

Apollo College of Veterinary Medicine

(Affiliated to Rajasthan University of Veterinary and Animal Sciences, Bikaner)



**UNDERGRADUATE PROGRAMME
(B.V.Sc. & A.H.)**

**Prospectus
2018-19**



ACVM, AGRA ROAD, JAIPUR - 302031 (RAJASTHAN)

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CHAPTER-1

BACKGROUND:

Apollo College of Veterinary Medicine (ACVM) Jaipur, Rajasthan was established on 6th Oct 2003. The ACVM happens to be pioneer institute in private sector, directed to human resource development & provide service for health care and management. It offers bachelors degree (B.V.Sc. & A.H.) course of five and half year duration in veterinary science & animal husbandry to meet ever increasing demand of qualified veterinarians for healthcare management and production of domesticated livestock and poultry in terms of milk, meat, egg, hide, wool and fur, etc. The Government of Rajasthan accorded permission to establish ACVM at Jaipur. Now in the year 2017, the Central govt. on recommendation of the Veterinary Council of India, New Delhi has granted permission for admission B.V.Sc & A.H. for 2017-18 & 2018-19 & Rajasthan University of Veterinary & Animal Sciences (RAJUVAS), Bikaner has granted affiliation.

OBJECTIVE/PHILOSOPHY:

- To impart quality veterinary education as per the standards of the Veterinary Council of India (VCI) rules and regulations including the MSVE Regulations-2016, in the field of livestock health care and management and animal production sciences and technology.
- To encourage interest in livestock production as an industry in private sector and entrepreneur skills for self employment.
- Facilitate preventive, curative and rehabilitative animal health care with optimum livestock productivity.
- To built a strong biotechnological base for improved diagnostics, immunological and therapeutic control of diseases and to develop epidemiological based forecasting system for the benefit of livestock owners.

VISION AND MISSION:

To educate and train highly skillful and competent veterinary professionals, who will be equipped to handle livestock health care and management under socio-economic and environmental conditions. This in turn will enable students to be globally competitive in their chosen field and acquire international standards on different aspects of livestock industry.



ACVM students will have modern technical education and training to strive and preserve unique enduring humane treatment to all animals.

LOCATION AND CLIMATE:

The ACVM is located in the capital city of Rajasthan - Jaipur, Popularly known as PINK CITY. It is well connected by rail, road and air. The climate is arid and semi arid for major part of the year. The geographical area of the state is 342,239 sq km to sustain 74.79 million human and 57.73 million livestock population, besides 80.24 million poultry birds. Over 55% of land is desert with rain fed crops. The livestock poses a greater role in boosting rural economy of Rajasthan. The State is rich in native breeds of cattle, equines, sheep and goat, camel and contributes (35%) high quality germ plasm to the national pool. The city of Jaipur is a landmark center on world map for tourism and polo.

ABOUT THE COLLEGE:

The ACVM, Jaipur is affiliated with the Rajasthan University of Veterinary & Animal Sciences (RAJUVAS), Bikaner and follows course - curriculum as per Minimum Standard of veterinary education -2016 prescribed by the Veterinary Council of India (VCI), New Delhi, with emphasis on diseases of bovines including sheep & goats, camel, equines, poultry and companion animals to meet specific requirements of the state. New elegant three storey building is available for teaching, research and extension education with most modern clinical, para-clinical and production science departments. On each floor of building there are five wings, each one is housing an independent department with sitting rooms, research labs, store and office accommodations. Five lecture halls are spacious to accommodate 100 students each and are provided with audio visual aids and good lighting and sitting facilities. The college possesses well equipped spacious laboratories with highly qualified and experience faculty members. Educational tour to veterinary colleges, National Research Centers, Government farms, stud farms, dairy plants, slaughter houses, zoo and national parks integral part of ongoing academic activities of ACVM. Games, sports, cultural and extracurricular activities for all round growth and development of the scholar on roll.

