or outside. Such invitations/engagements may be declined, if they interfere with the commitments of the faculty members.

- v) Every course instructor shall submit the result of examination at the end of the semester within 7 days of the date of holding the final examination. The reason for delay, if any, should be clearly explained.
- vi) A Faculty member leaving the Institute and taking up another temporary assignment elsewhere should take prior approval of the Director/Joint Director for temporarily discontinuing the Faculty membership. The Faculty member, on return from his assignment, should send a formal intimation to the Head of Division and the Director/Joint Director and would be automatically included in the Faculty list.

2.6.11 The following guidelines have been prescribed in regard to teaching and guidance of the post-graduate students by Faculty members located outside the Division relating to their parent discipline;

- i) The Faculty members, irrespective of their location, shall belong to their parent discipline.
- ii) They shall be eligible to teach courses or to become Chairman or member of the Student's Advisory Committee and become members of the Board of Studies of the discipline. There shall be no distinction for any purpose between the Faculty member located outside the Division and Faculty member located within the Division in respect of post-graduate education and teaching.
- iii) They shall be eligible for being given the responsibility for teaching a course including designation as course leaders.
- iv) Matters such as courses to be taught by the Faculty members shall be decided by Board of Studies in each discipline well in advance. The Head of Division of the parent discipline may ascertain from the Head of the establishment where the Faculty member is located, the commitments of the particular Faculty member. If such a Faculty member is not in a position to teach courses or guide students during a particular period, this shall be intimated sufficiently in advance to the Head of the Division relating to the parent discipline. Details regarding the background of the Faculty member, of the courses previously taught by him shall be kept in view by the Faculty while allotting the courses to such Faculty members.

## **2.7 BOARD OF STUDIES**

2.7.1 There will be a Board of Studies will be constituted for each teaching discipline of the Institute. Only the approved members of the Post-Graduate Faculty will be eligible for inclusion as members of the Board of Studies.

2.7.2 The Board of Studies in each discipline will have the following composition:

- |      |                         |          |
|------|-------------------------|----------|
| i)   | Head of the Division    | Chairman |
| ii)  | One Principal Scientist | Member   |
| iii) | One Senior Scientist    | Member   |

- |     |   |        |
|-----|---|--------|
| iv) | One Scientist   | Member |
| v)  | One student representative nominated by the<br>Chairman of Post-graduate Faculty on the<br>Recommendation of Head of Division | Member |

- 2.7.3 In disciplines where there are clearly demarcated sub-disciplines, as far as possible, all major sub-disciplines should be represented.
- 2.7.4 The Heads of the Divisions shall be permanent member of the Board of Studies of the discipline concerned. Normally, the composition of the Board will be as indicated above in Para 2.7.2 but the composition can be raised to 9 subject to the condition that each sub-discipline is represented as far as possible.
- 2.7.5 The scientists in each category viz., Principal Scientist., Senior Scientist., Scientist in the discipline should become the members of the Board of Studies by turn according to seniority in the respective grade.
- 2.7.6 The term of appointment of the members shall be for one year with the understanding that 1/3 of the members shall retire annually and continuity shall be provided by the reappointment of the remaining 2/3 for a second term.
- 2.7.7 Ordinarily, a member shall not serve on the Board for more than 3 years. After a scientist of a particular category retires, his place should be filled by the next senior most scientist in that category.
- 2.7.8 The Head of the Division of the discipline will be Chairman of the Board of Studies. The Chairman of the Board of Studies, shall include staff members in the Board of Studies in accordance with Para 2.7.5, 2.7.6 and 2.7.7 above and also name one of them as Member-Secretary.
- 2.7.9 The quorum for holding the meeting of the Board of Studies shall be 75% of the total membership of the Board of Studies.
- 2.7.10 The Board of Studies shall be reconstituted before the commencement of each academic year.
- 2.7.11 The Board of Studies shall have the responsibility of reviewing the instructional programme of the discipline concerned in respect of each semester, preparing recommendations for revision, addition or deletion of courses, organization of the teaching of courses in each semester in the discipline concerned and considering all matters relating to improvement and conduct of Post Graduate instructions and research in the discipline. It shall also discuss all academic matters of the discipline before they are sent to the Director. The executive responsibility for implementation will be that of the Head of the Division concerned.

2.7.12 The Board of Studies shall meet as often as necessary but at least once at the end of each semester to review progress of the students, conduct of courses in the previous semester and other academic matters.

## **2.8 RESEARCH ADVISORY COMMITTEE (RAC)**

### **2.8.1 The composition of the present RAC is as follows.**

- |  |                  |
|--|------------------|
| i) An eminent scientist from outside the ICAR system to be nominated by D.G. ICAR                    | Chairman         |
| ii) External experts to be nominated by D.G. ICAR  | Member           |
| iii) Vice Chancellor (Director) of NDRI Deemed Uni.  | Member           |
| iv) DDG concerned with the institute   | Member           |
| v) Two persons representing agricultural/rural interest in the management committee of the institute | Member           |
| vi) One senior level scientist to be nominated by the Director                                       | Member Secretary |

### **2.8.2 Powers and Functions of the Research Advisory Committee**

The Powers and Functions of the Research advisory Committee are as under:

- i) To suggest research programmes based on national and global context of research in thrust area.
- ii) To review the research achievements of the institute and to see that these are consistent of the mandate of the institute.
- iii) Any other function that may be specifically assigned by the Director- General, ICAR.

## **2.9 EXTENSION COUNCIL**

### **2.9.1 The composition of the Extension Council shall be:**

- |  |          |
|--|----------|
| i) Vice Chancellor, NDRI Deemed University | Chairman |
| ii) Joint Director (Academic), NDRI        | Member   |
| iii) Joint Director (Research), NDRI       | Member   |
| iv) Senior Scientists/HOD's                | Member   |
| v) Representative, Livestock Development   | Member   |
| vi) One scientist from regional station    | Member   |

vii)	Representative, Deptt. of Agril. Ministry	Member
viii)	DDG (Ext. Edu.)(Nominee ICAR)	Member
ix)	Head, Dairy Extension Division	Member Secretary

### **2.9.2 Powers and Function of the Extension Council**

The powers and functions of the Extension Council shall be:

- I. To review current extension programmes and progress.
- II. To suggest such changes in the programmes as it may deem desirable and appropriate.
- III. To review the position with regard to the provisions and use of extension facilities
- IV. To promote interdisciplinary extension with outside agencies and institutions.
- V. To bring about balanced horizontal and vertical coordination of extension activities.
- VI. To recommend steps on action desirable for all round progress of extension and transfer of technology.

**2.9.3** The membership of the Executive Council shall be regulated mutatis-mutandis in accordance with the provisions of Rules 2.2.3 to 2.2.11 above.

## CHAPTER-III

### 3. ACADEMIC SESSION

3.1 The academic year of the NDRI Deemed University is organized in terms of two semesters in a year. Each semester shall be of 18 to 19 weeks duration.

### 3.2 ACADEMIC CALENDER

The University Office shall announce Academic calendar for every academic year specifying exact dates for various activities.

Postgraduate and Undergraduate Programmes	
FIRST SEMESTER :	DATES
Registration and payment of Fee & dues (For fresh students)	
Registration and payment of Fee and dues (For existing students)	
Orientation programme for UG, PG and Ph.D. first year students	
Commencement of Classes	
Registration and payment of fees & dues for existing students with late fee of Rs. 250/-. (3 working days)	
Last date for semester registration with late fee of Rs. 500/- per day	
Addition/withdrawal of course(s):  (i) <b>Addition of a course:</b> 10 days after registration/start of course work with a fee of Rs. 100/- per course. (ii) <b>Withdrawal</b> of a course: 10 days from expiry of mid-term or 6 weeks before the commencement of final examination.	
Extracurricular activities/sports day/Annual day/Youth festival/Reverie	

Date of Mid Term Examination I	
Mid Term Examination II	
Quiz/Assignments/presentation	
Make-up of Mid Term Examination	
Comprehensive Examination of Ph.D. students	
Last day of instruction for 1 <sup>st</sup> semester	
Commencement of semester end examination	
Last date for uploading the marks of semester by the course teacher/HOD on AMS portal	
Last date for declaration of 1 <sup>st</sup> semester examination result by COE.	
<b>SECOND SEMESTER :</b>	
Registration and payment of fee and dues.	
Commencement of classes for 2 <sup>nd</sup> Semester	
Registration and payment of fee and dues with late fee of Rs.250/- (3 working days)	
Last date for semester registration with late fee of Rs. 500/- per day	
Convocation	
Date of Mid Term Examination I	
Mid Term Examination II	
Quiz/Assignments/presentation	
Make up of Mid Term Examination.	
Last day of Instructions for 2 <sup>nd</sup> semester	

Commencement of Semester end examination	
Last date for uploading the marks of semester by the course teacher/HOD on AMS portal	
Last date for declaration of result by COE	

### IMPORTANT NOTES

1. All students should be present in person for registration. No registration in-absentia will be allowed without prior permission of Competent Authority.
2. The date for submission of thesis by M.Sc. students will be as per BSMA guidelines and as notified in Academic Calender. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4<sup>th</sup> semester of his/ her residentship at the University for Master's programme. The Master's student can submit their thesis after 10 months from the date of registration of third semester of the Master's programme, in addition to BSMA guidelines. The Viva-Voce examination will be conducted after minimum period of 15 days from the date of submission of thesis.
3. In case the dissertation is submitted after commencement of the next semester, the student will register himself/herself for that semester and pay registration fees.
4. A teacher/course instructor shall maintain a record of students in attendance register from first day and send the report of shortage of attendance to the HOD. The HOD in turn will inform to the COE on the last working day of semester, so that the appropriate decision regarding appearance of the student for final examination can be taken well with in time. The marking of attendance will be by number, only absent will be marked as "A". A student shall be required to maintain a minimum of 75 % attendance separately for theory and practical. No further relaxation will be granted under any circumstances. A student who has not obtained required percentage of lectures/practical's etc. will not be eligible to appear in the examination. PG student has to mark attendance with Major Advisor/Head of Division. The Head of Division will be responsible for bringing the notice of shortage of attendance in all courses after mid-term to the student and the course teacher. The shortage of attendance may be relaxed by Joint Director (Academic) if the student(s) is deputed to represent Institute in any case for extra-curricular activity etc. The maximum absence in such activities should not exceed 15 days in a semester. The Head of Division will arrange the missed classes/examination of students.
5. The student will be allowed registration at the ensuing semester only on production of "No Dues Certificate" from the Chief Hostel Warden and sport coordinator.

6. If date(s) indicated above is a holiday, next working day is applicable.

## **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.

- Payment of Fees in person.
- Registration in semester is required to be completed within three working days. All courses with credits have to be added on AMS Portal & duly approved by teachers & advisors.
- A student should be present 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 and shall be required to pay late registration fee of Rs. 250/-. Thereafter, students will be allowed for registration with permission from Joint Director. The students will be charged a fine of Rs. 500/- per day up to the closing date of registration.
- No student will be allowed registration after closing date in both the semesters. A student who is unable to present on date of registration with valid ground, the Joint Director (Academic) on the recommendations of Head of Division may permit the registration in absentia on that day through the person authorized by the concerned student. Such permission is to be obtained prior to registration date.
- The students, who do not report for registration up to the last date of registration in the respective semester, will not be allowed to register in that semester.

## **CHAPTER - IV**

### **ADMISSION RULES**

#### **4.1 ACADEMIC PROGRAMMES**

At present the following programme, are being offered:

1. B. Tech. (Dairy Technology)
2. B. Tech. (Biotechnology)
3. B. Tech. (Food Technology)
4. Masters Programme
5. Doctoral Programme

Commensurate with the potential requirement of the expanding Dairy Industry of the country, the Institute admits approximately 100 seats in B. Tech. (Dairy Technology, Biotechnology & Food Technology) programme and about 10-15 students in each of the 14 disciplines for Master Programmes and about 10-15 students in each of the 14 disciplines of Ph.D. programmes.

#### **4.2 B. Tech programme (Dairy Technology, Food Technology & Biotechnology)**

The duration of the B. Tech. programme is four years. All courses are given under semester system. One academic year consists of two Semesters each of about 18weeks duration. During seventh and eighth semester the students shall undergo In-plant Training on dairy plant operation and management at Model Dairy Plant located at Institute's premises and in any of the commercial dairy plants as organized by Head DT, Division.

##### **4.2.1 Eligibility for Admission to B.Tech. programme**

4.2.1.1 The eligibility for admission is 10+2 or its equivalent examination with Physics, Chemistry, Mathematics or Physics, Chemistry, Biology and English from a Board/University recognized by the Institute. Only those candidates who have obtained at least 50% marks or equivalent G.P.A. in the aggregate are eligible for admission to B.Tech. programme. The requirement of marks in the case of candidates belonging to Scheduled Cast/Tribe and PH is 40% or equivalent GPA.

4.2.1.2. The candidate should have completed age of 16 years for the particular year of admission. No relaxation is admissible regarding the minimum age limit.

## 4.2 Entrance Examination

The admissions to B.Tech. programme are done through an All India Entrance Examination CUET (ICAR-UG) conducted by the NTA (National Testing Agency). The Ministry of Education, Government of India (GOI), has established the National Testing Agency (NTA) as an independent autonomous and self-sustained premier testing organization under Society Registration Act, 1860 for conducting efficient, transparent and international standards tests in order to assess the competency of candidates for admissions to premier higher education institutions. The candidates are selected for admission on the basis of the merit in the combined examination (CUET) and counselling conducted by the ICAR.

### 4.2.3 Reservation

1. There would be reservation of seats for admission to the extent of 15% for Scheduled Caste and 7.5% for Scheduled Tribe candidates in different disciplines. The reservation of seats among SC/ST categories is interchangeable i.e., if sufficient number of candidates are not available to fill up the seats reserved for ST candidates, these can be filled up from among suitable SC candidates and vice versa in a given subject as per merit-rank in examination. The original SC/ST certificate in prescribed form as per NTA Information Bulletin CUET (UG)-2024 is required to be produced for verification at the time of admission. Depending on merit and choice, such candidates can also take seat from the General / Unreserved Category.
2. Reservation for candidates belonging to Central OBC (NCL) category would be available in all Agricultural Universities (including hubs, if any) as notified by the ICAR (File No: Agril. Edn. 12(30) /2023-A&P (e-251195) Dated: 2<sup>nd</sup> November 2023) as per the latest Government of India directives applicable at the time of counselling and Hon'ble SC Judgment dated 18<sup>th</sup> August, 2011 and communication of final seats by these universities at the time of counselling. Candidates claiming admission under this category have to produce a Central OBC (NCL) certificate as per standard format of Govt. of India.
3. Reservation of seats for EWS shall be in accordance with the Gazette Notification No. DL- (N)/04/0007/2003-19, dated 12<sup>th</sup> January, 2019, Ministry of Law and Justice (Legislative Department), Govt. of India or any further related Govt. of India directive(s) applicable at the time of counselling. The provision shall be applicable for admission in all Agricultural Universities eligible for ICAR quota seats under the ICAR-AU system and as notified by the ICAR [File No: Agril. Edn. 12(30) /2023-A&P (e-251195) Dated: 2<sup>nd</sup> November 2023]. The certificate for EWS candidates is required as per standard format of Govt. of India.
4. Five percent seats are reserved horizontally across the categories in different subjects, for Persons with Benchmark Disability (PwBD) suffering from low vision, hearing impairment, locomotors disability or cerebral palsy with appropriate medical certificate

having at least 40% disability and found suitable by the Counselling Committee/University official.

5. Reservation for Remote and Under Privileged States/UT (UPS) Two percent (2%) seats under each discipline would be reserved, horizontally across categories, for the candidates of the remote and under privileged States/UTs namely (i) Andaman & Nicobar Islands, (ii) Arunachal Pradesh, (iii) Dadra and Nagar Haveli, (iv) Daman & Diu, (v) Goa, (vi) Lakshadweep, (vii) Manipur, (viii) Meghalaya, (ix) Mizoram, (x) Nagaland, (xi) Sikkim (xii) Tripura and (xiii) Ladakh; where educational facilities in Agriculture and Allied Science subjects either do not exist or have no SAU(s) and who qualify this examination. UPS candidates will have to produce domicile certificate issued by the competent authority at the time of admission. There will not be any State quota within this quota.

#### **4.2.4 Definition of Physically Handicapped**

Candidates having permanent disability of not less than 40 % provided the candidate is otherwise fit for admission. Such candidates will have to bring a certificate as appended in the Information Bulletin from the Chief Medical Officer of the District to which the candidate belongs.

Such candidates will also have to appear before the Medical Board constituted by the Director for determining the percentage of disability and for assessment whether they are fit to carry out the duties despite being handicapped.

### **4.4 MASTER'S PROGRAMME**

4.4.1 Masters Degree is offered at the main campus at NDRI, Karnal and also at SRS, Bangalore and ERS Kalyani in the following 14 disciplines:

1. Dairy Microbiology;
2. Dairy Chemistry;
3. Dairy Technology;
4. Dairy Engineering;
5. Animal/Veterinary Biochemistry;
6. Animal Genetics and Breeding;
7. Livestock Production and Management;
8. Animal Nutrition;
9. Animal/Veterinary Physiology;

10. Agricultural Economics;
11. Agricultural Extension Education
12. Animal/Veterinary Biotechnology.
13. Agronomy
14. Animal Reproduction, Gynaecology and Obstetrics

#### **4.4.2 Duration of the Programme**

The duration of the Master programme is minimum 3 academic years (six semesters) for students graduated with 3 years degree programme and 2 years (four semesters) for graduates with four years professional degrees. The maximum duration for completion of Master's degree programme is five years (ten semesters).

In case a student fails to complete the degree programme within the maximum duration of residential requirement, his/ her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4<sup>th</sup> and 6<sup>th</sup> semester of his/ her resident ship at the University for Masters' programme.

#### **4.4.3 Qualifications & Eligibility Requirement for Admission**

4.4.3.1 Qualifications for admission to Master programmes are a Bachelor's degree from any university recognized by the Institute, in the relevant subject. The details of eligibility requirement and qualifications are published in the Information Bulletin for All India Entrance Examination for M.Sc. Admissions published every year by the ICAR.

4.4.3.2 Candidates possessing some of the above qualifications may have to undergo certain deficiency courses (Pre-requisite courses) in addition to the courses prescribed for the Master programmes.

#### **4.4.4 Age limit**

4.4.4.1 The candidate should have completed age of 19 years in the particular year of admission. No relaxation is admissible regarding the minimum age limit.

#### **4.4.5 Entrance Examination**

The admissions to Master degree programme are done through an All India Entrance Examinations conducted by the NTA (National Testing Agency) under Ministry of Education, Government of India (GOI). The examination is held at various centres of the country in the month of May/June. The information for examination is advertised on NTA/ICAR website. The candidates are selected for admission on

the basis of merit in the Entrance Examination and Counselling conducted by ICAR.

#### **4.4.6 Reservation**

##### **A. SC/ST/OBC-(NCL)/EWS/PwBD in each Category**

(i) There would be reservation of seats as well as ICAR-PG Scholarship to the extent of 15% for Scheduled Caste and 7.5% for Scheduled Tribe candidates in different disciplines. The reservation of seats among SC/ST categories is inter-changeable i.e., if sufficient number of candidates are not available to fill up the seats as well as PG Scholarship reserved for ST candidates, these can be filled up from among suitable SC candidates and vice-versa in a given subject as per merit-rank in examination. The original SC/ST certificate in prescribed form is required to be produced for verification at the time of admission. Depending on merit and choice, they can also take seat from the General/Unreserved Category.

(ii) Reservation for candidates belonging to Central OBC (NCL) category would be available in all Agricultural Universities (including hubs, if any) as notified by the ICAR (File No:Agril. Edn.12(30)/2023-A&P (e-251195) Dated:2<sup>nd</sup> November 2023) as per the latest Government of India directives applicable at the time of counselling and Hon'ble SC Judgment dated 18<sup>th</sup> August, 2011 and communication of final seats by these universities at the time of counselling. Candidates claiming admission under this category have to produce a Central OBC (NCL) certificate.

(iii) Reservation of seats for EWS shall be in accordance with the Gazette Notification No. DL- (N)/04/0007/2003-19, dated 12<sup>th</sup> January, 2019, Ministry of Law and Justice (Legislative Department), Govt. of India or any further related Govt. of India directive(s) applicable at the time of counselling. The provision shall be applicable for admission in all Agricultural Universities eligible for ICAR quota seats under the ICAR-AU system and as notified by the ICAR [File No:Agril. Edn. 12(30) /2023-A&P (e-251195) Dated:2<sup>nd</sup> November 2023]. The certificate for EWS candidates is required.

(iv) Five percent (5%) seats are reserved, horizontally across the categories in different subjects, for Persons with Benchmark Disability (PwBD) candidates suffering from low vision, hearing impairment, locomotors disability or cerebral palsy with appropriate medical certificate having at least 40% disability and found suitable by the Counselling Committee/University official. The candidate applying for admission under this category should submit a copy of the certificate about being PwBD from a Govt. Hospital/Medical Board at the time of admission in allotted University. The criteria for assessing the degree of handicap could be variable from one subject to another. The decision of the University allotted will be final in this regard. If seat is not available in a

particular Category to which the PwBD candidate belongs, then the same would be drawn from General Category/Unreserved Category depending upon the availability.

#### **(B) Reservation For Remote and Under Privileged States/UT (UPS)**

Two percent (2%) seats under each discipline would be reserved, horizontally, across categories for the candidates of the remote and underprivileged States/UTs namely (i)Andaman & Nicobar Islands, (ii)Arunachal Pradesh,(iii) Dadra and Nagar Haveli, (iv)Daman & Diu, (v)Goa, (vi)Lakshadweep, (vii)Manipur, (viii)Meghalaya, (ix)Mizoram, (x)Nagaland, (xi)Sikkim (xii)Tripura and (xiii) Ladakh; where educational facilities in agriculture and allied science subjects either do not exist or have no SAU(s) and who qualify this examination. UPS candidates will have to produce domicile certificate issued by the competent authority at the time of admission. There will not be any State quota within this quota.

#### **4.4.7 Definition of Physically Handicapped**

Candidates having permanent disability of not less than 40 % provided the candidate is otherwise fit for admission. Such candidates will have to bring a certificate as appended in the Information Bulletin from the Chief Medical Officer of the District to which the candidate belongs.

Such candidates will also have to appear before the Medical Board constituted by the Director for determining the percentage of disability and for assessment whether they are fit to carry out the duties despite being handicapped.

#### **4.4.7 Foreign students**

Foreign students seeking admission at this Institute shall have to submit their applications through their respective Embassies at New Delhi or the respective Indian Missions in their countries to the Govt. of India, Department of Agricultural Research and Education, Krishi Bhavan, New Delhi-110001 and the candidature of foreign students shall be considered only if they are sponsored with financial support by (a) their respective Governments (b) the Governments of India.

The nominees of foreign countries should have the equivalent qualifications required for admission. In their cases, the percentage of marks will not be insisted. They should possess the requisite Bachelor's degree in the concerned discipline. A good knowledge of English is essential. A certificate of the candidate's proficiency in English, issued by the respective Indian Mission abroad, should accompany their application for admission. Further, the foreign students are required to be in possession of student visa.

All the foreign students other than those sponsored by the Government of India with suitable fellowship such as Colombo Plan ITEC program, General Cultural Scholarship and Cultural Technical Exchange will be charged Institutional Economic Fee @ US \$ 400 p.m. or US \$ 4000 per annum per student. This fee will be over and above other usual charges of the University.

Last date for receipt of application, results and mark sheet from the foreign applicants will be the same as prescribed for the applicants who are Indian citizens.

As per directive from the Govt. of India, Ministry of Health, New Delhi, health check for foreign students including that for AIDS has been introduced. It has been laid down that foreign students will subject themselves for health check within one month of arrival and till the results are known the students will be provisionally admitted. Their admission is to be confirmed on production of fitness certificate from the competent authority.

#### **4.5 Ph.D. PROGRAMME**

4.5.1 The Institute offers Ph.D. Programme at NDRI, Karnal and also at SRS, Bangalore/ERS Kalyani in the following 14 disciplines:

1. Dairy Microbiology
2. Dairy Chemistry
3. Dairy Technology
4. Dairy Engineering
5. Animal/ Veterinary Biochemistry
6. Animal Genetics & Breeding
7. Livestock Production & Management
8. Animal Nutrition
9. Animal/ Veterinary Physiology
10. Agricultural Economics
11. Agricultural Extension Education.
12. Animal/ Veterinary Biotechnology
13. Agronomy
14. Animal Reproduction, Gynaecology and Obstetrics

#### **4.5.2 Duration of Programme**

The duration of the course for the degree of Doctor of Philosophy shall be at least six 3 academic years (6 semesters) for the students who have undergone 4 years UG programme and 2 years of PG programme (4+2). Their minimum duration of programme will be 3 academic year (6 semester). The maximum duration will be 7 academic years (14 semesters).

The students admitted to Ph.D. programme who have undergone 3 years UG programme and 2 years of PG programme(3+2)will have to undergo one year pre-

requisite course work and their minimum duration of the programme will be 4 academic years (8 semesters). The maximum duration will be 8 academic years (16 semesters).

#### **4.5.3 Qualification & Eligibility Requirements for Admission**

Qualification for admission to Ph.D. programme is a Master's degree from any university recognized by the Institute, in the relevant subject. The details of eligibility requirement and qualifications are published in the Information Bulletin for All India Entrance Examination for Ph.D. Admissions published every year by the ICAR.

#### **4.5.4 Age Limit**

4.5.4.1 Minimum age limit for PhD candidates shall be 21 years. There will be no maximum age limit for Doctoral Programme. No relaxation is admissible regarding the minimum age limit.

#### **4.5.5 In-Service Candidates**

1. The in-service candidates will qualify for admission only if they come in the overall merit list of their concerned Subject and produce the Sponsorship Certificate/Declaration by their employer for verification at the time of counselling.
2. The in-service candidates must be working in ICAR Institutes, ICAR-DUs, SAUs, CAUs, CUs having faculty of agriculture, Central Government/State Government Departments dealing in Agriculture and Allied Sectors and Public Sector Undertakings dealing with Agriculture and Allied Sectors.
3. At ICAR-IARI, New Delhi under (i) ICAR In-Service Scheme, and (ii) Faculty Upgradation Scheme, the Scientists working in ICAR Institutes and the Faculty Members of SAUs, respectively only are eligible for admission.
4. The in-service candidates qualifying for admission will arrange for study leave/leave of the kind due from their respective organizations themselves and NDRI/ICAR will not intervene in this regard.
5. In-service candidates must retain the computer generated hard copy of confirmation page of the application along with Sponsorship Certificate, in original, for showing to the university officials in the event of their qualifying the examination and recommendation for admission to the concerned university.
6. In no case, the computer generated hard copy of confirmation page of the application and Sponsorship Certificate (Declaration by the employer) should be sent by the candidate either to NTA or ICAR.

7. The counselling of in-service candidates seeking admission on seats reserved for the purpose at ICAR-DUs (ICAR-IARI, ICAR-IVRI, ICAR-NDRI and ICAR-CIFE) will be done at respective ICAR- DU level only. Such candidates are, therefore advised to remain in touch with the respective ICAR-DU's website for further details such as no. of seats, eligibility requirements, counselling schedule, etc.

8. The in-service candidates shall be entitled to get Institute scholarship as per the rules laid down for in-service candidates.

4.5. The admission of in-service candidate will be decided on merit obtained in the entrance examination conducted by the ICAR. Vacant seats in one discipline may be transferred to other disciplines, without changing the total number of seats for in-service candidates. They should send their applications through proper channel duly completed and other required documents directly on or before the closing date and time notified by the Institute. Photo copy of the application shall not be accepted.

#### **4.5.6 Foreign Students**

Foreign students seeking admission at this Institute shall have to submit their applications through their respective Embassies at New Delhi or the respective Indian Missions in their countries to the Govt. of India, Department of Agricultural Research and Education, Krishi Bhavan, New Delhi-110001 and the candidature of foreign students shall be considered only if they are sponsored with financial support by (a) their respective Governments (b) the Governments of India.

The nominees of foreign countries should have the equivalent qualifications required for admission. In their cases, the percentage of marks will not be insisted. They should possess the requisite Bachelor's degree in the concerned discipline. A good knowledge of English is essential. A certificate of the candidate's proficiency in English, issued by the respective Indian Mission abroad, should accompany their application for admission. Further, the foreign students are required to be in possession of student visa.

All the foreign students other than those sponsored by the Government of India with suitable fellowship such as Colombo Plan ITEC program, General Cultural Scholarship and Cultural Technical Exchange will be charged Institutional Economic Fee @ US \$ 400 p.m. or US \$ 4000 per annum per student. This fee will be over and above other usual charges of the University.

Last date for receipt of application, results and mark sheet from the foreign applicants will be the same as prescribed for the applicants who are Indian citizens.

As per directive from the Govt. of India, Ministry of Health, New Delhi, health check for foreign students including that for AIDS has been introduced. It has been laid down that foreign students will subject themselves for health check within one month of arrival and

till the results are known the students will be provisionally admitted. Their admission is to be confirmed on production of fitness certificate from the competent authority.

#### **4.5.7 Health Care**

A human Hospital is attached to the Institute and is kept under the charge of a qualified Senior medical Officer. The students will have to take a group insurance policy every year. The Institute will facilitate the students in arranging insurance policy.

#### **4.5.8 Definition of Physically Handicapped**

Candidates having permanent disability of not less than 40 % provided the candidate is otherwise fit for admission. Such candidates will have to bring a certificate as appended in the Information Bulletin from the Chief Medical Officer of the District to which the candidate belongs.

Such candidates will also have to appear before the Medical Board constituted by the Director for determining the percentage of disability and for assessment whether they are fit to carry out the duties despite being handicapped.

#### **4.5.9 Right to Refuse Admission**

The Director reserves the right to refuse admission of any candidate even though he/she may fulfill the academic requirements of admission on the basis of criteria laid down in the regulations, and/or may otherwise be eligible for admission on the basis of entrance examination without assigning any reason thereof. The decision of the Director shall be final and legally binding.

#### **4.5.10 Summary Cancellation of Registration**

The Director may summarily cancel the registration of any student or group/batch/class who indulge (s) in act (s) of indiscipline, misconduct, violation of rules and regulations of the Institute, strike or ragging, in whose case the Director has reasons to believe that his/her/their continuance in the Institute would not be in the best interest of the Institute.

The students, who have been permanently dropped from the Institute either on account of poor academic performance or on account of act of indiscipline, shall not be eligible to make an application for admission.

It is the responsibility of the candidates to furnish full and correct information on the application form.

Any admission made on the basis of wrong information supplied by candidates or through a clerical mistake in the University Office and detected subsequent to the admission and joining of the candidate, would be cancelled at the cost and risk of the student.

#### **4.5.11 Registration**

Students must report for registration on the due date mentioned in the admission letter, failing which offer for admission is liable to be withdrawn.

At the time of registration, the students must produce the following documents:

- a. Original certificates and mark sheets of all examinations passed (10<sup>th</sup> onwards) and other required certificates
- b. In case of SC/ST candidate, a certificate from a first class Magistrate of a District/Competent Authority indicating that the candidate belongs to a particular SC/ST category which is included in the latest list appended to the constitution of India, SC/ST 1950.
- c. Three passport size photographs (which should not be more than 6 months old) for the preparation of Identity card/Hostel Forms.

#### **4.5.12 General**

The selected candidates should join the course by the date indicated by the University office.

Candidates coming from Universities other than this Institute should produce Migration Certificate from the university from which they have obtained the last degree.

The Institute reserves the right of admission and also right to cancel the admission of a candidate at any stage if it is found that the information furnished by the candidate is not true or it is incomplete.

## CHAPTER-V

### 5.1 FEES

The fees will be charged as prescribed by the University/ICAR and will be paid on the due date in each semester. Fees cannot be adjusted against stipends/scholarship. Non receipt of scholarship, etc. will not be considered as a valid reason for late payment of fees. Fees and annual fees once paid will not be refunded to the students leaving the course for any reason what-so-ever.