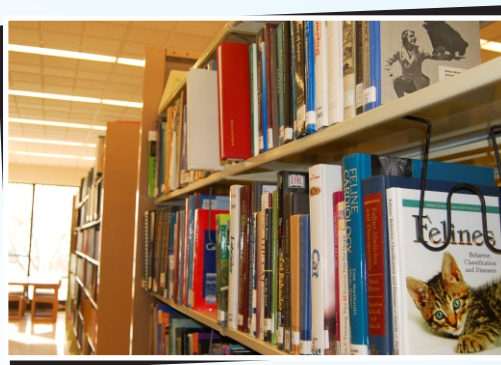
In addition of the building, college has a big library, conference, audio visual facility and examination halls, Dean's chamber, office accommodation, seminar hall, reception room and guest house. A separate building is for Veterinary Clinical Complex with ultra modern tools and diagnostic laboratory veterinary clinical complex, outdoor and indoor animal wards.



LIBRARY FACILITY:

An excellent library having stacking and reading room measuring 3000 sq ft is available for staff and students in the main building of the college. At present more than 3000 books of different disciplines, scientific journals, copies of M.V.Sc. and Ph.D. thesis, department manuals, magazine and news papers are available. Card cataloging system is used for library references.

photocopier, computer with internet facilities are also available. The library would be fully automated with internet facilities and e-journals.



MEETING / CONFERENCE HALL:

A spacious air conditioned meeting / conference hall is also available in the college main building. It has a capacity of 150 seats. Audio visual cum LCD facilities are available. It is well fitted with double film projector, audio-visual aids for organization of various debates, cultural programs including other personality development, professional competitions and contests. A separate auditorium is planned to be constructed.



GAMES AND SPORTS:

The college provides sufficient games and sports material to all the students. There is an extensive play ground near to the building and excellent facilities are available for games, sports, etc. All the students are encouraged to take part in sport activities. A modern and fully functional gymnasium is also available in the hostel.





VETERINARY CLINICS AND LABORATORIES:

Veterinary clinics are an integral part of ACVM academic activity. It serves dual purpose - as it provides treatment to the sick animals and at the same time students get hands on training on various types of clinical cases. The college is planning to create a centre of excellence for equine i.e., stud management and health care unit. In addition, initiatives are also taken for critical health care of livestock and crisis management. Biotechnological intervention, propagation of germplasm, genetic engineering, molecular approach of vaccine production is also planned. The clinics have ethno veterinary practice and use of latest technologies for diagnosis. Toxicological and forensic medicine laboratory is also planned in the campus. Medicine, surgery and gynaecological units have facilities of USG, X-ray, cautery and other modern diagnostic technologies for pets horses, cattle, sheep and goat. The clinical departments are on way to develop therapies related to acupuncture, hydrotherapy and other advanced therapeutic methods. Department of Veterinary Clinical Complex has organized one national symposium.

AMBULATORY CLINICS:

An ambulatory clinic is operating to provide animal treatment at the doorstep of farmers and consultancy service on non-payment basis in the adopted villages of the college. Apart from serving to the farm animals at the doorstep of the farmers, the students get an opportunity to manage and treat the cases in animal health and treatment camps, under the well qualified and experienced clinicians in various fields of specialization.





LIVESTOCK FARM COMPLEX:

livestock farm is an independent facility of ACVM academic activity, it impart hand on training and practical orientation to the students on various aspects of livestock management of food and other domesticated animals and poultry. The college provided seed money to the LFC department to manage the broiler and layer units by involving the student's participation. It is accepted that this experiment will build confidence among the faculty and students and based upon the experiences gained more unit will be established under earn while you learn programme. Likewise cattle dairy farm, piggery, sheep and goat units are being established on commercial model. The college has also procured horses for managerial training and riding. Artificial insemination will be adopted and service will be provided to Rajasthan equine breeders. The college has raised a laboratory animal house for rabbits and guinea pigs.