Programme	Every year Sem. wise	Tuition Fee+ Exam. Fee	Hostel Charges	Other charges (Per annum)	Other charges (One Time)	Caution Money/Security (Refundable) at the time of Regn.	Total
UG	1 <sup>st</sup>	6000+1000	5000	4500	3100	10000	29600
	2 <sup>nd</sup>	6000+1000	5000	-	-	-	12000
PG	1 <sup>st</sup>	7500+1000	10000	4500	5100	10000	38100
	2 <sup>nd</sup>	7500+1000	10000	-	-	-	18500
Ph.D.	1 <sup>st</sup>	10000+1000	10000	4500	9100	10000	44600
	2 <sup>nd</sup>	10000+1000	10000	-	-	-	21000

#Note:- Married Hostel Charges : 30,000/- per annum  
International Hostel Charges : 50,000/- annum

#### Note:-

- All in-service candidates on rolls shall be required to pay all fees as applicable in the case of general candidates.
- The Institute shall reserve the right to recover the dues from the fellowship amount or any other amount payable to the students.
- Tuition fee, Welfare fund and Examination fee are exempted to B.Tech. (DT/FT/BT) students belonging to SC/ST category.

### 5.2 Refund of Admission Fee

If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow four-tier system for the refund of fees remitted by the student.

<b>Sr. No</b>	<b>Percentage of Refund of Aggregate fees*</b>	<b>Point of time when notice of withdrawal of admission is served to HEI</b>
	100%	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	0%	More than 30 days after formally notified last date of admission

*\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

1. In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
2. Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

### **5.3 Refund of caution money**

- a. The caution money will be refundable only to the passed out students, if claimed within one year of completion of the course. Caution money will also be refunded to the candidate(s), if they leave the course within one month of the closing of admission and apply for refund of caution money. Further, the caution money will be refunded to all such candidates who leave the course before the closing date of admission and their seat is filled up from the wait-listed candidates in subsequent counseling.
- b. No migration and eligibility fee will be charged from students passing qualifying examination from NDRI (Deemed University).

## CHAPTER-VI

### RULES AND REGULATIONS FOR THE AWARD OF VARIOUS SCHOLARSHIPS

<b>I. UG PROGRAMME</b>	<b>II. PG &amp; Ph.D. PROGRAMMES</b>
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#### **I. UG PROGRAMME**

##### **1. GENERAL**

- 1.1 These rules shall apply to B.Tech. students of National Dairy Research Institute (Deemed University).
- 1.2 These rules shall be enforceable notwithstanding anything contained in any other ordinance/rules/ regulations/orders of NDRI Deemed University.
- 1.3 Institute Means “National Dairy Research Institute (Deemed University)”.
- 1.4 Standing Committee means “Standing committee on Scholarship,Financial; Assistance and Academic Progress”.
- 1.5 Year means “Academic Year”.

##### **2. SCHOLARSHIP**

ICAR National Talent Scholarship (NTS) is available to every student admitted by the Council at the rate of Rs. 3000/- per month during the period of study provided the student:

- Joins University in a state outside his/her Domicile state.
- Has not changed the University /subject allotted for any reason.
- Maintains good conduct and satisfactory academic performance throughout the period of study.
- Does not fail in any course during the period of study.

##### **3. VALUE**

The value of scholarship shall depend upon the amount earmarked by each sponsoring agency.

##### **4. CONDITIONS OF AWARD**

The Scholarship will be admissible to the students of the Indian Nationality as defined in the Constitution of India or persons domiciled in India, irrespective of the

sex, race or religion. Only those students shall be eligible for the award of scholarship that are not in receipt of any other scholarship/fellowship.

**Fellowship stipend from any other source.** The awardees shall be required to submit an undertaking to this effect in the prescribed form. However, students getting compensation during the course of “Dairy Plant Operations and Management” In-plant Training shall be eligible for the award of merit scholarship.

The scholarship will be under the Administrative control of the Joint Director/Director.

## **5. CONDUCT PROBATION**

The amount of scholarship shall not be paid to the student during the period of Conduct Probation.

## **6. TERMINATION OF SCHOLARSHIP**

The scholarship will be terminated on the date:

- (a) Student ceases to be on the rolls of NDRI.
- (b) Student completes his/her study, which includes final viva-voce.
- (c) The sanction expires.
- (d) Under exceptional circumstances, if in the opinion of Joint Director, the student is found to be negligent in his/her work or guilty of unbecoming conduct, with or without notice.

**MISCELLANEOUS**

The award of scholarship will be made on the receipt of the following undertaking:-

**UNDERTAKING**

I hereby accept the Scholarship of \_\_\_\_\_ for \_\_\_\_\_ academic year and I hereby undertake:

1. That I shall not leave the course during the tenure of the scholarship.
2. That I shall not avail any other scholarship/stipend during the tenure of scholarship. Failure to do so, I shall refund the entire amount of the scholarship in lump-sum and shall accept any punishment that may be imposed on me for concealing the facts.
3. That I shall abide by all the decisions of the Joint Director and other competent authority with regard to the operation of the scholarship.
4. That I shall not be eligible to claim scholarship during the period of the conduct probation.
5. That in case I am found to be negligent in my work or guilty of unbecoming conduct, the Joint Director may terminate my scholarship with or without notice.
6. I also certify that I am not drawing any other fellowship/scholarship/stipend (other than the amount payable during the course of "Dairy Plant Operations and Management (In-plant training) from any other source.

Signature of the student

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTER SIGNED

JOINT DIRECTOR

## II. PG & Ph.D. PROGRAMMES

### 1. ELIGIBILITY

- a) “Institute Scholarship” is offered to all students of Indian Nationality admitted to Masters and Doctoral programmes at NDRI to provide them financial assistance as per rules and conditions in this document.
  - b) Scholarships are offered to only those who do not hold any other financial Assistance/ Scholarship. As and when a student receives or accepts financial assistance from any other source the “Institute Scholarship” will be terminated.
2. The award of scholarship will be made on receipt of the following certificates:  
Acceptance of the award in the prescribed proforma

An undertaking to follow the rules and regulations as per conditions governing the Scholarship

3. Fellowship extension beyond 3 years may be given to Ph.D. students only on merit basis in case of student has filed patent/ published at least one research paper in high impact factor Journal (> 5) at the time of applying for extension of fellowship (two months before completion of 3 years).

### 4. CONDITIONS FOR PAYMENT OF SCHOLARSHIP

For the purpose of payment of Scholarship the Academic year is divided into two periods as follows:

#### **In case of Master’s programme :**

First Period from date of joining to the last date of second semester

Second Period from the date of beginning of third semester to last date of fourth semester.

#### **In case of Ph.D. programme:**

First Period from date of joining to the last date of second semester

Second Period from the date of beginning of third semester to last date of fourth semester.

Third Period from the date of beginning of fifth semester to last date of sixth semester.

- 4.1. a) Students of Master’s and Doctoral programmes must register for each and every prescribed course in each semester. Those who do not register for all the prescribed courses in a semester will not receive scholarship for that period (Research will be taken as course for this purpose).
- b) Scholarship for each preceding month for eligible students will be released only after the receipt of Progress Report.
- c) When the name of a student is struck off from the rolls of the University for any reason whatsoever, any amount due to him/her, whether sanctioned or not,

will not be paid to him/ her.

- 4.2.**
- a) Master's and Doctoral students must have obtained aggregate of 65% marks or 6.5 grade point average out of 10.0 (in Major, Minor and Supporting courses) during the previous semester for being eligible to receive scholarship during the next period. For each course that he/she did not sit in the examination or detained for any reason, zero marks will be taken for calculating the aggregate. In case of course (s) in which he/she fails, the actual marks obtained will be counted towards the aggregate.
  - b) The Master's and Doctoral students who fail to obtain 65% marks or 6.5 grade point average out of 10.0 in aggregate but clear all the course work requirement (of first semester) will have to improve by re-appearing in one or more courses (where the marks obtained is below 65%) in the supplementary/semester-end examinations so as to obtain 65% marks or 6.5 grade point average out of 10.0 in aggregate to become eligible for renewal of scholarship from the date of clearing the courses.
  - c) Further provided that in both the semesters, the cases of such student(s), who fail to obtain 65% marks or 6.5 Grade Point Average out of 10.0 during (in first semester), will be reviewed by the Joint Director (A) after the declaration of result of supplementary examinations and such student's fellowship will be released from the date of clearing the course(s).

In case of Master's students having three year degree programme and offering only prerequisite courses during the year of admission, must have obtained an aggregate of 65% marks or 6.5 grade point average out of 10.0 during the previous semester for being eligible to receive scholarship during the next period. For each course that he/she did not sit in the examination or detained for any reason, zero marks will be taken for calculating the aggregate. In case of courses in which he/she fails, the actual marks obtained will be counted towards the aggregate.

- d) The aggregate of 64.5% and above will be considered as 65% for the purpose of calculating the aggregate for the scholarship and not for any other purpose whatsoever.
  - e) For the continuation of scholarship of SC/ST students, who obtain less than 65% marks or 6.5 grade point average out of 10.0, the Joint Director/ Director/Competent Authority may relax up-to a maximum of 5% after fully satisfying himself about the justification of each individual case. This relaxation will, however, be allowed only once during the academic programme of a SC/ST student.
- 4.3.** Scholarship for each period will be released only after declaration of results of the previous semester.

- 4.4. Last one full month's scholarship will be released only after the student submits the thesis/dissertation.

**a. Institute Scholarships**

**Master's degree**

- Rs. 7560/- P.M. for two years plus Rs. 6000/- per annum as contingency

**Ph.D degree**

- Rs.25,000/- P.M. for first two years, Rs.28000/- during third year and Rs. 10,000/- per annum as contingency.

**Ph.D. (In-service)**

- Rs. 3000/- P.M. for three years and Rs. 10000/- per annum as contingency

**b.ICAR Junior Research Fellowship/Senior Research Fellowship**

**Master's degree**

- Rs. 12,640/- P.M. (For Veterinarians) for two years and Rs. 6000/- per annum as contingency

**Ph.D. degree**

- Rs.37,000/- P.M. for first two years, Rs.42000/- during third year and Rs. 10,000/- per annum as contingency.

**4.5. Conduct Probation**

The student on conduct probation will not receive the Scholarships for the duration of probation.

**5. TERMINATION OF SCHOLARSHIP**

The scholarship will be terminated on the date:

- a) The student ceases to be on the rolls of NDRI
- b) The scholar completes his/her study that may include submission of thesis.
- c) The sanction of scholarship expires.
- c) Under exceptional circumstances, if in the opinion of Joint Director, the scholar is found to be guilty of unbecoming conduct, with or without notice.

**5.1 Fellowship after Submission of Loose-Bound Thesis:** Under the current academic guidelines, institutional fellowships are granted only up to the date of submission of the loose-bound thesis. However, in other fellowship schemes, the fellowship may continue until the *viva voce* examination if there are provisions for extending the period of fellowship till the viva-voce examination. Viva voce

examination must be completed within 3 months after submission of loose bound thesis as per existing academic rule. For continuation of such fellowships, the Guide and Head of the Division must verify that:

- The student is physically present at the institution during the period.
- The student is actively engaged in academic work related to his/her **thesis work only** during this period.
- The work already completed and the work remaining are clearly specified in detail in the progress report.

The verification must be completed prior to forwarding the student's monthly progress report, along with certified attendance, for the continuation of the fellowship. Furthermore, the Guide and the Head of the Division will be responsible for ensuring that the student has not taken up any employment and remains present in the institute.

**5.2 Switching Fellowship Schemes:** If a student availing the Institute Fellowship opts to switch to another fellowship scheme, he/she must have to deposit the amount already received through the Institute Fellowship. Only after the deposition of institute fellowship the process for disbursement of new fellowship be initiated. Head of Divisions are instructed not to forward the monthly progress report of such students until the required deposit is made.

**5.3 Fellowship in Case of Medical Leave or Semester Drop:** In case of semester drop on medical ground providing valid medical certificate, where a student cannot appear in exams and hence lacks SGPA for that period, fellowship may be continued. In case of lower SGPA obtained by the student as he/she could not appear in the some courses due to medical reasons (providing valid medical certificate), fellowship will be continued.

## **6 STUDENTS OFFERED SCHOLARSHIP UNDER COLLABORATIVE PROGRAMME**

No Scholarship shall be admissible to the student from the date he/she is relieved from the University to avail the fellowship/scholarship awarded under the

collaborative programme and it will be paid only from the date he/she returns and rejoins the Institute. The period spent under collaborative programme will count towards the total period for which the scholarship has been awarded.

## 7. RULES GOVERNING THE CONTINGENCY GRANT

- a) The Master's and Doctoral students on rolls will be eligible for a contingency grant not exceeding an amount of Rs. 12000/- (Rs.6,000/- per annum) in case of Master's and Rs. 30000/- (Rs.10,000 per annum) in case of Doctoral for the duration of the course in order to meet certain genuine expenses connected with their studies.
- b) Contingency amount will be paid to students who do not receive scholarship for any reason, provided they are on the rolls of NDRI and continuing their studies at NDRI.

## 8. THE HEAD OF EXPENDITURE AND LIMIT OF EXPENDITURE FOR EACH HEAD IS AS FOLLOWS

### MASTER'S

	Head of Expenditure	Max, Amount
a.	Books in first year	Rs.2500/-
b.	Preparation of thesis	Rs.2500/-
c.	<b>Research contingency</b> for purchase of Chemicals, Glassware and other items required for conduct of research work i.e. small equipment, labour for animal experimentation, Membership of society (Annual) /Registration fee for conference/seminar/workshop (not exceeding Rs. 3000/-) tours in connection with thesis research or to attend conference etc., stationary /Xeroxing required for synopsis, calculator and small consumable, expenditure on TA for undertaking study tours and stationery items for data collection for research work to Dairy Extension Education and Dairy Economics students.	<b>Rs.7000/-</b>

## DOCTORAL

	<b>Head of Expenditure</b>	<b>Max, Amount</b>
a.	Books in first year	<b>Rs.2500/-</b>
b.	Preparation of thesis	<b>Rs.2500/-</b>
c.	<b>Research contingency</b> for purchase of Chemicals, Glassware and other items required for conduct of research work i.e. small equipment, labour for animal experimentation, Membership of society (Annual) /Registration fee for conference/seminar/workshop (not exceeding Rs. 3000/-), tours in connection with thesis research or to attend conference etc., stationary / Xeroxing required for synopsis, calculator and small consumable, expenditure on TA for undertaking study tours and stationery items for data collection for research work to Dairy Extension Education and Dairy Economics students..	<b>Rs.25,000/-</b>

In case of students seeking physical exemption, the contingency claim for preparation of thesis may be admitted only if the students submit the thesis within a period of three months from the date the students are granted physical exemption.

### 9. PAYMENT OF INSTITUTE SCHOLARSHIP TO IN-SERVICE PH.D. SCHOLARS UNDER ICAR/SAU SYSTEM

The following provisions are made in NDRI Scholarship Rules:

As per instructions contained in ICAR letter No. 1-5/98-A&P (E) dated 29<sup>th</sup> October, 1998 and 24<sup>th</sup> November, 1998, the in-service candidates joining Ph.D. programme on Study Leave/Deputation and in receipt of Study Allowance/Halting Allowance/Deputation Allowances etc. in addition to full leave salary, the fellowship amount will be adjusted so that they will get a maximum benefit of Rs. 3000/- per month only. This is in addition to payment of Contingent Grant. Those in-service candidates who are not in receipt of JRF/SRF and are receiving partial salary (half or leave without pay) will also be eligible to get Institute Scholarship of Rs. 3000/- per month provided they are employed under ICAR/SAU system, either nominated by ICAR or selected for admission by any Deemed University and who opt to join at a place other than the one where working and provided further that the 3<sup>rd</sup> degree is not from the same Institute. The in-service candidates shall also be eligible for contingent grant.

In-service candidates employed in Veterinary/Agriculture Colleges, which do not fall under ICAR/SAU System will also be extended the benefit of Institute Scholarship @Rs.3000/- per month along with the contingency grant. Further resolved that the in-service candidates in permanent employment under Central/State/Government Institutions and joining NDRI for Ph.D. programme will

be paid Scholarship @Rs.3000/- per month at par with ICAR Norms. The candidates from NDRI campus, Karnal and those belonging to other institutes of ICAR located at Karnal shall not be eligible for the award of Institute Scholarship. However, the candidates employed in NDRI but coming from its Regional Stations shall be eligible for award of Scholarship.

The contingent grant as indicated in Rule 13 shall be payable to all the in-service candidates coming from ICAR/SAU system including those who are not eligible for award of Institute Scholarship.

10. Proposals for any expenditure under any Head should be made in prescribed Performa duly recommended by Major Advisor and HOD and submitted to Joint Director. Purchase action on the sanctioned proposals should be taken within one month of the date of sanction.
11. Bills for reimbursement duly certified should be submitted within one month of purchase with the following certificates, as applicable.

#### **CERTIFICATE FOR XEROX**

Certified that

- i) The Xerox copies have been obtained only for material required for study / research.
- ii) The Xeroxing was done at NDRI library with due payment. (In case of non-availability of Xerox service in Library No Objection Certificate has been recorded on the bill, and the job got done at competitive rates.
- iii) Work has been done satisfactorily.

Sign.of the student

Sign. of the guide

Sign. of the Head.

#### **(C) CERTIFICATE IN CASE OF CONTRACT LABOUR ENGAGED**

Certified that

- i) The labour was engaged after following the usual Institute procedure.
- ii) The labour was engaged only for the purpose for which demanded.
- iii) The amount has been actually paid, receipt obtained and certificates given as per institute procedure.
- iv) The work has been done satisfactorily.

Sign.of the student

Sign. of the guide

Sign. of the Head.

**(D) CERTIFICATE IN CASE OF SERVICES OBTAINED (TYPING, BINDING, XEROXING, MINOR REPAIRS ETC.)**

Certified that

- i) The work was got done at competitive rates.
- ii) The job was actually got done and payment made.
- iii) The job was done satisfactorily.

Sign. of the student

Sign. of the guide

Sign. of the Head.

**(E) CERTIFICATE IN CASE OF PURCHASE OF CHEMICALS, GLASS WARE AND OTHER CONSUMABLE**

Certified that:

- i) The material has been procured in accordance with the normal procedure followed in the Division for all divisional purchases of stores.
- ii) The material was actually purchased at competitive rates.
- iii) The amount was actually paid by me.
- iv) The quality is satisfactory.
- v) The items have been entered in the stock register at page number \_\_\_\_\_ duly verified by Guide and Head.

Sign. of the student

Sign. of the guide

Sign. of the Head.

**(F) CERTIFICATE IN CASE OF FEES PAID FOR SEMINAR, WORKSHOP, CONFERENCE, MEMBERSHIP ETC.**

**Certified that:**

- i) The seminar/conference/workshop attended was essential for my study/research.
- ii) I actually paid the concerned fee and attended the seminar/ conference/ workshop etc.
- iii) In case of membership of society, it is certified that it is pertaining to my field of specialization and I have actually paid the fees.

Sign. of the student

Sign. of the guide

Sign. of the Head.

**Note:** Strike out, which is not applicable.

12. No contingency amount is to be utilized till allotment of Guide. However, under special circumstances this condition can be relaxed by the sanctioning authority on the recommendation of the Head of the Division.
13. All items like chemicals, glass apparatus etc. from out of contingent grant should be procured in accordance with the normal procedure followed in the divisions for all divisional purchases of stores and the pre-receipted bills sent to the Joint Director's office after recording the prescribed certificates on the body of the bills.
14. No sanction will be issued after submission of thesis. Bills for all expenditure incurred should be submitted within 15 days of the viva-voce examination of the thesis/dissertation.

The students of Dairy Extension and Dairy Economics disciplines might be allowed expenditure on TA for undertaking study tours and stationery items for data collection in connection with their research work.

15. Tour programmes should be submitted at least one week prior to departure date. TA bills should be submitted within one month of completion of tour.

During approved tour, **Rs. 200/-** per day will be allowed as Daily Allowance for tours of 5 days or less (including days of travel) and for tours exceeding 5 days but not exceeding 120 days, **Rs. 50/-** per day will be allowed for the entire period. For tours exceeding 120 days, no daily allowance will be admissible at all and their Headquarters would be deemed to have been transferred to their place of work. In case more than 1 tour exceeding 120 days is required the gap between two such tours should be at least 30 days. The students are reimbursed only sleeper class fare by rail by shortest route or actual ordinary bus fare for undertaking tour for any purpose.

## 16. VACATION

- a) Master's students will be allowed all semester breaks/vacation. However, Doctoral students will be allowed semester break between 1<sup>st</sup> and 2<sup>nd</sup> semester only during the first year.
- b) Ph. D. scholars will be allowed 10 days vacation only after completion of Ph.D. course work and submission of synopsis and also subsequently after completion of every year of academic research. This vacation can be taken in one stretch or two installments during the year in which it is due. The vacation is not cumulative.

## 17. PUBLICATION AND PATENT

- (a) **Publication of papers:** Ph.D. students must have accepted/published research paper in Journal with NAAS rating >6 at the time of submission of loose-bound thesis. In case of Social science disciplines including Agricultural Economics & Agricultural Extension Education the paper shall be published in a journal having NAAS rating >4.0. For patent, it should be filed before the submission of thesis.

- (b) Any research paper to be published by the student, the prior approval is mandatory from the concerned Major Advisor/ Head of the Division.
- (c) In all cases, the corresponding author will be the major advisor and student will be the first author. Student shall not include other authors/contributors without the approval of the major advisor & Head of the Division. If such incidences are reported, then appropriate action will be taken including revoking of the paper or reporting to current employer.
- (d) **Draft MoU for non-disclosure agreement between students and the institute:** An MOU should be made for Non-disclosure agreement (NDA) between students and the institute with respect to technology developed through research. The MOU will be signed by the concerned HoDs and students including Major advisor as witness and submitted along with final synopsis for the approval of competent authority and university record.
- 18. Patent Right:** All patent rights and designs and inventions derived from research work financed or aided by the NDRI/ICAR shall belong to the ICAR. The ICAR may at its discretion allow or direct any benefit thereof to be retained by the inventor.
- 19. Career:** A fellow will send to the Joint Director of NDRI the particulars of the post he has taken up on termination of his scholarship.
- 20. Provision of temporary relief from studies to students in Academic Rules and Regulations:**

A student who wants to withdraw from the University for a semester may submit an application at least 15 days before the commencement of semester end examination of that semester.

The following provision for temporary relief has been approved in the Academic Rules and Regulations for B.Tech., Master's and Ph.D. Programmes.

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.
- The request for relief shall be recommended by the concerned Head of the Division.
- 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

## CHAPTER - VII

### UG PROGRAMME :B.TECH. (Dairy Technology/Food Technology/Biotechnology)

#### 1.0 SCOPE

##### **B.Tech. (Dairy Technology)**

This 4-year degree programme offers intensive training in the processing, preservation, packaging, and quality control of milk and milk products, along with engineering and management aspects of dairy processing plants. The programme prepares students for careers in dairy industries, quality assurance, and allied sectors.

##### **B.Tech. (Food Technology)**

This 4-year degree programme provides comprehensive training in the processing, preservation, packaging, safety, and quality control of food products. It also covers engineering principles of food processing plants, food safety regulations, and product development, preparing graduates for roles in the food processing and allied industries.

##### **B.Tech. (Biotechnology)**

This 4-year degree programme offers intensive training in biological sciences and biotechnological processes, including genetic engineering, microbiology, biochemistry, molecular biology, and industrial biotechnology. The programme equips students with skills for applications in food, dairy, pharmaceutical, agricultural, and environmental biotechnology sectors, as well as research and development.

#### 2.0 DURATION

The duration of the course for the degree of B.Tech Programme shall be 4 years (8 semesters). The maximum period allowed for completion of B.Tech. (Dairy Technology) degree shall be 7 years (14 semesters) failing this, a 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. 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.

#### 3.0 MINIMUM QUALIFICATION FOR ADMISSION TO UG PROGRAMME

Candidates for admission to this course must have passed 10+2 Senior Secondary Examination of the Central Board of Secondary Education or any other examination within scope and standard found to be equivalent of an Indian Board/University after

a period of 12 years of study. The last two years of such 10+2 examination should have papers in Physics, Chemistry, Mathematics or Physics, Chemistry, Biology.

Only those candidates who have passed/secured a minimum aggregate of 50% marks in aggregate for General, OBC and UPS categories and 40% marks in aggregate for SC, ST and PH categories.

#### **4.0 ENTRANCE EXAMINATION**

- a) Admission to UG programme shall be based on the basis of merit in All India Entrance Examination conducted by ICAR, New Delhi at different centers in the country.
- b) Foreign students seeking admission at this Institute shall have to submit their applications through their respective embassies at New Delhi or the respective Indian Missions in their countries to the Govt. of India, Department of Agricultural Research and Education, Krishi Bhavan, New Delhi-110001 and the candidature shall be considered only if they are sponsored by (i) their National Government (ii) by the Government of India, and (iii) fulfill the eligibility conditions.

#### **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 counselling.

#### **6.0 REGISTRATION**

- 6.1 A student selected for admission shall become an enrolled student of the UG 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 of all examinations passed from 10th standard and beyond.

- 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) 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 the 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 University/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 Joint Director/ Director. However, such candidate shall be required to pay the late registration fee at the prevailing rates.

**6.3** A student admitted to the degree 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 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 B.Tech. (Dairy Technology) with four-year programme in 2025 getting 1 as student serial number, will have Registration Number as 25-B-DT-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 in semester is required to be completed within three working days.

All courses with credits have to be uploaded on AMS portal and approved by concerned teachers/advisor and Head of Division.

- c) A student should be present 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 and shall be required to pay later registration fee of Rs. 250/-. Thereafter, students will be allowed for registration with permission from Director. The students will be charged a fine of Rs. 500/- per day up to the closing date of registration. The last date for registration in first semester will be 31<sup>st</sup> August and in second semester it will be 31<sup>st</sup> January. No student will be allowed registration after closing date in both the semesters. A student who is unable to present on date of registration with valid ground, the Joint Director (Academic) on the recommendations of Head of Division may permit the registration in absentia on that day through the person authorized by the concerned student. Such permission is to be obtained prior to registration date.
- c) The students, who do not report for registration up to the last date of registration in the respective semester, will not be allowed to register in that semester.
- d) On the day of registration, course In-charges will be available in the division for approval of course on AMS portal.
- e) All the existing students may submit “No Dues Certificate” from Hostel Warden, Library 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. 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 within a period of 2 years such as natural calamity/defense posting/exceptional circumstances at the discretion of the Joint Director/Director on admission of an application through the Head of the Division. However, on readmission of such students, the period of break shall be counted towards the maximum period allowed for the award of degree. On readmission, the concerned student shall be required to pay all the dues from date of discontinuance upto the date of rejoining apart from readmission fee at the prescribed rate of Rs. 5000/-.

### **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 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.

## **7.0 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 fee once paid by a candidate is not refundable under any circumstances.

## **8.0 ACADEMIC REQUIREMENTS**

**8.1** An enrolled student, in order to earn UG Programme 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**

**Credit Definition: One lecture 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. Each credit course will be of 15-16 (Lectures/Practicals).**

**Maximum permissible course work load : 26 credits per semester.**

#### **8.3.1 Course Curriculum and minimum credits requirement**

A total of 166-174 credit hours is recommended for the four years of UG programmes. The credit distributions for the different courses have been specified for individual disciplines and in disciplines like Food Technology, total number of credits and distribution of courses is slightly different due to the discipline related requirement. Each class (contact hour) will be of 50 min duration and one practical will be of two contact hours

#### **8.3.2 Exit Option**

There will be three exits during the restructured UG programme.

Exit after 1st year: A student may opt to exit after the 1st year of UG programme. However, he/ she has to complete 10 weeks of internship (10 credits) to be eligible for being awarded UG-Certificate degree. (The students going to the higher level need not take 10 weeks internship at this stage.)

Exit after 2nd year: A student may opt to exit after the 2nd year of UG programme. However, he/ she has to complete 10 weeks of internship (10 credits) to be eligible for being awarded UG-Certificate degree. (The students going to the higher level need not take 10 weeks internship at this stage.)

Exit after 4-years programme leading to B. Tech. degree 4.20 Maximum residential period  
Students who exit with a UG- Certificate or UG- Diploma are permitted to re-enter within three years and complete the degree programme.

Students may be permitted to take a break from the study during the period of study after completion on one year of the UG programme, but the total duration for completing the UG programme shall not exceed 7 years.

### **8.3.3 Deeksharambh (Introduction- cum-foundation course)**

The goal of higher education is to nurture students by unfolding their hidden potentials to pursue the academic and professional studies in a diligent, honest and responsible manner by facilitating them to develop a sense of integrity with diverse faculties and build linkages with peers, society and community as a whole and lastly be proficient in earning livelihood independently along with sustaining society and nature. A course entitled “Deeksharambh” (0+2) (Non-gradual) is offered at the start of first semester for two weeks’ duration. This will be a part of first semester for all purposes including the calculation of Net Instruction Days (NIDs). The goal of ‘Deeksharambh’ is to inculcate life skills, develop bonding with mentors, peers and seniors, familiarize with institutional academic framework and functioning, The very purpose of initiating “Deeksharambh”: the induction cum foundation course is to acclimatize him/her with the new surroundings, develop bond with fellow students and teachers. It is the time when a student should become clear as to why he/she is going to study a particular discipline, or even it is time to quit and join another discipline of his/ her choice. They must develop sensitivity towards various issues of social relevance and imbibe human values to become responsible citizens. Thus, ensuring a well-designed Induction cum foundation program by the institutions should be designed to become helpful to both teachers and students for setting the pace of productive teaching and learning experiences.

**8.3.4** The student shall offer a non-credit course in Hindi (if not studied upto Matric/Xth standard) in the first semester of first year and pass it satisfactorily. However, 75 per cent attendance will be compulsory.

**8.3.5** **The students who have not cleared 100% of the courses of first three years will not be allowed to undergo for in-plant training for the fourth year.**

## **9.0 SYSTEM OF EVALUATION AND EXAMINATION PROCEDURE**

- The Evaluation Pattern of UG & PG Students as per New Education Policy-2020 and 6<sup>th</sup> Dean Committee Report is (20+20+20+40=100) which means two internal assessments of 20% each, final practical of 20% and final examination 40% weightage, respectively.
- The evaluation pattern will be applicable to the students admitted in the first semester of 2024-25 academic session.

### **9.1 Evaluation pattern for UG, PG & PhD**

**The Evaluation Pattern** of UG Students as per New Education Policy-2020 and 6<sup>th</sup> Dean Committee Report is (20+20+20+40=100) which means two internal assessments of 20% each, final practical of 20% and final examination 40% weightage, respectively.

<b>S. No</b>	<b>Examination</b>	<b>UG, PG/Doctoral courses with practicals</b>	<b>UG, PG/Doctoral courses without practicals</b>	<b>UG, PG/Doctoral courses with practicals only</b>
1	<b>Mid-term I</b>	15	20	20
2	<b>Mid-term II</b>	15	20	-
3	<b>Quiz/Assignment/Presentation</b>	10	20	-
4	<b>Final Practical</b>	20	-	<b>40 + 40 *</b>
5	<b>Final Theory (External)</b>	40	40	-
6	<b>Total</b>	100	100	100

\* Including Theory component

### 9.2 For skill development courses distribution of marks is as follows:

- i) Internal 30 marks
- ii) Quiz/Assignments/Presentation 20 marks
- iii) Final practical exam 50 marks  
(including theory component)

### 9.3 For compulsory Common Courses:

- i) Internal 30 marks
- ii) Quiz/Assignments/Presentation 20 marks
- iii) Final Theory exam 50 marks

- 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. If he/she is sick, he/she has to produce a medical certificate signed by Medical Officer of the Institute or competent Medical Officer if he/she falls sick.

- If a course is offered simultaneously at NDRI, Karnal and its Regional Stations at SRS, Bangalore and ERS, Kalyani in the same semester, the question paper in that course shall be common to all the centres.
- The examiner for setting the common question paper shall be approved by Joint Director (Academic) from among the teachers of that course at all the centre's.
- 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.

The minimum marks required to pass a course shall be 65% separately in theory and practical.