AUDIO VISUAL AND COMPUTER FACILITIES:

Computer centre is a centralized facility to provide computer-aided education and training to B.V.Sc. & A.H. students. The faculty is computer literate and uses these facilities for developing audiovisual instructional material for classroom teaching. Practical manuals have been developed for all the courses. Teachers and students are motivated to use audiovisual aids (LCD projector and computer aided facilities) for better assimilation of the subject matter. In practical classes students are ensured to do actual practical, apart from demonstrations by faculty. Students are graded on day to day basis of their attendance, neatness and accuracy of conducting practical etc, which are recorded in practical manuals. Weightage is also given for library assignment, term paper and field visits.

INSTRUCTIONAL MATERIAL:

Teachers have prepared innovative classroom charts, powerpoint presentations, instructional manuals, notes and models. The faculty members are motivating the students to prepare suitable demonstration charts, handouts and three-dimensional exhibits as an effective mode of learning. Preparation of plastinated specimens, corrosion cast, joints, dry specimens as a tool of teaching anatomy by the department. It is worth mentioning that the department has been awarded "best paper" award in the national level symposium.



FIELD VISITS:

Academic training is incomplete in absence of effective field veterinary education. Students are sent to field and specialized animal institutes / veterinary hospitals and animal farms according to the needs. This helps in better understanding of the subject matter. Students are able to appreciate the actual field problems. The visit gives an exposure to the practical aspects of the subject and enables the students to understand the practical utility in a holistic manner. Through orientation and exposure, students understand the concepts of feeding, breeding, housing management of different species of animals. In extension, students participate in animal health and treatment camps and in care of sick animals, methodology of communication and interaction with farmers and livestock owners. Regular field visits are also undertaken to various places, organizing live stock fairs, goseva sangh, rural India trade exhibitions, zoo, research institutes, dairy plants, slaughter houses and veterinary clinics.





STUDENT'S ACCOMMODATION/HOSTEL:

Triple storey modern hostel building for boys to accommodate nearly 200 students is already available. It is well equipped with modern facilities of indoor games, gymnasium, TV, reading room with modern and clean cooking and dining facilities. Each room is provided with necessary furniture and almirah on nominal rent. Hostel for girls is available with double seated room with all facilities . A lady faculty member is supervising their routine activities. New girl entrants shall be accommodated in the newly constructed Hostel. The college hostel mess caters to their meals.



EXTRACURRICULAR ACTIVITIES:

Students are encouraged to participate in blood donation camps, tree plantation programme, social meetings, dramatics, literacy activities, debate contests and participation in seminars, etc. Students are also encouraged to participate basic and advance level of hiking and tracking. The college has developed an "Earn while you learn" scheme in poultry. It has a dairy, piggery, Equine stud, goat and sheep farm which also provide an excellent training nucleus for the students. Turkey, Quails, Karaknath Birds, Rabbitary are our specialty.





CHAPTER-II

ADMISSION PROCEDURE:

ELIGIBILITY (As per VCI norms)

- Candidates must full fill the following conditions for admission.
- Candidates must have completed the age of 17 years on or before 31* December of the year of admission.
- Candidates must have passed the senior higher secondary examination conducted by Statutory Board under the 10 +2 pattern of secondary education or any other examination recognized to be its equivalent (equivalent to Class XII of 10 +2 pattern). The candidates must have 50% of the aggregate marks in English, Physics, Chemistry and Biology in this qualifying examination.
- He/She shall have to qualify the Pre-Veterinary Test for admission.
- Candidates who have appeared in any of the aforesaid qualifying examinations but whose results have not been declared before the commencement of the Pre-Veterinary Test, may be given provisional permission to appear at the Pre-Veterinary Test.

Note:

The relevant original certificates, which are basis for the eligibility of the candidate, will have to be furnished by the candidate.

NUMBER OF SEATS: EIGHTY (80)

ADMISSION:

Admissions are made under two categories

1. Regular Seats (40 No.) : Admission made are by RPVT as per rules and regulation made by state govt. / University





2. Management seats (40 No.) :- Admission are made by the ACVM on the basis of NEET and RPVT (Rajasthan Domicile Only), subject to fulfilment of eligibility conditions. Notification for the same is issued by the ACVM through regional, National dailies and college website :- (www.apollovet.org).

PRE-VETERINARY TEST

- ✦ All candidates will have to appear at the Pre-Veterinary Test & NEET to be held in the subjects of Physics, Chemistry, Zoology and Botany.
Registration by admission Board:
- ✦ A common admission board is constituted for admission to B.V.Sc. & A.H course. Qualified candidates are called for counseling by the University. The candidates found unsuitable for admission are rejected.
- ✦ Admission of the candidate who have passed qualifying examination from University Board of the State other than Rajasthan will be admitted provisionally till the University issues the eligibility criteria.

DEGREE OFFERED:

The B.V.Sc & A.H. Course is of five and half years duration (Four and half year of course and 12 month of compulsory internship as per recommendations of Veterinary Council of India, New Delhi).

Presently, ACVM, Jaipur offers undergraduate degree of B.V.Sc.& A.H. only. In the near future, the college intends to start Master's and Doctoral courses. The college also proposes to conduct refreshers and specified courses for qualified Veterinarians in various subjects to cater the needs for livestock health and management under arid and semi arid conditions. Short term specialized courses on equines and canines will be initiated on demand.

MERIT SCHOLARSHIP / AWARDS:

Merit Scholarship will be given to the students of ACVM securing first five positions in the university examination held by RAJUVAS, Bikaner. Holder of 1st Position will be awarded with certificate and cash prize of rupees five lac, 2nd & 3rd Position with cash prize of rupees one lac and 4th & 5th Position with cash prize of rupees fifty thousand.



CHAPTER-III

COURSE REQUIREMENTS FOR B.V.Sc & A.H.:

The degree courses of B.V.Sc & A. H. shall comprise of study over complete five and half years duration (Four and half year course work and 12months of compulsory internship).

PROFESSIONAL YEAR WISE DISTRIBUTION OF COURSES

FIRST PROFESSIONAL	
Veterinary Anatomy	4+3=7
Veterinary Physiology	4+1=5
Livestock Production Management	4+2=6
Total Credits	12+6=18
SECOND PROFESSIONAL	
Veterinary Microbiology	3+2=5
Veterinary Pathology	4+2=6
Animal Genetics and Breeding	3+1=4
Animal Nutrition	3+1=4
Veterinary Biochemistry	2+1=3
Total Credits	15+7=22
THIRD PROFESSIONAL	
Veterinary Pharmacology and Toxicology	4+1=5



Veterinary Public Health and Epidemiology	3+1=4
Veterinary Parasitology	3+2=5
Livestock Products Technology	2+1=3
Veterinary and Animal Husbandry Extension Education	3+1=4
Veterinary Clinical Practices - I	0+1=1
Livestock Farm Practices	0+2=2
Total Credits	15+9=24
FOURTH PROFESSIONAL	
Veterinary Surgery and Radiology	2+1=3
Veterinary Medicine	4+1=5
Veterinary Gynaecology and Obstetrics	2+1=3
Veterinary Clinical Practices -II	0+6=6
Total Credits	8+9=17

ANNUAL DISTRIBUTION OF THEORY AND PRACTICAL CREDIT HRS:

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



CHAPTER-IV

RULES AND REGULATIONS:

I. Examination:

- ✦ The degree course of B.V.Sc. & A.H. shall comprise of study spread over complete academic years (Four and a half year course and compulsory internship programme of 12 calendar months duration)
- ✦ Each professional year shall cover at least two hundred and ten (210) instructional days, excluding annual examination days except fourth professional year which consists of 315 instructional days.
- ✦ There shall be four professional examinations- one each after 1st, 2nd, and 3rd year, and the fourth after one and half year and these professional examinations shall have only the theory component with external system and the practical component shall be dealt with internally.
- ✦ The schedule of examination during Bachelor of Veterinary Science and Animal Husbandry course shall consist of internal assessment and annual examinations as detailed below, namely:

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



Practical Examinations:

The practical examinations shall be conducted by a Board of Examiners consisting of concerned Head of the Department, teacher(s) and a representative of the Dean and the teachers while evaluating practical, shall take into account the followings, namely:-

- i. A record or log book maintained by each student as practical records.
- ii. Written test or observation and recording of the skill with which each student executes the practical.
- iii. Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).