**If a student fails to obtain pass marks in theory and practical separately in a course, he/she shall be declared 'FAIL' in the course.**

- a) If a candidate does not have the required percentage of attendance in theory and/or practical or if a student who does not appear in theory and/or practical semester-end examination for any reason, he/she shall repeat the course during the subsequent years when the course is being offered, along with the regular students.
- b) Repeat means he/she will register himself/herself for the course and shall attend the classes.
- c) Such candidates will be awarded "R" grade in the concerned semester/course
- d) If a candidate has the required percentage of attendance, and has appeared in the semester end examination, but fails to secure 60 percent marks in the theory and/or practical (in other words, fails in the course), he/she will be allowed to take the examination both in theory and practical in subsequent semester when the course is being offered to regular students.
- e) The student shall attend the classes again and appear in mid-term examination again.
- f) No carry over of previous year will be permitted. Such candidates will be awarded 'RE' grade in the concerned semester course.
- g) c) In case of reappear, if the maximum credit hours are to be increased, it may be decided at the level of Head of Division concerned.

**9.4** Re-evaluation may be allowed with fee of Rs. 1500/- per course provided the application for re-evaluation is received by the Controller of Examination within 7 days after the declaration of result. Controller of examination will arrange to get the answer-book (s) of the concerned student (s) of the particular course (s) from the HOD of the concerned division and get the re-evaluation of the answer book (s) of that particular student (s), who have submitted application. The Joint Director (Academic) will take a decision regarding the modalities for the re evaluation of the copies. Application for re-totalling to be received by the Controller of Examination within 7 days after declaration of result. Controller of Examination will arrange to

get the answer books of all the students of that particular course from the HOD of the concerned division and get the re-totalling of the answer-book (s) of that particular student, who has submitted application. The Joint Director (Academic) will decide the modalities on case to case basis. Re-totalling will be done with a fee of Rs. 1000/- per course only to see if the marks awarded to various answers have been correctly added and all the answers have been marked by the Examiner. If any mistake is discovered as a result of checking of answer book, the Controller of Examination shall have power to rectify the result.

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.

<b>OGPA</b>	<b>PERFORMANCE</b>
Less than 6.5	Fail
6.5 to 6.99	Second Class
7.0 to 8.49	First Class
8.5 and above	Distinction

- 9.5** 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.
- 9.6** All non credit courses viz. Hindi, Physical Education/NCC, Educational tour will be awarded Satisfactory(S) / Unsatisfactory (US) grade.
- 9.7** Every candidate shall be examined in each course he had attended during the semester according to the syllabus approved by the Academic Council.
- 9.8** The medium of instruction and examinations shall be English.
- 9.9** As soon as possible after termination of each Semester Examination, the Controller of Examination shall publish the result of all candidates.
- 9.10** Every student will be issued Grade cards for each semester end examination. 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.
- 9.11** The transcripts in the existing format shall be issued to all the under graduate students passing out from NDRI Deemed University at the end of completion of the programme and Transcript Fee @ 600/- 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 grade in one or more courses in a semester, shall be placed on academic probation provided the number of such courses are less than 30 per cent of total courses. A warning will be issued to such students. Further a student failing in more than 30 per cent courses in first two semesters will be detained in the previous class.

**10.2** If the student has not cleared at least 50% of the courses of the first year (9 out of 18) he/she will be automatically dropped from the University.

1. 1<sup>st</sup> year students who have not completed/passed in at least 80% (14 out of 18) of the total number of courses will be detained in the 1<sup>st</sup> year.
2. 2<sup>nd</sup> year students who have not completed/passed in at least 90% (29 out of 33) of the total number of courses including compulsorily all the 1<sup>st</sup> year courses will be detained in the 2<sup>nd</sup> year.
3. 3<sup>rd</sup> year students who have not completed/passed in at least 95% of the total number of courses (48 out of 50) including compulsorily, all the 1<sup>st</sup> and 2<sup>nd</sup> year courses will be detained in the 3<sup>rd</sup> year.
4. Those who have to only repeat the examination have to appear for the practical as well as the theory examination of the respective course.
5. 4<sup>th</sup> year students who have not completed/passed in 100% of the courses (all 56) by semester 7 will be permitted to proceed for in-plant training in semester 8. However, they will not be permitted to attend any course during the training. Any classes to be attended will have to be done after the in plant training when the course is offered in routine. However, in case they have to only appear in examination, they can do so at the end of the semester along with the regular students during/after their training.
6. In all such cases, the student will be allowed to register provisionally for the next year. However, if she/he fails to clear the number of courses as mentioned above, she/he will be detained in the previous class

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

- A student who has to appear for supplementary examination may be permitted to join In Plant Training provisionally, in anticipation of passing of all courses, before declaration of supplementary examinations results.
- He/she can continue the training in the normal course in case of passing the supplementary examination.
- However, if He/ She fails to clear the said examination, the training will be discontinued and the candidate has to attend classes for the courses in which He/She failed, in the semester in which the course is offered in the regular curriculum. The

period during which she/he attended the in plant training prior to declaration of the result will not be considered for attendance and the student will have to undergo the entire semester of training in the subsequent year.

## **11.0 INPLANT TRAINING**

- 11.1** The 4<sup>th</sup> year students will be allowed to go for in-plant training only after issuing the course completing certificate by the University Office otherwise detained in 3<sup>rd</sup> year. The course completion certificate will be issued in favour of the student who has cleared 100% courses up to 3<sup>rd</sup> year.
- 11.2** The students will undergo In-plant Training during 1<sup>st</sup> semester of 4<sup>th</sup> year and during 2<sup>nd</sup> semester of 4<sup>th</sup> year to give them exposure of the wider spectrum of the Dairy Industry and related food processing and packaging industry. The student will write a comprehensive report at the end of the training programme and submit to the Head, DT for evaluation. However, this will be treated as non-credit course, but the student will have to pass this course and will be graded as satisfactory(s) or unsatisfactory (US).
- 11.3** During the Fourth year of B.Tech. (DT) course, the students will undergo the In-plant training at Model Dairy Plant and outstation Plant.
- 11.4** This will consist of intensive practical learning in manufacture of dairy products, maintenance of dairy equipment, quality assurance of dairy products and various management aspects of a commercial dairy plant. The students will be required to work with their own hands under the supervision and guidance of plant supervisor and/or teacher-in-charge. They will be essentially the skilled work force to the dairy plant capable of not only physical work but technically skilled to manufacture quality products with minimum wastage. This intensive training will enable the students to develop work culture as well as acquire technical professional competence.
- 11.5** The students will be required to submit periodic reports as may be decided by the Training Coordinator/dairy plant authorities. 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 each semester, the students will submit a final consolidated report typed and bound, to the Head, Dairy Technology Division through Training Coordinator and Manager, MDP for evaluation.
- 11.6** At the end of the seventh and 8<sup>th</sup> Semester, the student's performance for the In-plant Training will be evaluated.

The evaluation of performance of the students as above will be carried out by a committee comprising of all Heads of the processing Divisions, Manager MDP, and Training Coordinator in presence of External Examiner appointed by Joint Director. The evaluation will be coordinated by The Head, Dairy Technology Division.

- 11.7** The incoming students would take over the charge of the plant from the outgoing

batch, one week before the commencement of next academic session.

- 11.8** It is necessary that incoming students for In-plant Training to obtain a certificate from the Manager, Model Dairy Plant on their joining report that they had reported for in-plant training after duly taking over operations from outgoing batch and submit to University Office through Head, Dairy Technology Division. After completion, a certificate of satisfactory completion of the training has to be obtained by each student from Manager, Model Dairy Plant and submit along with the In-plant Training Report.
- 11.9** The attendance requirement during the in-plant training period will be 100%. **Five days leave will be allowed during Inplant Training.**
- 11.10** As Model Dairy Plant is being run on commercial basis, no leave with stipend shall be granted to the students. However, they shall be allowed weekly off and other gazette holidays as are observed by Model Dairy Plant. In case any student is unable to attend due to sickness, injury or any other form of temporary disability or unforeseen contingency, The Manager MDP shall refer the matter to Head, DT with his observations/recommendations for taking a decision. In such cases, the student shall have to compensate for the period of absence by working in additional shifts. The Manager MDP shall make the work schedule each month in advance and grant compensatory holidays for the work done by the students on Sundays/gazette holidays.
- 11.11** The conduct of students during Dairy Plant Operations & Management and In-plant Training at Model Dairy Plant shall be governed by the rules and regulations prescribed below:
- 11.11.1** 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 B.Tech. (DT) students during Dairy Plant Operation and Management I and II courses, and In-plant Training.
- 11.11.2** During the training period the administrative control will be with Manager, MDP and technical control of Training Coordinators. Students shall abide by any special or general rules made applicable by the Model Dairy Plant and the NDRI authorities in regard to their conduct within the premises of the Dairy Plant at which they undergo In-plant Training and in hostel/residential accommodation provided to them during their in-plant training.
- 11.11.3** 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.
- 11.11.4** 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-plant training in the Dairy Plant.
- b) Disobedience of the order/instruction of the teacher anchorage/Section Officer and/or his Superior as the case may be.
- c) Negligence in any form in performing assigned duties.
- d) Absenting from in-plant training without prior permission.
- e) Abusing in any form to students or plant employees.
- f) Use of violence.
- g) Stealing/theft of any kind.
- h) Unauthorized consumption of milk, milk products and other dairy/food ingredients.
- i) Disturbing fellow students/employees in their studies/working.
- j) Intentional activity resulting in damage/loss of machinery/property.
- k) Any act which may bring disrepute to NDRI Deemed University and the Dairy Plant at which they have to undergo In-plant Training.
- l) Causing hindrances in any manner in smooth functioning of the Dairy Plant and the In-plant training programme.

**11.11.5** The Joint Director/Director when notified by the teacher In- charge and/or Plant 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 In-plant Training.
- b) Repeat of In-plant Training without stipend for a part or full term of In-plant Training, at the end of B.Tech. (Dairy Technology) degree course or as may be decided by the Joint Director / Director.
- c) Debarring the student from In-plant Training and to discontinue his registration for one year.

**11.11.6** In case of exigency, for instance non-functioning of a Dairy Plant where training is arranged, the Jt. Director/Director shall have powers to reschedule the third year's Dairy Plant Operation and Management I and II courses as part or full with concomitant rearrangement/preparation of subsequent semester(s).

## **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.

**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. The decision of the Joint Director (Academic) will be final.

**12.3** 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.

**13.0 Provision of temporary relief from studies to B. Tech.(DT) students in Academic Rules and Regulations:**

A student who wants to withdraw from the University for a semester may submit an application at least 15 days before the commencement of semester end examination of that semester.

The following provision for temporary relief has been approved in the Academic Rules and Regulations for B.Tech./M.Sc. and Ph.D. Programmes.

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.
- The request for relief shall be recommended by the concerned Head of the Division.
- 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

The Temporary Relief sought granted during the first/second semester of first year to a student(s), the concerned student(s) will be detained in the previous year in case of Master and Doctoral students and the courses completed in first year will be exempted. In case of B. Tech.(DT) students, the condition of detaining in the previous year will apply during all the three years of course work. However, the student will continue to register in all the semesters.

**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 DEGREE**

A student is deemed to have completed the requirements for graduation and is eligible for the award of degree 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 degree.

### **16.0 ONE ALL INDIA EDUCATIONAL TOUR:**

One All India Educational Tour is compulsory to B.Tech. 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.

### **17.0 LEAVES RULES**

- a) All scholars will be allowed 8 days casual leave in an academic year which cannot be clubbed with other leave.
- b) Medical leave up to 10 days in an academic year will be allowed on production of valid Medical Certificate.
- c) In exceptional case, medical leave up to 3 months without scholarship can be granted during the entire degree programme on production of valid Medical Certificate.
- d) Under very special circumstances, leave without fellowship may also be granted up to a maximum of 30 days at the discretion of the Joint Director/Director on

production of valid grounds/proofs.

- e) All other holidays declared by the Institute will be admissible.

**17.1 Provision of Diwali Break in Rules and Regulations for the students enrolled in various educational programme of ICAR-NDRI (Deemed University).**

B. Tech., Master's and Doctoral students will be allowed one week break on the occasion of Diwali festival.

## **MASTER IN DAIRYING PROGRAMME**

### **1.0 SCOPE**

The Master in Dairying programme offers intensive training in various aspects of production, processing and management of dairying.

### **2.0 COURSE OFFERED**

The disciplines (main subjects of study) in which instructions are offered at this Institute, leading to the Master Degree, are as follows:

1. Dairy Microbiology
2. Dairy Chemistry
3. Dairy Technology
4. Dairy Engineering
5. Animal/Veterinary Biochemistry
6. Animal Genetics & Breeding
7. Livestock Production & Management
8. Animal Nutrition
9. Animal/Veterinary Physiology
10. Agricultural Economics
11. Agriculture Extension Education
12. Animal/Veterinary Biotechnology
13. Agronomy
14. Animal Re-production Gynecology and Obstetrics

### **3.0 DURATION**

**3.1** The duration of Master's Degree Programme is two years for graduates with at least four years professional degrees. Those with 3 years bachelor degree will undergo pre-requisite courses as decided by the Board of Studies and the duration will be 3 years. The maximum period of stay of a scholar for completion of degree requirement for obtaining Master's degree shall be five years.

**3.1.1** The students from other Universities/Institutions may be accepted for short term training as well as the use of specialized equipment on payment of Bench fee depending on the nature and period of training in each case provided that it does not affect the activities of this Institute. The work on a part of the dissertation work for M.Sc. may also be allowed with appropriate bench fee. However, the contribution of NDRI Deemed University will have to be recognized in the dissertation. The above provision shall only be applicable to the students from those Universities which have signed MOU in this regard with the Institute in the light of existing ICAR guidelines. Modus operandi shall be decided by the concerned Head of Divisions with the approval of Joint Director/ Director.

#### 4.0 MINIMUM QUALIFICATION FOR MASTER IN DAIRYING ADMISSION

A qualification for admission to Master in Dairying programmes is a Bachelor's degree from any university recognized by the Institute, in the relevant subject. The details of eligibility and qualifications are published in the Information Bulletin for All India Entrance Examination for M.Sc. Admissions published every year by the ICAR.

Candidates having passed (or due to appear at the final examination) their Bachelor degree in the concerned field under 10+2+5 (B.V.Sc.), 10+2+4 or 10+2+3 year degree programmes.

The candidate must have passed Bachelor degree examination securing Overall Grade Point Average (OGPA) of at least 6.60/10.00 in ten-point scale, at least 3.25/5.00 in five-point scale, at least 2.60/4.00 in four-point scale for General, OBC and UPS categories candidates. For SC/ST/Physically Handicapped (PH) candidates, the said requirement is an OGPA of at least 5.60/10.00, 2.75/5.00, 2.20/4.00 respectively. In other cases, where grade-points are not awarded and only marks are awarded, the candidate must have secured at least 60% marks for General, OBC and UPS categories whereas for SC /ST /PH the requirement is 50% marks. (Equivalence between OGPA and % marks will not be acceptable). The candidate must have passed B.V.Sc. & A.H. with Internship before the date of registration at NDRI.

A good knowledge of English is essential

#### 5.0 ENTRANCE EXAMINATION

- a) Admission to Master in Dairying programme shall be made on the basis of merit in All India Entrance Examination conducted by ICAR, New Delhi.
- b) **For (In-service) candidates:**
  - (i) The eligibility conditions for admission to Master in Dairying Programmes for In-service candidates shall remain the same as indicated in above para 4.0 above. The admission of In-service candidates will be made through entrance examination along with other candidates conducted by ICAR.
  - (ii) In-service candidates in Central/State/ Autonomous Organizations/ Universities / Educational Institutes having at least two years experience as on the date of counseling in the relevant field of specialization and fulfilling the other conditions of eligibility as prescribed for all other candidates, are eligible to apply.
  - (iv) In-service candidates shall be admitted over and above the open seats with the approval of the Director. Only one seat will be offered in each discipline. Vacant seat in one discipline may be transferred to other disciplines without changing the total number of seats for in-service candidates.
  - (v) In-service candidates will have to appear and qualify in the All India

## Entrance Examination for PG Admission held by ICAR.

### c) **Foreign Students:**

Foreign students seeking admission at this Institute shall have to submit their applications through their respective embassies at New Delhi or the respective Indian Missions in their countries to the Govt. of India, Department of Agricultural Research and Education, Krishi Bhawan, New Delhi-110001 and the candidature shall be considered only if they are sponsored by (i) their National Government (ii) by the Government of India, and (iii) fulfill the eligibility conditions.

### **6.0 NUMBER OF SEATS**

In each discipline, number of seats will be as decided by the Academic Council for each discipline.

### **7.0 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 percent 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.

### **8.0 REGISTRATION**

**8.1** A student selected for admission shall become an enrolled student of the Master's 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) Original Certificates and mark sheets of all the examinations passed from 10th standard and beyond along with Character Certificate from the Head of the Institution last attended.
- b) Three pass port size photographs (which should not be more than 6 months old)

for the preparation of Identity Cards and Hostel Forms.

- c) Certificate of Physical Fitness from the Authorized Medical Attendant / Senior Medical Officer, Health Complex, NDRI, Karnal.
  - d) Migration Certificate.
  - e) In case of SC/ST and OBC candidate, a certificate from a first class Magistrate of a District/Competent Authority indicating that the candidate belongs to a particular category as per the Central Govt. requirement.
  - f) Medical Certificate in case of Physically Handicapped (PH) candidates issued by Medical Officer of any Government Hospital with description of the kind and the degree of disability.
  - g) The fees payable by the students shall be such as prescribed by the Institute from time to time.
  - h) Registration forms for courses.
- 8.2** A candidate selected provisionally for admission may be allowed late registration by two working days under special circumstances keeping in view the gravity of each case at the discretion of the Joint Director (Academic)/Director. However, such candidate shall be required to pay the late registration fee at the prevailing rates.
- 8.3** A student admitted to the Master's Degree 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 digits), name of the course (in one English alphabet) followed by discipline of course (in two alphabets) and the student's serial number at the time of admission (in two digits). The name of course shall be M for M.Sc./MV.Sc./M.Tech and the discipline of the course shall be DM for Dairy Microbiology; DC for Dairy Chemistry; DT for Dairy Technology; DE for Dairy Engineering; AB for Animal Biochemistry; AG for Animal Genetics and Breeding ; LP for Livestock Production and Management; AN for Animal Nutrition; AP for Animal Physiology; EC for Dairy Economics; DX for Dairy Extension Education, BT for Animal Biotechnology and FP for Agronomy (Forage Production). For instance, a student who has taken admission to Master,s Degree Programme in Dairy Microbiology in 2025 and gets 1 as student serial number will have Registration Number as 25-M-DM-01.
- 8.4** Registration in the case of continuing students will consist of the following steps to be completed within first week of the beginning of the semester.
- a) Payment of Fees in person.

- b) Registration of courses required to be completed within three working days. All courses with research credits have to be uploaded on AMS portal and approved by the teachers and advisors.
- c) A student should be present 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 of Rs. 250/-. Thereafter, students will be allowed for registration with permission from the Joint Director (Academic). The students will be charged with a fine of Rs. 500/- per day up to closing date of registration. No student will be allowed registration after closing date in both the semesters. A student who is unable to present on the date of registration with valid grounds, the Joint Director (Academic) on the recommendation of Guide and Head of Divisions may permit the registration in absentia through the person authorized by the concerned student. Such permission is to be obtained prior the registration date. No student will be allowed registration after closing date in both the semesters and the admission in such case(s) will stand automatically cancelled. However, the student(s) may be re-registered with the approval of the Joint Director (Academic)/ Director after paying the fine due upto the date the permission granted apart from re-registration fee at the prescribed rates of Rs. 5000/-.
- d) The students reporting late registration with late fee will be paid fellowship/scholarship from the date of their registration in the respective semester.
- e) On the day of registration, Course In-charges will be available for approval on the AMS portal. Semester progress reports of the students must be submitted at the time of registration.
- f) All the existing students shall submit “No Dues Certificate” from the Hostel Warden, and Sports Coordinator at the time of registration, otherwise no registration will be allowed.
- g) Registration for 3rd semester will be allowed only if the student(s) has submitted final synopsis in the University Office.
- h) Addition of a course : 10 days after registration/start of course work with a fee of Rs. 100/- per course
- i) Withdrawal of Course: 10 days from expiry of mid-term or 6 weeks before the Commencement of final examination.

## **8.5 Readmission**

Re-admission in normal case is not permissible. The students who withdraw from the Institute or whose names have been struck off by the Institute (other than on disciplinary grounds) may be re-admitted within a period of 2 years on genuine

grounds such as natural calamity/defense posting/exceptional circumstances at the discretion of the Joint Director/Director on submission of an application through the Head of the Division. However, on re-admission of such students, the period of break shall be counted towards the maximum period allowed for the award of degree. On re-admission, 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. 5000/-

**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. In case of PG scholars, the period of absence shall not be counted towards the period of stay with the Major Advisor (Guide). Allocation of Major Advisor (Guide) will be as per rules.
3. 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.
4. If the student is in receipt of any scholarship/fellowship he 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.

**9.0 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 fee once paid by a candidate is not refundable under any circumstances.

**10.0 ACADEMIC REQUIREMENTS**

**10.1** Every scholar admitted to Master degree programme shall be required to take the following three broad categories of courses during the two semesters:

**10.1.1** Major (Courses from field of specialization):

**10.1.2** Minor (Courses from allied disciplines):

**10.1.3** Supporting (Courses in assistance of research work)

**10.1.4** The seminar will be evaluated by a Divisional Seminar Committee will be of one credit and carry 50 marks.

**10.2** Non-credit courses as detailed below:

**10.3** Those students, who have not studied Hindi up-to Matric/10<sup>th</sup> Standard will be offered a noncredit course in Hindi in the 1st semester of 1st year and will be required to pass it satisfactorily.

**10.4** The students will have to undergo noncredit course on Physical education i.e. PE

The minimum credit requirement for Master's degree will be as under:

	Master's programme
Major	20
Minor	08
Supporting	06
Common courses	05
Seminar	01
Thesis	30
<b>Total</b>	<b>70</b>

\* In order to fulfil the overall credit requirement of a student, the additional courses may be offered from Major/Minor/Supporting courses.

**Extra Two credits may be given for preparation of Synopsis. Research credit for dissertation work be allotted for each semester and report for satisfactory/unsatisfactory be sent to COE for issue of grade cards.**

A maximum of three allied disciplines may be identified as minor disciplines for each major discipline.

In addition to above, a student for Master degree will be required to offer a minimum of 4 non-credit courses from the following..

**courses:**

**Non Credit courses:**

PGS-503--Intellectual Property and its Management in Agriculture (1+0)

PGS-504-Basic concepts in Laboratory Techniques/Practices (0+1)

PGS-505-Agricultural research, research ethics and rural development programmes (1+0)

PGS-501- Library & Information Services (0+1)

PGS-502- Technical Writing and Communication Skills (0+1)

**Uniformity in course codes**

It was decided that to maintain uniformity, the course codes will be of two alphabets only as given below:

<b>Name of Discipline</b>	<b>Course Code</b>
Dairy Microbiology	DM
Dairy Chemistry	DC
Dairy Technology	DT
Food Technology	DE
Dairy Engineering	FT
Animal/Veterinary Biochemistry	AB
Animal/Veterinary Biotechnology	BT
Animal Genetics & Breeding	AG
Livestock Production & Management	LP
Animal Nutrition	AN
Animal/Veterinary Physiology	AP
Agricultural Economics	ES
Agriculture Extension Education	DX

Agronomy	FP
ARGO	GO

**M.Sc./M.Tech./M.V.Sc.**

first semester	611, 612.....
second semester	621, 622.....
Seminar	619, 629 (Not more than two)

**Minor disciplines**

It was decided that BOS in each discipline will identify three disciplines as Minor so that the students can choose one minor discipline and the courses to a student will be offered from one discipline only to meet the minimum requirement of credits for the minor disciplines opted as minor.

**Supporting course**

Supporting courses may be allotted to a student from any discipline other than Major and Minor discipline of the student.

- 10.5 (a) The students who have not cleared at-least **50 percent** of the 1<sup>st</sup> year courses will not be allowed to register the courses for 2<sup>nd</sup> year.
- (b) The students will not be allowed to submit his/her dissertation until and unless he/she has cleared all prescribed courses.

**11.0 SYSTEM OF EVALUATION & EXAMINATION PROCEDURE**

- 11.1 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 and semester end final practical examination. **The Evaluation Pattern** of PG Students as per New Education Policy-2020 and 6<sup>th</sup> Dean Committee Report is (20+20+20+40=100) which means two internal assessments of 20% each, final practical of 20% and final examination 40% weightage, respectively.
- 11.2 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.

- 11.3** For the students who did not appear for the mid term 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. If he/she is sick, he/she has to produce a medical certificate signed by Medical Officer of the Institute or competent Medical Officer if he/she falls sick. If a course is offered simultaneously at NDRI, Karnal and its Regional Stations at SRS, Bangalore and ERS, Kalyani in the same semester, the question paper in that course shall be common to all the centres. The examiner for setting the common question paper shall be approved by Joint Director (Academic) from among the teachers of that course at all the centre’s.
- 11.4** 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.
- 11.5** 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.
- 11.6** The minimum marks required to pass a course shall be 65% separately in theory and practical. (should be collective)
- 11.7** 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.
- 11.8** If a student fails to obtain pass marks in theory and practical separately in a course, he/she shall be declared **‘FAIL’** in the course.
- 11.9 a) If a candidate does not have the required percentage of attendance in theory and/or practical or if a student who does not appear in theory and/or practical semester-end examination for any reason, he/she shall repeat the course during the subsequent years when the course is being offered, along with the regular students. Repeat means he/she will register himself/herself for the course and shall attend the classes. Such candidates will be awarded “R” grade in the concerned semester/course.
- (b) If a candidate has the required percentage of attendance, and has appeared in the semester end examination, but fails to secure 65 percent marks in the theory and/or practical (in other words, fails in the course), he/she will be allowed to take the examination both in theory and practical in subsequent semester when the course is being offered to regular students. The student shall attend the classes again and appear in mid-term examination again. No carry over of previous year will be

permitted. Such candidates will be awarded 'RE' grade in the concerned semester course.

c) In case of reappear, if the maximum credit hours are to be increased, it may be decided at the level of Head of Division concerned.

d) Thesis Viva-Voce test of the concerned candidate shall be held only after he/she has cleared all the courses.

**11.10** 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.

**11.11** 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.

#### **11.11.1 Supplementary Examination:**

- \*Supplementary exam is permitted as per UGC guidelines- The supplementary examinations will be conducted within 15 days after declaring of the final result and results shall be declared before commencement of the next academic session.
- The students who have completed the attendance requirement for that course, appeared in End term examination and have been awarded RE can register for the examination.
- The supplementary examination is an opportunity to reappear for final examination only.
- The weightage of supplementary examination will remain same as the weightage of the Final examination of the regular semester in which the student was awarded RE.
- A student shall be allowed to appear for a maximum of 2 courses in supplementary examination.
- A student wishing to appear in supplementary examination has to pay a consolidated fee of Rs **5000/- for one course**
- A separate grade sheet will be issued for these supplementary examinations indicating that the student has passed the course in supplementary examination.
- There shall not be any substitution provision of a course in the supplementary examination.
- The results of these supplementary examinations shall be declared prior to the commencement of the next academic session. The weightage of the supplementary examination shall be identical to that of the final examination of the regular semester in which the student was awarded the grade RE (Re-examination).

If a student fails in either the theory **or** practical component of a course, they shall be permitted to appear only in the component(s) in which they failed. However, if the student is failed both in theory and practical, he/she may be allowed to appear in both the supplementary examination. In the event a student fails in the supplementary examination, they will be required to re-register for the course when it is offered again, attend regular classes, and appear in the mid-term, theory and practical examinations as applicable. The schedule for the supplementary examination will be announced by the Office of the Controller of Examinations (COE) at a centralized place following the declaration of the semester results.

**11.11.2 Guidelines for SGPA Improvement by Students.** Students who wish to **improve their SGPA/CGPA** may be permitted to reappear in courses in which they have already appeared earlier. However, the student may opt other courses being offered during the semester after attending the classes. The following guidelines shall apply:

1. Only those students who have already completed the course(s) and seek to improve their SGPA are eligible.
2. A **maximum of two courses** can be taken for improvement.
3. The course(s) may be the same in which the student has already appeared earlier. However, the student may opt other courses being offered during the semester after attending the classes. The marks obtained in the improvement attempt **shall not be considered for the topper's position or rank determination.**

## 11.12 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 7.0 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 7.0	Fail
7.0 to 7.49	Second Class

7.50 to 8.49	First Class
8.50 and above	Distinction

**11.13** 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 7.0.

**11.14** Anon credit course of Hindi will be awarded Satisfactory(S) / Un-satisfactory (US) grade.

Every candidate shall be examined in 3<sup>rd</sup> and 4<sup>th</sup> semester and awarded satisfactory/unsatisfactory grade for the research credits allotted to a student. The evaluation will be done by the Advisory Committee of the student and result submitted to the COE for issue of grade card.

**11.15** Marks for the Internal Assessment which shall be recorded by the COE.

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

**11.17** The medium of instruction and examinations shall be English.

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

**11.19** 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 on such dates as may be fixed by the Joint Director (Academic).

**11.20** Every student will be issued Grade Cards for each semester end examination. 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.

### **13.0 CLASS ATTENDANCE**

**13.1** A teacher shall maintain a record of the students 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

**13.2** A student shall be required to maintain a minimum of 75 cent attendance separately for theory and practical in each course. It shall be the responsibility of the student to ensure that his/her attendance requirements do 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. The decision of the Joint Director (Academic) will be final.

**13.2.1** 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.

**13.2.2** Lectures shall be counted up to the last working day of the semester. Under special circumstances, viz., (a) authorized absence under official directives, and (b) serious illness, a student may be granted condonation of attendance by the Joint Director (Academic) maximum up to 5%. No further condonation even on medical grounds or otherwise shall be granted to a student under any circumstances.

Certificate of illness must be produced only from Medical Officer of National Dairy Research Institute, Karnal or Medical Officer, Civil Hospital, Karnal, if referred by Medical Officer, NDRI Health Complex. In case the candidate falls sick at a place other than Karnal, he should produce medical certificate in support of his illness from Authorized Medical Attendant.

**13.3** All teachers are required to send the report of shortage of attendance to the Head of Division. The Head of Division will be responsible for bringing the notice of shortage of attendance in all courses after Mid-term examination to the student and the teacher. Information of the same shall also be sent to the parents/guardians of defaulting student for every semester, under certificate of posting.

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

- a) participation in Inter-University, University of Inter-Collegiate Sports Tournaments/ Youth Festival, University Level Debates, National and International Tournaments, with the previous sanction of the Joint Director, or
- b) Attendance at the NCC 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 Gazette rank, or NDRI, Medical Officer.

The Joint Director (Academic) 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.

#### **14.0 ACADEMIC PROBATION**

- 14.1** The performance of the students will be evaluated in terms of two indices, viz., the “Semester Grade Point Average (SGPA)” which is the Grade Point Average for the semester and “Cumulative Grade Point Average (CGPA)” which is the Grade Point Average for all the semesters.

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

- 14.2** The minimum cumulative GPA for continuing in the Institute shall be earned at the end of the second semester. A student who fails to satisfy the above requirement shall not be permitted to continue in the Institute. This rule shall be relaxed by Joint Director/Director in special cases if the student concerned has made substantial improvement in his CGPA by attaining CGPA of 6.5 during the second semester.

- 14.3** At the end of the IV semester at the Institute, the student shall have to attain a CGPA of 7.0 and Student failing to attain this level shall not qualify for the degree. One chance as a special case in one course may be give to a student(s)for Improvement to obtain the required OGPA i.e. 7.0 for award of degree failing which the student(s) will have to re-appear alongwith regular students in semester-end examination.

- 14.4** The students who have not cleared at least 50 percent of the first year courses will not be allowed to register for the courses of second year for the research work.

#### **15.0 DISSERTATION**

- 15.1** A student admitted to Master in Dairying programme shall undergo research work for a period of at least two semester and submit findings in the form of dissertation in partial fulfillment of his/her degree requirement. The dissertation for the Master’s Degree should be of such nature as to indicate a student's potential for conducting research.