Evaluation:

The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such examination.

The weightage of theory and practical shall be in the ratio of 60:40 respectively.

Rules for Promotion and Failure:

1. Promotion of a student in a professional year shall be decided only on the basis of aggregate marks of internal assessment and annual examinations.
2. A student shall be promoted to next higher professional class only if he or she has passed in all the subjects of his or her class by obtaining at least 50% marks in theory (internal and external combined) and practical separately.
3. A student should secure OGPA of 5.00 out of 10.00 at the end of degree programme to be eligible to get Bachelor of Veterinary Science and Animal Husbandry degree.
4. A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination, provided the provisional promotion shall be subject to clearance in the compartmental examination of that or those subject (s) and shall be provisional and if the student fails in the compartmental examination, he or she shall stand automatically reverted to the class from where he or



she was allowed provisional promotion.

5. Failed students shall register again for the entire professional class they failed and such students shall have to fulfill all requirements of the class afresh.
6. A student failing in the annual examination for three consecutive years in a professional year of Bachelor of Veterinary Science and Animal Husbandry degree programme shall be finally dropped automatically from the University on account of poor academic performance (except fourth professional year).
7. In no case, a student shall be allowed to continue his or her Bachelor of Veterinary Science and Animal Husbandry studies beyond nine academic years (excluding Internship) in a Veterinary College.

Compartmental Examination:

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

Grading:

1. Grade Point in a subject shall be the total marks obtained by a student out of 100 divided by 10
2. Credit Point in a subject shall be Grade Point multiplied by the credit hours.
3. Total Credit Points shall be the sum of the credit points secured.
4. Grade Point Average shall be the sum of the total credit points earned divided by the sum of credit hours.
5. Overall Grade Point Average shall be the sum of the grand total of credit points



earned divided by the grand sum of credit hours.

6. The corresponding ranking of Overall Grade Point Average with respect to traditional scoring system of division ranking shall be as follows, namely:-

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

Declaration of Result:

- i. Result is computed and declared by the university; joint merit list of constituent and affiliated colleges is published by the university.
- ii. Transcript is issued by the university.

Transcript/Mark Sheet

All the grades/marks will be entered separately in transcripts of the first, second, third, fourth and fifth B.V.Sc. & A. H. annual examinations against each subject awarding final grade I marks on the basis of both external and internal examinations'

NB. Academic rules, regulations and course contents shall be modified as per RAJUVAS or VCI guidelines issued from time to time.

II. Compulsory Internship Programme

- i. Students who have completed the requirements of the course work and passed the final B.V.Sc.&A.H. examination will be allowed to enroll for the twelve calendar months internship programme.
- ii. The internship programme will commence within a week of declaration of the result of final B.V.Sc. & A. H. examination. The duration of internship will be 12 calendar months.
- iii. The interns will make their own arrangement for boarding and lodging at the place of internship.
- iv. Attendance will be compulsory. The intern shall be entitled for fifteen days casual leave and the leave can not be claimed as a matter of right until & unless the sanctioning authority.



- v. internship programme shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall devote whole time to the training.
- vi. Working hours will be regulated according to the need of the work allotted to the interns
- vii. Each intern will have to complete the training satisfactorily. In case of unsatisfactory work or performance or shortage of attendance or both the period of compulsory rotating internship shall be extended by two months and the student shall be re-evaluated, If again found unsatisfactory or is unable to secure 50 marks out of hundred, he/she shall be give one more chance offer another two months and if he still is found unsatisfactory due to any reason, the intern has to re-register a fresh for internship programme.
- viii. The Assessment each intern shall be based upon the evaluation of log book or project report his or her performance reports form all the minimum prescribed training postings, entrepreneurial output clinical case reports and their presentation, viva and comprehensive examination in core competence in veterinary skills through a written test by an evaluation committee comprising of the faculty representing the concerned departments appointed by the Dean.
- ix. After successful completion of internship, the dean shall then issue the certificate of satisfactory completion of internship training as prescribed by the VCI.
- x. A candidate shall become eligible for registration with state or union territory Veterinary Council only on the award of the B.V.Sc. and A.H. degree or production of a provisional degree certificate by the University.

III. ATTENDANCE:

1. The required condition of attendance shall not be deemed to have been satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes, provided, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately.
2. A candidate having attendance below 75% in a subject shall not be eligible to appear in the annual examination of that subject.
3. The percentage of attendance of a student in a subject shall be computed on the basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date



of registration, provided, for the students who are reverted back owing to failure in the compartmental examination, the attendance shall be counted from the date of declaration of result of compartmental examination and the date of closing of instructions and the attendance for the First year shall be counted from the date of registration.

4. If a student absents continuously for 10 working days in annual system, his/her registration in the academic session will be cancelled and his/ her parents will be informed accordingly.
5. If a regular student of the college fails to register on scheduled time or fails to attend the classes after registration continuously for 45 days in annual system, without the permission of the Dean of the college, the name of student will be removed from the college rolls and his/her parents will be informed.

IV. INDISCIPLINE

1. Indiscipline includes:

- (i). Continued irregularity in attendance, en-masse cutting of classes and negligence in the work assigned.
- (ii). Causing disturbance or nuisance in classroom, college premises, office, library, hostel, playgrounds, college administrative office and on any campus of the university.
- (iii). Acts of disobedience and defiance of lawful orders, rules and regulations.
- (iv). Misconduct or misbehavior towards a member of the teaching staff of the Institution, University member of any of the Statutory bodies of the University or any visitor to the University or the Institutions of fellow student(s).
- (v). Causing damage to the property of the Institution or the University, disfiguring or abusing the property including library books and periodicals.
- (vi). Instigating/Spreading misleading reports or rumor.
- (vii). Consumption of intoxication drinks or drugs inside the college campus, including hostels and play grounds.
- (viii). Refusal to produce identity card on demand.
- (ix). Involvement in any criminal activity or offence during the course of studies inside or outside the campus.
- (x). Possession of arms and weapons in places mentioned above.
- (xi). Impersonation on any occasion.



(xii). Inciting others to commit any of the aforesaid activities.

SUPERVISION OF DISCIPLINE AND SHARING OF RESPONSIBILITY:

Discipline shall be supervised at different levels and the responsibility in this regard shall be shared by:

1. Head of institution-Dean
2. Chief Warden and Wardens of Hostels
3. Superintendent Physical Education, Coaches and Tour In-Charge.
4. Members of Teaching Staff.

Power of authorities:

I. Heads of institutions within their jurisdiction shall have the following powers:

- a) Issue warning
- b) Require undertaking from student(s) for good conduct and behavior.
- c) Require undertaking from the guardians/parents for good conduct and behavior of their wards.
- d) Impose a fine up to Rs. 5000/-
- e) Debar a student from attending classes up to 15 days.
- f) Expel a student from the college up to one academic year.
- g) Suspend a student pending enquiry.
- h) Rusticate a student up to one year.
- i) Expel a student from the hostel.
- j) Deprive a student of library facilities.
- k) Debar a student from participation in games, sports and other co-curricular activities.
- l) Disqualify a student from appearing at the next university examination including the tests.

II. Heads of Departments:

- (a). Issue warning
- (b). Impose a fine up to Rs.2000/-
- (C). Debar a student from attending classes up to 7 days in the subject concerned.
- (d). Report to the head of the institution regarding the cases deserving severe punishment.



III. Assistant Librarian of the College Library:

- (a). Issue Warning.
- (b). Impose a fine up to Rs. 500/-
- (c). Debarr a student from the use of library for a period up to two weeks under intimation to the Head of the institution.

IV. Chief warden and warden of Hostels

- (a). Issue warning
- (b). Impose a fine up to Rs. 500 /- by warden and Rs. 1000/- by chief warden.
- (c). Removal of student from the hostel by the chief warden
- (d). Warden to refer Head of the Institution through proper channel the cases deserving punishment.