- 15.2** It shall contain chapters on Introduction, Review of Literature, Material and Methods, Results and Discussion, Conclusions and Literature Citations.

- 15.3** A Major Advisor (Guide) shall be assigned to each Master Degree student by Divisional board of studies after taking approval from Joint Director/Director latest by the end of Mid-term examination. Besides, there shall also be an Advisory Committee for each student proposed by the Major Advisory (Guide) of the student recommended by concerned Head of Division and approved by the Joint Director/Director. The change of advisory committee should be done immediately

in case of retirement or transfer of a scientist.

### **15.3.1 Eligibility of Major Advisor (Guide) for M.Sc. Students**

1. Should be a Scientist or above and approved as a member of Post-graduate Faculty.
2. Should possess a M.Sc. Degree in the relevant discipline.
3. A Scientist having M.Sc. Degree must have 3 years research/teaching experience to become eligible as a guide.

### **15.3.2 Mode of allocation of M.Sc. Students**

1. A list of eligible Major Advisor (Guides) in each discipline after adding the name of new guides, if any, at the bottom of the previous year list be prepared in order of their induction as Major Advisor (Guide). Out of the updated list, the list of such of the guides who are to be considered for allotment of students in that particular year may be prepared. The list will include names equal to the number of students available for allotment. The list will start from the point next to where last year's cycle ended.
2. The Board of Studies of the concerned discipline will allocate the students on the basis of roster of the guides in the list by taking into consideration the merit order of the students and their choices.
3. When a student (M.Sc.) leaves before the next guide allotment, irrespective of the reasons for leaving, in such case, the concerned guide will be considered for allotment of a student on priority and his name will be included in the list of eligible guides as provided in clause 1.

### **15.3.3 Advisory Committee Constitution and Academic Compliance for Students Allotted to Other ICAR Institutes**

Advisory Committee for such students shall be constituted strictly as per the prescribed guidelines.

- The Joint Director (Academic)'s nominee in the case of Master's students and the Director's nominee in the case of Ph.D. students shall be nominated by the Joint Director (Academic)/Director, NDRI, respectively. However, the Director of the

concerned ICAR Institute may recommend the name of a nominee for consideration.

- It was further decided that the Head of the concerned Division at NDRI, Karnal shall act as the Chairman for synopsis presentations at the divisional level. The Head may join the synopsis seminar through online mode.
- All correspondence related to such students shall be routed through the Head of the concerned Division at NDRI, Karnal to the University Office.
- Concerned guide/major advisor will send the all-academic matters such as duly signed monthly progress report, leave applications and to Head of the Division at ICAR-NDRI, Karnal for further communication with Dairy Science College

#### **15.3.4 Allotment of Master's & PhD students to faculty having externally funded projects**

Faculty members handling multiple externally funded projects may be allotted an extra student. However, during the first round of guide allotment, students should be allotted to all eligible faculty members to ensure equitable allocation. In the second round of guide allotment, additional students may be assigned to faculty members to support the activities of ongoing externally funded research projects. In the case of inter-divisional guidance, a Co-Chairman may be appointed, provided that the divisions involved are relevant to the research mandate. In such cases, the certificate of guidance shall be signed by both the Chairman and the Co-Chairman.

**The allocation of guides must be done before midterm of first semester.**

#### **15.3.5. Guidelines for allotment of Major Advisors (Guides) to Master's students admitted as Foreign Students**

The foreign students may be considered for allotment to a guide working in the preferred areas suggested by his/her sponsors even if the name of such a guide does not appear in the list prepared by the Division for that particular year. However, in lieu of this, the name of such guides will not be considered in subsequent allotment.

- 15.4** The Advisory Committee of a student preparing for Master Degree shall consist of apart from the Major Advisor (Guide) three members with two members from the major and one from allied fields. In addition one nominee of Joint Director not below the rank of Senior Scientist from the main/allied field (area of research topic of the student) may be added to the Advisory Committee. The change of advisory

- committee should be done immediately.
- 15.5** A student (other than Dairy Engineering student) shall do research work for his/her dissertation in second year. However, a Dairy Engineering student shall do research work for his/her dissertation in second year 1<sup>st</sup> semester. The last date for submission of dissertation shall be the last day of examination in each semester without late fee, and with late fee of Rs. 250/- up to seven days of last day of examination. The student shall also be permitted to submit dissertation after seven days of last day of examination but before the start of next semester with a late fee of Rs. 500/- only. In case the thesis is submitted after commencement or the next semester the candidate will register himself for that semester and pay all the fees except the thesis fee. However, the thesis in both the later cases will be evaluated at the end of the ensuing semester.
- 15.5.1** The scholarship will be paid to all eligible Master's Students from the date of joining and will end on the date of submission of thesis or Industrial Project or completion of two years whichever is earlier. However, the students will mark their attendance in the Division and submit the progress report along with attendance details to claim the scholarship. No extension is granted for any reason whatsoever.
- 15.6** The topic of dissertation shall fall within the major field of specialization in which the student has been admitted. The subject of dissertation shall have the approval of the Students' Advisory Committee and the Joint Director (A).
- 15.7** Once the title of dissertation is approved, the scholar should give a seminar before the Advisory Committee and Faculty of the discipline concerned. Again before undertaking the final typing of dissertation, the scholar will give another seminar before the Advisory Committee and Faculty of the Division concerned. The seminar will be graded as Satisfactory/Unsatisfactory by the Advisory Committee. In case it is graded as Unsatisfactory the student will again give the seminar at a date to be announced by the Chairman of the Advisory Committee.
- 15.7.1** Each student shall submit three copies of the thesis in an unbound form with a cover of art sheet giving the title of thesis, name of the scholar etc., as per approved format, printed on it, two copies of which would be sent to the external examiner for evaluation. In case the thesis is recommended for acceptance and award of degree (after incorporating mistakes), the students shall get these pages replaced after making the corrections and submit three copies of the thesis in Bound form along with soft copy in pen drive. One copy of bound thesis each would be deposited with Central Library, Divisional Library and Library of Southern Regional Station of NDRI, Bangalore. The Provisional Degree Certificate would be issued only after submission of the thesis in Bound Form. However, it will indicate the date of passing as the date of viva-voce examination. Any **hard disk** purchased under the contingency grant shall be **retained by the student's Guide** in the respective laboratory/division to ensure safe storage of research data. This is in adherence to the Data Policy of ICAR.

**15.7.2** Typing of dissertation may be taken in 1.5 space and on both sides of the paper.

CV with photographs of M.,Sc. students will be included in the Thesis of the students at the time of submission of Thesis for reference. Further the provision of colour coding of Thesis of Master's students will be Dark Maroon.

- 15.8** The dissertation submitted in partial fulfillment of the Master degree shall be evaluated by an external examiner. The external examiner shall be a specialist in the students' major field of study and shall ordinarily be appointed by the Joint Director (A)/Director from a panel of three names suggested by the discipline concerned, but outside the NDRI and its regional stations. The external examiner shall send his report directly to the Joint Director (Academic).
- 15.9** The dissertation will be graded satisfactory/not satisfactory. In case the external examiner does not recommend the dissertation for the award of the degree, the Joint Director (A) may on the special recommendation of the Advisory Committee, refer the dissertation for scrutiny and independent judgment to a second external examiner chosen and appointed by the Joint Director (Academic) from the original panel or from outside the original panel. If the second external examiner recommends the dissertation for acceptance, this recommendation may be accepted. In case the second examiner asks for revision of the dissertation, the student shall continue the work, rewrite the dissertation and submit it once again after a period of at least three months.
- 15.10** The external examiner will evaluate the dissertation and conduct a viva along with the Student's Advisory Committee with the Major Advisor (Guide) as Chairman.
- 15.11** After receiving satisfactory report, viva will be conducted within 4-6 weeks, but not before 15 days.
- 15.12** Report on thesis oral examination must be submitted with certificate that all corrections have been made.
- 15.13** The degree shall be awarded on the recommendation of the Examining Committee. The Chairman shall send the recommendation of the Examining Committee to the Joint Director (A) through the Head of Division concerned in the prescribed form.
- 15.14** The Head of the Division concerned will work as Coordinator and make correspondence with the External Examiner regarding fixing date of examination and informing of the same to the Major Advisor (Guide) and the students.
- 15.15** The date for submission of synopsis will be before third semester and thesis submission after 10 months of the synopsis submission. The student shall also be permitted to submit dissertation after due date with a late fee of Rs.500/- only. In case the dissertation is submitted after commencement of the next semester, the candidate will register himself/herself for that semester and pay fees except the dissertation full fee.

**15.16 Timeline for Submission of Hard-Bound Thesis:** Students must submit the hard-bound copy of their thesis within one week of the viva voce examination. A maximum extension of 15 days may be permitted only upon submission of a valid justification. A late fee of Rs. 500 per day will be charged for up to 21 days. Failure to submit within 21 days will result in the viva voce being re-conducted, with the student bearing all associated expenses, including TA/DA for the external examiner. Viva voce must be completed within the maximum duration of the degree programme.

## **16.0 LEAVES RULES**

- a) All scholars will be allowed 8 days casual leave in an academic year which cannot be clubbed with other leave.
- b) Medical leave up to 10 days in an academic year will be allowed on production of valid Medical Certificate.
- c) In exceptional case, medical leave up to 3 months without scholarship can be granted during the entire degree programme on production of valid Medical Certificate.
- d) Under very special circumstances, leave without fellowship may also be granted up to a maximum of 30 days at the discretion of the Joint Director/Director on production of valid grounds/proofs.
- e) All other holidays declared by the Institute will be admissible.
- f) Scholarship beyond the prescribed duration will not be extended for any kind of leave availed.
- g) The students will not be allowed any semester break after second semester examination till finalizing their synopsis.

## **16.1 MATERNITY LEAVE TO FEMALE STUDENTS**

- a) Maternity leave up to maximum period of six months can be granted with scholarship in case of first or second child only. Further on grant of the above leave, the minimum duration of the degree programme will be extended by the said period and the period will be counted towards the maximum period of the degree programme. The leave will be sanctioned by the Joint Director (Academic)/Director.
- b) Maternity leave may also be granted with scholarship in case of miscarriage including abortion subject to the condition that:
  - i) The leave does not exceed six weeks, and ii) the application for the leave is supported by a Medical Certificate as laid down in Rule 10 of CCS (Leave) Rules.
- c) Maternity leave may be combined with leave of any other kind applied for in continuation of the former may be granted only if the request is supported by a

Medical Certificate.

- d) Leave in continuation of Maternity leave may also be granted in case of illness of a newly born baby subject to production of Medical Certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. However, no scholarship will be paid during this period.

## **16.2 Provision of Diwali Break in Rules and Regulations for the students enrolled in various educational programme of ICAR-NDRI (Deemed University).**

B. Tech., Master's and Doctoral students will be allowed one week break on the occasion of Diwali festival.

## **17.0 GENERAL**

**17.1** 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 regulations and the amended regulation (s), if any, shall apply to all students whether old or new.

**17.2** Subject to such advice as may be given by 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.

## **REQUIREMENTS BEFORE SUBMISSION OF THESIS:**

1. Before submission of thesis, a scholar is required to deliver result seminar in the division
2. A student has cleared all prescribed courses (and has earned 7.0 OGPA).

## **18.0 ELIGIBILITY FOR DEGREE**

A student is deemed to have completed the requirements for graduation and is eligible for the award of Master in Dairying degree 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 obtained required 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 70% marks for the award of a degree.

**19.0 Award of Degree:**

**19.1 Award of M.V.Sc. Degree to those who hold B.V.Sc. Degree at graduate level.**

The students, who are admitted to the Master programmes on the basis of minimum qualification as B.V.Sc. at NDRI Deemed University, will be awarded M.V.Sc. Degree in the concerned disciplines.

**19.2 Award of M.Tech. degree to the students passing from Dairy Chemistry and Dairy Microbiology disciplines.**

The students admitted in the discipline of Dairy Microbiology and Dairy Chemistry and possessing B. Tech.(DT) degree at undergraduate level will be awarded M.Tech. Dairying (Dairy Microbiology) / M.Tech.Dairying (Dairy Chemistry) degree.

Further amended to award M.Tech.degree to all the students admitted with B.Tech.(Dairy Technology) irrespective of disciplines

The nomenclature of degree of all the 14 disciplines will be as under:

- (i) M.Sc./M.Tech. (Dairy Microbiology)
- (ii) M.Sc./M.Tech. (Dairy Chemistry)
- (iii) M.Sc./M.Tech. (Dairy Technology)
- (iv) M.Sc./M.Tech. (Dairy Engineering)
- (v) M.Sc./M.Tech. (Animal/Veterinary Biochemistry)
- (vi) M.Sc./M.V.Sc. (Animal/Veterinary Biotechnology)
- (vii) M.Sc./M.V.Sc. (Animal Nutrition)
- (viii) M.Sc./M.V.Sc. (Animal/Veterinary Physiology)
- (ix) M.Sc./M.V.Sc. (Animal Genetics & Breeding)
- (x) M.Sc./M.V.Sc. (Livestock Production & Management)
- (xi) M.Sc. (Agricultural Economics)

- (xii) M.Sc. (Agril. Extn.Edu.)
- (xiii) M.V.Sc.(Animal Reproduction, Gynecology& Obstetrics)
- (xiv) M.Sc. Agronomy

**20.0** Inter-Institutional Transfer of M.Sc. Students once the admissions are finalized for an academic session, there will be no scope for lateral entry for transfer from any other Institutes to the NDRI Deemed University. However, in respect of Master and Doctoral programmes, under exceptional circumstances, Director will have the discretionary authority to consider such issues on case to case basis and such decisions may not be quoted as precedence in normal circumstances.

**21.0 Provision of temporary relief from studies to M.Sc. students:**

A student who wants to withdraw from the University for a semester may submit an application at least 15 days before the commencement of semester end examination of that semester.

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.
- The request for relief shall be recommended by the Major Advisor (Guide)/concerned Head of the Division.
- 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.
- The Temporary Relief sought and granted during the first/second semester of first year to a student(s), the concerned student(s) will be detained in the previous year, in case of Master and Doctoral students and the courses completed in first year will be exempted.

## **22.0 Modalities for the Physical Exemption of Students-**

The student must give intimation through proper channel to Joint Director (Academic) before availing physical exemption, if urgent; however, application in proper format along with requisite documents may be submitted within a period of one month to the university office.

- Mandatory requirement of course completion may be relaxed for obtaining the physical exemption.
- Even if the student is leaving after delivering Result Seminar then he/she has to inform Dairy Science College and Joint Director (Academic) regarding the same through the DBOS for availing physical exemption as per BSMA.
- Students after completing the mandatory residential requirement and presentation of results seminar may be allowed to rejoin their job and submit thesis within maximum duration of the degree programme. This is applicable to students who were on physical exemption and not getting further extension of leave from employer. They will have to submit the letter from their employer through Major advisor and Head of the Division to Dairy Science College.
- For continuing the academic programme the payment of semester fee (Tuition fee) is mandatory for all the students availing Physical exemption and fee payment is the sole responsibility of the student. In case, student failed to register the semester then he has to submit the request for readmission which will only be considered for only once with valid reason during the entire degree programme. The maximum duration of the degree programme will remain the same as specified by the UGC.

## **PH.D. IN DAIRYING PROGRAMME**

### **1.0 SCOPE**

The regulations provided herein shall apply to students admitted in National Dairy Research Institute (Deemed University), Karnal under Semester System.

The disciplines (main subjects of study) in which instructions are offered at this Institute, leading to the Ph.D. Degree, are as follows:

1. Dairy Microbiology
2. Dairy Chemistry
3. Dairy Technology
4. Dairy Engineering
5. Animal/Veterinary Biochemistry
6. Animal/Veterinary Biotechnology
7. Animal Genetics and Breeding
8. Livestock Production and Management
9. Animal Nutrition
10. Animal/Veterinary Physiology
11. Agricultural Economics
12. Agricultural Extension Education
13. Agronomy
14. Animal Reproduction, Gynaecology & Obstetrics

### **2.0 DURATION**

**2.1.** The duration of the course for the degree of Doctor of Philosophy shall be at least six 3 academic years (6 semesters) for the students who have undergone 4 years UG programme and 2 years of PG programme (4+2). Their minimum duration of programme will be 3 academic year (6 semester). The maximum duration will be 7 academic years (14 semesters).Further Extension will not be allowed in any case.

The students admitted to Ph.D. programme who have undergone 3 years UG programme and 2 years of PG programme(3+2)will have to undergo one year pre-requisite course work and their minimum duration of the programme will be 4 academic years (8 semesters). The maximum duration will be 8 academic years (16 semesters).Further Extension will not be allowed in any case.

**2.2** Every application for the approval of the synopsis shall be sent in the prescribed form to the Joint Director (Academic) after mentioning the name of the Advisors and topic decided upon through Head of the Division. The Head of the Division shall satisfy that the Division has necessary equipments/facilities for the proposed research. The Joint Director (Academic) will place the application with the remarks of the Advisory Committee before the Director for consideration.

**2.3** Provided that the Board of studies on the recommendations of the Head of Division

- concerned/Joint Director, may in special circumstances appoint Joint Major Advisors, one of whom shall be from the Division and the other from outside.
- 2.4** Provided further that in cases where the Major Advisor of the candidate leaves the Institute on his/ her transfer or retirement before completion of the Research Work of the student under him, a fresh Major Advisor will be appointed by the Board of Studies of the concerned discipline from amongst the advisory committee members of the major field. Further provided that if a scientist has at least three years service before his/her retirement, he may be considered for allotment of a student.
- 2.5** Every scholar shall be required to pursue his/her Research Work for at least 18 months from the date of Inter-disciplinary seminar at this Institute or any other center recognized by the Institute for this purpose. Eighteen months' period will be counted from the date of IDS. The students must submit the synopsis to University office within 15 days of divisional synopsis seminar; otherwise they should repeat the synopsis seminar.
- 2.6** The thesis of the student(s) will be accepted after last working day of the sixth semester (3 academic years) and 4 academic year from the students with 3+2 background provided he/she clears the course and research work requirement.

### **3.0 REGISTRATION**

- 3.1** A student selected for admission shall become an enrolled student of this course 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) Original Certificates and mark sheets of all the examinations passed from 10<sup>th</sup> standard and beyond along with Character Certificate from the Head of the Institution last attended.
  - b) Three pass port size photographs (which should not be more than 6 months old) for the preparation of Identity Cards and Hostel Forms.
  - c) Certificate of Physical Fitness from the Authorized Medical Attendant / Senior Medical Officer, Health Complex, NDRI, Karnal.
  - d) Migration Certificate. :In case of SC/ST and OBC candidate, a certificate from a first class Magistrate of a District/Competent Authority indicating that the candidate belongs to a particular category as per the Central Govt. requirement.
  - f) Medical Certificate in case of Physically Handicapped (PH) candidates issued by Medical Officer of any Government Hospital with description of the kind and the degree of disability.
  - g) The fees payable by the students shall be such as prescribed by the Institute from time to time.
  - h) Registration forms for courses.

- 3.2** 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 Joint Director (Academic)/ Director. However, such candidate shall be required to pay the late registration fee at the prevailing rates.
- 3.3** A student admitted to the Ph.D. Dairying 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 digits), name of the course (in one English alphabet) followed by discipline of course (in two alphabets) and the student's serial number at the time of admission (in two digits). The name of course shall be P for Ph.D. and the discipline of the course shall be DM for Dairy Microbiology; DC for Dairy Chemistry; DT for Dairy Technology; DE for Dairy Engineering; AB for Animal Biochemistry; AG for Animal Genetics and Breeding ; LP for Livestock Production and Management; AN for Animal Nutrition; AP for Animal Physiology; ES for Dairy Economics; DX for Dairy Extension Education, BT for Animal Biotechnology and FP for Agronomy (Forage Production). For instance, a student who has taken admission to Ph.D. Dairying (Dairy Microbiology) in 2025 and gets 1 as student serial number will have Registration Number as 25-P-DM-01.

#### **3.4 Foreign Students:-**

Foreign students seeking admission at this Institute shall have to submit their applications through their respective embassies at New Delhi or the respective Indian Missions in their countries to the Govt. of India, Department of Agricultural Research and Education, Krishi Bhawan, New Delhi-110001 and the candidature shall be considered only if they are sponsored by (I) their National Government (ii) by the Government of India, and (iii) fulfill the eligibility conditions.

- 3.5** Registration in the case of continuing students will consist of the following steps to be completed within first week of the beginning of the semester:
- a) Payment of fees in person.
  - b) Registration of courses is required to be completed within three working days on AMS Portal after approval of faculty and head of division.
  - c) A student should be present 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 of Rs. 250/-. Thereafter, students will be allowed for registration with permission from the Director. The students will be charged with a fine of Rs. 500/- per day up to closing date of registration. No student will be allowed registration after closing date in both the semesters. A student who is unable to present on the date of registration with valid grounds, the Joint Director (Academic) on the recommendation of Guide and Head of Divisions may permit the registration in absentia through the person authorized by the concerned student. Such permission is to be obtained prior the registration date.

- d) The students reporting for late registration with late fees will be paid fellowship/scholarship from the date of their registration.
- e) Semester progress reports of the students must be submitted along with semester registration form.
- f) All the existing students shall submit “No Dues Certificate” from the Hostel Warden, Library and Sports Coordinator at the time of registration, otherwise no registration will be allowed.
- g) Addition of a course: 10 days after registration/start of course work with a fee of Rs. 100/- per course.
- h) Withdrawal of a course: 10 days from expiry of mid-term or 6 weeks before the commence of final examination.
- i) The students are not required to register after submission of thesis.

### **3.6 Re-admission**

Re-admission in normal case is not permissible. The students who withdraw from the Institute or whose names have been struck off by the Institute (other than on disciplinary grounds) may be re-admitted within a period of two years on genuine grounds such as natural calamity/defense posting/exceptional circumstances at the discretion of the Joint Director/Director on submission of an application through the Head of the Division. However, on re-admission of such students, the period of break shall be counted towards the maximum period allowed for the award of degree. On re-admission, the concerned student shall be required to pay all the dues from date of discontinuance upto the date of rejoining apart from readmission fee at the prescribed rates of Rs. 5000/-.

#### **NOTE :**

1. In case the request for readmission is not acceded to, the candidate shall seek fresh admission along with other candidates as per prevailing University Admission Rules.
2. The period of absence shall not be counted towards the period of stay with the Major Advisor (Guide). Allocation of Major Advisor (Guide) will be as per rule.
3. 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) (ii) he/she was not involved in any criminal offence during the period of absence.
4. If the student is in receipt of any scholarship/fellowship he 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.

#### 4.0 FEES

The tuition fee, examination fee and other charges shall be as prescribed by the Institute from time to time.

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

#### 5.0 ACADEMIC REQUIREMENTS

Every scholar admitted to Ph.D. degree programme shall be required to take the following three broad categories of courses during the two semesters:

- 5.1 Major (Courses from field of specialization):
- 5.2 Minor (Courses from allied disciplines):
- 5.3 Supporting (Courses in assistance of research work)
- 5.4 Non-credit courses

Those students who have not studied Hindi up-to Matric will be offered a non credit course in Hindi in 1<sup>st</sup> semester of 1<sup>st</sup> year and will be required to pass it satisfactory.

The student will have to undergo noncredit course on Physical Education i.e. PE

The minimum credit requirement for Doctoral degree will be as under:

	Doctoral
Major	12
Minor	06
Supporting	05
Seminar	02
Common courses	-
Research credit/Thesis	75
<b>Total*</b>	<b>100</b>

\* In order to fulfill the overall credit requirement of a student, the additional courses may be offered from Major/Minor/Supporting courses

Major courses: From the Discipline in which a student takes admission. Among the listed courses, the core courses compulsorily to be taken may be given \*mark

Minor courses: From the subjects closely related to a student's major subject

Supporting courses: The subject not related to the major subject. It could be any subject considered relevant for student's research work (such as Statistical Methods, Design of Experiments, etc.) or necessary for building his/ her overall competence.

- **Extra two credits may be given for preparation of synopsis. Research credit for research work be allotted for each semester and submit satisfactory/unsatisfactory report to COE for issue of Grade Card.**

In addition to above, a student will be required to offer minimum of 4 non-credit courses from the following if not studied at Master's level.

**Non Credit courses:**

PGS-503--Intellectual Property and its Management in Agriculture (1+0)

PGS-504-Basic concepts in Laboratory Techniques/Practices (0+1)

PGS-505- Agricultural research, research ethics and rural development programmes (1+0)

PGS-501- Library & Information Services (0+1)

PGS-502- Technical Writing and Communication Skills (0+1)

**UNIFORMITY IN COURSE CODES**

The course codes will be of two alphabets only as given below:

<b>Name of Discipline</b>	<b>Course Code</b>
Dairy Microbiology	DM
Dairy Chemistry	DC
Dairy Technology	DT
Dairy Engineering	DE
Animal/Veterinary Biochemistry	AB
Animal/Veterinary Biotechnology	BT

Animal Genetics & Breeding	AG
Livestock Production & Management	LP
Animal Nutrition	AN
Animal/Veterinary Physiology	AP
Agricultural Economics	ES
Agricultural Extension Education	DX
Agronomy (Forage Production)	AY
Animal Reproduction, Gynecology&Obstetrics	GO

**Ph.D. Course No.**

First semester	711, 712.....
Second semester	721, 722.....
Seminar	719, 729 (Not more than two)

**Minor disciplines**

The DBOS in each discipline will identify three disciplines as Minor so that the students can choose one minor discipline and the courses to a student will be offered from one discipline only to meet the minimum requirement of credits for the minor disciplines opted as minor.

**Supporting course**

Supporting courses may be allotted to a student from any discipline other than Major and Minor discipline of the student.

**5.5 COMPREHENSIVE EXAMINATION**

A Ph.D. student has to pass the comprehensive examination for becoming a candidate for the degree.

The comprehensive examination shall be held only after the student has successfully completed at least 80% of the course work. The Examination will be conducted in 2<sup>nd</sup> year 1<sup>st</sup> semester.

Viva voce will be conducted by the external examiner and the departmental committee consisting of four members, approved by Joint Director (Academic), and the Major Advisor (Guide) of the student.

Viva voce will be evaluated as satisfactory/unsatisfactory.

A student will be allowed only one chance to re-appear in comprehensive examination, failing which he/she will have to re-appear alongwith regular students next year.

Marks of the comprehensive examination will not be accounted towards calculation of the GPA/OGPA.

A student will have to successfully complete the **Comprehensive examination** before thesis submission.

## **6.0 SYSTEM OF EVALUATION & EXAMINATION PROCEDURE**

- 6.1 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 and semester end final practical examination.
- 6.2 **The Evaluation Pattern** of the Students as per New Education Policy-2020 and 6<sup>th</sup> Dean Committee Report is (20+20+20+40=100) which means two internal assessments of 20% each, final practical of 20% and final examination 40% weightage, respectively.
- 6.3 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.
- 6.4 For the students who did not appear for the mid term 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. If he/she is sick, he/she has to produce a medical certificate signed by Medical Officer of the Institute or competent Medical Officer if he/she falls sick. If a course is offered simultaneously at NDRI, Karnal and its Regional Stations at SRS, Bangalore and ERS, Kalyani in the same semester, the question paper in that course shall be common to all the centres. The examiner for setting the common question paper shall be approved by Joint Director (Academic) from among the teachers of that course at all the centre's.
- 6.5 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.
- 6.6 The minimum marks required to pass a course shall be 65% separately in theory and practical. (should be collective)

- 6.7 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.
- 6.8 If a student fails to obtain pass marks in theory and practical separately in a course, he/she shall be declared 'FAIL' in the course.
- 6.9 a) If a candidate does not have the required percentage of attendance in theory and/or practical or if a student who does not appear in theory and/or practical semester-end examination for any reason, he/she shall repeat the course during the subsequent years when the course is being offered, along with the regular students. Repeat means he/she will register himself/herself for the course and shall attend the classes. Such candidates will be awarded "R" grade in the concerned semester/course.
- (b) If a candidate has the required percentage of attendance, and has appeared in the semester end examination, but fails to secure 65 percent marks in the theory and/or practical (in other words, fails in the course), he/she will be allowed to take the examination both in theory and practical in subsequent semester when the course is being offered to regular students. The student shall attend the classes again and appear in mid-term examination again. No carry over of previous year will be permitted. Such candidates will be awarded 'RE' grade in the concerned semester course.
- c) In case of reappear, if the maximum credit hours are to be increased, it may be decided at the level of Head of Division concerned.
- d) Thesis Viva-Voce test of the concerned candidate shall be held only after he/she has cleared all the courses.
- 6.10 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.
- 6.11 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.

**6.12 Supplementary Examination:**

- \*Supplementary exam is permitted as per UGC guidelines- The supplementary examinations will be conducted within 15 days after declaring of the final result and results shall be declared before commencement of the next academic session.

- The students who have completed the attendance requirement for that course, appeared in End term examination and have been awarded RE can register for the examination.
- The supplementary examination is an opportunity to reappear for final examination only.
- The weightage of supplementary examination will remain same as the weightage of the Final examination of the regular semester in which the student was awarded RE.
- A student shall be allowed to appear for a maximum of 2 courses in supplementary examination.
- A student wishing to appear in supplementary examination has to pay a consolidated fee of Rs **5000/- for one course**
- A separate grade sheet will be issued for these supplementary examinations indicating that the student has passed the course in supplementary examination.
- There shall not be any substitution provision of a course in the supplementary examination.
- The results of these supplementary examinations shall be declared prior to the commencement of the next academic session. The weightage of the supplementary examination shall be identical to that of the final examination of the regular semester in which the student was awarded the grade RE (Re-examination).

If a student fails in either the theory **or** practical component of a course, they shall be permitted to appear only in the component(s) in which they failed. However, if the student is failed both in theory and practical, he/she may be allowed to appear in both the supplementary examination. In the event a student fails in the supplementary examination, they will be required to re-register for the course when it is offered again, attend regular classes, and appear in the mid-term, theory, and practical examinations as applicable. The schedule for the supplementary examination will be announced by the Office of the Controller of Examinations (COE) at a centralized place following the declaration of the semester results.

**6.13 SGPA Improvement by Students.** Students who wish to **improve their SGPA/CGPA** may be permitted to reappear in courses in which they have already appeared earlier. However, the student may opt other courses being offered during the semester after attending the classes. The following guidelines shall apply:

- a. Only those students who have already completed the course(s) and seek to improve their SGPA are eligible.
- b. A **maximum of two courses** can be taken for improvement.
- c. The course(s) may be the same in which the student has already appeared earlier. However, the student may opt other courses being offered during the semester after attending the classes. The marks obtained in the improvement attempt **shall not be considered for the topper's position or rank determination.**

#### 6.14 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 7.0 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 7.0	Fail
7.0 to 7.49	Second Class
7.50 to 8.49	First Class
8.50 and above	Distinction

- 6.15** 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 7.0.
- 6.16** A non credit course of Hindi will be awarded Satisfactory(S) / Un-satisfactory (US) grade.
- 6.17** Marks for the Internal Assessment which shall be recorded by the COE.
- 6.18** Every candidate shall be examined in each course he had attended during the semester according to the syllabus approved by the Academic Council.

Every student shall be examined in each semester after course work and awarded Satisfactory/Unsatisfactory grade for the research credits allotted to the students. The evaluation will be done by the Advisory Committee of the student and result submitted to the Controller of Examination for issue of grade card.

- 6.19** The medium of instruction and examinations shall be English.
- 6.20** As soon as possible after termination of each Semester Examination, the Controller of Examination shall publish the result of all candidates.
- 6.22** Every student will be issued Grade Cards for each semester end examination. 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.

## **7.0 CLASS ATTENDANCE**

- 7.1** A teacher shall maintain a record of the students 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.
- 7.2** A student shall be required to maintain a minimum of 75% attendance separately for theory and practical in each course. It shall be the responsibility of the student to ensure that his/her attendance requirements do 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. The decision of the Joint Director (Academic) will be final.
- 7.2.1** 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.

- 7.2.2** Lectures shall be counted up to the last working day of the semester. Under special circumstances, viz., (a) authorized absence under official directives, and (b) serious illness, a student may be granted condonation of attendance by the Joint Director (Academic) maximum up to 5%. No further condonation even on medical grounds or otherwise shall be granted to a student under any circumstances.

Certificate of illness must be produced only from Medical Officer of National Dairy Research Institute, Karnal or Medical Officer, Civil Hospital, Karnal, if referred by Medical Officer, NDRI Health Complex. In case the candidate falls sick at a place other than Karnal, he should produce medical certificate in support of his illness from Authorized Medical Attendant.

- 7.3** All teachers are required to send the report of shortage of attendance to the Head of Division. The Head of Division will be responsible for bringing the notice of shortage of attendance in all courses after Mid-term examination to the student and the teacher. Information of the same shall also be sent to the parents/guardians of defaulting student for every semester, under certificate of posting.

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

- a) participation in Inter-University, University of Inter-Collegiate Sports Tournaments/ Youth Festival, University Level Debates, National and International Tournaments, with the previous sanction of the Joint Director, or
- b) Attendance at the NCC 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 Gazette rank, or NDRI, Medical Officer.

The Joint Director (Academic) 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.

## **8.0 ACADEMIC PROBATION**

- 8.1** The performance of the students will be evaluated in terms of two indices, viz the “Semester Grade Point Average (SGPA)” which is the Grade Point Average for the

Semester, and Cumulative Grade Average (CGPA)” which is the Grade Point Average for all the Semesters.

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

- 8.2** The minimum cumulative GPA for continuing in the Institute shall be earned at the end of the semester. A student who fails to satisfy the above requirement shall not be permitted to continue in the Institute. This rule shall be relaxed with the approval of the Joint Director/Director in special cases if the student concerned has made substantial improvement in his CGPA by attaining CGPA of 7.0 during the second semester.

One chance as a special case in one course may be given to a student(s) for improvement to obtain the required OGPA i.e.7.0 for award of degree failing which the student(s) will have to re-appear alongwith regular students.

**8.3 Ph.D. scholars for Teaching assistantship OR Technical Associateship as per following criteria**

- Overall GPA of the interested student should be above 7.00. Permission from their major guide is essential. Permission of Major advisor is essential for applying the Teaching Associateship or Technical Associateship
- Teaching Associates will be primarily engaged in arranging and monitoring the practical classes. However, they may also be assigned the theoretical portion for 1-2 units.
- Teaching Assistantship should be given for a period of minimum 6 months and maximum of one year.
- All classes and assignments given to the Teaching Assistants, including tutorials, practical and evaluation work shall be under the supervision of a faculty member who would have otherwise handled the course/ assignment.

- No financial assistance will be provided to those students.
- Each Ph.D. student may be allowed to take a maximum of 16 classes in a month to UG/ Masters students.
- The maximum duration for the award of degree to students associated as Teaching Associateship or Technical Associateship **shall not be enhanced in lieu of their engagement**
- Students who have indicated **their willingness to serve central facilities** including LRC, ABRC, Referral Lab & Experimental Dairy may also be allowed to join as Technical Associate and all the rules mentioned above will also be applicable for them as well. Approval of Incharge of concerned section is necessary to serve central facilities.
- Certificate will be issued to these students by University office on the recommendation of DBOS specifying the nature and load of assignments completed.

## **9.0 THESIS**

**9.1** The thesis work will carry a total of 75 credits.

**9.2** The thesis submitted as partial fulfillment of the requirement for the award of Ph.D. Degree shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts of theories; in either case it must indicate that the candidate possess the ability and imagination necessary to do independent constructive thinking and research work should be of the nature of a definite continuation to the subject and the results conclusions presented should be of a sufficient importance as to merit publication. It shall contain chapters on Introduction, Review of Literature, Material and Methods, Results and Discussion, Summary, Conclusions, Literature Citations and abstract thesis in Hindi and English.

## **10.0 ADVISORY COMMITTEE**

**10.1** A Major Advisor (Guide) shall be assigned to each Ph.D. Student by the Joint Director/Director/ Head of the Division in which the student is doing his major work latest by the end of Mid Term examination of first semester. Besides, there shall also be an Advisory Committee for each student proposed by the Major Advisor

(Guide) of the student, recommended by the concerned Head of the Division and approved by the Joint Director/ Director.

**10.2** The advisory committee of a student preparing for Ph. D. degree shall consist of the Major Advisor (Guide), four members with at least two members from the major field and two members from allied field(s) and in addition, one nominee of the Joint Director/Director to be nominated by J.D.(A) not below the rank of PS/Sr. Scientist as per need in the Advisory Committee of a student preparing for Master's/Ph.D. degree. The change of advisory committee should be done immediately, in case of transfer/retirement.

Further, on the recommendations of the Guide/Advisory Committee, one Advisory Committee member from outside the ICAR System may be included to complete one or more objectives of the thesis research work of the student with the approval of the Joint Director/Director provided NDRI has signed MoU with such Institutions.

**10.2.1** For all Synopsis seminars of PG & Ph.D. students which is held in the divisions including SRS and ERS, or any other Institute (if the student has been allotted to inducted faculty) the concerned Heads of Divisions will be the Chairman.

### **10.3 ELIGIBILITY OF MAJOR ADVISOR (GUIDE)**

- a) Should be a Scientist or above and approved as a member of Post-graduate faculty.
- b) Should possess a Ph.D. Degree in the relevant discipline.
- c) Should have already guided two M.Sc. students. However, this condition will not be applicable in case of directly appointed Principal Scientists and on higher positions.

### **10.4 MODE OF ALLOCATION OF PH.D. STUDENTS**

- a) The list of eligible Major Advisers (Guides) in each discipline may be prepared / updated after adding the names of new guides whenever they become eligible, at the bottom of previous year's list for allotment of students strictly on rotation basis. Out of the updated list, the list of such of the guides who are to be considered for allotment of students in that particular year may be prepared. The list will include as many names as the number of students to be allotted. The list will start next to the point on which cycle ended last year. The names of such of the scientists are not to be included in this

list who are having less than **3 years to retire from the date of admission or 4 years if allotted student is admitted for four years degree programme** and those having 5 Ph.D. students (excluding Master degree students under their guidance). If the number of students is more than the number of guides, only in such case, the names of guides may be included who are having 5 students. However the seniority cycle is to be maintained in all cases-

- b) The names and areas of specialization of such of the guides eligible for that particular year may be prepared and made known to the students. The students should be asked to give choice to get priority on merit.
- c) The Divisional Board of Studies will consider the choice of students as well as their merit at the time of admission and recommend the allotment of students for consideration of the Director/Joint Director (Academic).
- d) There should not be more than five Ph.D. students with a Major Advisor (Guide) at a particular time except in the situation as in clause a above. The number of M.Sc. students with a guide is not to be taken into consideration for this purpose.
- e) The exercise for allotment of Major Advisors (Guides) must be completed within one month of first semester.
- f) When a student (Ph.D.) leaves before the next guide allotment, irrespective of the reasons for leaving, in such cases, the concerned guide will be considered for allotment of a student and his name will be included in the list of eligible guides as provided in clause b) above.

### **10.5 Advisory Committee Constitution and Academic Compliance for Students Allotted to Other ICAR Institutes**

Advisory Committee for such students shall be constituted strictly as per the prescribed guidelines.

- The Joint Director (Academic)'s nominee in the case of Master's students and the Director's nominee in the case of Ph.D. students shall be nominated by the Joint Director (Academic)/Director, NDRI, respectively. However, the Director of the concerned ICAR Institute may recommend the name of a nominee for consideration.

- It was further decided that the Head of the concerned Division at NDRI, Karnal shall act as the Chairman for synopsis presentations at the divisional level. The Head may join the synopsis seminar through online mode.
- In the case of Ph.D. students, the Inter-Disciplinary Seminar (IDS) shall be conducted at NDRI, Karnal preferably, however it may be held through online mode with the permission of Director, ICAR-NDRI, Karnal.
- All correspondence related to such students shall be routed through the Head of the concerned Division at NDRI, Karnal to the University Office.
- Concerned guide/major advisor will send the all-academic matters such as duly signed monthly progress report, leave applications and to Head of the Division at ICAR-NDRI, Karnal for further communication with Dairy science college

#### **10.6 Allotment of Master's & PhD students to faculty having externally funded projects**

Faculty members handling multiple externally funded projects may be allotted an extra student. However, during the first round of guide allotment, students should be allotted to all eligible faculty members to ensure equitable allocation. In the second round of guide allotment, additional students may be assigned to faculty members an extra student to support the activities of ongoing research projects. In the case of inter-divisional guidance, a Co-Chairman may be appointed, provided that the divisions involved are relevant to the research mandate. In such cases, the certificate of guidance shall be signed by both the Chairman and the Co-Chairman.

#### **10.7 Guidelines for allotment of Major Advisors (Guides) to Ph.D. students admitted as Foreign Students**

The foreign students (M.Sc. and Ph.D.) may be considered for allotment to a guide working in the preferred areas suggested by his/her sponsors even if the name of such a guide does not appear in the list prepared by the Division for that particular year. However, in lieu of this, the name of such guides will not be considered in subsequent allotment

#### **11.0 TOPIC OF THESIS**

- 11.1** The topic of thesis/research project should be from priority area of the Division. The subject of thesis shall have the approval of the Students' Advisory Committee

and the Joint Director / Director of the Institute.

- 11.2 Once the title of thesis is approved, the scholar prepares the synopsis on the research problem according to the prescribed format and gives the seminar before the Advisory Committee and faculty of the discipline concerned.
- 11.3 The candidate shall also submit a copy of the synopsis to the Joint Director / Director within 15 days after divisional seminar and defend a seminar and viva-voce examination on his/her research problem before the Inter Disciplinary Seminar Committee and his/her Advisory Committee would rate his/her performance as satisfactory/ unsatisfactory. In case he/she is found unsatisfactory, he/she will be required to present another seminar and face viva-voce examination before the Advisory Committee chaired by the Joint Director/ Director.
- 11.4 Only after a satisfactory performance in the Inter-disciplinary seminar/viva voce examination, he/she would be required to spend a minimum 18 months in the laboratory/field with his Major Advisor (Guide) from the date of IDS.
- 11.5 After completion of prescribed course work at NDRI, Karnal Scholar may be required to pursue his/ her research work either at Karnal or at any one of the regional stations of the Institute/Other ICAR Institutes also. The decision of the Joint Director/Director, NDRI, in this matter will be final and binding.
- 11.6 Research proposals of M.Sc./Ph.D. students demonstrating high academic and scientific merit may be considered for Institute funding, subject to approval of the Competent Authority.
- 11.7 Approval from the Institutional Ethics Committee is mandatory at the time of synopsis submission. However, students must submit their applications to the Institutional Ethics Committee at the time of the Inter-Disciplinary Seminar (IDS).
- 11.8 For research involving biosafety issues, approval from the Biosafety Ethics Committee must be obtained.
- 11.9 Completion of the course on "*Handling and Care of Laboratory Animals*" is mandatory for all Master's and Ph.D. students intending to carry out experimentation on laboratory animals, prior to submission of their synopsis to the University Office.
- 11.10 In case the research involves animal experimentation, clearance from the Institutional Animal Ethics Committee must be obtained. A "*No Dues*" certificate

from the Committee is also required at the time of thesis submission.

## **12.0 SUBMISSION OF THESIS**

**12.1** Before undertaking the final typing of the thesis, the scholar should defend result seminar before his Advisory Committee and faculty of the discipline concerned. After the delivery of result seminar in the division, if the student does not submit the Thesis or goes on Physical exemption without submitting the thesis within three months, he has to repeat the seminar.

**12.2** The Major Advisor (Guide) of a Students' Advisory Committee shall ensure that all members of the Advisory Committee are duly consulted before the draft thesis is submitted by the student. In cases where the Students' Advisory Committee has been reconstituted or Major Advisor (Guide) changed, the student shall clearly indicate the name of previous Major Advisor (Guide) and the period for which he served as Major Advisor (Guide).

**12.3** The candidate shall be required to complete the minimum requirement of contact period of 18 months with his Major Advisor (Guide) from the date of IDS & completing the lab research work and submit the thesis to the Head of the Division of the discipline concerned along with 'No Dues Certificate' and other formalities. The thesis then shall be forwarded by the Head of Division to the Joint Director without any further examination of its contents.

**12.4** The thesis shall be accompanied by certificates duly endorsed by the Major Advisor (Guide) to the effect that (a) the thesis is the result of the student' own work and (b) the contents, while being submitted for the award of degree, have not been published in part or in full, so far.

### **12.4.1 Publication /acceptance of one Paper and/or One patent filing mandatory for the submission of Ph. D. Thesis–**

(a) The Ph.D. students must have accepted/published research paper in **Journal with NAAS rating >6** at the time of submission of loose-bound thesis.

(b) In case of **Social science disciplines** including Agricultural Economics & Agricultural Extension Education the paper shall be published in a journal having NAAS rating >4.0.

- (c) **For patent**, it should be filed before the submission of thesis.
  - (d) Any research paper to be published by the student, the **prior approval is mandatory from the concerned Major Advisor/ Head of the Division**.
  - (e) In all cases, the **corresponding author will be the major advisor and student will be the first author**. Student shall not include other authors/contributors without the approval of the major advisor & Head of the Division. If such incidences are reported, then appropriate action will be taken including revoking of the paper or reporting to current employer.
  - (f) **Draft MoU for non-disclosure agreement between students and the institute**  
An MOU should be made for Non-disclosure agreement (NDA) between students and the institute with respect to technology developed through research. The MOU will be signed by the concerned HoDs and students including Major advisor as witness and submitted along with final synopsis for the approval of competent authority and university record.
- 12.5** The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall inform the examiners if he/she has done so, but he/she shall not submit, as his/her thesis, any work for which a degree has been conferred on him/her by this or any other University.
- 12.6** Each student shall submit three copies of the thesis in an unbound form with a cover of art sheet giving the title of thesis, name of the scholar etc., as per approved format, printed on it, two copies of which would be sent to the external examiner for evaluation. In case the thesis is recommended for acceptance and award of degree (after incorporating mistakes), the students shall get these pages replaced after making the corrections The Provisional Degree Certificate would be issued only after submission of the thesis in Bound Form. However, it will indicate the date of passing as the date of viva-voce examination. Any **hard disk** purchased under the contingency grant shall be **retained by the student's Guide** in the respective laboratory/division to ensure safe storage of research data. This is in adherence to the Data Policy of ICAR. At the time of thesis submission, students will be required to submit the **soft copy of their thesis in a pen drive**.
- 12.7** Ph.D. scholars are required to submit only **two copies** of their hard bound thesis in COE office, whereas Master's students are required to submit **one copy only**. Two

copies of hard bound thesis should be submitted in COE office and remaining copies (Divisional library and Major advisor's copy) will be submitted by the student in their respective division. Receipt of the copies shall be mentioned in final no dues form.

**12.8** The student shall also submit with the thesis three copies of the abstract of thesis neatly typed (about 300 words) indicating how far the thesis, embodies the results of his own research or observations and in what respects, his investigations appear to him to advance the study of the subjects of his thesis, a copy of each of which shall be passed on to the National Library in Dairying, Library of SRS and ERS immediately after the viva-voce examination. The student shall also ensure to provide a copy of the abstract of dissertation to each of his/her Advisory Committee Members at the time of his/her viva-voce examination.

**12.9** Colour Coding of Doctoral Thesis will: Navy Blue

### **13 EVALUATION OF THE THESIS**

**13.1** The thesis submitted in partial fulfillment of Ph.D. Degree shall be referred to and examined by two external examiners selected by the Director chosen from a panel of at least ten names of specialists in the particular field which shall be submitted to him by the Major Advisor (Guide) through the Head of Division. The Director shall however have the discretion to select the external members outside the panel suggested by the Major Advisor (Guide).

**13.2** The external examiners shall send their reports on the thesis direct to the Joint Director.

**13.3** An external examiner appointed as (at 13.1) shall report, whether, in his opinion, the candidate is by reason of his attainments, a fit person to receive the degree of Ph.D. or if the thesis is rejected or the candidate be allowed to re-submit it after revision. The examiner shall, put his criticism/ suggestions as concretely as possible, preferably number wise.

**13.4** Where the examiner recommends award of degree, he shall also give in his report a set of questions on which clarification is to be sought from the candidate at the time of viva-voce examination based on the thesis.

- 13.5** In case the reports of both the external examiners are unfavorable, the thesis shall not be considered for award of the degree. In case of only one unfavorable report, the Joint Director/Director, may, on the recommendation of the Advisory Committee refer the thesis for scrutiny and independent judgment of a third external examiner chosen and appointed by the Joint Director/ Director either from the original panel or from outside the original panel, after consulting the concerned Head of the Division, and the Major Advisor (Guide) of the Advisory Committee. If the third external examiner recommends the thesis for award of the degree, this recommendation may be accepted.
- 13.6** If a thesis is not accepted for the award of degree, the candidate may be permitted to continue the work by rejoining the Institute within a period not exceeding six months from the date of communication of the revision of the thesis and submit it once again after the lapse of at least one semester after rejoining the Institute, and not later than two years of the date of communication of the decision to him.
- 13.7** A re-submitted thesis shall be examined by the external examiners who assessed the original thesis unless both or one of them is unable or unwilling to do so. If the original thesis was examined by three examiners, the re-submitted thesis shall be examined by the two examiners who had recommended re-submission of the thesis. These examiners will only see whether the objections raised by them have been met with or not.
- 13.8** A candidate whose thesis is rejected by both the external examiners shall not be registered again for the Ph.D. Degree with the same topic.
- 13.9** After student's thesis for the Ph.D. degree is evaluated, and reports of both the external examiners are favorable, the thesis shall be finally accepted for the award only after the student completes satisfactorily a final viva-voce examination conducted by the examining committee including one external examiner, Head of the Division concerned, Major Advisor (Guide) and Advisory Committee of the student. The external examiner would be one amongst those who evaluated the thesis and recommended it for the award of degree, unless they are unable or unwilling to act as approved by the Director, in which case an alternate third examiner will be appointed from among the panel of ten names received from the

- Major Advisor (Guide) of the candidate. The viva-voce shall be conducted only on the basis of the full report of the examiner, and not on the basis of the intimation of the approval of the thesis. The viva-voce shall relate mainly to the thesis problem. The Examining Committee shall, however, be free to test the student in his major and allied fields of study. The candidate shall be expected to defend the thesis at the oral examination.
- 13.10** The degree shall be awarded on the recommendations of the Examining Committee taking into consideration the merit of thesis itself and the performance of the student in final viva-voce. The recommendation of the Committee shall be forwarded by the Major Advisor (Guide) to the Joint Director through the Head of the Division concerned in the prescribed form which shall be signed by all the members of the Examining Committee.
- 13.11** A student who fails in the final viva-voce examination may apply again to the Joint Director with the recommendation of the Major Advisor (Guide) of the Advisory Committee for permission to appear a second time. Permission to appear for the second time may be given but the re-examination shall not take place earlier than three months after the first examination and it will be conducted by the committee as previously constituted, as far as possible. Re-examination for third time is not permissible and a student who fails for a second time cannot continue as a student in the Institute and qualify for a degree from the Institute.
- 13.12** No examination would be conducted outside the NDRI, Karnal campus without obtaining prior written permission of the Joint Director.
- 13.13** The Head of the Division concerned will work as Coordinator and make correspondence with the External Examiner regarding fixing of date of examination and informing of the same to the Major Advisor (Guide), members of the Advisory Committee and the students.
- 13.14** The reports of examiners on the thesis as well as of the examiner for Viva-voce (not applicable where the examiner(s) has/have recommended re-submission/rejection of the thesis), shall be placed before a Committee consisting of the Joint Director, the Director and the Head of the Division concerned. It shall be the function of the Committee, after considering the reports of the examiners to make a recommendation to the Academic Council who may decide:

- i) Whether the Degree of Doctor of Philosophy be awarded. OR
  - ii) Whether the candidate be required to revise the thesis and re-submit it for re-examination. OR
  - iii) Whether the thesis be rejected.
- 13.15** If the Joint Director and/or Head of the Divisions cannot sit in the above Committee, the proceedings of the Committee will not be vitiated. The Director shall co-opt an expert if the Head of the Division is not able to be present in the meeting.
- 13.16** After the Academic Council declares the candidate eligible for the award of the Ph.D. Degree, notification containing the names of the candidates so declared eligible, along with the titles of their thesis, shall be issued by the University Office of the Institute.
- 13.17** The Ph.D. Scholars shall be permitted to publish the thesis after their applications are examined critically.
- 13.18** The report on thesis oral examination must be submitted with certificate that all corrections have been made.
- 13.19** **The final viva-voce examination on thesis will be conducted within 4-6 weeks time but not before 15 days after receiving satisfactory report.**

### **13.20 PHYSICAL EXEMPTION**

A Ph.D. student may be relieved from University with the prior permission of Joint Director (Academic) for accepting employment in Govt./Public/Private sector etc. The student must give intimation through proper channel to Joint Director (Academic) before availing physical exemption, if urgent; however, application in proper format along with requisite documents may be submitted within a period of one month to the university office.

- Mandatory requirement of course completion and comprehensive (Ph. D.) may be relaxed for obtaining the physical exemption.
- Even if the student is leaving after delivering Result Seminar then he/she has to inform Dairy Science College and Joint Director (Academic) regarding the same through the DBOS for availing physical exemption as per BSMA.

- Students after completing the mandatory 18 months' residential requirement and presentation of results seminar may be allowed to rejoin their job and submit thesis within maximum duration of the degree programme. This is applicable to students who were on physical exemption and not getting further extension of leave from employer. They will have to submit the letter from their employer through Major advisor and Head of the Division to Dairy Science College.
- For continuing the academic programme the payment of semester fee (Tuition fee) is mandatory for all the students availing Physical exemption and fee payment is the sole responsibility of the student. In case, student failed to register the semester then he has to submit the request for readmission which will only be considered for only once with valid reason during the entire degree programme. The maximum duration of the degree programme will remain the same as specified by the UGC.

**14.0** The In-service candidates may also be allowed physical exemption on the said conditions.

- a) Intimation of Application for Job should be submitted to the Joint Director.
- b) The request for relief shall be submitted to the Head of the Division in prescribed Performa through the Major Advisor (Guide) and shall give details of courses (Major, Optional and Supporting) allotted to the scholar and the Semester and year in which passed and the details of the progress of research work, laboratory work, and analysis of data and the stage of preparation of thesis etc. The Major Advisor (Guide) shall call a special meeting of the Advisory Committee in which the student will present the details to satisfy the committee about successful completion of course work and the stage of research work as per technical programme approved by the Synopsis Committee. The Guide will prepare a report of the special meeting and submit to the Head of the Division.
- c) The Divisional Board of Studies will consider the recommendations of the Advisory Committee and forward the request with its proceedings to the Joint Director (A)
- d) During the period of relief, the student shall undertake to pay the prescribed **continuation fee of Rs. 2500/-** so as to continue on the rolls of the University. After rejoining the University, he/she shall pay all the prescribed dues.
- e) The student shall not be entitled to hostel accommodation after relief. However, the Joint Director may consider the request for accommodation during the limited period, for which the student will be at NDRI for carrying out the

research work and preparing the thesis and he/ she should be on leave from the employer.

The award of scholarship shall terminate on the date, the student is relieved from university and it will not be renewed in any circumstances, whatsoever

**14.1** No student shall leave the University for accepting employment outside or for any other reason, without prior permission or relief and without obtaining relieving certificate before his/her departure. The Heads of Division shall not relieve the students without the permission of the Joint Director.

**14.2** At the time of loose bound thesis submission, the Head/Guide will certify that the student was physically present till the date of completion of residential requirement, result seminar presentation and submission of loose bound thesis.

**14.3 Timeline for Submission of Hard-Bound Thesis:** Students must submit the hard-bound copy of their thesis within one week of the viva voce examination. A maximum extension of 15 days may be permitted only upon submission of a valid justification. A late fee of Rs. 500 per day will be charged for up to 21 days. Failure to submit within 21 days will result in the viva voce being re-conducted, with the student bearing all associated expenses, including TA/DA for the external examiner. Viva voce must be completed within the maximum duration of the degree programme.

**14.3.1** A student shall be relieved, with the prior permission of the Joint Director, from the University at his/her request after the submission of thesis for accepting employment or for any other purpose.

**14.3.2** The name of the student shall remain on the rolls of the University till the date of completion of the final viva-voce. If viva-voce is held in subsequent semester after submission of thesis, the student will have to pay the **continuation fee**.

**14.4 Temporary relief from studies to Ph.D. students in Academic Rules and Regulations:**

A student who wants to withdraw from the University for a semester may submit an application at least 15 days before the commencement of semester end examination of that semester.

The following provision for temporary relief has been approved in the Academic Rules and Regulations for Ph.D. Programmes.

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.
- The request for relief shall be recommended by the Major Advisor (Guide)/concerned Head of the Division.
- 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
- The Temporary Relief sought and granted during the first/second semester of first year to a student(s), the concerned student(s) will be detained in the previous year, in case of Doctoral students and the courses completed in first year will be exempted. However, the student will continue to register in all the semesters.

## **15.0 LEAVE RULES**

1. Ph.D. Scholars will be allowed 10 days annual leave. It will only be allowed after approval of synopsis and also subsequently after completion of every year of academic research. This vacation can be taken in one stretch or two installments during the year in which it is due. This vacation is not commutative.
2. All scholars will be allowed 8 days casual leave in an academic year which cannot be clubbed with other leave.
3. Medical Leave up to 10 days in an academic year will be allowed after production of valid Medical Certificate.
4. (a) In exceptional cases, medical leave up to 3 months without scholarship can be granted during the entire degree programme on production of valid Medical Certificate.  
  
(b) In very special circumstances leave without fellowship may also be granted upto a maximum of 30 days at the discretion of the Joint Director/Director on production of valid grounds/proofs.
5. All other holidays declared by the Institute will be admissible.
6. Scholarship beyond the prescribed duration will not be extended for any kind of leave availed.

## **15.1 MATERNITY LEAVE TO FEMALE STUDENTS**

- a) Maternity leave up to maximum period of six months can be granted with scholarship in case of first or second child only.

- b) Maternity leave may also be granted with scholarship in case of miscarriage including abortion subject to the condition that:
  - i) The leave does not exceed six weeks, and
  - ii) The application for the leave is supported by a Medical Certificate as laid down in Rule 10 of CCS (Leave) Rules.
  
- g) Maternity leave may be combined with leave of any other kind applied for in continuation of the former may be granted only if the request is supported by a Medical Certificate.
  
- d) Leave in continuation of Maternity leave may also be granted in case of illness of a newly born baby subject to production of Medical Certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. However, no scholarship will be paid during this period.

**15.2 Provision of Diwali Break in Rules and Regulations for the students enrolled in various educational programme of ICAR-NDRI (Deemed University).**

B. Tech., Master's and Doctoral students will be allowed one week break on the occasion of Diwali festival.

**16.0 GENERAL**

**16.1** Not with standing 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 examination(s) 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 regulations and the amended regulation(s), if any, shall apply to all students whether old or new.

**16.2** Subject to such advice as may be given by the Board of Management or the Academic Council the Decision of the Director/Joint Director 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.

**17.0 ELIGIBILITY FOR DEGREE**

**17.1** A student is deemed to have completed the requirement for graduation and is eligible for the award of Ph.D. Dairying Degree if:

- a) He/she has satisfied all the rules of evaluation as prescribed by Academic

- Council from time to time.
- b) He/she has undertaken all the courses as required in each semester and he/she obtained required grades in that courses/semester
  - c) He/she has cleared satisfactorily the thesis.
  - 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 65% marks to clear a course and overall not less than 70% marks for the award of a degree.

**17.2 Award of Degree within 3 months of passing of a degree course or even earlier even without the convocation if so requested by foreign students and the Indian students going abroad for further study/working in foreign students.**

The following provision of award of degree without convocation has been approved and included in Chapter XI i.e. Convocation and award of degrees of Academic Rules & Regulations

The Foreign students or the Indian students who are pursuing higher studies or in job in foreign countries, may be issued the final degree certificate on their request even before convocation. Further, if a student wants to attend the convocation ceremony after issuing the degree to him/her before the Convocation, he/she may be allowed to do so”

## **Chapter-VIII**

### **1.0 GENERAL RULES FOR EXAMINATION**

#### **1.1 DECLARATION OF RESULT**

**1.1.1** The Controller of Examination shall declare the result of various examinations in such

a manner as may be directed by the Academic Council. However, if on scrutiny of the result it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to the Joint Director (Academic) who may refer to the Examiners concerned for report or may take such action as he may consider necessary in consultation with the Director.

**1.1.2** Within a week of the declaration of result or soon thereafter, Result-cum-Detailed Marks Certificate of the successful candidates, showing the marks/grades obtained shall be issued to the candidates.

#### **1.2 RECTIFICATION OF RESULTS**

**1.2.1** The Director shall have power to quash the results of a candidate after it has been declared, if

- (i) He/she is found ineligible to appear in the examination; or
- (ii) He/she is disqualified for using unfair means in the examination; or
- (iii) A mistake is found in his/her result; or
- (iv) He/she is a person, against whom action would have been taken for committing an immoral act, had the facts come to notice of the University earlier

#### **1.2.2 Re-totaling of the Answer-Books.**

A candidate shall be entitled to have re-totalling of his/her answer-book(s) subject to the following.

Re-evaluation may be allowed with fee of Rs.1500/- per course provided the application for re-evaluation is received by the Controller of Examination within 7 days after the declaration of result.

Controller of Examinations will arrange to get the answer-book(s) of the concerned student(s) of the particular course(s) from the HOD of the concerned division and get the re-evaluation of the answer-book(s) of that particular student(s), who has submitted application, The Joint Director(Academic) will take a decision regarding the modalities for the revaluation of the copies.

Application for re-totalling to be received by the Controller Examination within 7 days after declaration of result.

Controller of Examinations will arrange to get the answer-books of all the students of that particular course from the HOD of the concerned division and get the re-totalling of the answer-book(s) of that particular student, who has submitted application. The Joint Director (Academic) will decide the modalities on case to case basis in exceptional cases.

Re-totalling will be done with a fee of Rs.1000/- per course only to see if the marks awarded to various answers have been correctly added and all the answer has been marked by the Examiner. If any mistake is discovered as a result of re-checking of answer-book, the controller of Examinations shall have power to rectify the result.

### **Supplementary examination:**

- \*Supplementary exam is permitted as per UGC guidelines- The supplementary examinations will be conducted within 15 days after declaring of the final result and results shall be declared before commencement of the next academic session.
- The students who have completed the attendance requirement for that course, appeared in End term examination and have been awarded RE can register for the examination.
- The supplementary examination is an opportunity to reappear for final examination only.
- The weightage of supplementary examination will remain same as the weightage of the Final examination of the regular semester in which the student was awarded RE.

- A student shall be allowed to appear for a maximum of 2 courses in supplementary examination.
- A student wishing to appear in supplementary examination has to pay a consolidated fee of Rs **5000/- for one course**
- A separate grade sheet will be issued for these supplementary examinations indicating that the student has passed the course in supplementary examination.
- There shall not be any substitution provision of a course in the supplementary examination.
- The results of these supplementary examinations shall be declared prior to the commencement of the next academic session. The weightage of the supplementary examination shall be identical to that of the final examination of the regular semester in which the student was awarded the grade RE (Re-examination).

If a student fails in either the theory **or** practical component of a course, they shall be permitted to appear only in the component(s) in which they failed. However, if the student is failed both in theory and practical, he/she may be allowed to appear in both the supplementary examination. In the event a student fails in the supplementary examination, they will be required to re-register for the course when it is offered again, attend regular classes, and appear in the mid-term, theory, and practical examinations as applicable. The schedule for the supplementary examination will be announced by the Office of the Controller of Examinations (COE) at a centralized place following the declaration of the semester results.