V. Superintendent Physical Education Coaches/Tour In-Charge/Practical Training Supervisor:

- (a) Issue warning
- (b). Impose a fine up to Rs. 500/-
- (c). Recommend to the head of the Institution for the removal of the student from the College Team/Tour for a specific period.
- (d). Report to the Head of the Institution cases deserving severe punishment.

VI. Member of the teaching staff:

- (a). Issue warning
- (b). Impose a fine up to Rs. 500/-
- (c). Report cases deserving severe punishment immediately with full particulars to the Head of the Department.

V. Unfair Means in the Examination:

Unfair means shall include the following:

- 1.1 Communicating or attempting to communicate with the Controller of examination of the University or any person of his office or superintendent of Examination or an person connected with the conduct of examination or with any paper setter or examiner with the object of finding out the name and address of the paper setter or examiner, for



finding out the questions that have been set in by the paper setter or examiner or with the objective of influencing any of them in discharge of his/her duties in connection with the examination.

- 1.2. Giving or receiving assistance in answering the question paper to or from any other candidate/person in the examination hall or outside the examination hall.
- 1.3. (a). Having in possession, during examination time, any paper, books or notes which have relevance to the examination concerned.
(b) Anything written on the ink pot cover, scales or any other instrument or on any kind of furniture with which he/she is concerned which may have relevance to the examination concerned.
(C) Anything written or signs made on the body of the candidate, on clothes/garments on the paper or on any substances, which may have relevance to the examination concerned.
(d) Using or attempting to use any other unfair means during the examination or in connection with the examination.
(e) Smuggling in or out an answer book or impersonifying a candidate, or helping an examiner/examinee.

NOTE:

Impersonation (mimicked identity) will be considered as an unfair means adopted by both the parties and would be dealt with as specified in the procedural code for dealing with such cases.

- i. Copying actually from the material not to be used in the examination.
 - ii. Talking or whispering to other candidate or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff.
- 1.4 Any other activity, which may give undue advantage in the examination to any student.

Insolvent Behavior/Disorderly Conduct during Examinations:

All examinees in the examination hall or outside but within the campus of the Examination Centre during the examination shall be under the disciplinary control of the superintendent of the Centre or his nominee and shall obey his instructions. Disorderly conducts include:



- a) Disobeying the instructions of the Superintendent/Add. Superintendent/Asstt. Superintendent/invigilator or any member of the Flying Squad.
- b) Threatening, intimidation or assaulting the Superintendent/Add. Superintendent/Asstt. Superintendent/invigilator or any member of the Flying Squad or any member of staff working at the examination centre before, during or after the examination hours.
- c) Misbehavior with the Superintendent/Add. Superintendent/Asstt. Superintendent/toinvigilator or any member of the Flying Squad or any member working at the examination centre in connection with the examination before, during or after the examination hours.
- d) Leaving the examination room before expiry of the time stipulated for doing so after the commencement of the examination, or leaving the examination room without obtaining the permission of the invigilator or without handing over the answer book to the invigilator or without signing the attendance sheet.
- e) Tearing of or mutilating an answer book (Main or Supplementary) or any part thereof.
- f) Disturbing or disrupting the conduct of examination or attempting to do so.
- g) Insisting or compelling any other candidate to leave the examination room or to disturb boycott the examination.
- h) Bringing into the examination Hall/Centre any weapon or any other material objected to by the invigilator/Centre Supdt. or any other member of the supervisory staff.
- i) Appearing in the examination without being in possession of the proper admission card unless permitted by the Centre Superintendent.
- j) Refusing to be searched by the Invigilator/Centre Superintendent/any other member of the Supervisory staff/any staff member of the flying squad, or obstructing or hindering such search in the examination Hall, Verandah, Urinal etc.

VI. HOSTEL RULES

The students admitted to the college are normally required to live in a hostel.

1. Hostel Admission:

- 1.1 Student desirous of loaning the hostel shall submit applications to the Dean of the college on the prescribed form, which will be supplied from the office.
- 1.2 The Chief Warden who will also allot the hostel and ask students to deposit the hostel fee as per rules will do admission to hostels. The concerned warden will do allotment of



seats and furniture to students. The warden will endorse a copy of allotment to hostel accommodation to the college office for cross checking of the records.