## **2.0 CONDUCT OF EXAMINATIONS**

### **2.1 General Provisions :**

**2.1.1** Unless otherwise stipulated in Ordinance and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

- 2.1.2 If a teacher or any other member of staff, who is assigned an examination duty, fails to perform the same he/she shall render himself/herself liable to such disciplinary action as the Director may deem fit to take.
- 2.1.3 The Centre Superintendent, Assistant Superintendent and other Supervisory and Service Staff shall be appointed by the Joint Director (Academic).
- 2.1.4 The semester end examination shall be conducted as per centralized date sheet announced by COE office.
- 2.1.5 The concerned class teacher shall be responsible for setting of questions paper, and evaluations of the answer books and submit the award list to COE office within 7 days after examination.
- 2.1.6 In addition, the Joint Director may also appoint one Assistant Superintendent out of the teachers of the Institute to maintain law and order and to check outside interference.
- 2.1.7 The Joint Director (Academic) will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centre.
- 2.1.8 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examination, subject to confirmation by the Joint Director, shall be final.

## **2.2 DIRECTIONS TO CANDIDATES FOR EXAMINATIONS**

- 2.2.1 The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question-paper and all candidates must be in the Hall by the specified time. No candidate who is late by more than 30 minutes shall be admitted to the Examination Hall. No Extension of time shall be granted to a candidate on ground of late arrival.
- 2.2.2 A seat, with his/her roll number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats
- 2.2.3 All the candidates are required to bring their own pens. No pens or ink will be supplied to them in the Examination Hall

- 2.2.4 Candidates are forbidden to write answers (or any thing else) on the question-paper or to remove any paper from the Examination Hall except the question paper.
- 2.2.5 Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent/Assistant Superintendent.
- 2.2.6 Candidates are allowed the use of non-programmable calculators only.
- 2.2.7 No. candidate, without the special permission of the Superintendent, shall leave his/her seat or the Examination Hall until he/she finishes his/her paper.
- 2.2.8 No. candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question paper.
- 2.2.9 Each candidate shall write on the outside of his answer-book, his/her Roll Number before he/she starts answering the question-paper. When the time allowed has expired, the answer book shall be handed over to the Assistant Superintendent/Invigilator even though the candidate may not have answered any part of the question-paper. No. candidate shall tear a leaf of an answer book.
- 2.2.10 When a candidate leaves the Hall, he/she shall, before doing so, hand over his/her answer- book to the Assistant Superintendent, concerned, and he/she shall, on no account be readmitted.

### **2.3 APPOINTMENT OF CENTRE SUPERINTENDENT, DEPUTY SUPERINTENDENT, ASSISTANT SUPERINTENDENTS AND OTHER STAFF**

- 2.3.1 Principal Scientist or its equivalent shall be eligible for appointment as Centre Superintendent.
- 2.3.2 Non-teaching staff, disqualified persons and persons who are related in any way to the candidates appearing at the Centre, shall not be eligible for appointment as Superintendent, Deputy Superintendent and Assistant Superintendents.
- 2.3.3 The course teachers who are related in any way to the candidates appearing in the course shall not be eligible for setting and evaluations of question paper in that subject.
- 2.3.4 The following ministerial/supporting staff shall be appointed at the examination centre:
  - 2.3.4.1 One Centre Assistant
  - 2.3.4.2 One Daftari
  - 2.3.4.3 One Chowkidar
  - 2.3.4.4 One Sweeper/Cleaner
  - 2.3.4.5 One Waterman / Water woman for every 100 candidate of part thereof.
- 2.3.5 Any person appointed as Centre Superintendent or as a number of the supervisory Staff who does not turn up for duty or keeps himself absent willfully without showing proper

and good cause or neglects the duty assigned to him/her, shall be debarred from any university work in future.

## **2.4 DUTIES OF CENTRE SUPERINTENDENT, DEPUTY SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS OF EXAMINATIONS**

### **2.4.1 Centre Superintendent**

**2.4.1.1** The Superintendent shall see that the doors of the Examination Hall open fifteen minutes before the time specified for the distribution of the question-paper.

**2.4.1.2** The Superintendent shall be supplied by the Controller of Examinations, before the Commencement of the examination, with a list showing the names of candidates and the courses taken up by them and a statement showing the number of candidates appearing in each subject.

**2.4.1.3** The Superintendent shall read out the instructions to the candidates before the start of Examination on each day/session.

**2.4.1.4** The Superintendent shall not admit any candidate whose name is not shown in the list or allow any candidate to write examination in a course other than those shown against his/her name. Provided that, in doubtful cases, the Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover.

**2.4.1.5** Before the commencement of the examination, the Superintendent shall see to the satisfactory arrangement of examination tables and seats. He/she shall take care to seat the candidates in such a way as to render all communication between them impossible.

**2.4.1.6** The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his/her place.

**2.4.1.7** Blank answer-books shall be supplied by the University Office. The Assistant Superintendent shall see that the continuation sheet is not given to a candidate until the answer-book and/or previous continuation sheet is finished.

**2.4.1.8** The Superintendent shall remain in the Examination Hall during the time allotted for each paper.

**2.4.1.9** Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the Superintendent to the Controller of Examinations.

## **2.4.2 Deputy Assistant Superintendent**

**2.4.2.1** The Deputy Superintendent is to assist the Superintendent in the conduct of examination. If necessary, he/she shall have to perform any of the duties of the Superintendent temporarily under his/her instructions. He/she will be under the Superintendent and is also expected to take charge of the examination, in case of any emergency.

**2.4.2.2** He/she shall read the whole of the book of instructions carefully, as he/she may have to act as Superintendent during the later's absence.

**2.4.2.3** He/she will not leave the station without the permission of the Controller of Examinations for which he/she will have to send his/her request through the Superintendent.

**2.4.2.4** He/she will prepare the daily seating plans in accordance with the Course Statements and cut lists in consultation with the Centre Superintendent.

**2.4.2.5** He/she will help the Centre Superintendent in physical search of the candidates, whenever required.

**2.4.2.6** He/she shall mark the attendance of each candidate on the attendance sheet provided for the purpose. Any correction made in the attendance sheet shall be initiated by him/her.

### **2.4.3 Invigilators**

- 2.4.3.1** Invigilators are required to help the Superintendent / Deputy Superintendent in the distribution of question papers, answer-books etc. to the candidates and in collecting the answer-books from the candidates at the close of the Examination, arrange them in serial order and hand over to the Superintendent. They will also perform such other duties as may be assigned to them by the Superintendent /Deputy Superintendent.
- 2.4.3.2** Invigilators shall report themselves to the Superintendent on the day of the examination at the Examination Center at least half an hour before the commencement of the examination.
- 2.4.3.3** Invigilators shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.
- 2.4.3.4** In case of any invigilator is unable to present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Superintendent and shall make the alternate arrangement to provide substitute in his place.
- 2.4.3.5** During the course of examination, the Invigilators are expected to move about the place of their duty and not to engage themselves in study or conversation.
- 2.4.3.6** An Invigilators must see that every candidate takes his/her proper seat and writes his/her correct Roll No. in figures as well as in words and other particulars required of him/ her, on the title page of the answer book.
- 3.4.3.7** The Invigilators shall distribute blank answer-books to candidates after they had taken their seats. No candidate should be allowed to leave his/her seat after he/she had received the answer book until the expiry of half the time after distribution of the question paper. Only one answer-book will be issued to a candidate for one question paper.

- 2.4.3.8** The Invigilators shall exchange a defective answer-book if any candidate makes a request for the same prior to writing his/her roll number there on.
- 2.4.3.9** The Invigilators shall see that no candidate makes use of notes, attempts to copy from another candidate; or has in his/her possession or in his/her desk any; book or paper or article not issued in the examination hall. If he/she happens to find a candidate using unfair means, he/she shall take possession of any book or article so used and report the matter to the Superintendent and sign the answer-book and any other articles as the Superintendent may direct. If any candidate is found to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Invigilators shall at once, report the matter to the Superintendent.
- 2.4.3.10** The Invigilators shall ensure that all doors are closed 15 minutes before the closing time. Candidates shall not be allowed to leave their seats until all the answer books in that room have been collected.
- 2.4.3.11** The answer books shall be collected immediately after the Centre Superintendent rung the bell.
- 2.4.3.12** The Invigilators are responsible for the safe custody of the answer-books of the candidates supervised by them. They shall see that the answer-books and continuation sheets, if any, of each candidate are properly stitched together; that the answer-books are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that an absentee slip is inserted in place of the answer-books of an Absentee.
- 2.4.3.13** No candidate suffering from any infectious disease such as chickenpox shall be allowed to sit in the examination. If an Invigilator happens to suspect any such case, he/she shall make a report to the Superintendent.

**2.4.3.14** Absence of an Invigilator without the written permission of the Superintendent will be treated as serious breach of discipline.

#### **2.4.4.4 Centre Assistant**

**2.4.4.1** The Centre Assistant shall be required to do all the clerical work under the direct supervision of the Superintendent.

**2.4.4.2** He/she shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent.

**2.4.4.3** He/she shall help the Superintendent in the dispatch of answer-books.

**2.4.4.4** He/she shall keep a record of the attendance of the supervisory staff and the candidates and prepare their bills, etc. on the close of the examination, in addition to the duties assigned to him/her by the Superintendent from time to time.

**2.4.4.5** He/she shall also be responsible for maintenance of the record of answer-books and continuation sheets.

### **3.0 PUNISHMENT FOR USE OF UNFAIR MEANS**

**3.1** Every day, before the Examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so or adopts any other Unfair Means as mentioned in Clause 3, he/she shall be liable to penalty. Where a late-comer is admitted, this warning shall be repeated to him or her at the gate.

**3.2** The Superintendent and the Deputy/Assistant Superintendents of the Examination, shall forward to the Controller of Examination, every day, a declaration signed by them to the effect that the warning as required in Clause 1 above was administered.

**3.3** Without prejudice to the general meaning of the term 'Unfair Means' it will include the following:

**3.3.1** Having in his/her possession or accessible to him/her during the Examination hours any papers, books or notes, written or printed on any kind of material, body clothing

etc. and the papers, the books or notes related and/or unrelated to the subject of the Examination of that day.

- 3.3.2** Writing during the examination hours on any paper other than the answer-book, any portion of the question paper or answers or notes relating to any question.
- 3.3.3** Talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside the Examination Hall during the Examination hours.
- 3.3.4** Consulting notes/books outside the Examination Hall during the Examination hours.
- 3.3.5** Receiving help from another candidate with or without his/her consent or giving help to him/ her or receiving help from a person who is not a candidate for the Examination of that day during the Examination hours.
- 3.3.6** Disclosing his/her identity deliberately or making a distinctive mark in his/her answer-book for that purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer-book.
- 3.3.7** Communicating or attempting to communicate, directly or through a relative, guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolations thereto.
- 3.3.8** Swallowing /destroying any note, paper, etc., found with him/her.
- 3.3.9** Making deliberate pre-mediated arrangements to cheat in the examination, including;
  - 3.3.9.1** Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/ continuation sheet, during or after the Examination hours.
  - 3.3.9.2** Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
  - 3.3.9.3** Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
  - 3.3.9.4** Impersonation.
  - 3.3.9.5** Obtaining admission to the Examination on a false representation.
  - 3.3.9.6** Forging another person's signature.
  - 3.3.9.7** Failing to deliver his/her answer-book to the Supervisor Incharge before leaving the Examination Hall.
- 3.3.10**

Refusing to obey the Superintendent or any other member of the Supervisory Staff or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination

- 3.3.11** If he/she is a candidate for an Examination for science or some other subject, presenting to the Examiner a practical or class work note-book which does not belong to his/her.
- 3.4** If a candidate is found or suspected to be guilty of using unfair means in the Examination, the Superintendent of the examination shall take away his/her answer-book and permit him/her, if he/she so desires, to answer the remaining part of the question paper on a new answer-book which shall be supplied to his/her. The candidate may also appear in the rest of the examination in subsequent papers at his/her own risk and subject to the decision in his/her case of use of unfair means. The superintendent shall also obtain an explanation of the candidate in writing then and there.
- 3.5** The Superintendent of the Examination shall report to the Controller of Examinations without delay, and on the day of occurrence if possible, each case where use of unfair means in the Examination had been detected. When adoption of any unfair means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the candidate and record his/her statement. He may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Superintendent and attested by at-least one other member of the supervisory staff on duty at the time of occurrence.
- 3.6** In case, the candidate refused to part with his/her answer-books, no new book should be given to him/her and he/she should be asked to leave the Examination Hall. If he/she accepts a new book, he/she will be allowed extra time to cover the time spent in the inquiry.
- 3.7** The Director shall appoint annually an Unfair Means Cases (UMC) Committee to deal with all cases of Unfair Means in connection with the Examinations. The UMC Committee shall consist of:

Joint Director(Academic)	-	Chairman
One Member of Academic Council	-	Member
Two members from Standing Committee on course Curricula and Academic Affairs (To be nominated by Director)	-	Member
Controller of Examination	-	Member-
Secretary		

The Committee shall consider the report of the detector and the explanation, if any submitted by the candidate as well as the answer given by the detector to questions put by the candidate, if any, and pass necessary orders. The Committee may hear the candidate if so desired by him/her, and if necessary, call any person on the staff of the University for Clarification regarding the Unfair Means Case.

**3.8** If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.

**3.9** A candidate found guilty of use of Unfair Means shall be awarded punishment as under:

Offence (As mentioned in Clause 3 above)	Punishment Disqualified from:
3.3.1 If the paper, note, etc. has not been made use of examination in the 3.3.2, 3.3.3, 3.3.4, 3.3.6, 3.3.10, 3.3.11	Passing in the concerned course and from Appearing in this Examination before the next corresponding semester.
3.3.1 If the paper, note, etc. has not been made use of 3.3.5, 3.3.7, 3.3.8 3.3.9	Passing in all courses of the concerned Examination and from appearing in the next one or more examination.

The disqualification under this clause will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study, or allowed to appear at any Examination of this University, during the period of such disqualification. If a candidate is found guilty of Use of Unfair Means after his/her result has been declared, the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/her had the fact of use of Unfair Means come to notice before the declaration of his/her result.

**3.10** When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Director whose decision shall be final.

**3.11** The Director on an application by the candidate or suo motto may send back a case to the Unfair Means Cases Committee for reconsideration, if in his opinion such a step is called for in the circumstances of the case.

**3.12** In this ordinance the word “Year” means the Academic Year”.

## **RULES REGARDING BREACH OF DISCIPLINE AND PUNISHMENT(S) THEREFORE**

### **1.0 GENERAL**

- 1.1 These rules shall be known as “Rules regarding Breach of Discipline and Punishments Therefore”
- 1.2 These rules shall apply to all students of National Dairy Research Institute (Deemed University).
- 1.3 These rules shall be enforceable notwithstanding anything contained in any other ordinance/rules/regulations/orders of NDRI Deemed university.
- 1.4 Institute means “National Dairy Research Institute (Deemed to be a University)”.
- 1.5 Standing Committee means “Standing Committee on Students Welfare Board and Residence.

### **2.0 ACTS OF INDISCIPLINE**

- 2.1 The following shall constitute the acts of indiscipline.
  - 2.1.1 Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than four inches length in the room or outside.
  - 2.1.2 Keeping, using or supplying intoxicants in any form.
  - 2.1.3 Gambling in any form.
  - 2.1.4 Ragging, bullying or harassing of students.
  - 2.1.5 Demonstration in any form including procession and group meetings.
  - 2.1.6 Strike or hunger strike.
  - 2.1.7 Boycotting of any University function, programme or activity, preventing any student from attending the classes, functions, programmes or any other activity of the Institute.
  - 2.1.8 Abusing.
  - 2.1.9 Recourse of violence, assault, intimidation, rioting.
  - 2.1.10 Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of any employee of the Institute.

- 2.1.11 Incitement to commit any act of indiscipline.
- 2.1.12 Any breach of law of the country or the state and of the statute. Regulations, Rules of the Institute or order of a competent authority.
- 2.1.13 Disturbing other students in their studies.
- 2.1.14 Damaging any Institute property.
- 2.1.15 Disorderly behaviour in any form.
- 2.1.16 Attending or organizing unauthorized meetings and participation in such meetings.
- 2.1.17 Display notices, leaflets or posters not signed or countersigned by the Chief Hostel Warden/ Warden or any other officer of the Institute authorized by the Joint Director/ Director at the Hostel and Institute's Notice Boards or other places or distributing such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the Institute buildings, property etc.
- 2.1.18 Any act specifically forbidden by the Hostel Warden, Chief Hostel Warden, Joint Director/Director or any officer of the Institute.
- 2.1.19 Any other act intended or calculated to cause inconveniences, annoyance, injury or damage to any other inmate of the Hostel, employee of the Institute or resident of the campus or quests/visitors to the Institute.
- 2.1.20 Forging of signatures in any way of the faculty member/students at the time of registration/any other time. Submitting fake certificates.
- 2.1.21 Eve-teasing, molestation, sexual assault, its attempt, physical injury, man-handling of  
fellow students or employees or anyone else, displaying hostility towards members of the faculty or institute employees or their family members or any other person in the campus of the Institute.
- 2.1.22 To give shelter to outsiders in the Hostel when the stay/visit of outsiders in the hostel has been debarred by the orders passed by the Director/Joint Director/Chief Hostel Warden for a specific period or for a general period.

### **3.0 PUNISHMENT FOR INDISCIPLINE**

Any student who violates any regulation or otherwise indulges in any act of indiscipline as defined in sub clause 2.1.1 to 2.1.22 above established to the

satisfaction of authorities shall be subject to any or any combination of the following punishments:

- 3.1 Warning
- 3.2 Imposition of Fine
  - a) Not exceeding Rs. 2000/-
  - b) Not exceeding Rs. 3000/-
  - c) Up to Rs. 5000/-
  - d) Exceeding Rs.5000/-
  - e) Collective of Group Fine.
  - f) Recovery of damaged/lost property.
- 3.3 Placement on conduct probation.
- 3.4 Temporary or permanent withdrawal of concessions/aids/stipends/scholarship/fellowship/any other facility.
- 3.5 Temporary or permanent expulsion from Hostel.
- 3.6 Forfeiture of right to admission to any course in the Institute in future/forfeiture or right to employment in the Institute in future.
- 3.7 Expulsion from the Institute.
- 3.8 Rustication from the Institute.

#### **4.0 DISCIPLINARY AUTHORITIES**

- 4.1 The authorities competent to impose any of the penalties specified in Rule 3.0 for breach of indiscipline by a student(s)/group of students shall be as under
  - a) Joint Director (Academic)
  - b) Academic Coordinator
  - c) Chief Hostel Warden
  - d) Hostel Wardens

#### **5.0 PROCEDURE FOR AWARD OF PUNISHMENT**

- 5.1 Any punishment awarded to a student shall be recorded and placed on the personal file of the student.

## 5.2 WARNING

Warning shall be conveyed in writing by the Hostel Warden/Chief Hostel Warden or the Joint Director (Academic) as the case may be, and shall be placed on personal file of the student maintained in the college office.

## 5.3 FINE

- a) The Hostel Warden shall be competent to impose a fine to the extent of Rs. 2000/- and the Chief Hostel Warden shall be competent to impose a fine to the extent of Rs. 3000/-, if he/she is satisfied that the fine is adequate punishment for the act and gravity of indiscipline.
- b) If the act of indiscipline committed by the student is so serious that a fine of up to Rs. 3000/- would be insufficient/ inadequate to meet the ends of justice, the Chief Hostel Warden shall submit the report to the Joint Director (A) for appropriate action.

	<p>c) On receipt of report from the Chief Hostel Warden, the Joint Director (A) may, after taking into consideration the facts and circumstances of the case, impose a fine of up to Rs. 5000/-.</p> <p>d) In case of damage/theft of any kind of valuable property in the Hostel/Institute, the cost of the same for repair/ replacement shall be recovered from the student/group of students responsible for it to be decided by the Joint Director (A) or Joint Director (A) in consultation with the Hostel Warden /Chief Hostel Warden, as the case may be.</p>
e)	In case, the Joint Director (A) feels that imposition of fine to the extent of Rs. 5000/- is not commensurate with the offence committed. He may refer the case to the Standing Committee for suggesting any of the punishments specified in Rule 3.2(d), (e) and (f) to 3.8.
f)	If the Joint Director is of the view that it is not possible to fix responsibility on individual members of the group for any act of indiscipline. He may refer the case to the Standing Committee for suggesting any of the punishments specified in Rule 3.2 (d), (e) and (f) to 3.8.
	The Joint Director may, on the recommendations of the Standing Committee impose fine on group of students as a whole.

5.4	<b>Placement on “conduct probation”:</b>
	On the recommendations of the Standing Committee, the Joint Director (A) may place the student on “Conduct Probation for a maximum period of one semester. It will consist of an official warning to the student that one more incident might lead to the dismissal of the student from the institute. It shall be kept in the personal file of the student and an intimation shall be sent to his/her parents
5.4.1	Effect of conduct probation:
5.4.1.1	A student placed on conduct probation for a specific period shall not represent the Institute team.
5.4.1.2	He/she shall lose any office that he/she may be holding in any students organisation.
5.4.1.3	He/she shall not represent the institute in sports. Cultural contests etc. in or outside the Institute.
5.4.1.4	Unless otherwise provided in NDRI Scholarship Rules, he/she shall not receive any scholarship/ fellowship stipend during the period of conduct probation.
5.4.1.5	If a student, who has been on “conduct Probation” on two previous occasions, commits an act of indiscipline, he/she will be permanently dropped from the rolls of the Institute.
5.5	<b>TEMPORARY DISMISSAL:</b>
	The student shall be dismissed from the Hostel/Institute for a specific Semester (s) and required to leave the Hostel/Institute immediately. This shall be kept in personal file of the student if the same is issued during the period of temporary dismissal. He/she shall be debarred from admission to the Institute for any further programme.
5.6	<b>PERMANENT DISMISSAL/RUSTICATION FROM THE INSTITUTE:</b>
	The student shall be dismissed permanently from the institute and shall be required to leave the Institute immediately. Copy of the punishment order shall be kept in the personal file of the student and he/she shall be debarred from admission to the Institute for any further programme.

## CHAPTER – IX

### CONSTITUTION OF STUDENTS COUNCIL

<p><b>Constitution of Students' Council</b></p> <p>All students admitted to the National Dairy Research Institute (Deemed University) automatically become members of the <b>Students' Council</b>. The constitution of the Council is given below:-</p>
<p><b>Article 1. Name</b></p> <p>The Council will be called, “<b>The National Dairy Research Institute (Deemed University) Students' Council</b>” (hereafter referred to as <b>NDRISC</b> after the name of the Institute, the National Dairy Research Institute, Karnal.</p>
<p><b>Article 2. Aims</b></p> <p>The following are the aims and objectives of the <b>NDRISC</b>:</p> <ol style="list-style-type: none"><li>1. To inculcate a spirit of fraternity and discipline through mutual contact among the members.</li><li>2. To promote the social, literary and cultural welfare of the members and to raise the tempo of athletic activities in the NDRI Deemed University.</li><li>3. To encourage the intellectual development of the members.</li><li>4. To arouse among the members a spirit of social service.</li><li>5. To provide an opportunity to the members to train themselves in the art of self-government and leadership.</li><li>6. To promote the consciousness of the members regarding the aims and working of various national and international student organisations and to represent the NDRI students body on the national as well as international planes.</li><li>7. To find out immediate solutions for all such problems as may jeopardise the common interest of the members by meetings, discussions and making suggestions, if necessary to the concerned authorities.</li><li>8. To promote the establishment of close and cordial relations between the students and the members of teaching staff of the NDRI Deemed University.</li></ol>
<p><b>Article 3. Activities</b></p> <p>The above mentioned objectives shall be met by organizing various literary and cultural activities as debates, declamation, film shows, essay writing competitions, educational trips, sports and games and any other item consistent with the objectives provided that such subjects, which are likely to offend any member on religious and moral grounds and results in national and emotional disharmony or which have been disallowed by patron shall not be discussed during the activities of the <b>NDRISC</b>.</p> <p><u>Addition:</u></p>

**In conducting various activities such as cultural, literary, games and sports, educational trips, etc. as mentioned in Article 4(B), the Executive Committee (Article 9) shall consult and take approval of the respective Faculty/Staff Advisors in organizing such activities.**

**The faculty advisors of various activities can co-opt the members to the various committees for events organized by the Students' Council.**

#### **Article 4 (A). Patron**

The Director of National Dairy Research Institute (Deemed University), Karnal shall be the Chief Patron and **the Joint Director (Academic), National Dairy Research Institute (Deemed University),Karnal shall be the patron of NDRISC.**

#### **Article 4 (B). Advisors**

The Chief Patron/patron will nominate one Financial Advisor, Three Staff Advisors and other advisors for various activities of students' Council from amongst the teaching staff of the university for smooth functioning of **NDRISC.**

#### **Article 5. Membership**

Any person who is admitted in NDRI as a B.Tech. (DT), **Master's degree or Doctoral degree** student will automatically become a member of the **NDRISC.** **"In-Service"**students of the Institute are also **the members of the NDRISC.**

No person who is not a member of the **NDRISC** shall make use of the recreational and other amenities in the Students Hostels.

#### **Article 6. Subscription**

Each member shall pay a sum of **Rs.500/-** as annual subscription which is non-refundable. For this purpose, the year shall be the same as the academic year of NDRI. **Full subscription shall be payable for academic year at the time of Registration.** The subscription shall be subject to revision from time to time.

#### **Article 7. General Body**

The members of the **NDRISC** as given in **Article 5** shall constitute the **General Body of the Council.**

#### **Article 8. Finance of the Council.**

**Budget:** The yearly budget of the Council Fund shall be prepared by the Council Executive in consultation with the Financial Advisor within one month of its election. The budget will be effective after its presentation and approval by the Executive Committee and Staff Advisors meeting chaired by the Patron.

**NOTE :**

- i. The item of the expenditure shall be clearly shown in the Budget.
- ii. While preparing the budget the Council Executive shall reserve at least 20 percent of the total fund “On reserve” for unforeseen expenditure, if any.
- iii. The appropriation or re-appropriation of funds from one head to another may be done by the Council Executive with the approval of the patron on the recommendation of the Financial Advisor.

**Accounts:** The funds of the Students' Council shall be maintained by the **clerk posted at University Office under supervision of the Financial Advisor.**

**Bank Accounts:** The funds of the **Students' Council** shall be kept in a current/savings bank/fixed deposit account with a Scheduled Bank of India **in the name of the Council** and operated by the Financial Advisor. Two faculty members (nominated by Patron) will be authorized to sign the cheque for any transaction from the accounts and two signatures will be necessary, one of the signatories must be the Financial Advisor.

**Audit of Accounts**

The account of annual expenditure of the **NDRISC** shall be audited by **an officer** appointed by the Patron.

Each payment out of **Council Fund** shall be approved by the Financial Advisor.

The Accounting year for **NDRISC** will be closed on 30<sup>th</sup> June every year.

**Article 9. Executive Committee.**

The Executive Committee of the **NDRISC** will comprise of the **following members:**

- i) President.
- ii) Vice President.
- iii) General Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Executive Members-4
- vii) The Students Representative of Academic Council will act as ex-officio member and attend all the Executive Committee meetings.
- viii) **Members of the Electoral College:**

**B.Tech. – 12, Master’s degree –26, and Doctoral degree-36. Total: 74.**

**The break up is given as under:-**

**B.Tech. – Top three students from each class in preceding examinations. For B.Tech first year class, the members shall be those with top three ranks in the entrance examination conducted for admission. (First year-3; Second year-3; Third year-3 and Fourth year-3. Total: 12)**

**Master’s degree – Top student from each class in each discipline in preceding examinations. For Master’s degree first year class in each discipline, the members shall be those with top rank in the entrance examination conducted for admission. Students with pre-requisite (PR) courses shall be considered as first year students only. (First year-13 and Second year-13. Total: 26)**

**Doctoral degree – Top student from first year and second year class in each discipline in preceding examinations. For doctoral degree first year class in each discipline, the members shall be those with top rank in the entrance examination conducted for admission. For doctoral degree third year class in each discipline, one member shall be nominated by the respective Head of the Division. (First year-12, Second year-12 and Third year-12. Total: 36).**

The office bearers of the Executive Committee (i to vi) of **NDRISC** shall be **from the Electoral College and elected by the Members of the Electoral College** as given at Sl.No. (viii) including note on girl’s student’s representation.

Addition:

The different positions in the executive committee will be elected from students of different programmes from within the electoral college as given below. Students from outside the electoral college can not contest for these positions in the executive committee.

President: Ph.D. Programme

Vice President: Master degree Programme

General Secretary: B.Tech.(DT)

Financial Secretary: Master Degree Programme

Jt. Secretary: B. Tech.(DT)

Executive Members (Four): Two from Ph.D. programme

One from Master degree programme

One from B. Tech.(DT)

In case, candidates from particular programme are not interested in above positions in the Executive Committee, Director, NDRI can nominate the same at his level. From within the electoral college, the Ph.D. scholars will vote for President plus their two Executive Members; Master’s degree students will vote for Vice President, Financial Secretary and its one

Executive Member; and B.Tech (DT) students will vote for General Secretary, Jt. Secretary and its one Executive Member.

**NOTE :**

In case of under representation of girl students, the Chief Patron/Patron shall have the right to nominate maximum two girls on the **NDRISC**. The nominated girls shall have voting right also.

The president can co-opt a maximum of two students on the Executive Committee, with the approval of Chief Patron/Patron but the co-opted members shall not have the right to vote.

The President and General Secretary will also be members of Student Aid Fund Committee.

The Executive Committee will function in collective manner with the members being responsible to the President in all matters. The General Secretary will function as the Principal Executive of the committee in day-to-day management of the Council affairs. The duties assigned to the office bearers by the Executive Committee will be placed on record in the Council Office for guidance.

**Article 10. Functions of the General Body.**

- i. Every member of the **Electoral College** shall have the right to contest elections for the **Office bearers of the Students' Council subject to Article 5 and Article 13b.**
- ii. Every member shall have the right to ask questions in writing on any matter connected with **Council** and receive a written reply from the **Council's Executive**. All such questions shall be addressed to the General Secretary.

**Article 11. Functions of the Executive Committee.**

The duties of the Executive Committee shall include :

- i) Preparation of programmes for the year and to ensure their proper execution.
- ii) The programmes will be finalised after consideration of proposals made by individual office bearers pertaining to their specific financial requirements. The budget should be placed and passed on a special Executive Committee meeting. The meeting will be chaired by the Chief Patron/Patron and the Staff Advisors nominated by the Patron will be present while passing the budget proposals for various activities.
- iii) To appoint subcommittee whenever necessary to help the Secretaries in the execution of their duties particularly on occasions of special importance.
- iv) To appoint/select delegations for representing the **NDRISC** in various national and international student activities.
- v) To assist the President in taking decisions on various matters so as to further the cause of the **NDRISC**.

## **Article 12. Defalcation of the Funds and Council Property**

In case a member of the Executive Committee is alleged to have committed a breach of the constitution or is charged with a serious offence, such as defalcation of funds or misappropriation of the **Council** property, the **Council Executive** shall after investigation and with its own findings and opinion forward the case to the Patron for such action as he/she may deem fit. The member so accused will be given full opportunity to defend himself/herself. The decision of the Chief Patron/Patron shall be final.

## **Article 13 a. Elections**

**i) The members of the Electoral College of NDRISC shall elect the Office Bearers of the Council from among themselves for the term of one year as provided in Article 9.**

ii) The votes shall be nontransferable and each member will have the right of a single vote.

iii) The patron will appoint an Election Commission headed by the Chairman, which will conduct elections under the supervision of the Patron. The Chairman of the Election Commission shall issue Notice inviting nominations at least 96 hours before the last date of accepting nomination papers. **Each nomination shall be duly proposed by one and seconded by another bonafide member of the electoral college.** No member will be permitted to propose or second more than one candidate. The Election Commission may co-opt members to help them in the conduct of elections.

iv) The candidates for offices of the President and General Secretary will be students of at least one year standing in NDRI, Karnal.

v) The Election Commission shall scrutinize the nominations and make a summary of nominations filed and found in order and immediately pass it on for the perusal of the Patron.

vi) The Chairman of the Election Commission shall notify along with the date, time and place for polling, the final list of contesting candidates for the various offices as mentioned in Article 9 at least 48 hours but not more than 72 hours before the Polling commences.

vii) The Election shall be by secret ballot and the candidates shall be returned by an ordinary majority. In case of a tie the decision will be made by toss/lot.

viii) No mode of canvassing, other than by the word or mouth, will be permissible on the campus.

**ix) The Election shall be over preferably within 45 days of the start of the academic session.**

x) Any conflicts regarding the Election shall be resolved by the Election Commission in consultation with Chief Patron/Patron whose decision will be final.

xi) Any office falling vacant within the first semester shall be filled on the same lines as the regular election.

xii) After the first semester, if any office falls vacant the following procedure will be adopted:

In case of the office of the President, the Vice-President will automatically take over as President.

**For the rest of the offices of the Executive Committee, the Executive Committee shall fill up the vacancy by nominating one of the members of the electoral college. The vacancy of an electoral college member shall, however, be filled-up by the considering the next best ranker/topper in preceding year from that particular class and discipline.**

The Executive Committee shall hand over the complete charge of NDRISC accounts, goods and records to the new Executive Committee on the expiry of its tenure.

#### **Article 13b. Eligibility to contest election in any Capacity**

A student of the **NDRI Deemed University** shall be eligible to contest in any capacity of the **NDRISC**, if :

i) **He is not guilty of gross misconduct.**

ii) He is not involved in a criminal case or a case of moral turpitude or of gross misconduct or misbehaviour.

iii) He is not a defaulter in the payment of university dues. iv) He has not been an office bearer of the **NDRISC** for two consecutive years.

**NOTE : A student will be guilty of gross misconduct if he/she :**

i) is expelled from the University/Hostels or is fined.

ii) is placed on conduct probation.

iii) is convicted of a non-bailable offence.

iv) is found guilty of adopting unfair means in the University Examinations.

v) has brought bad name to the University by his misconduct on or outside the campus as determined by the competent authority of the University.

vi) destroy University property, mutilates or involves himself/herself in theft of Library Books, and

vii) prevents any University Official from performing his/her normal duties or assaults/intimidate any employee of the University.

#### **Article 14. Meetings**

- i) A meeting of the Executive Committee shall be called by the President once in two months and **50%** of the members on his committee shall constitute the quorum;
- ii) An extraordinary meeting of the Executive Committee can be called at any time if at least 33% of members of the committee give requisition for the same to the President. The quorum of such a meeting shall be **60%** of the total membership of the Executive Committee.
- iii) A General Body Meeting of **NDRISC** may be called if at least 25% of the members send a requisition to the President to that effect, who will call such a meeting within a week of the receipt of such a requisition. The quorum for ordinary general body meeting shall be constituted by 40% of the membership.
- iv) All the members of the Executive Committee shall be present in all its meeting and in the meetings of General Body of **NDRISC**. If they have to be unavoidably absent, they shall always inform the President in writing before the commencement of a meeting. If a member absents himself/herself from two successive meetings of the Executive Committee without informing the President in writing he/she shall cease to be a member of the Committee.
- v) Any member shall have the right to ask questions about any matter concerning the **NDRISC** during the meeting. All questions shall be addressed to the President who may refer them to the concerned office bearer. If need be, the President may demand time to give answer to any particular question in the next meeting.
- vi) A motion, if allowed by the President, shall be carried by simple majority vote.
- vii) The date, time and place of all Executive Committee meetings should be notified atleast 72 hours in advance.

#### **Article 15. General Provisions**

- i) Adjournment Motion** Any adjournment motion can be moved at any time and, if duly seconded, it shall be immediately put to vote. If such a motion is duly carried, the meeting shall be adjourned.
- ii) Vote of No Confidence** A vote of no confidence may be brought against any member of the Executive for violation of constitutional provisions, neglect of duty or unbecoming conduct if 40% of the members of **NDRISC** send a requisition of the same to the Patron and if the latter agrees to the validity of the grounds on which the requisition is based, he shall allow it to be moved. It shall be considered effective only when a simple majority of the members present in the Executive Meeting of the **NDRISC** approve it in an extraordinary meeting. The notice for such a motion shall be issued atleast a week in advance of the meeting of the Executive of the **NDRISC**.

**iii) Amendments** The provisions of the Constitution may be amended if required by a committee of Faculty Members appointed by the Patron.

**iv)** If the Chief Patron/Patron finds that the **Council**, on account of group rivalries or any other reason, has been unable to function, he may supersede the **Council** and appoint a Committee of five students to carry on the functions of the **Council** for such period as may be deemed fit and necessary, under the supervision of Staff Advisors and financial Advisor.

**v)** If **NDRISC** Executive Committee does not function as per the Constitution, the Chief Patron/Patron reserves the right to dissolve the **NDRISC** Executive Committee, whose decision shall be final.

**vi) Interpretation of the Constitution** Any dispute relating to the interpretation of the constitution shall be settled by the Chief Patron/ Patron whose decision shall be final.

## **CHAPTER X**

### **CONVOCATION AND AWARD OF DEGREES**

#### **AWARD OF DEGREE**

1. A convocation shall be held for conferring B.Tech (DT), FT & Biotechnology, Master in Dairying and Ph.D. Dairying degrees on the successful candidates declared eligible for the award of the degree by the Academic Council. The programme of the convocation shall be approved by the Academic Council.
2. Every successful candidate shall appear in person at the convocation to receive the degree. However, if a candidate does not appear in person, the degree shall be conferred in absentia on payment of prescribed fees. The degree certificate in such case will be sent to the notified address of the candidate.
3. The final degree certificate may be issued to the foreign students or to the Indian students who are on higher studies or in a job in foreign countries on their request even before convocation. Further, if a student's wants to attend the convocation ceremony after issuing the degree to him/before convocation, he/she may be allowed to do so. Degree may be awarded within 3 months of passing of a degree course or even earlier even without the convocation, if so requested by the foreign student and the Indian student going abroad for further study/working in foreign.

#### **DUPLICATE CERTIFICATES**

Issue of duplicate degrees and other certificates shall be governed by the following guidelines:

- a) A request for duplicate degree certificate shall be granted only on the production of an affidavit on a non-judicial stamp paper of Rs. 15/- (duly attested by a 1st Class Magistrate) to the effect that applicant has lost the degree certificate issued earlier or that it has been destroyed and the applicant is in real need of it.
- b) A prescribed fee shall be charged for the issuance of a duplicate degree certificate.
- c) The word "duplicate" shall be inscribed in bold letters at the top of such degree certificates.
- d) The duplicate degree certificates shall be signed by the Competent Authority and the words "sd/-" along with the names of the original signatories shall be inscribed in the appropriate places.
- e) Any other condition prescribed by the University Office.

## **WITHDRAWAL OF DEGREE**

If it is established at any stage that a candidate has fabricated information/used forged certificate to obtain a degree/diploma from NDRI, his/her degree/diploma will be withdrawn by the Academic Council as and when it comes to the notice of the Academic Council.

## **AWARD OF MEDALS AND MERIT CERTIFICATES TO B.TECH (DT) STUDENTS**

Eligibility: Three medals i.e. Gold, Silver and Bronze medals for obtaining 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions for overall performance in course work and 20% of the total pass out students will be awarded Merit Certificate as per the following criteria:

- a) He/She has obtained 7.5 OGPA marks in aggregate. Those who fail in any course or repeat in a course are not eligible for the award of Medals/Merit Certificates.
- b) He/She have completed the prescribed course work in his/her discipline within 8 semesters in first attempt from the date of admission.
- c) Should not have been awarded disciplinary punishment during studentship at the NDRI.

## **AWARDS OF MEDALS AND MERIT CERTIFICATES TO MASTER AND DOCTORAL DEGREE STUDENTS**

Medals will be awarded during convocation to the toppers in each group i.e. Production, Processing & Management.

Master's and Doctoral degree students will be awarded Gold, Silver and Bronze medals for obtaining 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions for overall performance in course work and merit certificate to topper of each discipline as per following criteria:

### **Eligibility for Master's degree students:**

- a) He/She has obtained 7.5 OGPA. Those who fail in any course or repeat a course are not eligible for the award of Medals.
- b) He/She should have completed the prescribed course work in his/her discipline within 2 semesters in first attempt and cleared the thesis.
- c) The medal will be awarded only after successful completion of the requirements of the degree including thesis.
- d) He/She should not have been awarded disciplinary punishment during studentship at NDRI.

### **Eligibility for Doctoral degree students:**

- a) He/She has obtained 7.5 OGPA. Those who fail in any course or repeat a course are not eligible for the award of Medals.
- b) He/She should have completed the prescribed course work in his/her discipline within 2 semesters in first attempt.
- c) The medal will be awarded only after successful completion of the requirements of the degree including thesis.
- d) He/She should not have been awarded disciplinary punishment during studentship at NDRI.

### **INCLUSION OF STUDENTS IN DEANS' HONOUR.**

The students obtaining 90% or above marks (9.0 OGPA or above) will be included in Deans' honour list.

### **INCLUSION OF STUDENTS DEANS' MERIT LIST.**

The students scoring more than 85% or above marks (8.5 CGPA or above) in each semester will be included in Deans' Merit List.

### **BEST THESIS AWARD FOR MASTERS AND DOCTORAL**

There will be one award each in Production, Processing and Management groups. The thesis award will carry a certificate and a cash prize of Rs. 5000/- for best master's thesis. The Director's Gold Medal along with certificate will be presented for Doctoral thesis. The award will be presented during Convocation.

The mode of selection of best thesis will be as under:-

1. The Head of Division/In-charge of discipline will form a Committee for this purpose. The committee chaired by the Head of Division will comprise of two Principal Scientists, two Senior Scientists and One scientist. The committee will consider the thesis to see the quantum of work, quality of work, outcome and papers published from the thesis. The committee will recommend two theses from Master's Degree and two from Ph.D. Degree for each discipline from the candidates who submitted the thesis after last Convocation, and communicate the same to the Joint Director (Academic).

2. The short listed theses will be presented before the Award Committee. Each student will be given 10 minutes to present the thesis before the Award Committee.

**Criteria for determining Awardees:**

Sl. No.	Indicators	Detail of indicators	Max. Marks Master's Thesis	Max. Marks Doctoral Thesis
1.	<b>Concept</b>	Conceptual clarity and coherence of the research problem	10	10
2.	<b>Justification</b>	Relevance to organized farms/farmers/Industry/Basic Research	10	10
3.	<b>Quality of Work</b>	i) Content: Writing of the thesis text including references, depiction of tables, graphs, illustration etc.	15	5
		ii) Originality/Novelty	10	10
		iii) *Ability to defend the work	15	15
<b>Sub-Total of 3.0</b>			<b>40</b>	<b>30</b>
4.	<b>Outcome/Achievements (related to thesis only)</b>	i) New information emerged or Scope for scale up/Development of the product or New Methodology developed or Development of the Software. App etc.	20	15
		ii) Award obtained in terms of Medals, Prizes. Best paper/poster by presenting the outcome/Achievements in National/ International conference/ symposia etc. (5.0 marks for each award, limited to maximum 5 marks for M.Sc. and 10 for Ph.D.	5	10
		iii) Sharpness of conclusions drawn from the study showing its practical utility		
<b>Sub Total of 4.0</b>			<b>30</b>	<b>30</b>
5.	<b>Publication (related to thesis only)</b>	i) Publications as first author (published/c accepted in National/International Journals)	10	20

		<p><b>**NAAS rating 6.0 for publication from Master's and Ph.D. thesis for Production and Processing groups</b></p> <p><b>** NAAS rating 5.0 for publication from Master's and Ph.D. thesis for Social Sciences group only</b></p> <p><b>*** Total marks of publications should be given as sum of total NAAS factor</b></p> <p><b>ii) Papers from thesis presented as first author in National/International Conference/Symp. etc. (2.5 mark for each paper, credit for which not already claimed under 4(ii))</b></p>		
	<b>Patents</b>	Patents filed /Granted	<b>5</b>	<b>5</b>
	Total		<b>100</b>	<b>100</b>

For nominations at Divisional level, student's performance in result seminar should be considered. For evaluation during the award, marks should be given on the basis of presentation and interaction with evaluators.

## **CHAPTER XI**

### **NATIONAL LIBRARY RULES**

The Institute has a National Library in Dairying, which possesses an impressive collection of literature on dairying and related subjects. The foreign and national periodicals are subscribed to keep track of the current scientific/ technical developments. Besides, there are books and volumes of bound journals, bulletins, theses, CD-ROMs and reprints. The Library also provides Internet browsing, reference literature, photocopying services, printing and scanning facility to the students, scientists and research workers of NDRI and other sister Institutes, SAUs and research organizations. The plan and policies for the major procurements and management issues of library are monitored by LAC (Library Advisory Committee) comprising of Chairman (Director) and one representative (Principal / Senior Scientist) from each Division of the Institute. Head Library Services looks after day to day work and management and routine purchases of the library.

### **WORKING HOURS**

The library of the institute providing round the clock reading room facility for students with WiFi connectivity for the students and faculty members w.e.f. 03.01.2022. However, other sections of the the library remains open from 9.00 AM to 5.30 PM on regular working days and 9.00 AM to 2.00 PM on Saturdays and other Gazetted holidays. It remains closed on Sundays (w.e.f. 03.01.2022) and three National Holidays, i.e. 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October.

### **ACCESS TO THE LIBRARY**

1. All bonafide staff members and students enrolled in this Institute are eligible to use the library. Books are loaned to the students after they become user members of the library.
2. Bonafide research workers belonging to other Institutes / SAUs are permitted to use the library on their applying through the Head of the respective Institutes. However, books are not to be issued to them. They are entitled to get xerox copies of the literature at par to NDRI user members.

3. Every person who enters the library is to sign in the register kept at gate as token of his / her acceptance to adhere to the library rules.

4. The users are issued books as per their entitlement through Smartcard as under:

**A. Scientific Category – 06**

**B. Technical Category:-**

(i) Chief Technical Officer, Assistant Chief Technical Officer - 05

(ii) Senior Technical Officer, Technical Officer, Senior Tech. Assistant - 04

(iii) Technical Assistant - 03

(iv) Senior Technician and Technician – 02

**C. Administrative Staff:-**

(i) Group A - 04

(ii) Assistant Administrative Officer - 03

(iii) Assistants - 02

(iv) UDC and LDC - 01

**D. Skilled Supporting Staff - 01**

**E. Students:-**

(i) Ph.D. and Post Graduates - 04

(ii) B.Tech. – 03

5. Smartcards are to be produced to get issued book/s as per number specified. The loan period is 90 days (for Faculty and other staff members) & 21 days (for Students) but these are liable to be recalled at any time. The overdue charge @2/-per day, per volume is applicable on overdue items.

6. The Smartcard is not transferable and the borrower has to be responsible for the loss of books issued on his/her card. In case of loss of library Smartcard, the borrower must report immediately to the Librarian to get blocked issuing of books. If Smartcard is lost, user can be re-issued new Smartcard on payment of Rs. 100/-.

7. The Smartcard carries information in electronic format and can get damaged with a little unusual handling or bending and replacement will cost 100/- to the user (as per point - 6). The Smartcard must be in usable condition at the time of its return to get 'No Dues' from the library.

- 8 Library Books should not be taken out of station. The readers are, therefore, cautioned to return all the borrowed items to the library before leaving Karnal.
9. The borrowers are not allowed to sub-lend the books borrowed from the library.
10. Persons un-related with scientific programmes and research are not allowed.
11. The books can be renewed for a further period of 21 days provided there is no demand from other readers.
12. If the books recalled by the Librarian, and are not returned within 24 hours from the receipt of notice, a fine of Rs. 2/- per day per volume will be charged.
13. If the books are not returned / renewed on the due dates, an overdue charge of Rs. 2/- per day per volume will be charged from the borrowers.
14. Director / Joint Directors / Head Library Services shall have the power to exempt such overdue charges on genuine reasonable ground.
15. Reference books and back volumes of periodicals preserved in the library can be issued for overnight at 4.30 PM to all the Scientific, Teaching staff and Students, and must be returned the following day before 10.00 AM. Failure to return the Journals taken on overnight loan on the following day, the borrower has to pay a fine of Rs. 2/- per day. Back volumes of periodicals / reference books can also be issued to the above said teaching staff as a teaching aid for one hour only during the working hours.
16. All bags, umbrellas, caps, hats, sticks and personal / borrowed books etc. are to be left at a place provided for this purpose. Only notebooks are allowed to be brought inside library.
17. Cell phones should not be used in the library; while in the library users can keep these in vibrating mode.
18. Readers shall maintain complete silence within the library premises. Sleeping in library is strictly forbidden.
19. Lab coats/ overcoats are to be kept in the boxes provided at the entrance gate.
20. The students are to sit in proper manner and are to leave chairs and monitor screens in proper manner/condition.
21. Users / students are not to change desktop wallpaper of library PCs.

22. The library internet services are for browsing literature and for scientific activities only.
23. Smoking and spitting are strictly prohibited in the library.
24. Removal of any publication belonging to the library is an offence, except in accordance with the rules regulating the issue of publications on loan. The defaulter is liable to punishment in terms of replacement of the book or its cost.
25. The readers are not to do any marking for the purpose of correcting an error or otherwise, mark whatsoever in the publications either by pencil or in ink, underline words and sentences therein tear pages or otherwise damage them. The defaulter will be liable to punishment in terms of replacement of the book or its cost.
26. If any publication borrowed is lost or disfigured or the reader removes any page and picture, he / she is required to replace it by a new copy. If he/she fails to do so, he / she is required to pay the cost plus handling charges of Rs. 300/- and any fine that may be imposed on him / her.
27. Photocopying and printing facility are available on payment as details given below:

1.	Photocopying	Rs 1/Page
2.	Printing (Color)	Rs. 6/Page
3.	Printing (Color)	Rs. 10/- (Double Side)
4.	Printing (Black)	Rs. 1/Page
5.	Printing (Black)	Rs. 1.5/- (Double Side)

28. In the library CCTV Security System is being laid down, hence the users are to follow proper etiquettes; defaulters will be liable for disciplinary action as per university rules.

### **Inter Library Loan**

Books and journals are also issued to other Institute and University Libraries on loan for period of 14 days and rule 11 and 12 shall not apply to them.

**CHAPTER XII  
HOSTEL AND HOSTEL RULES**

<b>(A)</b>	<b>ACCOMMODATION</b>	<b>(G)</b>	<b>VEHICLES AND VEHICLE PARKING</b>
<b>(B)</b>	<b>RAGGING OR INDULGING IN RAGGING</b>	<b>(H)</b>	<b>DAMAGE AND RECOVERY</b>
<b>(C)</b>	<b>ABSENCE FROM HOSTEL</b>	<b>(I)</b>	<b>OTHER GENERAL RULES AND REGULATIONS</b>
<b>(D)</b>	<b>STUDENTS GUESTS</b>	<b>(J)</b>	<b>ADDITIONAL RULES FOR LADIES/GIRLS HOSTEL</b>
<b>(E)</b>	<b>HOSTEL DUES</b>	<b>(K)</b>	<b>FINE AND DISCIPLINARY ACTION</b>
<b>(F)</b>	<b>MESS AND DINING FACILITY</b>	<b>(L)</b>	<b>RULES REGARDING BREACH OF DISCIPLINE AND PUNISHMENT(S) THEREFORE</b>
<b>APPLICATION FORM FOR ADMISSION TO HOSTEL</b>			

For the students, excellent hostel accommodation is available with all modern facilities in terms of well-furnished rooms, wi-fi system, AC common rooms sports, indoor games, T.V. rooms, reading rooms, hobby center, cultural activities etc. A number of dining halls/kitchens with modern cooking provisions are available for the boarding requirements of the hostel residents. A Cafeteria is also available for refreshments near the hostel. There are 6 hostels in the Institute providing accommodation for over 800 students. B.Tech. (Dairy Technology) students are located in Brahamputra Hostel, while Post-graduate students are accommodated in Sutlej Hostel, Krishna Hostel and Narmada Hostel. There is a separate hostel accommodation for girl students known as “Kaveri Girls Hostel”. Married Scholar Hostel is available for Ph.D. Scholars sponsored from Indian Universities, Research Institutions and State Governments. International Hostel furnished with all modern facilities is available for foreign students.

In order to regulate community living harmoniously in the hostels, some rules have been framed for the guidance of the students. These rules are meant for the students to maintain a high order of discipline, honesty and moral conduct for self and fellow hostellers.

Students admitted in N.D.R.I. Deemed University are all meritorious. They are supposed

to lead a career oriented living in the hostel. While in the hostel, they are responsible for upkeep and look after of rooms, furnishing and fixtures. They are also supposed to conduct themselves extremely well within and outside the hostel.

Payment of fees and dues, proper use of hostel facilities, common room and mess regulations and regulations for entry to and departure from hostel are some of the important points that have to be adhered to by the hostellers.

The rules and regulations mentioned hereunder must be thoroughly read by all students for general guidance. **These rules and regulations are applicable to both boys/girls hostels. It is mandatory for all the students of NDRI to strictly follow these rules and regulations.**

(A) ACCOMMODATION

Accommodation Available:

Sr No.	Name of Hostel	Type of Hostel (Boys/Girls/International)	Wi-Fi	Accommodation facilities (in number)		
				Rooms	Beds	Total No. of allotted Beds
1.	Brahamputra Hostel	Boys (B.Tech.)	Nil	82	182	136
2.	Sutlej Hostel	Boys (M.Sc./M.Tech.)	Nil	102	175	163
3.	Krishna Hostel	Boys (Ph.D)	Nil	100	100	72
4.	Kaveri Girls Hostel	Girls (B.Tech./M.Sc./Ph.D)	Nil	154	154	220
5.	Alakananda Hostel	Girls (M.Sc./Ph.D)	Nil	84	84	84
6.	Narmada Hostel	Boys (Ph.D)	Nil	152	152	136
7.	International Hostel	Boys & Girls (Foreigners)	Nil	12	12	11
<b>Total:</b>				<b>686</b>	<b>859</b>	<b>822</b>

1. Students seeking admission to the hostel must apply separately during each semester on the prescribed form available in the university office.
2. The students will be admitted to the hostel by the Hostel Warden/Chief Hostel Warden and will be allotted a seat in the hostel for each semester on payment of prescribed fees.
3. Every student will be provided with a chair, table, cot, table-lamp and other fittings. He/She shall be responsible for the safety of the furniture and electrical fittings given to him/her.
4. No item of furniture is to be removed from one room to another without prior permission and authorization of the Warden.
5. On allotment and before occupying the room and proceeding home during summer

- break or at the time of change of room, each students should get the furniture and electrical fittings checked and should hand over all the furniture items of his/her room to the Warden or any other person deputed by him/her.
6. The hostel rooms are to be vacated during summer break so that the hostel buildings are attended to, cleaned, repaired, whitewashed and painted as and when necessary.
  7. As special case, for stay during summer break, a special request has to be made to the hostel authorities.
  8. Hostel accommodation once allotted in a semester cannot be changed except in very exceptional circumstances with the concurrence of the Warden. No student can change his/her room on his/her own without the permission of the Warden.
  9. Clothes should not be washed inside the rooms.
  10. Any room can be got vacated at the discretion of the warden without assigning any reason.
  11. No resident will be allowed to remain in the hostel if he/she has not cleared all the hostel dues from time to time.
  12. No cooking or lighting fire of any kind is permitted in the hostel rooms.
  13. Students after submitting M.Sc. dissertation may be allotted hostel accommodation on request only till viva-voce examination is over.
  14. One of the duplicate keys of the room must be handed over to the Hostel Attendant for cleaning purposes.
  15. A limited accommodation in the Married Scholars Hostel is available for Ph.D. Scholars sponsored from Indian Universities, Research Institutions and State Government.
  16. Residents are not to scribe anything on the walls and doors of the hostel rooms. Sticking of posters and distribution of unauthorized hand bills/pamphlets/notices by the residents is not permitted.

**(B) RAGGING or INDULGING IN RAGGING**

“Ragging” or “Indulging in Ragging” in any form by the student in or outside the institute campus is completely prohibited. Violation in any form will lead to the

expulsion from the Hostel/Institute without asking any explanation from the defaulter.

**(C) ABSENCE FROM HOSTEL**

1. Unauthorized absence from hostel, even overnight will be considered indiscipline. Residents who absent themselves in anticipation of sanction of leave will be considered as absent without leave.
2. Hostellers should be in their rooms by 10.00 P.M. Scholars who wish to be in the laboratories after 10.00 P.M. for research work should obtain prior permission after due recommendation of their Guide/Head of Division.

**(D) STUDENTS GUESTS**

1. No student guests/ex-students are permitted to stay in the Hostels. For guests, separate arrangements are available in the Hostels/Scientists Home. This accommodation will be available on concessional rate on the recommendation of the hostel authorities.
2. Under no circumstances can ladies/female guests be permitted or entertained in the individual rooms of the boy's hostel and made guests in the ladies hostel.
3. Guests of minor age are not allowed to stay in hostels.
4. Only genuine guests of the students coming for training or official work can be accommodated in the hostel Guest Room on payment of **Rs.50/-** per seat per day with prior permission from the competent authority for a restricted minimum period. However, ordinary accommodation in the Hostel vacant rooms will be available on payment of **Rs.50/-** per seat per day only to those students coming for training or official work.

**(E) HOSTEL DUES**

1. Non-payment of hostel dues may result in not only paying heavy penalty but also removal from the hostel.
2. Students are advised to conduct properly while in cafeteria and pay the dues in time.
3. All dues including mess charges should be paid in time.

**(F) MESS AND DINING FACILITY**

1. Every hostel has mess and dining facility equipped with requisite cookware and utensils. All students should have to deposit mess security (refundable) at the time of registration to hostel office. Cook is provided by the University for every Hostel. Mess is run by students on cooperative basis. The student shall pay mess fee on

- monthly basis. If a student is sick, written application by the student endorsed by the chairman, mess committee should be given to mess manager for mess worker supervisor for serving food in the room.
2. Residents are to be cooperative in organization of their own messes and a Mess Committee comprising of students of respective hostels will be constituted and to be intimated to the respective hostel warden. The tenure of the committee will be for one semester. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining. Mess committee will prepare a detail guideline in consultation with all students of respective hostels for operating mess. The final guidelines duly signed by the students (signature of at least 2/3 of total students of the hostel would be mandatory) to be submitted to hostel warden. It is mandatory for all students to follow the guidelines. Being cooperative system of mess, it would be responsibility of students to run the mess and all the financial issues has to resolve by the students themselves as per the guideline (as above) prepared consensually by the students and submitted to hostel office in the start of every semester.
  3. Students should observe the prescribed hours for breakfast, lunch, tea and dinner. They should be in proper dress when they come to common room or dining hall or use the lawns.
  4. No food items (breakfast, lunch and dinner) can be taken in the rooms by the hostel residents except in case of illness with permission of the Medical Officer/Warden.
  5. Such student who does not clear mess charges as per the constituted rules can be removed from the hostel as well as disciplinary action can be taken as deemed fit.
  6. It is compulsory for a student living in a particular hostel or to take meals in the mess of the same hostel only. Crossover to other hostel mess without clearing the mess dues of the previous mess will not be permitted in any case. However, on certain other valid grounds, special cases can be considered in agreement with the respective Hostel Warden for change of mess from one hostel to another. No hosteller is permitted to take meals outside the Hostel Mess.
  7. Non-hostellers/outsideers are not allowed to join the mess as a regular member or self-guest without permission of hostel authorities.

**(G) VEHICLES AND VEHICLE PARKING**

1. The students having two wheelers shall get due sanction from the hostel administration by submitting a copy of registration papers and driving license.
2. Only registered vehicles will be allowed to park in the hotel parking area.
3. Vehicle parking other than the designated area of parking is strictly prohibited and will be fined.
4. No four-wheeler, car, truck etc. will be permitted to enter in the hostel premises without the prior permission of the concerned Hostel Warden/Chief Hostel Warden.

## **(H) DAMAGE AND RECOVERY**

1. Rough handling/damage of any property or fitting of hostel premises like dining hall furniture, TV room, reading room, room furniture or any furniture of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
  - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her group.
  - If damage is done in any of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
  - If damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

## **(I) OTHER GENERAL RULES AND REGULATIONS**

1. Any confinement in the hostel due to sickness/ill health should be reported to the Hostel Warden.
2. Students will have to use their own locks and bulbs for the hostel rooms allotted to them. Replacement of bulbs/tubes in the hostel room during the period of stay by a hosteller may be the responsibility of the hosteller himself.
3. No article of common use such as magazines, common room items, spare articles, dining utensils etc. may be taken to their rooms by the residents in the hostels.
4. The use of heaters, electrical rods or any other electrical appliances is not allowed in the hostel resident rooms.
5. Students are not supposed to tamper with electrical installations. Any tempering with electrical installations, switchboards etc. shall be considered as violation of the hostel rules.
6. Students should be as economical as possible in the use of water and electricity. Lights and fans must be switched off and water taps closed when not in use.
7. One student will be nominated as Prefect by the concerned hostel warden from each hostel for efficient functioning of the hostel.
8. Any act of damage to the buildings, wall, component, sanitary fittings, common electrical facilities, furniture, T.V. Radio/Stereo, record player, musical instruments etc. will be heavily penalized.
9. Students will not disturb other residents by making noise or otherwise in the corridors or tuning electrical/electronic gadgets loudly.
10. No resident is to insult/injure or appear to cause insult/injury to the feelings and sentiments of other hostel mates.
11. Residents are not to organize themselves into groups, or give cause to even appear

- to have done so, on the basis of caste, creed, religion, class or programme considerations, or on the basis of social or political philosophy. Violation can lead to expulsion from Hostel/Institute.
12. Gambling and use of alcoholic drinks/intoxicants/narcotics in any form within or outside the hostels by residents is strictly prohibited and any violation is liable to expulsion from the Hostel/Institute
  13. Residents/Boarders are to keep their surroundings neat and clean and make proper use of dustbins. Spitting in the hostel compound, corridors and rooms and plucking flowers and crossing of flower beds and lawns are prohibited.
  14. Students are required to cooperate with hostel staff/attendants/mess servants etc. They are not authorized to punish hostel workers. Any complaint of indiscipline or insult against them should be reported to the Warden for disciplinary action.
  15. Students will abide by the decision of the hostel authorities with respect to the enforcement of hostel rules.
  16. The hostel authorities shall decide on merits the individual cases of any punitive or ameliorative action arising out of violation of rules or conduct inside the hostel.
  17. Every resident of the hostel must attend to the call of the Hostel Warden whenever required.
  18. During class hours, students are not allowed to stay in the hostel except under certain compelling circumstances such as sickness.
  19. No student is allowed to keep any lethal weapon, fire arm, explosive material, poison, intoxicant, alcoholic drinks etc. in his/her room in the hostel.
  20. Hostellers are advised not to keep costly jewelry, gold, cash etc. in their rooms. They are themselves responsible for safety of their personal belongings. A branch of State Bank of Patiala with ATM facility is available in the campus.
  21. Trespassing of lawns and sports grounds is not permitted. Playing games on lawns/ground other than those specified for the purpose is strictly prohibited.
  22. It is compulsory for all the students to obtain identity cards from the college and they should carry the identity cards with them and should produce as and when required.
  23. No cultural/social functions can be organized in the hostel premises without prior permission of hostel authorities.

#### **(J) ADDITIONAL RULES FOR LADIES/GIRLS HOSTEL**

In addition to hostel rules and regulation as above, the following rules are particularly applicable to the residents of the ladies hostel for strict adherence.

1. Parent guardian must submit to the Warden a list of relatives/outsideers along with passport size photographs and their addresses duly signed by the parents who are allowed to see the students and who can take them out.

2. All visitors to the ladies hostel are required to sign in the visitors register at each visit to hostel specially kept for this purpose in the girls hostel and state their relation and purpose of visit.
3. Lady students may meet approved visitors as at Sr. No 1 only in the visitor room during visiting hours i.e. 5.00 PM-7.00PM.
4. No visitor is allowed to go inside the rooms of the residents in the girl's hostel at any circumstances without prior approval of hostel Warden. It would be responsibility of the concerned student to inform the visitor for strict compliance of rules.
5. No girl is permitted to receive courier parcels at her room. They can receive them near the visitor's room or through the lady staff of the hostel.

**(K) FINE AND DISCIPLINARY ACTION**

Violation of any of these rules would result in fine/punitive action and serious violations would be referred to the “Disciplinary Committee/Disciplinary Authority”.