- 1.3 On allotment of a seat to a student in the hostel, the student will obtain necessary furniture and give a receipt of the articles received on a register meant for the purpose. While leaving the hostel, student should handover complete charge of the room to the warden.

Note: The room/seat once allotted is final and no shifting shall be made by the student at his/her own will, prior permission of the warden must be obtained for any change.

2. Hostel Regulations-

- a) The ragging of the student is strictly prohibited. Any student found guilty of this will be punished severely which may include removal from the hostel & college.
- b) Lighting fire or preparing food or other eatables in the rooms is not permissible. Students are also not allowed to carry food to the room from the kitchen/dining hall.
- c) Students should not tamper with the electric fittings of the hostel; no electric appliances (TV, Radio, Room Heaters, Electric press etc.) will be permitted in the rooms.
- d) Any loss or damage done to the hostel property, furniture, tapes, electric fittings, utensils etc. shall be paid by the student at fault. If not traceable to any particular member, the cost of the damage will be recovered from all the members collectively.
- e) The rooms of students are liable to be checked at any hour and if needed the same may if be opened by an authorized committee, even in the absence of the concerned student.
- f) Student shall not issue orders to hostel servants and shall not interfere with their work. In case of misconduct or unsatisfactory service on the part of servants, students shall immediately report the matter to the concerned warden.
- g) Students should not mishandle or misbehave or assault hostel/mess servants.
- h) Items of common utility such as magazines, newspapers, radio, television, indoor game material, utensils etc. should not be taken to the rooms.
- i) Absence from the hostel after 09:00 pm in summers and 08:00pm in winter will be considered a serious offence. Concerned warden may grant permission to stay out which shall generally not be granted for more than once a week.
- j) Students shall not keep large sums of money or valuables in their rooms. The hostel authorities will accept no responsibility for the goods lost by the students. Strict disciplinary action shall be taken against the student violating their rules or thereby creating, complications for the authorities.
- k) Students should not misuse or waste light and water in the hostel.

- l) Each hostel will have requisite number of Block Monitors who will be appointed by the warden concerned. The Block Monitor will himself observe the hostel rules strictly and set an example of sense of duty, obedience, discipline and courteousness to the fellow members.
- m) At the time of vacation the students are required to leave the hostel within 24 hours unless and otherwise permitted by the warden. Any one disobeying this rule is liable to disciplinary action.
- n) During the summer vacation the student shall have to vacate the rooms, in special cases a student may stay in the hostel during vacation for this he/she shall have to obtain prior permission and shall have to pay room rent and other hostel charges.
- o) Students are not expected to leave the station without obtaining prior written sanction of the hostel authorities.
- p) Throwing out waste paper, spitting, defacing the walls and committing nuisance of any kind in the hostel premises are punishable offences. The students are expected to maintain their room in a clean and tidy condition.
- q) Intoxication in any form or smoking is an offence and the student found intoxicated or smoking will be punished including removal from the hostel
- r) Keeping of weapons and intoxicants in the room will be treated as an offence and will be dealt with seriously including removal of the offending inmate from the hostel or college.
- s) In case of any problem or any quarrel in the hostel premises the concerned students should report the matter in writing to the concerned warden immediately, direct approaching to the higher authorities would be considered as an act of indiscipline.

2.2 Visitors and Guests

- a. Students should take prior permission for residing a guest in the hostel room.
- b. Visitors and guests will be required to sign in the register meant for the purpose in each hostel.
- c. A special room will be provided in the hostel for the guardians or immediate relatives visiting students. They will be permitted to use the guest room for maximum of 72 hours.
- d. Visitors will be allowed between 5:00pm to 8:00 pm on working days and 8:00 am to 10:00 am and 5:00 pm to 8:00 pm on holidays and Sundays.

Jurisdiction

Any dispute arising out of anything concerned with the ACVM & its all activities including admissions will be subject to the jurisdiction of the courts situated at Jaipur only.



Sports & Cultural Fest-2018



ACVM Activities