1. The students disciplinary committee duly approved by the Vice Chancellor of Deemed University will be comprised of Joint Director (Academic), Academic coordinator, Chief hostel warden and all hostel wardens.
2. The decision of the committee would however be final. The Director & Vice Chancellor/competent authority of deemed university reserves the right to take necessary disciplinary action/ terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities.
3. In view of above rules and regulations, the following general fine would be imposed on hostel resident on violation of any of Hostel rules /disciplinary action against misconduct. Respective Hostel warden and or chief warden reserve right to impose the fine and decision of warden would be final. Failure to depositing in fine by hostel resident in defined time, will be liable for double fine and case will be referred to disciplinary committee.

S.N	Violation of Hostel rule No	Fine (Rs.)	Remarks
1.	A (16)	1000	-
2.	C (1)	500	-

3.	C (2)	200	On repeated violation, case will be referred to disciplinary committee
4.	D (1)	500	On repeated violation, case will be referred to disciplinary committee
5.	E (1)	Fine	As per institute norms plus dues
6.	E (2 &3)	500+ Dues	Fine will be imposed if written complaints received by Cafeteria contractor or mess manager
7.	F (4)	500	If found during routine inspection/visit of hostel warden or disciplinary committee
8.	F (4)	1000	If found anywhere in hostel premises
9.	G (3)	200	On repeated violation, vehicle, copy of registration and license will be seized and case will be referred to disciplinary committee
10.	I (3)	500	-
11.	I (4)	1000	And electrical appliance will also be seized
12.	I (5)	1000	-
13.	I (9)	500	If written complaint received from roommates /neighbour / colleagues
14.	I (10)	-	Case will be referred to disciplinary committee
15.	I (12)	1000	Plus case will be referred to disciplinary committee for further action
16	1(17)	500	--
17	1(18)	200	--

18	1(19)	1000	Plus case will be referred to disciplinary committee for further action
19	1(21)	500	--
20	J(4&5)	500	--

4. The fine collected will be deposited in student’s welfare fund and will be used for student’s welfare.

**(L) RULES REGARDING BREACH OF DISCIPLINE AND PUNISHMENT(S)  
THEREFORE**

**1.0 GENERAL**

- 1.1 These rules shall be known as “Rules regarding Breach of Discipline and Punishments Therefore”
- 1.2 These rules shall apply to all students of National Dairy Research Institute (Deemed University).
- 1.3 These rules shall be enforceable notwithstanding anything contained in any other ordinance/rules/regulations/orders of NDRI Deemed University.
- 1.4 Institute means “National Dairy Research Institute (Deemed to be a University)”.
- 1.5 Standing Committee means “Standing Committee on Students Welfare Board and Residence.

**2.0 ACTS OF INDISCIPLINE**

- 2.1 The following shall constitute the acts of indiscipline.
- 2.1.1 Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than four inches length in the room or outside.
- 2.1.2 Keeping, using or supplying intoxicants in any form.
- 2.1.3 Gambling in any form.
- 2.1.4 Ragging, bullying or harassing of students.

- 2.1.5 Demonstration in any form including procession and group meetings.
- 2.1.6 Strike or hunger strike.
- 2.1.7 Boycotting of any University function, programme or activity, preventing any student from attending the classes, functions, programmes or any other activity of the Institute.
- 2.1.8 Abusing.
- 2.1.9 Recourse of violence, assault, intimidation, rioting.
- 2.1.10 Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of any employee of the Institute.
- 2.1.11 Incitement to commit any act of indiscipline.
- 2.1.12 Any breach of law of the country or the state and of the statute. Regulations, Rules of the Institute or order of a competent authority.
- 2.1.13 Disturbing other students in their studies.
- 2.1.14 Damaging any Institute property.
- 2.1.15 Disorderly behaviour in any form.
- 2.1.16 Attending or organizing unauthorized meetings and participation in such meetings.
- 2.1.17 Display notices, leaflets or posters not signed or countersigned by the Chief Hostel Warden/ Warden or any other officer of the Institute authorized by the Joint Director/ Director at the Hostel and Institute's Notice Boards or other places or distributing such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the Institute buildings, property etc.
- 2.1.18 Any act specifically forbidden by the Hostel Warden, Chief Hostel Warden, Joint Director/Director or any officer of the Institute.
- 2.1.19 Any other act intended or calculated to cause inconveniences, annoyance, injury or damage to any other inmate of the Hostel, employee of the Institute or resident of the campus or quests/visitors to the Institute.
- 2.1.20 Forging of signatures in any way of the faculty member/students at the time of registration/ any other time. Submitting fake certificates.

- 2.1.21 Eve-teasing, molestation, sexual assault, its attempt, physical injury, man-handling of fellow students or employees or anyone else, displaying hostility towards members of the faculty or institute employees or their family members or any other person in the campus of the Institute.
- 2.1.22 To give shelter to outsiders in the Hostel when the stay/visit of outsiders in the hostel has been debarred by the orders passed by the Director/Joint Director/Chief Hostel Warden for a specific period or for a general period.

### **3.0 PUNISHMENT FOR INDISCIPLINE**

Any student who violates any regulation or otherwise indulges in any act of indiscipline as defined in sub clause 2.1.1 to 2.1.22 above established to the satisfaction of authorities shall be subject to any or any combination of the following punishments:

- 3.1 Warning
- 3.2 Imposition of Fine
- a) Not exceeding Rs. 2000/-
  - b) Not exceeding Rs. 3000/-
  - c) Up to Rs. 5000/-
  - d) Exceeding Rs.5000/-
  - e) Collective of Group Fine.
  - f) Recovery of damaged/lost property.
- 3.3 Placement on conduct probation.
- 3.4 Temporary or permanent withdrawal of concessions/aids/stipends/scholarship/fellowship/any other facility.
- 3.5 Temporary or permanent expulsion from Hostel.
- 3.6 Forfeiture of right to admission to any course in the Institute in future/forfeiture or right to employment in the Institute in future.
- 3.7 Expulsion from the Institute.
- 3.8 Rustication from the Institute.

#### **4.0 DISCIPLINARY AUTHORITIES**

4.1 The authorities competent to impose any of the penalties specified in Rule 3.0 for breach of indiscipline by a student(s)/group of students shall be as under

- a) Joint Director (Academic)
- b) Academic Coordinator
- c) Chief Hostel Warden
- d) Hostel Wardens

#### **5.0 PROCEDURE FOR AWARD OF PUNISHMENT**

5.1 Any punishment awarded to a student shall be recorded and placed on the personal file of the student.

##### **5.2 Warning**

Warning shall be conveyed in writing by the Hostel Warden/Chief Hostel Warden or the Joint Director (Academic) as the case may be, and shall be placed on personal file of the student maintained in the college office.

##### **5.3 Fine**

- a) The Hostel Warden shall be competent to impose a fine to the extent of Rs. 2000/- and the Chief Hostel Warden shall be competent to impose a fine to the extent of Rs. 3000/-, if he/she is satisfied that the fine is adequate punishment for the act and gravity of indiscipline.
- b) If the act of indiscipline committed by the student is so serious that a fine of up to Rs. 3000/- would be insufficient/ inadequate to meet the ends of justice, the Chief Hostel Warden shall submit the report to the Joint Director (A) for appropriate action.
- c) On receipt of report from the Chief Hostel Warden, the Joint Director (A) may, after taking into consideration the facts and circumstances of the case, impose a fine of up to Rs. 5000/-.
- d) In case of damage/theft of any kind of valuable property in the Hostel/Institute, the cost of the same for repair/ replacement shall be recovered from the student/group of students responsible for it to be decided by the Joint Director (A) or Joint Director

(A) in consultation with the Hostel Warden /Chief Hostel Warden, as the case may be.

- e) In case, the Joint Director (A) feels that imposition of fine to the extent of Rs. 1000/- is not commensurate with the offence committed. He may refer the case to the Standing Committee for suggesting any of the punishments specified in Rule 3.2(d), (e) and (f) to 3.8.
  
- f) If the Joint Director is of the view that it is not possible to fix responsibility on individual members of the group for any act of indiscipline. He may refer the case to the Standing Committee for suggesting any of the punishments specified in Rule 3.2 (d), (e) and (f) to 3.8.

The Joint Director may, on the recommendations of the Standing Committee impose fine on group of students as a whole.

#### 5.4 **Placement on “conduct probation”**

On the recommendations of the Standing Committee, the Joint Director (A) may place the student on “Conduct Probation for a maximum period of one semester. It will consist of an official warning to the student that one more incident might lead to the dismissal of the student from the institute. It shall be kept in the personal file of the student and an intimation shall be sent to his/her parents

##### 5.4.1 Effect of conduct probation:

5.4.1.1 A student placed on conduct probation for a specific period shall not represent the Institute team.

5.4.1.2 He/she shall lose any office that he/she may be holding in any students organisation.

5.4.1.3 He/she shall not represent the institute in sports. Cultural contests etc. in or outside the Institute.

5.4.1.4 Unless otherwise provided in NDRI Scholarship Rules, he/she shall not receive any scholarship/ fellowship stipend during the period of conduct probation.

- 5.4.1.5 If a student, who has been on “conduct Probation” on two previous occasions, commits an act of indiscipline, he/she will be permanently dropped from the rolls of the Institute.

#### 5.5 **Temporary Dismissal**

The student shall be dismissed from the Hostel/Institute for a specific Semester (s) and required to leave the Hostel/Institute immediately. This shall be kept in personal file of the student if the same is issued during the period of temporary dismissal. He/she shall be debarred from admission to the Institute for any further programme.

#### 5.6 **Permanent Dismissal/Rustication from the Institute**

The student shall be dismissed permanently from the institute and shall be required to leave the Institute immediately. Copy of the punishment order shall be kept in the personal file of the student and he/she shall be debarred from admission to the Institute for any further programme.

**NATIONAL DAIRY RESEARCH INSTITUTE**  
**(DEEMED UNIVERSITY)**

**KARNAL (Haryana) - 132001**

APPLICATION FORM FOR ADMISSION TO HOSTEL

Affix Passport  
size Photograph

Academic Year: Ist/Ind Semester ( )

Class: I/II/III/IV year of B.Tech./M.Sc./Ph.D./Trainee

Subject/Discipline: \_\_\_\_\_  
\_\_\_\_\_

Name (in block letters): \_\_\_\_\_  
(Last Name) (Middle) (First)

Father's/Guardian's Name: \_\_\_\_\_

Home Address (permanent): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Father's/Guardian's Address (on which communication can be sent in case of emergency):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax  
No. \_\_\_\_\_

Month and year from which residing in Hostel:  
\_\_\_\_\_

Previous Room No.: \_\_\_\_\_

This is to certify that I have read the hostel rules for allotment of room in Student's hostel, NDRI, Karnal. I would comply with all the rules and regulations during my stay in hostel to the entire satisfaction of Hostel/NDRI Deemed University authorities.

**Date:** \_\_\_\_\_ **(Signature of the Student)**

**FOR UNIVERSITY OFFICE**

Certified that the Hostel Room Rent/Electricity/other charges amounting to Rs. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Semester I/II Trainee and Hostel Caution Money of Rs. \_\_\_\_\_ has been paid vide Cashier's Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_.

**Date:** \_\_\_\_\_ **(Signature of Incharge)**

**FOR HOSTEL OFFICE**

Mr./Ms. \_\_\_\_\_ has been allotted a seat in Room No. \_\_\_\_\_ of Hostel \_\_\_\_\_ for I/II Semester/ Trainee from \_\_\_\_\_ to \_\_\_\_\_.

**Date:** \_\_\_\_\_ **Signature**

## CHAPTER-XIII

### EXTRACURRICULAR ACTIVITIES AND STUDENT WELFARE

#### A. Sports, Recreation and Cultural Activities

The students of NDRI Deemed University are always encouraged to participate in activities outside the classroom that enrich the cultural, physical and social life of the students. Spacious playgrounds are provided near the student's hostels and necessary facilities exist for various outdoor games and athletic events. There are facilities also for indoor games in each hostel.

There is a student's sports fund to which every student subscribes at the beginning of each year a sum of Rs. 1000/- as sports fee at the time of Registration. The amount so collected are used for improving sports facilities and promoting literary activities amongst the students. The students are also encouraged to participate in basic/advanced youth leadership camps, poetical recitation, music competition/youth festivals/games and sports etc. organized by this Institute and participation in other universities to represent NDRI.

#### B. ADMINISTRATIVE BODY:

The Fund will be administered by a committee henceforth to be known as Student's Welfare Committee and will comprise:

1. Joint Director, Chairman
2. Registrar
3. Chief Hostel Warden
4. Financial Advisor to Students (Nominated by the Joint Director/Secretary & Treasurer)
5. Two members from the Faculty. (Nominated by the Joint Director)

#### C. GENERAL

- (i) Abuse of the facilities granted by the Students Welfare Fund will render the students liable to severe disciplinary action.
- (ii) Any item not covered by the above rule will be decided by the Students Welfare Committee whose decision will be final and binding.

## **D. Various Committees for Welfare of students**

### **1. Students grievance redressal committee**

#### **Objectives:**

- To provide opportunities for redressal of grievances of enrolled and prospective students.
- Establish a transparent mechanism for addressing complaints.
- Ensure fair, prompt and just resolution of issues.

#### **Reporting and Appeal:**

- SGRC submits report and recommendations to competent authority.
- Copy shared with aggrieved student.
- Student may appeal to Ombudsperson within 15 days of SGRC's decision, if not satisfied.

### **2. Ombudsperson (UGC regulations 2023)**

- Independent authority to resolve student's grievances
- Ensures fairness, transparency and accountability

#### **Functions:**

- Hear and investigate appeals post- SGRC.
- Provide neutral and confidential redressal
- Ensure resolution within 30 days

### **3. Committee for awareness and counseling of the students in the campus regarding nashamukt Bharata Abhiyan (NMBA)**

Launched on 15 August 2020 by the Ministry of Social Justice and Empowerment, Nasha Mukta Bharat Abhiyaan (NMBA) is a nationwide campaign addressing substance abuse through prevention, treatment, and rehabilitation.

### **4. Students service center (SSC)**

Key functions of student service center:

- Academic Support: Offers resources like tutoring and counseling to help students overcome academic challenges.
- Grievance and Query Resolution: Provides a system to handle student questions and complaints, often through a dedicated call center or digital platform.
- Personal and Mental Health Support: Offers support for a variety of personal challenges students may face.

### **5.Equal opportunity cell**

An Equal Opportunity Cell (EOC) is a university or college-based cell established under UGC guidelines to promote and safeguard the interests of disadvantaged groups, such as those from SC/ST, OBC, minority, and disabled communities, ensuring fair and equal opportunities for all members of the institution.

The EOC's functions include providing academic, financial, and social guidance, implementing supportive policies, resolving discrimination complaints, and organizing sensitization programs to foster a diverse and inclusive campus environment for all.

### **6.Anti-ragging committee**

An **Anti-Ragging Committee (ARC)** is a mandatory committee in educational institutions designed to prevent, prohibit, and eliminate ragging by creating strategies, monitoring activities, and addressing complaints.

It works to educate students, parents, and staff about anti-ragging policies, handles complaints, and ensures compliance with UGC Regulations.

## ANNEXURES

### UNDERTAKING

I hereby accept the Scholarship of  
\_\_\_\_\_ academic year and I hereby undertake:

1. That I shall not leave the course during the tenure of the scholarship.
2. That I shall not avail any other scholarship/stipend during the tenure of scholarship. Failure to do so, I shall refund the entire amount of the scholarship in lump-sum and shall accept any punishment that may be imposed on me for concealing the facts.
3. That I shall abide by all the decisions of the Joint Director and other competent authority with regard to the operation of the scholarship.
4. That I shall not be eligible to claim scholarship during the period of the conduct probation.
5. That in case I am found to be negligent in my work or guilty of unbecoming conduct, the Joint Director may terminate my scholarship with or without notice.
6. I also certify that I am not drawing any other fellowship/scholarship/stipend (other than the amount payable during the course of "Dairy Plant Operations and Management (In-plant training) from any other source.

Signature of the  
student

Name: \_\_\_\_\_  
Class: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTER SIGNED  
JOINT DIRECTOR

**University Office**  
**National Dairy Research Institute (I.C.A.R.)**  
**Karnal (Haryana) - 132001**

**ACCEPTANCE**

. \* I hereby accept the offer of “Institute Scholarship” for executing my studies at NDRI leading to Master’s/Doctoral programme in the discipline of \_\_\_\_\_ as per terms and conditions governing the Scholarship.

OR

. \* I do not wish to accept the offer of “Institute Scholarship” for executing my studies at NDRI leading to Master’s/Doctoral programme in the discipline of \_\_\_\_\_ as I am already receiving financial assistance as details given below:

. \* Delete whichever is not applicable.

- i) Nature of financial assistance
- ii) Source
- iii) Period
- iv) Amount received per month
- v) Contingency grant, if any
- vi) Any other information

- Delete whichever is not applicable

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Father’s name \_\_\_\_\_  
Home Address \_\_\_\_\_

Head of Division/Joint Director

**University Office  
National Dairy Research Institute  
(I.C.A.R.)  
Karnal (Haryana) - 132001**

**UNDERTAKING**

1. I have read the “Rules, Conditions and Operations” of award of Institute Scholarship thoroughly and understood them.
2. I hereby agree to abide by all the rules and conditions as laid down in the above document.
3. I shall continue the study and research programme till completion as per Academic Rules.
4. I shall abide by all the decisions of the Director and other competent authority with regard to the operation of the scholarship.
5. I have already applied for financial assistance from \_\_\_\_\_ on \_\_\_\_\_ . I shall inform the University as soon as I receive and accept the financial assistance.
6. I shall not apply for any job or apply for competitive examination of any kind without prior permission of the Joint Director.

Signature \_\_\_\_\_  
Name in full \_\_\_\_\_  
Discipline \_\_\_\_\_  
Address \_\_\_\_\_

Signed in the presence of \*

I      1.      Signature \_\_\_\_\_  
         2.      Name in full \_\_\_\_\_  
         3.      Designation \_\_\_\_\_  
         4.      Address        \_\_\_\_\_

II     1.      Signature \_\_\_\_\_  
         2.      Name in full \_\_\_\_\_  
         3.      Designation \_\_\_\_\_  
         4.      Address ----- \_\_\_\_\_

\* Signature should be obtained from permanent employees of NDRI.

**Application for Extension of the Tenure of the Ph.D. Institute Scholarship**

1. Name of the Scholar  
\_\_\_\_\_
2. Regd. No. \_\_\_\_\_  
Discipline \_\_\_\_\_
3. Date of start of scholarship \_\_\_\_\_
4. Date of approval of synopsis \_\_\_\_\_
5. Report of work done so far by the \_\_\_\_\_  
Fellow with reference to the \_\_\_\_\_  
Technical programme \_\_\_\_\_
6. The work that remains to be done \_\_\_\_\_
7. Specific reason for not completing the work++ \_\_\_\_\_
8. \*Period of extension required \_\_\_\_\_  
(to a maximum of 6(six) months)
9. Detailed justification in support \_\_\_\_\_  
of the proposal for extension of the \_\_\_\_\_  
Tenure of scholarship \_\_\_\_\_

Signature of the  
Scholar

\* No further extension will be granted under any circumstances.

10. Recommendation of the Major Advisor and Members of the Advisory Committee.

Signature of:	Major Advisor	Member
Member		
	Member	Member
		Member

11. Recommendations of the Head of Division  
Signature of Head of Division

**FOR OFFICE USE ONLY**

Remarks, if any.

Dealing Assistant

Asstt. Admn. Officer

Registrar (A)

Extension granted for \_\_\_\_\_ month(s) only.

JOINT DIRECTOR / DIRECTOR

**Monthly Progress Report of the Research Scholars**

FOR THE PERIOD FROM \_\_\_\_\_ To \_\_\_\_\_

1. Name of the Scholar :  
\_\_\_\_\_
2. Class & Discipline :  
\_\_\_\_\_
3. Date of Admission :  
\_\_\_\_\_
4. Nature of fellowship/.scholarship :  
\_\_\_\_\_
5. Nature and period of leave availed :  
\_\_\_\_\_
6. Work done during the period under report :  
\_\_\_\_\_
7. Certified that I am not in receipt of financial assistance from any other source.

Signature of student

Date:- \_\_\_\_\_

**FOR DIVISIONAL OFFICE ONLY**

Remarks of the Major Advisor on the work done by the student, whether the progress is as per approved technical programme and schedule? If not, reasons may be given.

Release of fellowship recommended / Not recommended

Dated:

Signature of Major Advisor

Name \_\_\_\_\_

Designation \_\_\_\_\_

Remarks of the Head of Division, if any.

Date:

Sign. Of Head of Division

**FOR OFFICE USE ONLY**

Remarks, if any:

Dealing Assistant

Asstt. Admn. Officer

Fellowship/Scholarship should be released/not released.

Registrar/Joint Director

**National Dairy Research Institute  
(Deemed University)  
Karnal (Haryana-132001)**

**PROFORMA FOR SANCTION OF CONTINGENT GRANT**

Dated: \_\_\_\_\_

1. (i) Name of the Scholar : \_\_\_\_\_  
(In capital letters)
- (ii) Class/Discipline : \_\_\_\_\_
- (iii) Date of Admission : \_\_\_\_\_
2. Name of the Division : \_\_\_\_\_
3. Particulars of Scholarship/fellowship : \_\_\_\_\_
4. Amount of grant required : \_\_\_\_\_
5. Purpose (Tick one of the Head of Expenditure)
  - (a) Books
  - (b) Membership of Society / Regd. Fee for conference/ Seminar /workshop.
  - (c) Research Contingencies
  - (d) Preparation of synopsis/ thesis typing, stationary for the same, binding etc.
6. Amount of grant sanctioned already Rs. \_\_\_\_\_

Signature of student

Signature of the Guide

Recommendations of the Head of  
Division with  
seal

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S. No (Rs.)	Particulars of the item	Quantity	Amount
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**FOR OFFICE USE ONLY**

Remarks of the Dealing Assistant

Amount sanctioned Rs. \_\_\_\_\_

Dealing Assistant

Asstt. Admn. Officer

APPROVED  
REGISTRAR

**PROFORMA FOR RELIEF BEFORE SUBMISSION OF THESIS BY A  
PH.D.SCHOLAR FOR ACCEPTING THE EMPLOYMENT OR FOR  
REJOINING DUTIES IN THE PARENT DEPARTMENT AFTER COMPLETION  
OF RESEARCH/SUBMISSION OF THESIS.**

(To be submitted at least 15 days before the date from which relief is sought).

1. Name of the Scholar (As per Regn. Card)

\_\_\_\_\_

2. Discipline \_\_\_\_\_

3. Date of Registration \_\_\_\_\_  
(i.e. the date of approval of synopsis)

4. Details of courses allotted and cleared by the Scholar.

	Course No.	Year & Semester	Maximum Grade	Grade obtained
a) Major				
	i)			
	ii)			
	iii)			
	iv)			
	v)			
	vi)			
b) Complementary				
	i)			
	ii)			
c) Supporting				

- d) Pre-Requisite (if allotted)
- e) Non-Credit courses (if any)
  - i)
  - ii)
  - iii)
  - iv)

1. Whether the Scholar wants relief for Re-joining  
 \_\_\_\_\_  
 duties in the parent department OR Accepting the  
 \_\_\_\_\_  
 employment outside; if so, indicate the reference  
 number under which he was permitted to submit  
 \_\_\_\_\_  
 application for job by the Joint Director.

6. Date from which relief sought \_\_\_\_\_

7. Address after relief a) For correspondence b) Permanent  
 \_\_\_\_\_

**DECLARATION BY THE SCHOLAR**

I hereby undertake:

- 1. That I shall not leave the University without obtaining relieving certificate before my departure.
- 2. That I shall pay all the prescribed fees in each semester from the date of relief till submission of thesis so as to continue myself on the rolls of the University. After rejoining the University, I shall pay all the dues.
- 3. That I shall complete the research work and the requirement of stay with the Major Advisor (Guide) for 18 months and submit final thesis within a period of seven years from the date of my registration/admission failing which his/her name shall be removed from the rolls of the University.
- 5. That I shall not claim scholarship from the date of relief and shall not apply for its renewal.
- 6. That after submission of thesis, I shall make a request to the Joint Director for

accepting employment or for any other purpose.

7. That I shall continue to inform the change of address, if any.

Date:

Signature of Scholar

### **CERTIFICATE FROM MAJOR ADVISOR (GUIDE)**

It is certified that:

- i) That scholar has cleared the course work and comprehensive examination as indicated on pre-page.
- ii) That the details of the progress of research work, laboratory work, analysis of data and the stage of preparation of thesis submitted by the scholar under his signature duly countersigned by the members of Advisory Committee and the Head of Division are attached.

Encl.: Progress Report  
(Guide)

Signature of Major Advisor

### **CERTIFICATE FROM HEAD OF DIVISION**

It is certified:

- i) That a special meeting of the Advisory Committee of the Scholar was called by the Major Advisor (Guide) on \_\_\_\_\_ in which I have satisfied myself about successful completion of course work, Comprehensive examination, clearing of Interdisciplinary Viva Voce before the Director and stage of research work as per Technical Programme of the Scholar approved by the Synopsis Committee. A copy of its proceedings is enclosed.
- ii) That the proceedings of the above committee were placed in the Divisional Board of Studies and its recommendations are also sent, herewith.

Recommended and forwarded to the Joint Director

Encl.: as above

Date

Signature of Head of Division

**FOR UNIVERSITY OFFICE**

The case is in order/not in order. As per clause 14.1 of Academic Rules & Regulations for Ph.D. Dairying, the candidate is eligible/not eligible for relief.

Dealing Assistant

A.A.O. / Registrar / Joint Director

RELIEF GRANTED/ RELIEF NOT GRANTED

DIRECTOR



**ICAR-National Dairy Research Institute  
(Deemed University)  
Karnal-132001**

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**Confidentiality and Non-Disclosure certificate by the Student Submitting  
Synopsis**

- a. This is to state that Mr/ Ms/ Dr. bearing registration no. \_\_\_\_\_ (hereafter referred to as the **Student**), is a regular enrolled student of the ICAR – NDRI (Deemed University) in the M. Tech./ M.V.Sc./M.Sc./Ph.D.programme in the discipline of \_\_\_\_\_.
- b. The said M.Tech./ M.V.Sc./ M.Sc./ Ph.D. Student carried out a research work under the supervision of Dr. \_\_\_\_\_ (Name and designation of Major Advisor),(here after referred to as the **Major Advisor**).
- c. In order to complete the research and to be awarded the M.Tech./M.V.Sc./M.Sc./ Ph.D. degree, the student has written a thesis titled “ \_\_\_\_\_” (hereafter referred to as THESIS), as tutored and guided by the Advisory committee chaired by the Major Advisor.
- d. The THESIS contains information and/or ideas and/or results and/or confidential data that may be subjected to patent protection or similar protection or that can be protected under the current legislation (hereafter referred to as CONFIDENTIAL INFORMATION). The CONFIDENTIAL INFORMATION may include, but is not limited to know how, technical descriptions, data, material, formulations, formulae, processes, specifications, methods, software, drawings, samples, in vivo and in vitro tests, production processes, laboratory practices, inventions, technical-scientific information, organization processes that are described in the THESIS.

In order to safeguard the CONFIDENTIAL INFORMATION contained in the THESIS, it is necessary not to disclose and/or disseminate in any way the above-mentioned CONFIDENTIAL INFORMATION.

Hence, the Student hereby declares the following.

I, \_\_\_\_\_ [Name student] recognize and acknowledge the confidential nature and competitive value of the CONFIDENTIAL INFORMATION described in the THESIS as above, and herewith declare that I shall keep confidential any and all information and data ("**Confidential Information**"), in whatever form, and not limited to oral or written information, generated during conducting research work and writing my thesis that is mandatory for the completion of my \_\_\_\_\_ programme in the Discipline of \_\_\_\_\_ at ICAR-NDRI (Deemed University). I further declare that I shall not share the CONFIDENTIAL INFORMATION with any person/ entity and will not publish/ present the CONFIDENTIAL INFORMATION in oral/ written form without the knowledge and permission of the Competent Authority of ICAR- NDRI.

**Signature of the student with date**

**Signature of the Major Advisor with date**

**Signature of the Head of the Division with date**



**NATIONAL DAIRY RESEARCH INSTITUTE (DEEMED UNIVERSITY)**

**KARNAL-132001 (HARYANA)**

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**FORMAT FOR APPROVAL OF TITLE AND ADVISORY COMMITTEE OF  
SYNOPSIS OF Ph.D.**

**STUDENT**

**Name of the student:Registration No:**

**Major subject:**

**Allied Subject:**

**Major advisor:**

**Project of the Faculty (IRC/externally funded project): Mention Title of the project and funding agency under which the student has been given research work**

**Tentative Title of the Research Project of the student:**

**Objectives:**

**Justification:**

**A summary of work done in India and abroad:**

**Brief Technical programme of work:**

**Location and place of work:**

**Facilities available:**

**Collaboration with other Divisions/Institutes**

**Advisory Committee**

<b>Name of committee member</b>	<b>Field (Major/Allied)</b>	<b>Designation</b>	<b>Signature with date</b>
Major advisor	Major		
member	Major		
member	Major		
member	Allied		
member	Allied		
Director's Nominee			

**Signature of Head of Division with Seal**



**NATIONAL DAIRY RESEARCH INSTITUTE  
(DEEMED UNIVERSITY) KARNAL-132001 (HARYANA)**

**FORMAT FOR APPROVAL OF ADVISORY COMMITTEE FOR  
MASTER'S STUDENTS**

**Name of the student:Registration No:**

**Major subject:**

**Major advisor:**

**Project of the Faculty (IRC/externally funded project): Mention Title of the project and funding agency under which the student has been given research work**

**Tentative Title of the Research Project of the student:**

**Objective:**

**Advisory Committee**

<b>Name of committee member</b>	<b>Field (Major/Allied)</b>	<b>Designation</b>	<b>Signature with date</b>
Major Advisor	Major		
Member	Major		
Member	Major		
Member	Allied		
Joint Director's Nominee			

**Forwarded for approval of advisory committee, please.**

**Signature of Head of Division with Seal**

## Justification

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART I  
SECTION I

No.F.9-15/85-U.3  
Government of India  
Ministry of Human Resource Development  
(Deptt. of Education)

New Delhi, the 28th March, 1989.

### NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956), the Central Government on the advice of the Commission, hereby declare that the National Dairy Research Institute, Karnal (Haryana), shall be deemed to be a university for the purpose of the aforesaid Act.

*Thy*  
( J.D.Gupta )  
Joint Secretary to the Govt. of India.

The Manager  
Gazette of India,  
Government of India Press,  
Faridabad.

Copy forwarded for information to:-

1. The Secretary, University Grants Commission, New Delhi (with 15 copies).
2. The Director, National Dairy Research Institute, Karnal (Haryana).
3. Assistant Director General (Edn), Indian Council of Agricultural Research, Krishi Anusandhan Bhavan, Pusa, New Delhi-12.
4. All Ministries/Deptts. of the Government of India (including the President's Secretariat, the Prime Minister's Office, the Cabinet Secretariat and Planning Commission).
5. All State Governments and Union Territories.
6. Registrars of all Universities and deemed to be Universities.
7. D.P.I.O. (Education), Press Information Bureau, New Delhi.
8. Secretary, Association of Indian Universities, A.I.U. House, 16, Kotla Marg, New Delhi-110002.
9. Parliament Library.
10. Legislative Department (Leg. III Section).
11. Secretary General, Rajya Sabha.
12. Secretary General, Lok Sabha.
13. All Officers in the Ministry.
14. Guard File/Coordination Asstt/Notification File.

*Gurbax Singh*  
(Gurbax Singh)  
Deputy Secretary to the Govt. of India.





NDRI Centenary Commemoration Pillar  
unveiled on Friday, 1st July, 2022

by  
**Shri Narendra Singh Tomar**

Hon'ble Union Minister for Agriculture and Farmers Welfare

In the gracious presence of

Dr. Trilochan Mohapatra  
Secretary, DARE and  
DG, ICAR, New Delhi

Dr. Manmohan Singh Chauhan  
Director,  
ICAR- NDRI, Karnal

Dr. B.N. Tripathi  
DDG (Animal Sciences)  
ICAR, New Delhi

